

Document Setup for a Layout Sheet – Version V

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
 - DetailClick 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!

