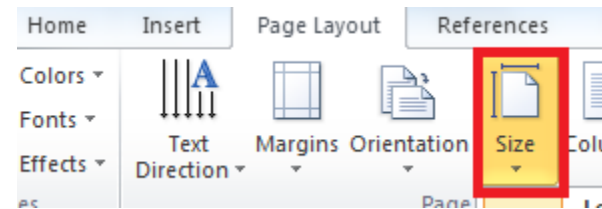
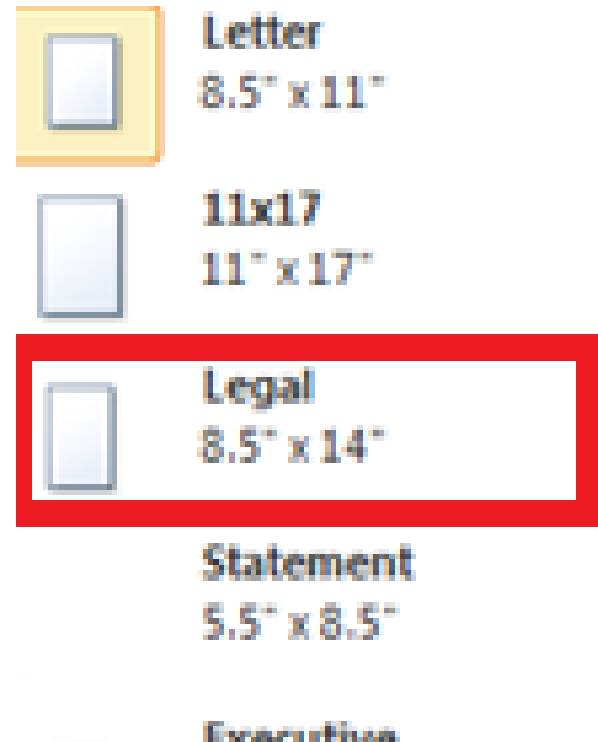


Changing paper size in Word

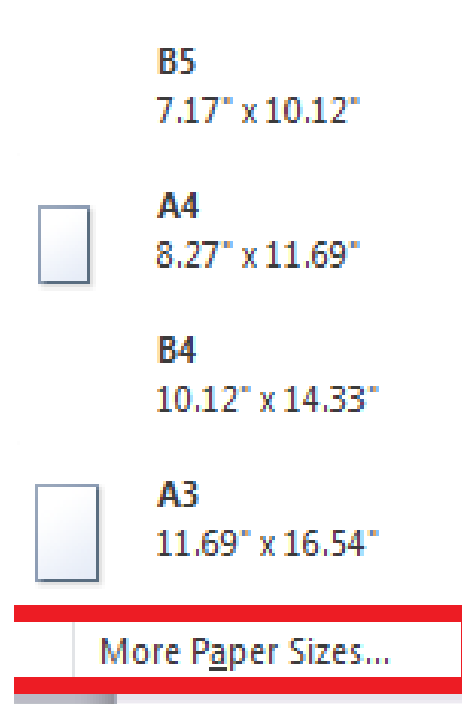
- **Left Click** on the **Page Layout** tab.



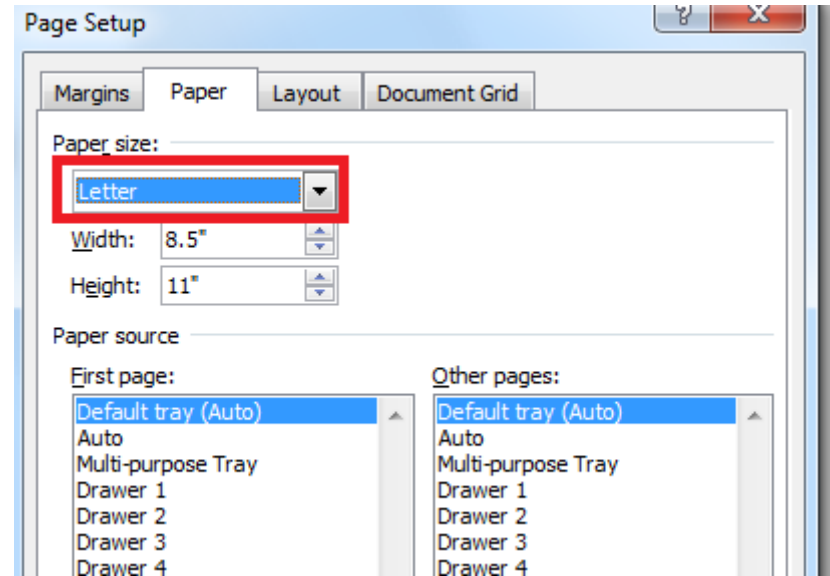
- In the drop down menu there will be a list of common paper sizes.
- For the purpose of this tutorial I will use Legal size paper.
- Left Click on **Legal**.
- It is located near the bottom of the drop down panel.



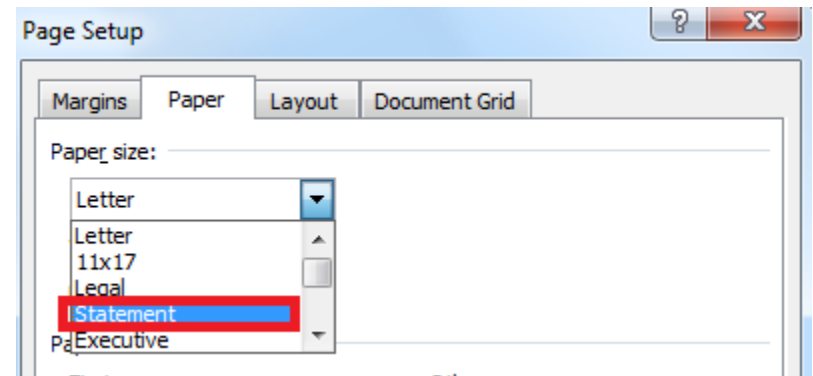
- The paper size will change.
- You can also access more paper sizes by left clicking on **More Paper Sizes**.



- **Left click** on the box underneath **Paper Size**.



- For this part of the tutorial I will use the paper size called **Statement**.
- **Left click on Statement.**



- **Left Click** on **OK** located at the bottom of the box to confirm your choice.

