



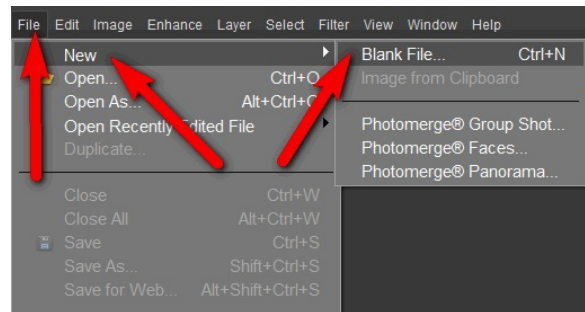
# NEW DOCUMENT PRESET

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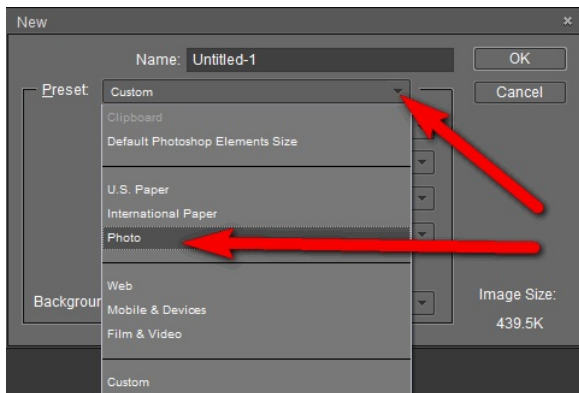
Click on any blue, underlined text to go to its linked reference.

Rather than select File ► New and type in the dimensions every time, Elements offers Presets. These are predefined, standard sizes for documents. Here's how to use Preset to create a 4"x 6" .

1. From the MenuBar, select File ► New ► Blank File (**Figure 1**).



**Figure 1**

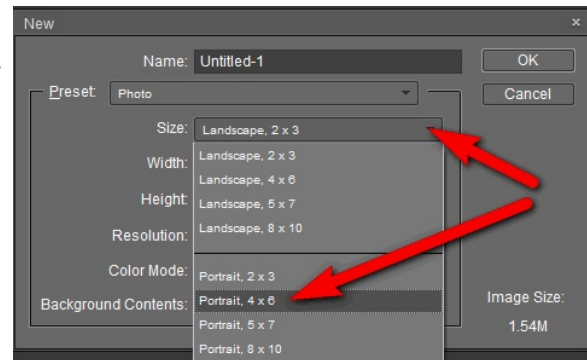


**Figure 2**

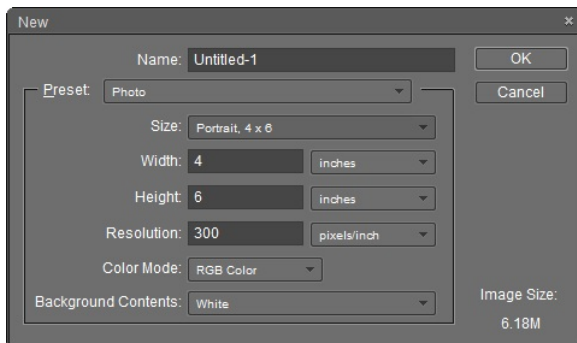
2. Select "Photo" Preset (**Figure 2**) by left-clicking on Custom ► Photo.

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3. Now select the size (**Figure 3**) by clicking on the ▼ next to “Size” and clicking on “Portrait, 4 x 6.”



**Figure 3**

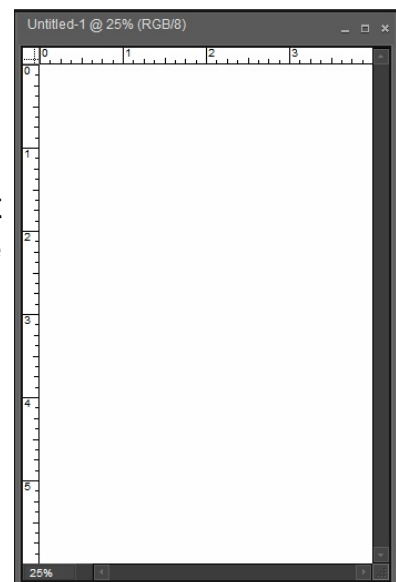


**Figure 4**

4. The confirmation window (**Figure 4**) opens. You need only Left-click on the “OK” button.

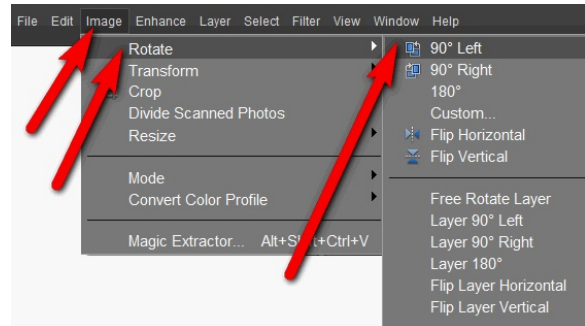
5. The new, blank document appears (**Figure 5**).

The problem is that the document is a portrait layout (taller than wide) and I want a landscape (wider than tall).

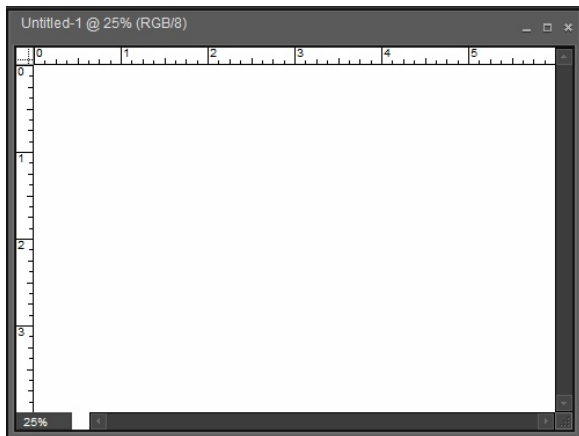


**Figure 5**

6. The solution is to rotate the document by selecting Image ► Rotate ► 90° Left or Right (**Figure 6**).



**Figure 6**



**Figure 7**

7. The result is a landscape document (**Figure 7**).