



To adjust print area of large documents to print on 8 ½ by 11 paper (standard size) do the following:

1. Go to **FILE** (upper left hand corner of screen) and select **PRINT**
2. The print screen will look similar to the screen above.
3. Look for **PAGE SCALING** and select from the drop-down “multiple pages per sheet”
4. For **PAGES PER SHEET** select “custom” then change the number to the right from “1 by 2” to “1 by 1”
5. In the preview be sure the page size is 8 ½ by 11.
6. Then click OKAY

The page should print as 8 ½ by 11.