

Scale Word documents for different page sizes without reformatting

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You realize that your Word document detailing new company policies will fit in a smaller-sized sheet and doesn't need to take up a letter-size memo. The good news is that you don't have to reformat your Word document — you can simply print to scale. Here's how:

Open the document containing the announcement.

Press [Ctrl]P.

In the Zoom section, click the Scale To Paper Size drop-down arrow.

Scroll to and select the desired sheet size.

Enter how many copies you want and then click OK.

Note that changing the size in the Print dialog box will not reformat your original document; the new paper size will apply to this printout only.

You can scale your document to print to any paper size listed; or, if your printer supports it, you can create your own size. Click the Properties button in the Print dialog box to access your printer's menus and create a custom paper size.

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