


## About the Page Setup Dialog Box

In addition to the *Print* dialog box, the *Page Setup* dialog box provides many options to help you print your Excel worksheets.

### Accessing the Page Setup Dialog Box

1. From the *Page Layout* command tab, in the *Page Setup* group, click **PAGE SETUP**  the *Page Setup* dialog box appears.

### Page Setup Dialog Box Tabs

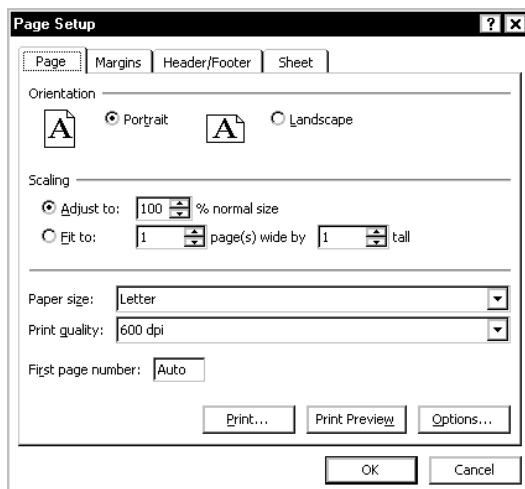
The *Page Setup* dialog box consists of four tabs: Page, Margins, Header/Footer, and Sheet. Each tab lets you customize elements of your Excel worksheet. For additional information, refer to Customizing Page Layout.

#### NOTES:

The following buttons are found on all tabs: PRINT... (Opens the *Print* dialog box), PRINT PREVIEW (opens *Print Preview*), OPTIONS... (Opens the (*printer name*) on *print Properties* dialog box), OK, and CANCEL.

If you accessed the *Page Setup*, dialog box differently than as described in Accessing the Page Setup Dialog Box, the PRINT..., and PRINT PREVIEW buttons may not appear.

### Page Setup Dialog Box Tabs: Page



The *Page* tab offers several options to help you specify how your worksheet(s) will print.

Option	Description
<b>Orientation</b>	Determines if your document prints as a portrait (i.e., lengthwise) or as a landscape (i.e., widthwise)
<b>Scaling</b>	<i>Adjust to</i> lets you to customize page scale by percentage. <i>Fit to</i> lets you specify how many pages it takes to print your worksheet HINT: <i>Print Preview</i> lets you see the effects of scaling before you print.
<b>Paper size</b>	Determines what size paper you will print on
<b>Print quality</b>	Determines resolution
<b>First page number</b>	Indicates what number appears on the first printed page. If you want the first page number to be 1, leave the selection as <i>Auto</i>

## Page Setup Dialog Box Tabs: Margins

The *Margins* tab lets you set your margins and center your data vertically, horizontally, or both.

NOTE: All margin values are measured in inches.

