Method

To change page orientation and scale

1. From the File menu, choose Page Setup.
2. If necessary, In the Page Setup dialog box, select the Page tab.
3. On the Page page, in the Orientation area, select the Portrait or Landscape option button.
4. If necessary, On the Page page, in the Scaling area, select the Adjust to: or Fit to: option button.
5. Using the spin boxes, make the changes.
6. Choose OK.

Exercise

In the following exercise, you will change the scale.

1. On the View bar, select the Gantt Chart view

2. From the File menu, choose Print

   The Print dialog box appears.

3. In the Timescale area, select the Dates Option button

4. In the To combo box, enter **7/29/98**

5. Choose Preview

   The Print Preview window appears.

6. Use the scroll buttons to view the pages selected for printing and then, close the Print Preview window

   The tasks that occur between the time period 7/1/98 and 7/29/98 are displayed.

7. From the File menu, choose Page Setup

   The Page Setup dialog box appears.

8. On the Page page, in the Scaling area, select the Fit to: option button

9. Choose Print

   The Print dialog box appears.

10. Choose OK

    The Print dialog box closes and the tasks that occur between the time period 7/1/98 and 7/29/98 are scaled to print on one page.

11. Save and close the project