There are 6 areas on a Layout Sheet that you can customize. From the menu bar, click **File > Document Setup**, then click on the **Layout** tab.

- 1. **Picture caption font** select the font, style and size of the text to appear by clicking on the Change button.
- 2. **Included data** click on the tabs
 - Basic
 - More
 - Notes
 - Detail

Click those items you want, or click on those items with check marks that you don't want.

- 3. **Image Resolution** If you plan to email the picture sheet, set the image resolution to Screen (96). Use Standard or High resolution for printed sheets.
- 4. **Document size** specify paper size and orientation. You can use different paper sizes such as legal or even tabloid, if your printer allows.
- 5. **Picture captions include** select any, all or none of the plant names for the picture.
- 6. **Document size** specify paper size and orientation. You can use different paper sizes such as legal or even tabloid, if your printer allows.

When you are finished with your change, click **OK**.

Select a plant and File/ Print Preview/Preview Data to see your customization!

List Data Layout Pictures Picture caption font Sample picture caption Note: Botanical names will always appear in italics; common names will always appear in regular type Included data:	
Picture caption font Sample picture caption Note: Botanical names will always appear in italics; common names will always appear in regular type	
Sample picture caption Note: Botanical names will always appear in italics; Change common names will always appear in regular type 2	
Note: Botanical names will always appear in italics; common names will always appear in regular type	
7 Image Resolution	
Basic More Notes Detail C Screen (96 dpi)	
✓ Nomenclature ✓ Standard (300 dpi)	
C High (600 dpi)	
Environment New pictures have borders	
Bloom Document size	
Letter - 4	
Picture captions include: 8.500 by 11.000	_
I I Botanical name I C Batala C Landona	
Common name Common name	
Page Setup Select Printer Help Cancel OK	