

To fit data on a specific number of pages

In **print preview**, click **Setup**. Then click the **Page tab** --- or on the File menu, click **Page Setup**.

Click **Fit to**.

Leave 1 in the pages(s) wide by box (or put some other number in the box if the worksheet is very wide). If you have a big worksheet with a lot of data, and the Adjust to percentage is 50% or less when you try to fit it to one page, try changing the value in the pages(s) wide by box from 1 to another number. Then check print preview to the result.

In the tall box, enter the number of pages you want the worksheet to print on. If your worksheet is too long to fit on one page, delete the number in the tall box. That will allow the worksheet to fit all columns on each page while extending to several pages lengthwise as you add more rows.

To create page breaks

On the View menu, click **Page Break Preview**.

Point at the dotted blue line (the automatic page break) that you want to change.

Drag the line to the location where you want the new page break to be.

To reset an individual page break, drag the line to the left and off the print area.

To reset all page breaks at once, right-click and then click **Reset All Page Breaks**.