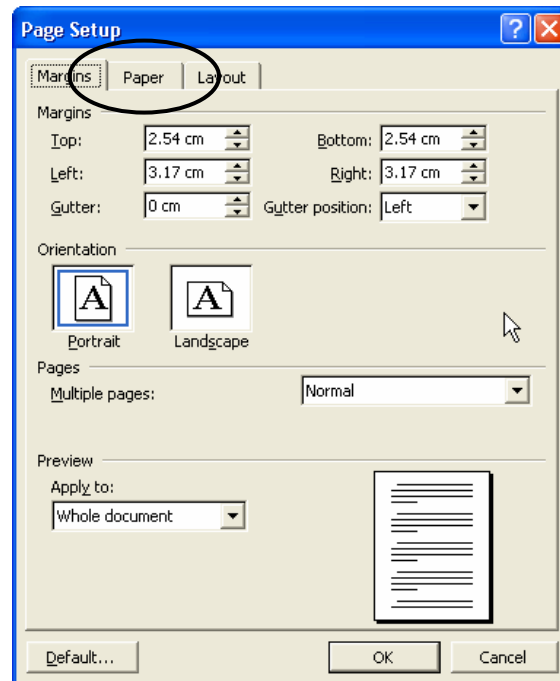


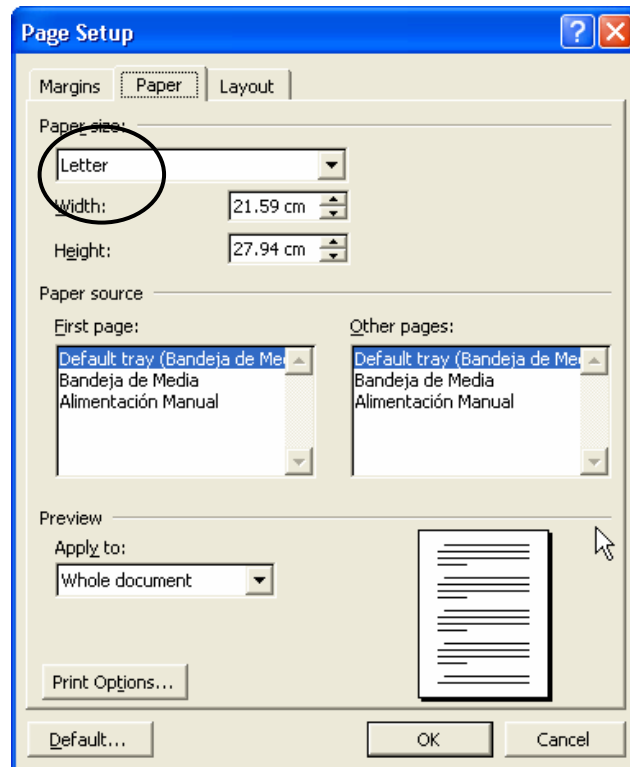
## CHANGING THE PAPER SIZE

1. Move the mouse over 'File' located in the top left hand corner of the screen and click once with the left mouse button. A menu will appear.
2. Move the mouse over 'Page Setup' and click once with the left mouse button. The 'Page Setup' window will appear on the screen. (see figure j.)



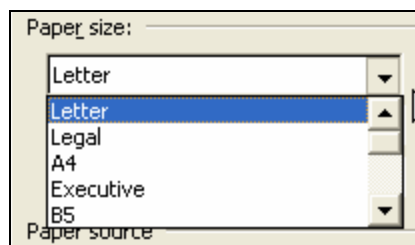
(figure j.)

3. Move the mouse over the 'Paper' tab located at the top of the screen. (see circled area figure j.)
4. The contents of the window will change. (see figure l.)



(figure l.)

5. Move the mouse over the small down arrow at the end of the white box located under 'Paper Size' (see circled area figure l.) and click once with the left mouse button.
6. A menu will appear. (see figure m.) This is showing a list of paper sizes that you are able to choose from. Move the mouse over the size that you need and click once with the left mouse button.



(figure m.)

*Note: The standard size paper in Australia is A4. Many computers are set on 'Letter' which is the standard American size paper. If this is the case on your computer, you need to change it to A4 as it can affect the finished printed product if you don't. When you have made the change, remember to click on Default so all further documents will be on 'A4' not 'Letter' size paper.*

7. The rest of the options in this window do not need to be changed unless you are running with a printer that has more than one tray for paper.