



Using Print Preview

Using *Print Preview* allows you to view what your work will look like once it is printed.

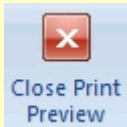
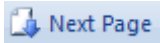
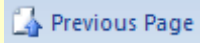
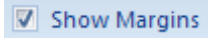

Previewing a Sheet

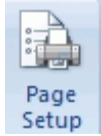
1. In the top left corner of the Excel window, click **OFFICE BUTTON** 
2. From the drop-down menu, click the  next to **PRINT...** » select *Print Preview* the window changes to *Print Preview*. The *Print Preview* command tab appears.

3. When finished previewing, click **CLOSE PRINT PREVIEW** 

Print Preview Commands

Once you are in the *Print Preview* view, there are a few unique commands available from the *Print Preview* command tab.

Button	Command
	Returns to <i>Normal</i> view
	Previews the next page of your sheet
	Previews the previous page of your sheet
	Displays or hides sheet margins NOTES: When sheet margins are displayed, you can adjust them by dragging. For more information on margins, refer to Adjusting the Margins.
	Alters the size at which your sheet is previewed NOTE: There are two possible sizes; the <i>Zoom</i> button toggles between these two sizes.



Opens the *Page Setup* dialog box

NOTE: For more information on the *Page Setup* dialog box, refer to About the Excel Page Setup Dialog Box.



Opens the *Print* dialog box

NOTES:

Clicking PRINT while in *Print Preview* returns you to *Normal* view.

To learn more about printing, refer to Excel Printing Basics.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.