

Changing Page Orientation and Scale

When a printed view is longer than one page, each consecutive page begins where the previous page leaves off. If your project is longer than one page, you can shrink it so that it prints on one page. If your project is only slightly longer than one page, you probably won't notice a difference. If, however, your project is quite large, when you shrink it to fit on one page, it will be printed in a very small point size.

In the Page Setup dialog box, shown in Figure 4-21, you can specify the number of pages you want for the project printout. You can also specify the amount you want Microsoft Project to shrink your project. Often, experimentation is the only way to find the settings you need.

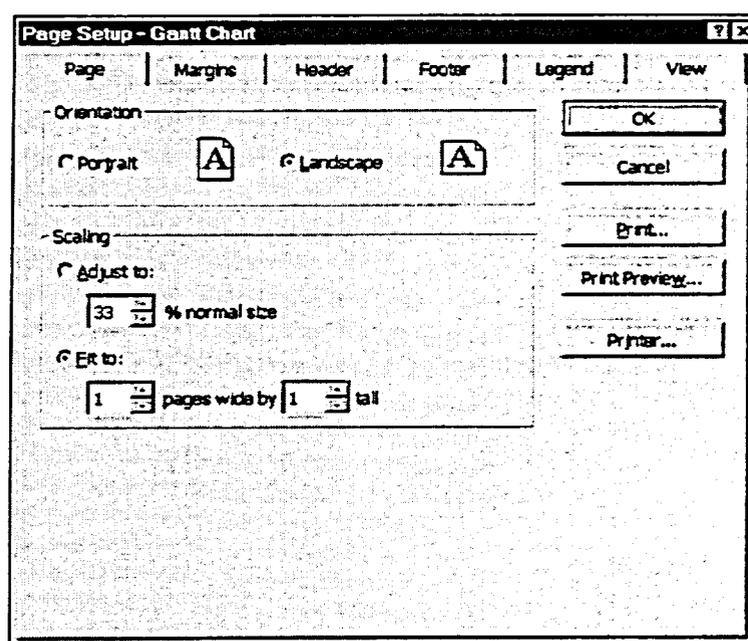


Figure 4-21: The Page page of the Page Setup Dialog Box

By default projects are printed in *landscape orientation*, as shown in Figure 4-22. That is, project information is printed across the long part of the paper—the part that measures eleven inches. Sometimes, however, you may want to print a table that is better suited to a *portrait orientation*, as shown in Figure 4-23.