#### **Changing the Document Page Size**

Your document should be saved with a page size of 8.5" x 11" (Letter Size), and not 8.27" x 11.69" (A4 Size). Following are the instructions to correct the page size for LaTeX, MS Word 2007 and MS Word 2003.

#### LaTeX

If your paper is not printing on Letter size paper (8.5" x 11"), check your /documentclass command in your main .tex file.

\documentclass[option]{class}

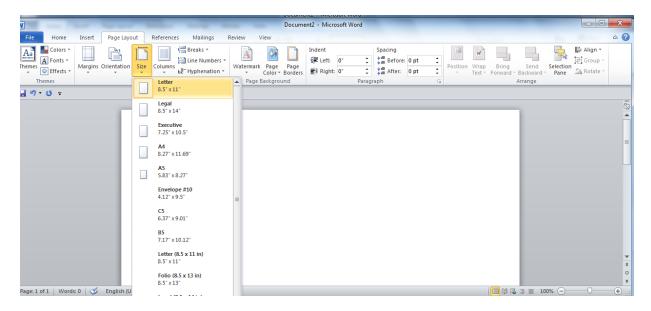
Set the option flag to be "letterpaper" as follows.

\documentclass[letterpaper]{class}

#### **MS Word 2007**

- 1. Go to 'Page Layout and click on the 'Size' option. (This will give you a list of size templates you can use).
- 2. Click on the first option in the list 'Letter (8.5 x 11")' to resize your page.

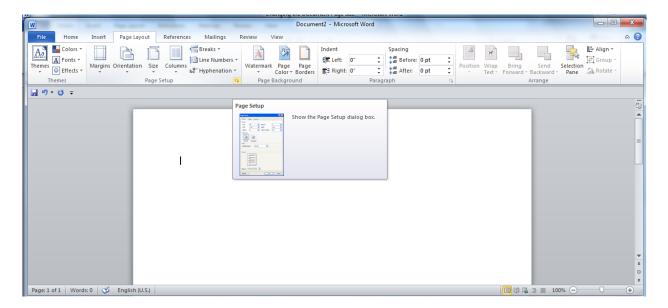
# Screenshot



# **MS Word 2003**

- 1. Go to 'File' 'Page Setup' and click on the 'Paper' tab.
- 2. For 'Paper Size', select 'Portrait'. (This will give you a size of 8.5" x 11").

# Screenshots



Page Setup	10015	-	8 X
Margins Paper Layout			
Margins			
<u>T</u> op: 1"	⊕ <u>B</u> ottom:	1"	-
<u>L</u> eft: 1.25"	⊕ Right:	1.2	5"
Gutter: 0"	⊕ G <u>u</u> tter po	sition: Lef	t 🔻
Orientation			
A A A			
Pages			
Multiple pages: Normal ▼			
Preview			
Apply to: Whole document	•		
Set As <u>D</u> efault		OK	Cancel

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