

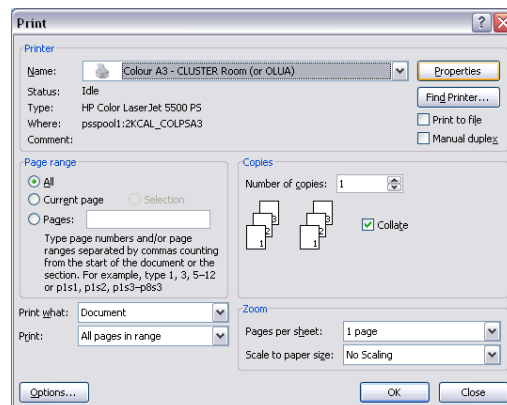
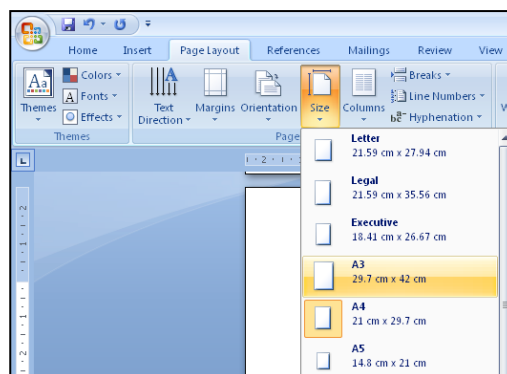
Print A3 Correctly in Word 2007

In Word 2007 open the file you want to print in A3 then click on **“Page Layout”** then **“Size”** and Select **“A3”**

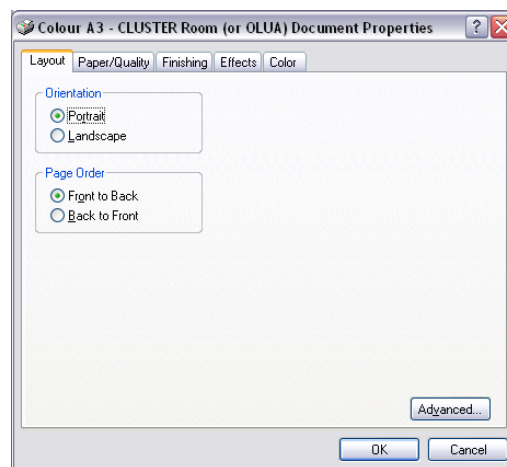
Now check your document as the formatting might have changed; once you are happy with the document click the **Office button** then **“Print”**



Select the **“Colour A3 - Cluster Room (or OLUA)”** printer from the list then click the **“Properties”** button.



Click the **“Layout”** tab then **“Advanced”** button.



Select **“A3”** from the **Paper Size** drop down.

Click **“OK”** twice to get back to the Print options and then click **“OK”** to print the document.

A3 Printer Locations

Old Library (Central Printer) - Cluster Room Ground Floor
 Robinson Library - Cluster Room Level 2
 Stephenson Building - Tree Cluster
 Daysh Building - Brae Cluster

