

To Fit Data on One Page

Use **print preview** before you print. Print preview shows you what the printed page will look like, and you can make adjustments to the page from the preview.

To open print preview, click Print Preview on the File menu. Or click the Print Preview button on the Standard toolbar.

☞ **Adjust column width:**

In print preview, click Margins.

Drag the margin handles for the columns (not the lines for the margins) to adjust column width.

☞ **Change margins:**

In print preview, click Setup, and then click the Margins tab (or on the File menu, click Page Setup).

Then type in the boxes or click the arrows.

☞ **Reduce data size for printing:**

In print preview, click Setup, and then click the Page tab (or on the File menu, click Page setup).

Under Scaling, click **Fit to**. Leave 1 in the page(s) wide by box and 1 in the tall box.

(If the Fit to option does not work as you expect...

click the Sheet tab in the Page Setup dialog box. Under Print titles, if either Rows to repeat at top or Columns to repeat at left is filled in, delete the settings. Preview again. Change page orientation In print preview, click Setup, and then click the Page tab or on the File menu, click Page Setup.)

☞ **Change page orientation:**

On the Page tab in the Page Setup dialog box, under Orientation, click Landscape. Click OK. (Some worksheets may have too many columns to fit onto one printed page even horizontally.)

☞ **Reduce font size**