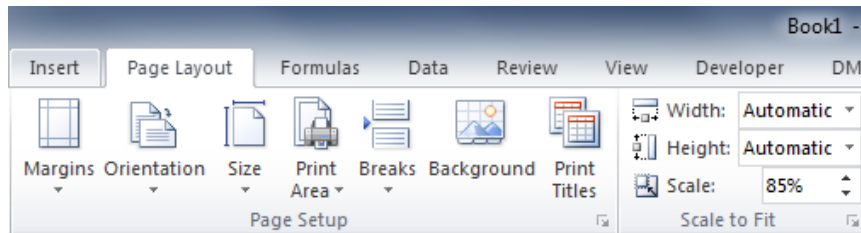


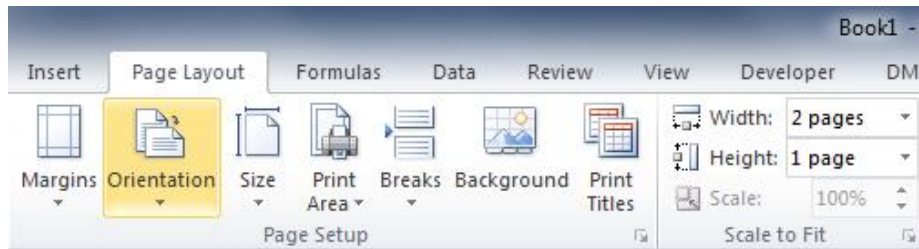
Application: Excel – Printing Worksheets

If you're finding it tricky to fit a spreadsheet to a precise number of pages - or one page only - you may find some of these steps helpful.

1. **Scale to fit** - Go to the **Page Layout** tab and decrease the **Scale percentage** to change the overall size of rows, columns and fonts proportionally by a specified **percentage**.

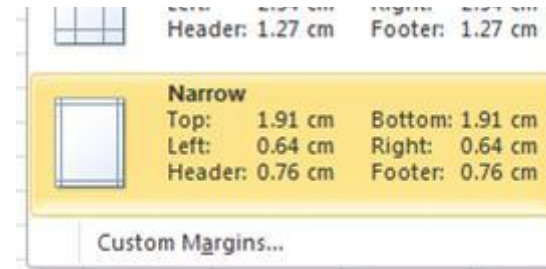


2. **Width and Height** - From the **Page Layout** tab, specify the **Width** and **Height** of the print-out by the number of pages. This will force the spreadsheet to fit to a **set number of pages**, horizontally or vertically (or both)

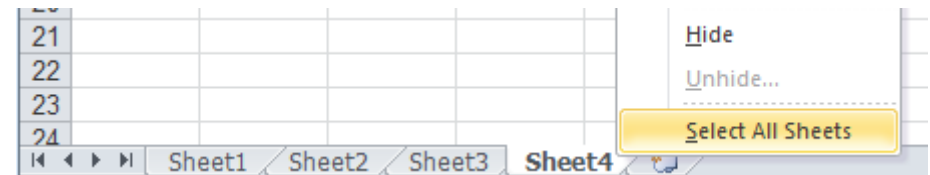


Tip: Remember that you can also choose **Automatically** in either box, and Excel will decide for you.

3. **Margins** - This will reduce the **overall margins** in the print-out. Go to **Page Layout** and set **Margins** option to **Narrow**.



4. **Multiple sheets** - If you have many sheets in your workbook, you may want to apply the same print settings to all of them. Try the following before making your changes. Right-click on any sheet tab and click **Select All Sheets**.



Tip: You can then make changes to the margins, paper size, scaling options etc, and the same changes will be made on each sheet. This option works best with spreadsheets where the sheet layouts are similar.



Other troubleshooting tips:

- Check **Print Preview** - press **File > Print** (or **CTRL+F2**) and you'll see how your spreadsheet will look when printed.
- Check the paper size - you may get better results by printing on A3 paper rather than A4.
- Check the columns - by resizing individual columns slightly, you may be able to reduce the amount of space used.
- Consider the layout - it's often desirable to keep printed spreadsheets to one page. However, if you have lots of columns, or cells with large amounts of text in them, you may need to consider printing across more pages - especially if the text ends up too small to read.

