

## Document Setup for a Picture Sheet – Version V

There are 7 areas on a Picture Sheet that you can customize: the picture caption font, picture caption, pictures printed, pictures per page, watermark sheet, headers and footers, and page setup.

From the menu bar, click **File > Document Setup**, then click on the **Picture** tab

1. In the **Picture caption font** area, select the font, style and size of the text to appear by clicking on the Change button
2. In the **Picture captions include** area, select any, all or none of the plant names for the picture
3. In the **Pictures printed include** area, select the Preferred picture only or All views per plant.
4. In the **Pictures per page** area, select the number of pictures per page.
5. Click on the **Set Picture Sheet Watermark** button and select your Watermark sheet you previously created with Print Layout. Click on the **Reset Picture Sheet Watermark** button to clear a Watermark sheet.
6. Click on **Picture Sheet header/footer** button. You have 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.
7. Click on **Page Setup** button to specify paper size, margins, and orientation.

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

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

