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.
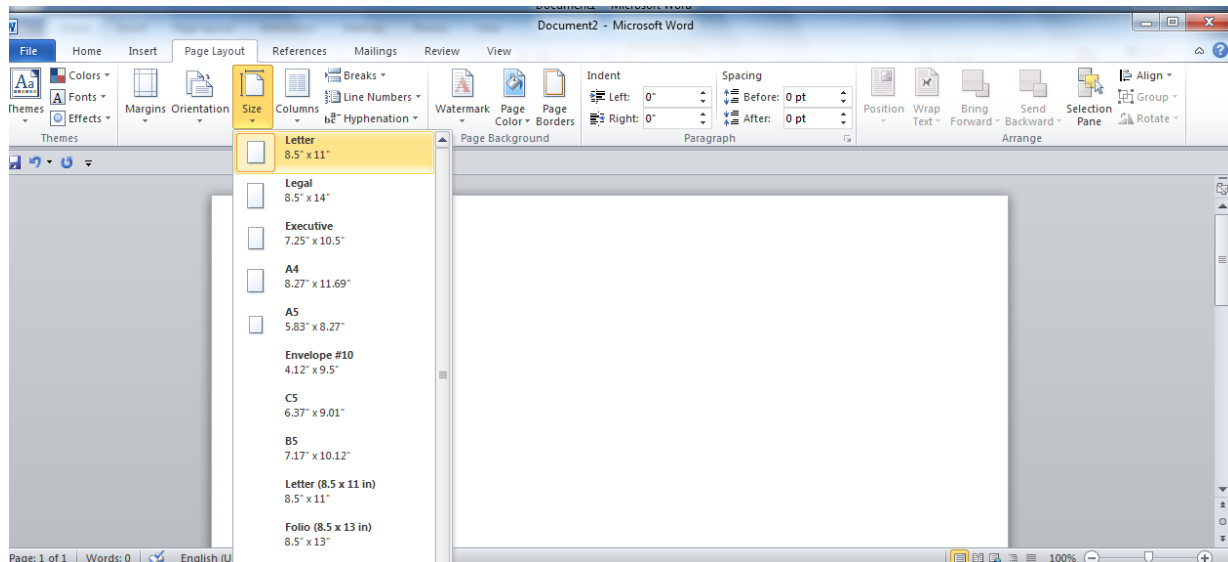
\documentclass[option]{class}

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

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