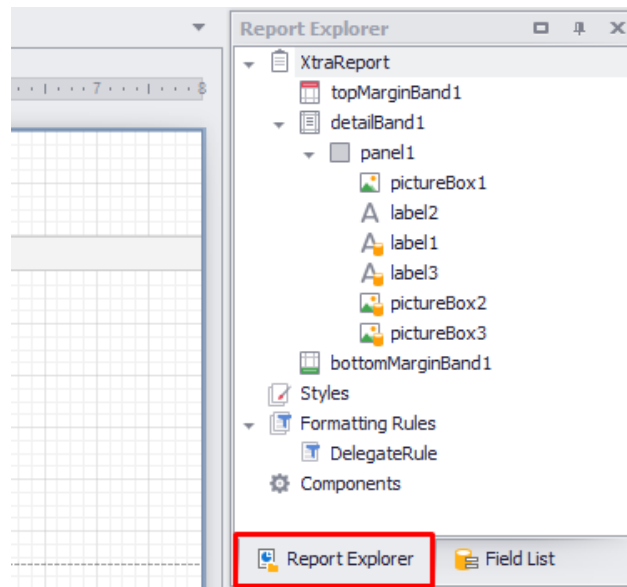# Changing the Page Size
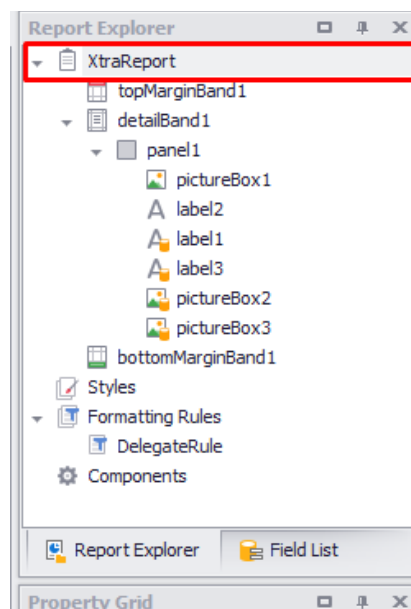
Setting a Default Size

The EventsAIR Name Badge editor has a large number of default templates that can be used, however you may wish to change the badge size or even set a custom page size. This can easily be done from within the name badge editor with the following steps:
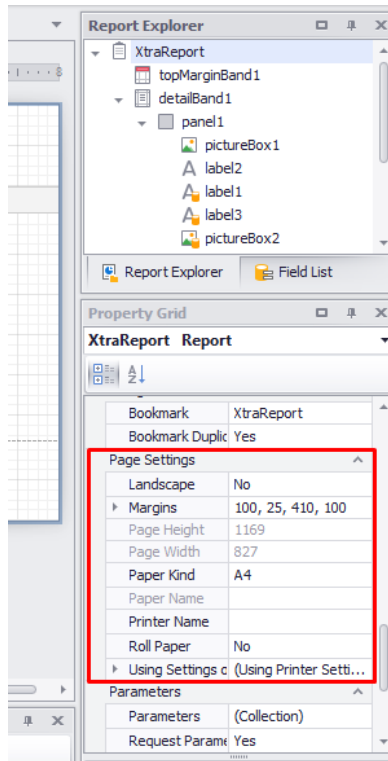
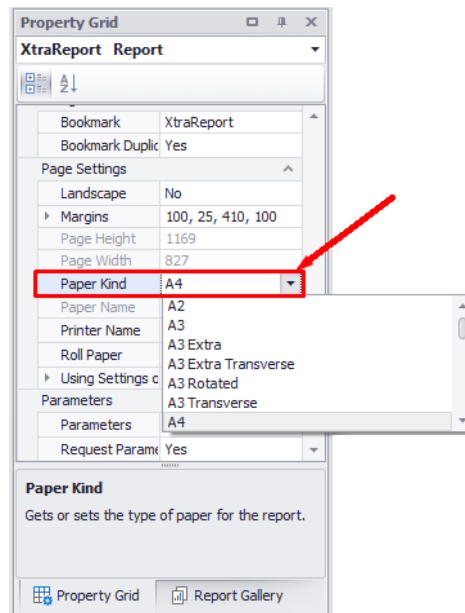1. Click on the Report Explorer Tab

2. Click on the "XtraReport" section of the Report Explorer

3. In the **Property Grid** below the Report Explorer, Locate Page Settings
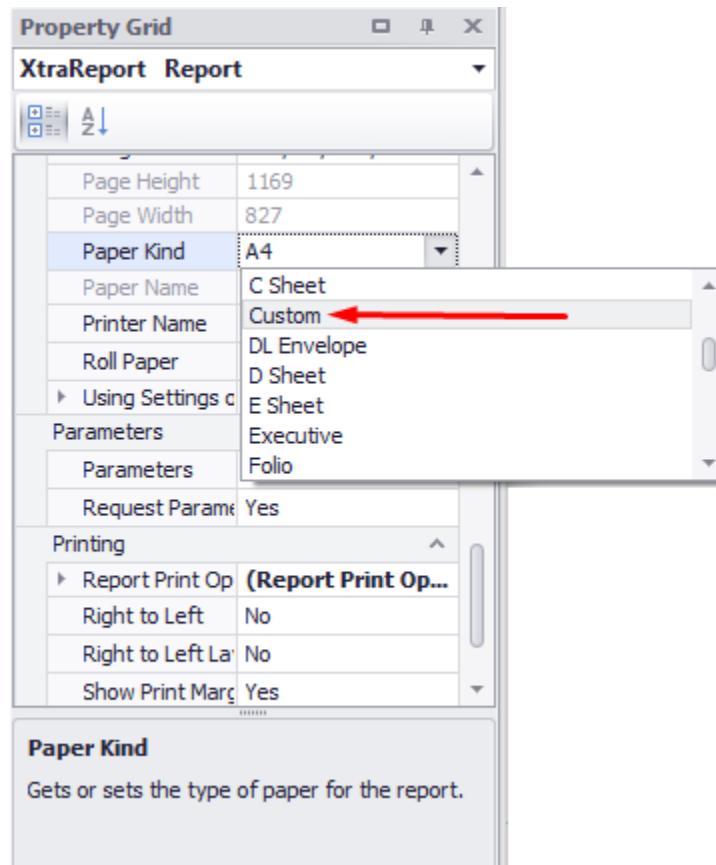

4. If you need to change the page layout to a different page layout this can be done by changing the "Paper Kind":

Setting a Custom Size

Occasionally you will have a name badge that does not fit the standard page sizes, be it due to an unusual layout or a specific printer and you need to set a custom size for the name badge. This can be done by following the steps under **Setting a Default Size** then:

1. Choosing the "Custom" paper kind

2. Setting the "Page Height" and "Page Width" for the Page settings

This will allow you to adjust the page to your exact specifications. The "Page Height" and "Page Width" units are set by the **Measure Units**

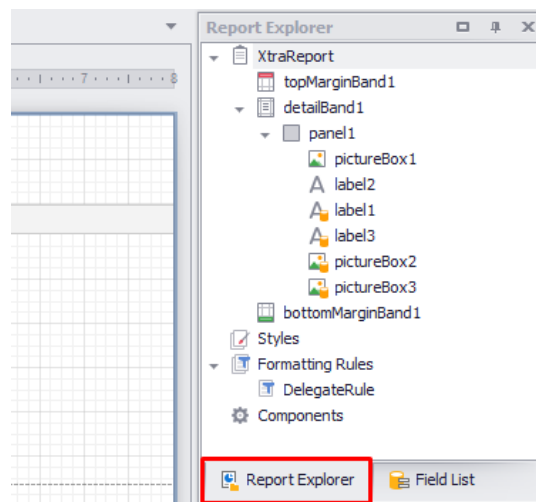You may also need to **Adjust the Margins**

Measure Units

The report can have the units that each components uses changed, for those who want to use different values. The available Units are as follows:

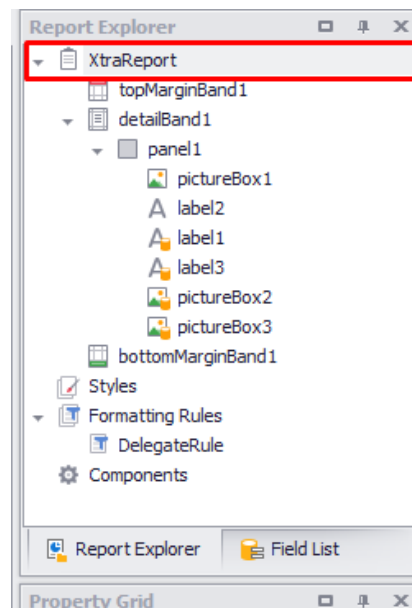- Hundredths of an Inch
- Tenths of a Millimeter
- Pixels

Changing the units will not have an effect on your existing name badge, it will simply convert the report values to the new measurement system.

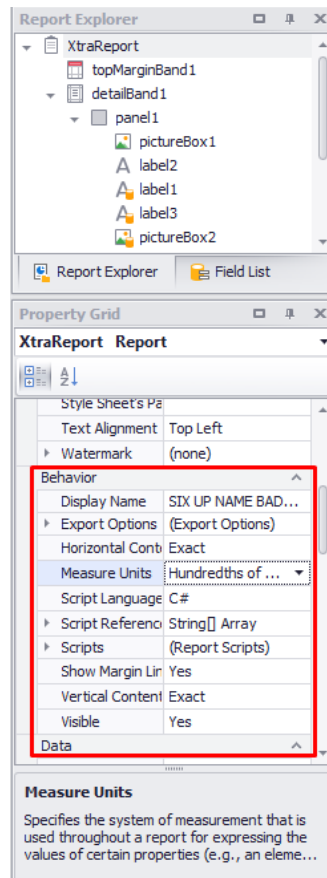To set the Measure Units, follow these steps:
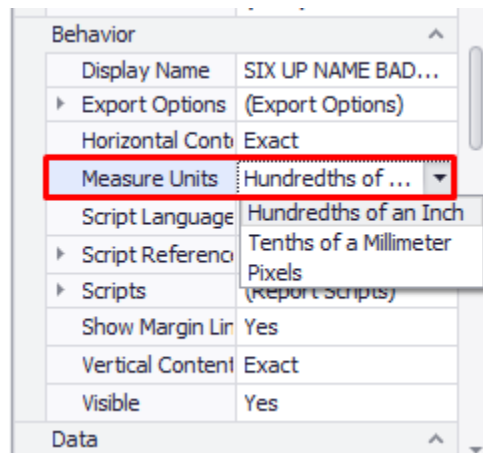
1. Click on the Report Explorer Tab

2. Click on the "XtraReport" section of the Report Explorer

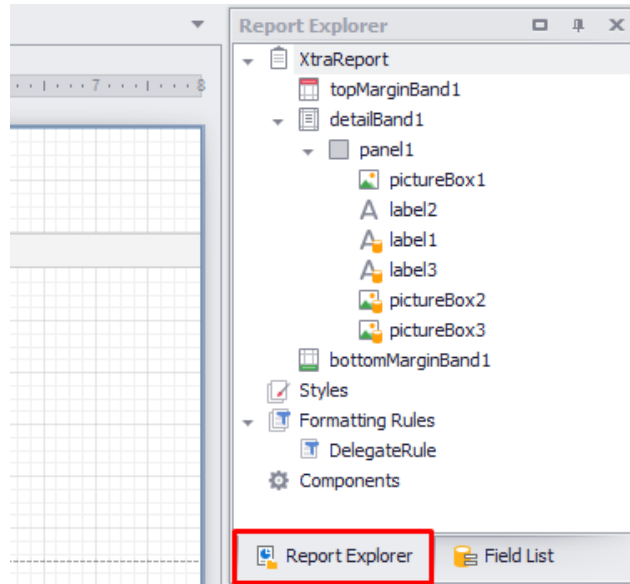3. In the **Property Grid** below the Report Explorer, Locate Behavior:

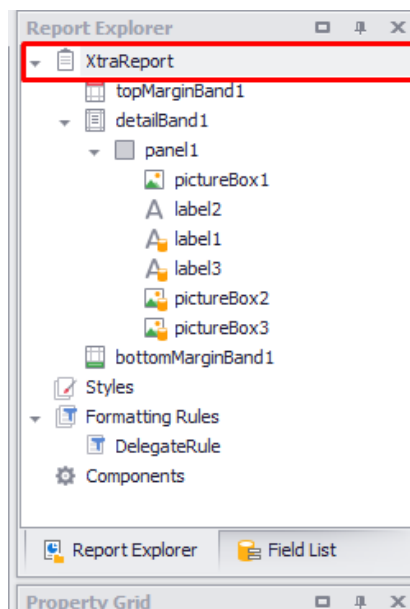4. Adjust the Measure Units to your desired value

Adjust the Margins

Much like text editors, the name badge tool contains margins that prevent text running to or even off the end of the page. This is completely customizable and can be set using the following steps:
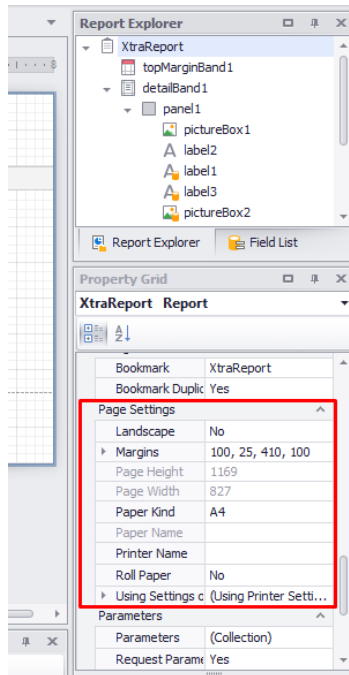
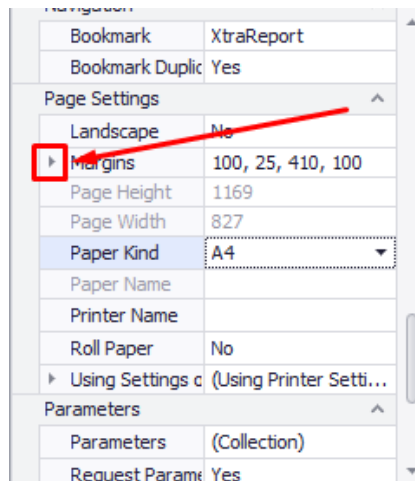1. Click on the Report Explorer Tab

2. Click on the "XtraReport" section of the Report Explorer

3. In the **Property Grid** below the Report Explorer, Locate Page Settings

4. Click on the arrow next to Margins:

5. The margins in this section are in the **Measure Units** for the name badge and are whole numbers only