

Document Setup for a Picture Sheet – Version V

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!

