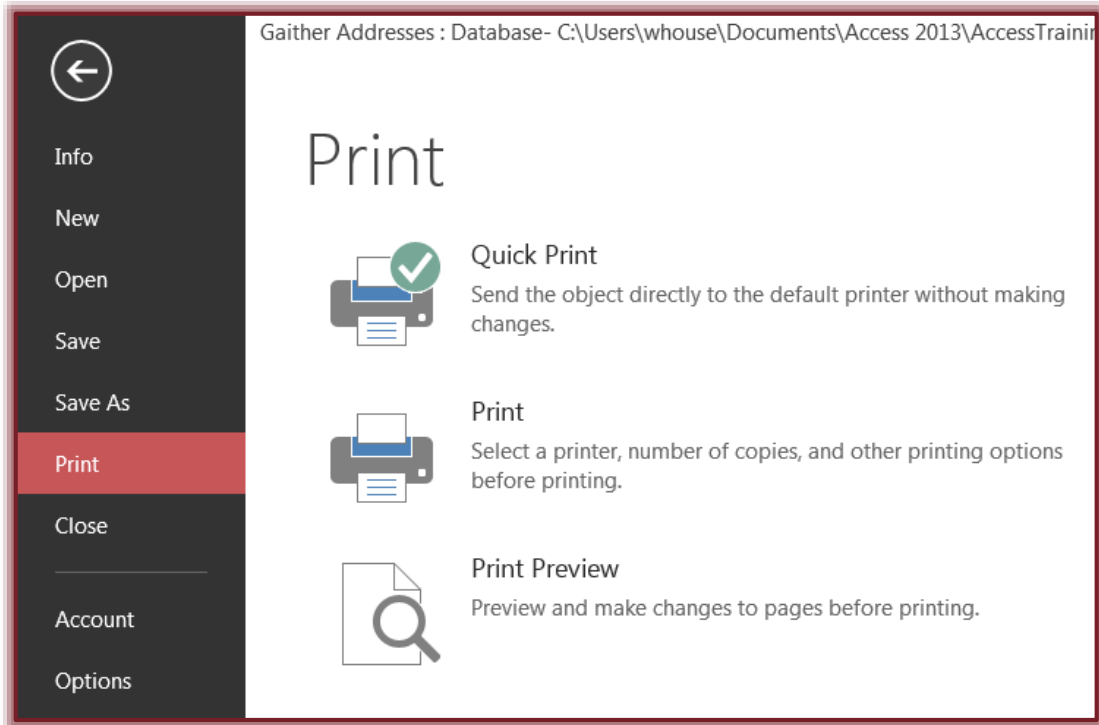


Preview/Print the Datasheet

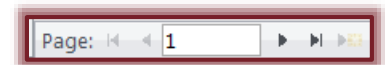
When working with an Access table in Datasheet View, it is possible to preview or print a copy of the datasheet. In order to complete this process, follow the directions below.

Preview a Table in Datasheet View

- ✚ Click the **File Tab**.
- ✚ Click the **Print** button on the left side of the window.
- ✚ In the list, select **Print Preview**.



- ✚ The first page of the **Datasheet** will appear in the window.
- ✚ The **Print Preview** ribbon will display. An explanation of the buttons on this ribbon can be found in the **Print Preview Contextual Tab** document on the **Access 2013 Training Web Page**.
- ✚ The pointer will resemble a magnifying glass.
- ✚ Move the pointer to any spot on the sheet.
- ✚ Click the left mouse button to zoom in (magnify) that portion of the **Table** as shown in the illustration at the right.
- ✚ The bottom and right side of the window will show the **Page** scroll buttons.
- ✚ Click with the left mouse button to return to the smaller preview window.
- ✚ Click the **Navigation Buttons** at the bottom of the window to move from page to page (see illustration at right).



Print a Table in Datasheet View

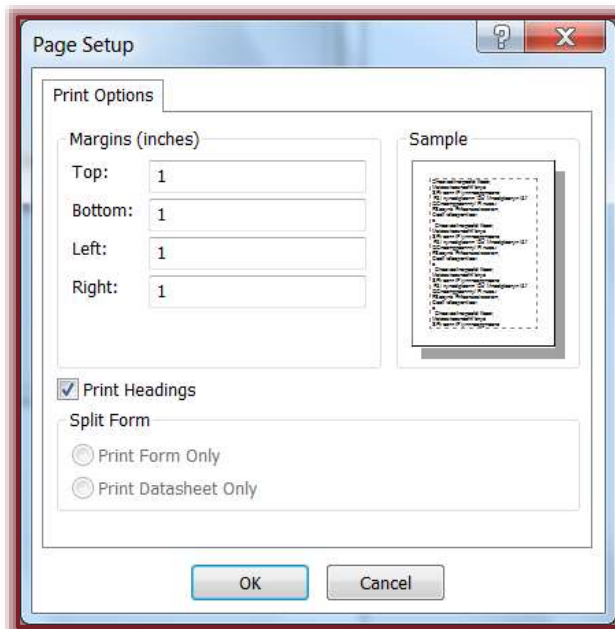
- ✚ Click the **File Tab**.
- ✚ Click the **Print** button on the left side of the window.
- ✚ Click the **Print** option.
- ✚ The **Print** dialog box will open (see illustration on next page).
- ✚ To change the printer where the Datasheet is to be sent for printing, click the **Name** list arrow.
- ✚ To print all the pages in the Datasheet, click the **All** option button.



- ✦ To print selected pages, click the **Pages** option button and then input the page numbers in the appropriate **From** boxes.
- ✦ Click the **Selected Record(s)** option button to specify the records that are to be printed.
- ✦ Click the **Number of Copies** spinner arrows to specify how many copies are to be printed.
- ✦ Click **OK** when all the options have been selected.

Change Page Setup for Printing

- ✦ In the **Print** dialog box, click the **Setup** button.
- ✦ The **Page Setup** dialog box will appear (see illustration below).



- ✦ To change the **Margins** click the appropriate box and input the size for the margin.
- ✦ Click the **OK** button to send the document to the printer and return to **Datasheet View**.
- ✦ If the **Print** menu is displayed, click the **OK** button again.