WORD 2010 SCALE TO CUSTOM PAPER SIZE

Richard is trying to set up a custom paper size in Word. applies to Microsoft Word , , , , , and Word in Office

If your document is destined for another source such as a printing firm or third-party , check with them for the proper printer driver that will match their equipment. Microsoft Word is the most popular word processing software in the world. Here's how you can add a Select Other or the name you gave the customized size in the drop-down paper size menu. Your document changes to that size on the screen. Make sure the Paper tab is displayed. Word displays the Page Setup dialog box. The name of the tab will differ, depending on your version of Word. Click on OK to close the dialog box. Near the bottom of the dialog box, make sure the Apply To drop-down list is set to Whole Document. If the page size you choose is too far beyond what the printer can handle, you might see an error message or some notification, but if the size difference is small as in Richard's case , Word just makes the change for you. Scroll the options in the Paper Size drop-down list top of the dialog box and choose Custom Size. Change the Width and Height options to your desired sizes 7 x Page size, paper size, or orientation of individual pages You cannot change the page size, paper size, or orientation of individual pages in a multiple-page publication. In the Page Setup group, select the Orientation drop-down menu and select either Portrait or Landscape. To produce a multiple-page publication that contains different individual pages, you must create separate publications for each different paper size, page size, or orientation and then assemble the printed publication by hand. Discover More Listing the Settings in a Template Templates allow you to define and collect many formatting settings that control how your documents appear. Under Page, enter the width and height you want. Continue Reading. Working with Master and Subdocuments Word has long had the capability of establishing relationships between documents by designating some as master documents For example, click Letter Portrait 8. Look for Show measurements in units of, and change the units. Word does not place many limitations on page size or orientation. To print your publication on sheets of paper that match the publication page size, be sure that the page size and the paper size are the same. A pro journalist who covers technology and computer troubleshooting, and who uses word processing programs daily. Open a new or existing file in Microsoft Word. How to Change a Document Paper Size for Printing You can c hange a document paper size for a new file or for an existing one. For more information on the Print tab please see: Print. To me, the better long-term solution is to use a printer driver that matches the output device you will be using, and make sure that the output device will work at the size you want. Top of Page Change the paper size The printer that you use determines the paper sizes that you can print on. Click OK to return to the Page Setup screen. Discover how to extend the capabilities of Office Word, Excel, PowerPoint, Outlook, and Access with VBA programming, using it for writing macros, automating Office applications, and creating custom applications. PDFs are very flexible on margins, and you may notice your problem disappear entirely. Updated July 24, For U. Let's look at theory first. Discover More Vertical Alignment of Sections Using one of the page setup options in Word, you can specify that the paragraphs within the section be vertically aligned By setting the size or orientation of your page and paper separately, you can control where the page is located on the paper and avoid misaligned prints. It may save you a lot of frustration in the long run. Top of Page Change the page size This procedure sets the size of your publication. Noticed I started out by saying that this is theory. If you want, you can The way that it is supposed to work in Word is that you can specify just about any paper size you want: Display the Layout or Page Layout tab of the ribbon. Select Print in the left-hand pane, then the Page Setup link at the bottom of Settings. For Word , you may need to click the Paper tab at the top of the dialog. This tip applies to Microsoft Word , , , , , and Word in Office