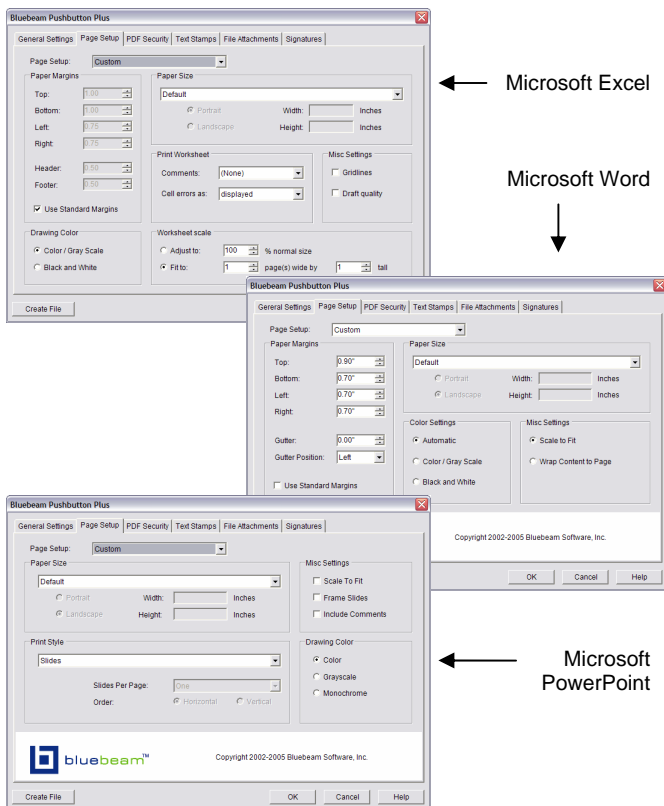




MS Office Page Setup



The *Page Setup* tab allows you to create a custom file of the current document without changing the original print settings or to globally set the page format for all files created using Bluebeam. Features include:

1. Select **Page Setup** with custom or global settings (All).
2. Select **Paper Size** and orientation (All).
3. Select **Color Settings** (Word)/**Drawing Color** (Excel, PowerPoint).
4. Set **Gridlines** and **Draft Quality** (Excel)
5. Set **Paper Margins** (Excel, Word).
6. Set **Scale** (Excel) or **Scale To Fit** (Word, PowerPoint).