

CHANGE PAGE SETUP IN PRINT PREVIEW

The setup for a worksheet or chart sheet can be changed when accessing the Print window. Every time the Print option is selected, Print Preview will be activated.

- + Click the **File Tab**.
- + Click **Print** on the left side of the window to open the **Print Window**.

- + Click the **Page Setup** link at the bottom of the window.
- + The **Page Setup** dialog box will display (see illustration on next page).
- + Choose the **Page** tab and change the **Orientation** to either **Portrait** or **Landscape**.
- + Click the **Header and Footer** tab.
- + Choose either **Custom Footer** or **Custom Header**.
 - ★ The **Custom Header** or **Custom Footer** dialog box will display (see illustration on next page).
 - ★ Input the information for the **Header** or **Footer**.
 - ★ Using the buttons above the **Header** or **Footer** boxes to insert items such as Date, Page, Time, File Name, or Sheet Name.
 - ★ When the **Header** or **Footer** has been specified, click the **OK** button to return to the Page Setup window.
- + To change the **Margins** for the worksheet, click the **Margins** tab.
 - ★ Click the spinner arrows for each **Margin** to make changes.

- ★ To center the worksheet on the page both vertically and horizontally, click the check boxes for each of these items.
- ✚ Click the **Chart** tab to choose whether to print the Chart in **Draft Quality** and/or in **Black and White**. A Chart must be selected in order for this tab to display in the dialog box.
- ✚ To specify other **Page Setup** options, click the **Options** button.
- ✚ After all the changes have been made, click **OK** to close the **Page Setup** dialog box.

