

CHANGING THE DOCUMENT PAGE SIZE

Your document should be saved with a page size of 8.5” x 11” (Letter Size), and not 8.27” x 11.69” (A4 Size). Following are the instructions to correct the page size in MS Word 2003 and MS Word 2007 depending on which version you are using:

MS Word 2003

1. Go to ‘File’ > ‘Page SetUp’ and click on the ‘Paper’ tab.
2. For ‘Paper Size’, select ‘Letter’. (This will give you a size of 8.5” x 11”).

MS Word 2007

1. Go to ‘Page Layout’ and click on the ‘Size’ option. (This gives you a list of size templates you can use.)
2. Click on the first option in the list ‘Letter (8.5 x 11”)’ to resize you page.

Latex

Latex generates Letter Size papers by default. You are getting an A4 size paper because of the following mistake you might possibly have made:

Check the command `\documentclass[option]{class}` at the top of your main tex file. The [option] field should **not** contain A4 as one of its values; rather it should be left blank which would generate Letter Size by default.