There are 8 areas on a Picture Sheet that you can customize. From the menu bar, click **File > Document Setup**, then click on the **Picture** tab.

- 1. **Picture caption font** select the font, style and size of the text to appear by clicking on the Change button
- 2. **Picture captions include** select any, all or none of the plant names for the picture
- 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. **Pictures per page** select the number of pictures across and down per page.
- 5. **Pictures printed include** select the Preferred picture only or All views per plant.
- 6. Set Picture Sheet Watermark If you want to use a Watermark sheet you previously created with Print Layout, click this button. Click on the **Reset Picture** Sheet Watermark button to clear a Watermark sheet.
- 7. **Picture Sheet header/footer** To use only a header and footer, click this button. There are 6 areas where you can put customer, company name, or print control features. &P, &D, &T, &U for page number, date, time, and prompt of user title) Again you can specify font, size and also color.
- 8. Click on **Page Setup** button to specify paper size, margins, and orientation.

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

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

- 1	Document Setup		1
	List Data Layout Picture	5	
	Picture caption font		
	Sample picture caption		1
2	Note: Botanical names will always appear in italics; common names will always appear in regular type		
	Picture captions include:	Image Resolution	3
	🔽 Botanical name	🔿 Screen (96 dpi)	
	🔽 Cultivar name	 Standard (300 dpi) 	
1	Common name	C High (600 dpi)	5
	Pictures per Page	Pictures printed include:	0
	Across Down	Preferred picture only	
	3 • X 3 •	O All views	6
		Set Picture Sheet Watermark	0
	9 pictures per page	Reset Picture Sheet Watermark	7
1	New page for each plant	Picture Sheet header/footer	1
8	L [-		
<u> </u>	Page Setup Select Printer Help Cancel OK		