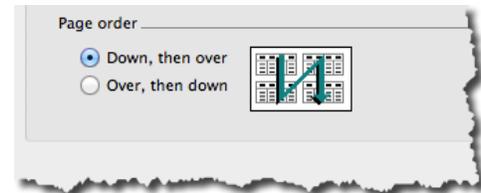




### Changing the Page Print Order

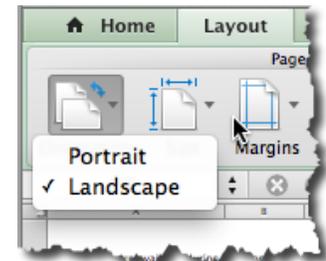
You may want to change the order in which the pages are printed. By default, Excel prints pages down, and then over, however, you may want to print over, then down.

1. Click the **File menu | Page Setup**. The *Page Setup* dialog box displays.
2. Click on **Sheet** to display the **Page order** options (shown right).
3. In the **Page order** options select either **Down, then over** or **Over, then down**.



### Changing the Page Orientation

1. Click the **Layout Tab**.
2. Click the **Orientation** drop-down arrow in the **Page Setup** options. The drop-down list displays (shown right) with the options to change the page orientation to either **Portrait** or **Landscape**.
3. Select **Landscape** to turn the page. This will give you more width for additional columns to print on each page.

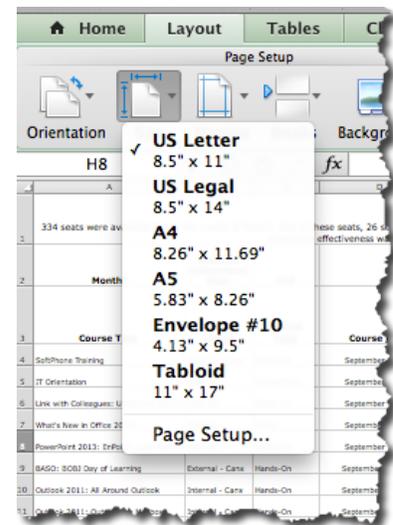


### Changing the Paper Size

1. Click the **Layout Tab**.
2. Click the **Size** drop-down arrow in the **Page Setup** options. The drop-down list displays (shown right) with the options to change the paper size.
3. Select the appropriate paper size.
4. If you do not see the paper size you would like to use, click the File Menu | Page Setup | click **More Paper Sizes**. The **Page Setup** dialog box displays on the **Page Tab** (shown right).

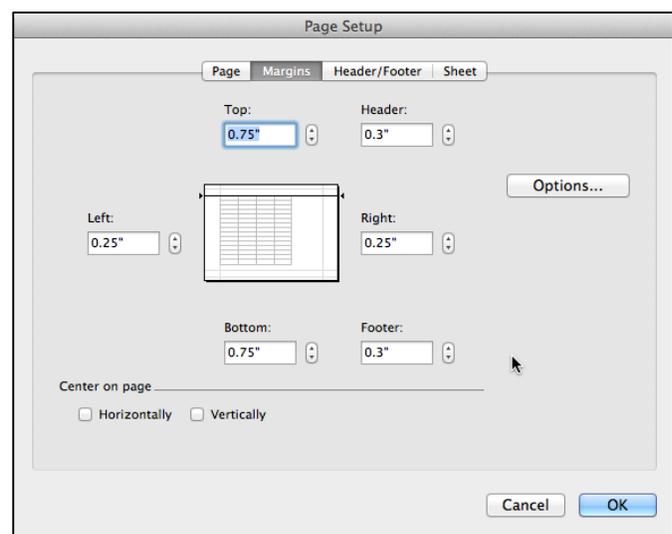
*From the Page Setup dialog box you can also change the Page Orientation, scale the page to print smaller, or fit the content to print on certain number of pages.*

5. Click the **Paper Size** drop-down arrow and select the appropriate paper size.
6. Click **OK**.



### Adjusting the Margins

1. Click the **Layout Tab | Margins** drop-down arrow. The preset list displays.
2. Select from the options **Normal**, **Wide**, or **Narrow**.
3. To customize the margins, click **Custom Margins** on the drop-down menu. The *Page Setup* dialog box displays on the **Margins Tab** (shown right).
4. Enter values for the **Top**, **Header**, **Left**, **Right**, **Bottom**, and **Footer** margin widths.
5. Select to center on page **Horizontally** or **Vertically**.
6. Click **OK**.

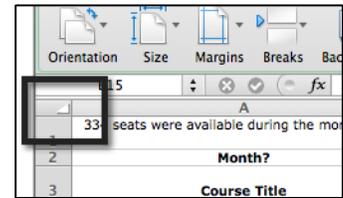


## Formatting Changes to Print More Content on Each Page

Formatting a spreadsheet to print on fewer pages could be as simple as changing the font and column width.

### Changing the Font

1. From **Normal View**, click the **Select All** button (shown right).
2. From the **Home Tab**, click the **Font** drop-down arrow and change the point size as desired.

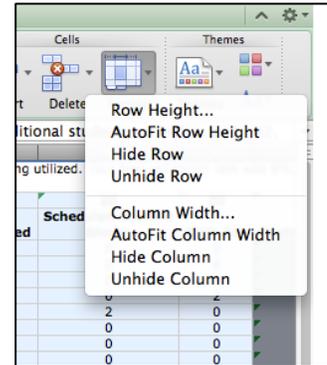


*If you change the font to smaller than 8 point it may not be readable.*

### Adjusting the Columns/Rows to fit the Contents

Adjusting the columns or rows to fit the contents may change the pagination of the columns, or rows, especially if you have changed the font to a smaller size.

1. From **Normal View**, click the **Select All** button (shown above).
2. From the **Home Tab**, click the **Format** drop-down arrow and select **AutoFit Row Height** to adjust the rows to the height of the contents.
3. From the **Home Tab**, click the **Format** drop-down arrow and select **AutoFit Column Width** to adjust the width of the columns to fit the largest content.



### Wrapping Text To Fit

If you change the column to a smaller width, you may want to wrap the text to fit the column which will paginate the text within the columns.

1. Select the content to be adjusted (select a column by clicking the Column Letter identifier, select a row by clicking the Row Number Identifier, or select everything by clicking the Select All button (shown above)).
2. From the **Home Tab**, click the **Wrap Text** drop-down arrow and select **Wrap Text** to wrap long text into multiple lines in a cell.

## Clearing Blank Cells to Stop Printing Blank Pages

Sometimes when printing spreadsheets blank pages will print after the spreadsheet data. This happens when cells which appear blank actually have cell formatting, a comment, a hyperlink, border formatting, data validation or formulas in the cells. There is an easy way to clear All Content associated with a range of cells using a couple of selection shortcut keystrokes.

1. Click **File Menu | Print** and check how many pages will print. Use the Next Arrows to move through the pages. Determine if any blank pages will be printed after and below the spreadsheet data. Close the **Print** window.
2. Place your cursor in the first cell in a column to the right of the spreadsheet data (a blank column) and press the keystroke combination **Command + Shift + Right Arrow** to select from the blank column to the end of the columns.
3. Without changing the selection, press the keystroke combination **Command + Shift + Down Arrow** to select from the blank row to the end of the rows.

Now you will have selected all the columns and rows to the right of your spreadsheet data.

4. Click the **Edit Menu | Clear | All**. This will clear formatting, comments, content, and hyperlinks.
5. Without changing the selection, click the **Home Tab | Borders | No Borders** to remove the borders if any are applied.

*Cells that are causing blank pages to print could be blank rows after your spreadsheet data. Place your cursor in the first column in the first row after your spreadsheet data. Repeat steps 2-5 above.*

6. Click **File Menu | Print** and check how many pages will be printing now. There should be no blank pages.

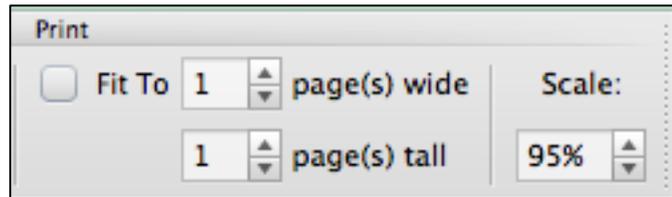
## Scale to Fit

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Scaling allows you to adjust the size of a worksheet before printing. Scaling is most often used to shrink an Excel worksheet to fit on fewer sheets of paper. It can also be used to magnify a small worksheet to make it easier to read once it has been printed.

There are three scaling options available on the **Layout Tab**:

- **Layout Tab | Fit to checkbox | [ ] page(s) wide** – use to increase/decrease the width of a printout to fit on a set number of pages.
- **Layout Tab | Fit to checkbox | [ ] page(s) tall** - use to increase/decrease the height of a printout to fit on a set number of pages.
- **Scale** - use to shrink or stretch a printout to a percentage of its actual size.
  - Shrink a printout by setting the scale percentage to less than 100%.
  - Stretch a printout by setting the scale percentage to greater than 100%.



## Printing a Chart

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To print a chart use the move chart option to place it on a separate worksheet and then print the active sheet.

1. Select the chart and then **Control + click** to display a shortcut menu.
2. Select **Move Chart | New Sheet | OK**. The Chart is placed on a separate spreadsheet and sized to fit to the page.
3. Click **File | Print | Active Sheet | Print**.