

Paper Format Reference

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the paper

Format name

Width

Height

Measurement unit

Paper Format Reference

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the use

Document purpose

Orientation

Page setup reference

Required margin

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Date / reference: _____

Compare the file

File page size

Preview scale

Printing scale

Mismatch to resolve

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Retain the reference

Paper storage spot

Application preset

Source of dimensions

Next format check
