

Other Printing Options

Excel provides many options for modifying how your worksheet will appear on a printed sheet. Many features that appear on your screen, such as gridlines and row and column headings, will not automatically print. However, you may choose to include these and other elements in your printed document.

Printing Gridlines

Gridlines (outlines of each cell) will not print by default in Excel 2007, and can be helpful in printed documents.

1. From *Ribbon*, select the **Page Layout** tab
2. In the *Sheet Options* group, in the *Gridlines* section, select **Print**
3. Print your document for more information; refer to *Printing the Active Worksheet* or *Printing the Entire Workbook*.

Printing Row and Column Headings

When planning and troubleshooting a worksheet, you may find it helpful to print the column (A, B, C...) and row headings (1, 2, 3...). The column and row headings will not print in your worksheet unless you specify it.

1. From *Ribbon*, select the **Page Layout** tab
2. In the *Sheet Options* group, in the *Headings* section, select **Print**
3. Print your document for more information; refer to *Printing the Active Worksheet* or *Printing the Entire Workbook*.

Repeating Items on Each Page

When you are working with large worksheets, repeating information (like row or column descriptions) on subsequent pages can help improve the readability of your reports. You can specify which cells you would like to repeat on each page as print titles. After print titles have been defined, row headings will appear at the left of the page and column headings will appear at the top of the page when printing a multi-page worksheet.

Setting Print Titles for a Single Row and Column





1. From the *Page Layout* tab, in the *Page Setup* group, click **PRINT TITLES** the *Page Setup* dialog box appears, with the *Sheet* tab displayed.
2. Under *Print titles*, in the *Rows to repeat at top* text box, type an absolute row reference for the row you want to repeat
EXAMPLE: If you want row 5 to repeat, type **\$5:\$5 OR** to select the row,
 - a. Click **COLLAPSE DIALOG**
 - b. Select the row you want to repeat by clicking it
 - c. Click **RESTORE DIALOG**
3. Under *Print titles*, in the *Columns to repeat at left* text box, type an absolute column reference for the column you want to repeat
EXAMPLE: If you want column C to repeat, type **\$C:\$C OR** to select the column,
 - a. Click **COLLAPSE DIALOG**
 - b. Select the column you want to repeat by clicking it
 - c. Click **RESTORE DIALOG**
4. Click **OK** the selected row and/or column will repeat on each page when printed.

Setting Print Titles for Multiple Rows and Columns

You can repeat several rows and columns on each printed page. However, the rows and columns that you choose to repeat must be contiguous.




1. From the *Page Layout* tab, in the *Page Setup* group, click **PRINT TITLES** the *Page Setup* dialog box appears, with the *Sheet* tab displayed.
2. Under *Print titles*, in the *Rows to repeat at top* text box, type the absolute row references for the rows you want to repeat
EXAMPLE: If you want rows 3 and 4 to repeat, type **\$3:\$4 OR** to select the rows,
 - a. Click **COLLAPSE DIALOG**
 - b. Select the rows you want to repeat by clicking the desired first row and dragging to the desired last row
 - c. Click **RESTORE DIALOG**

3. Under *Print titles*, in the *Columns to repeat at left* text box, type the absolute column references for the columns you want to repeat
EXAMPLE: If you want columns C and D to repeat, type **\$C:\$D OR** to select the columns,
 - a. Click **COLLAPSE DIALOG** 
 - b. Select the columns you want to repeat by clicking the desired first row and dragging to the desired last row
 - c. Click **RESTORE DIALOG** 
4. Click **OK** the selected rows and/or columns will repeat on each page when printed.

Changing the Print Quality

You can change the quality of your printout to print at a lower resolution for drafts or at a higher resolution for final reports.

NOTE: Resolution is the number of dots per linear inch (dpi) that appear on the printed page. Resolution options vary according to your printer type.

1. From the *Page Layout* tab, in the *Page Setup* group, click **PAGE SETUP**  the *Page Setup* dialog box appears, with the *Page* tab displayed.
2. From the *Print quality* pull-down list, select the resolution you want for your printout
HINT: Higher resolutions will produce higher quality printouts, but they will take longer to print and may use more ink.
3. Click **OK** the print quality is changed.

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