



# Make Printing Spreadsheets Easier: Part Two

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**A**s I discussed in part one of this series of articles on printing spreadsheets in the September-October *Billing*, there are many advantages to printing spreadsheets, even if the spreadsheets are printed as PDF files. It's much easier to control what a user sees in a PDF document or on a printed page than it is by giving the user a spreadsheet. This article continues our discussion of printing tips in Excel.

## The Page Layout Tab

The first place to look for printing tips is on the Page Layout tab of the ribbon, as shown in Figure 1. Note all of the drop-down arrows in this ribbon. Many of these shortcuts take you to the Page Setup window we discussed in the first article in this series, but there are several things you can do quickly without having to go all the way to the Page Setup window. For example, you can quickly and easily:

- Change the print margins (note that clicking Custom Margins opens the Page Setup window for more precise and flexible options).
- Change the page orientation from portrait to landscape and back.
- Control the paper size.
- Set the print area (which cells in the spreadsheet appear in the printed document).
- Insert and remove page breaks.
- Choose a picture to serve as a background.
- Change the width and height of the printed document. Note that the measurement unit is pages. For example, you can ask Excel for a document one page high and three pages wide. Excel will automatically calculate the percentage to change the spreadsheet size to fit those dimensions.
- Change the scale of the spreadsheet manually. The measurement unit here is a percentage, which gives you more control over the scale of the change.
- Check the box to control whether the spreadsheet gridlines appear in the printed document.
- Check the box to control whether the spreadsheet headings (column headings A, B, C, etc. and row headings 1, 2, 3, etc.) appear in the printed document.

## Page Setup Window

If you need more control or more flexibility beyond what these options provide, any of the three icons circled in Figure 2 will take you to one of the four tabs in the Page Setup window. We discussed the Sheet tab of the Page Setup window in part one of this series. Here are some highlights of the Page, Margins, and Header/Footer tabs.

## Page Setup Window Page Tab

Many of the options on the Page tab (shown in Figure 3) are easier to access directly from the ribbon. The option I've used most frequently on the Page tab is the first page number box. By default, this setting is set to "auto," which automatically numbers your pages starting with "one." If your printed document is an appendix to a Word file, for example, or if you are combining this printed spreadsheet with other printed spreadsheets, you can set the first page number here to correspond with the other documents. If your document is several pages wide and several pages high, the Page Setup Sheet tab allows you to choose whether the spreadsheet prints "down, then over" or "over, then down." That setting, combined with the first page number setting, can give you the page numbers you need.

## Page Setup Margins Page Tab

There are several helpful options on the Margins tab, shown in Figure 4. Note that there are six different margin settings to control each respective margin. For example, if you are going to bind the printed spreadsheet, you can change the left and right margins differently. The diagram in the middle of the tab gives you a visual representation of how the margins will look. You can also control the space for the header and footer. The contents of the header and footer can be customized on the next tab, Header/Footer.

The other feature that I have used is the checkboxes to center the spreadsheet horizontally or vertically on a page. This is a simple way to center a small amount of a data on a

FIGURE 1

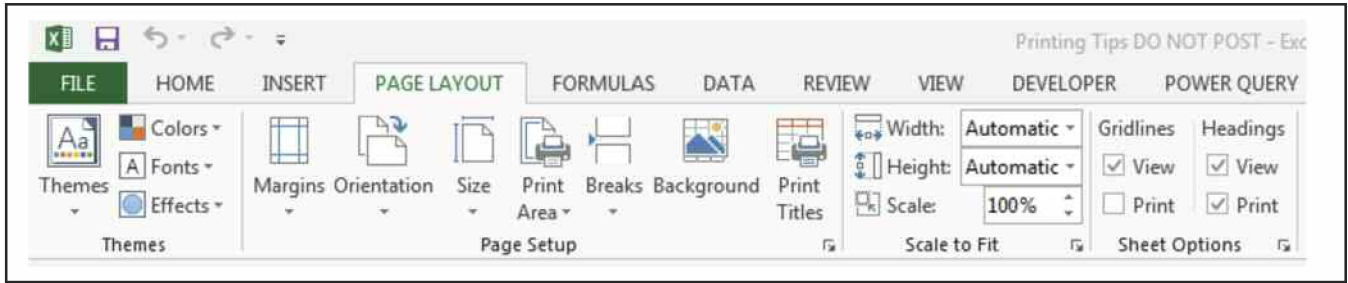


FIGURE 2

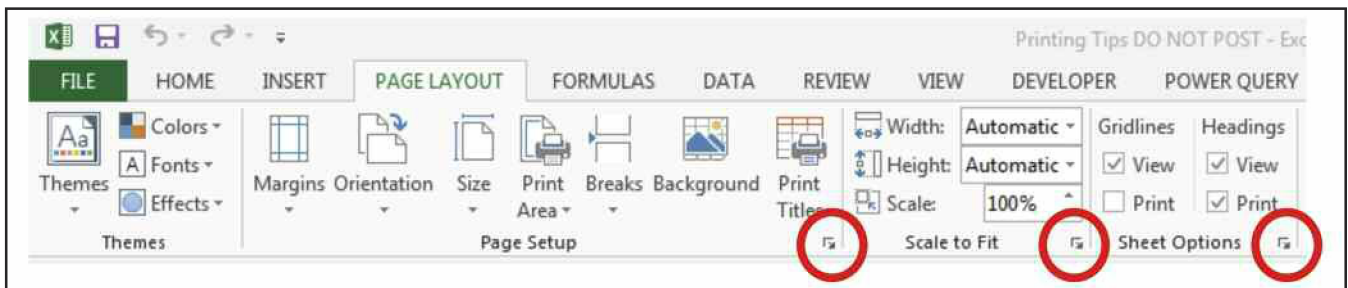


FIGURE 3

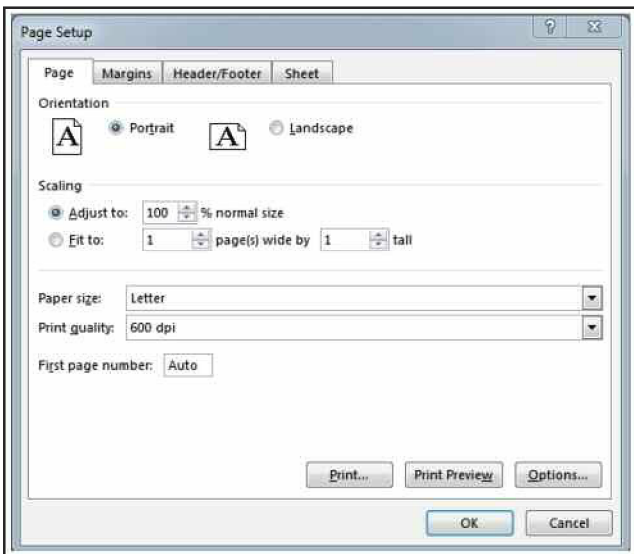
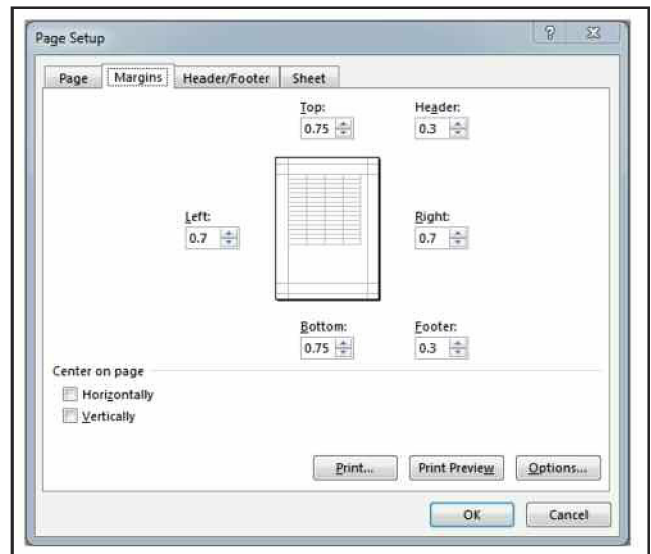


FIGURE 4



page. Note that you can check both boxes to center the printed document both horizontally and vertically.

Finally, the Options button gives you access to a printer-specific menu for even more customized control of your printed document. The choices on the Options menu depend on the printers you have connected to your computer. An example of the window and options available is shown in Figure 5.

### Page Setup Header/Footer Page Tab

This tab (shown in Figure 6) controls the headers that can

print at the top of each page and the footers that print at the bottom of each page. Figure 7 shows some of the many headers available by clicking the drop-down box next to Header. The name of my spreadsheet is Printing Tips DO NOT POST (reminding me not to post this spreadsheet with this article). You can see it's easy to make the header or footer include the name of the spreadsheet, the file location of the spreadsheet, the page number, and much more. There are similar options available for the footer.

If you need something more specific and customized than the



FIGURE 5

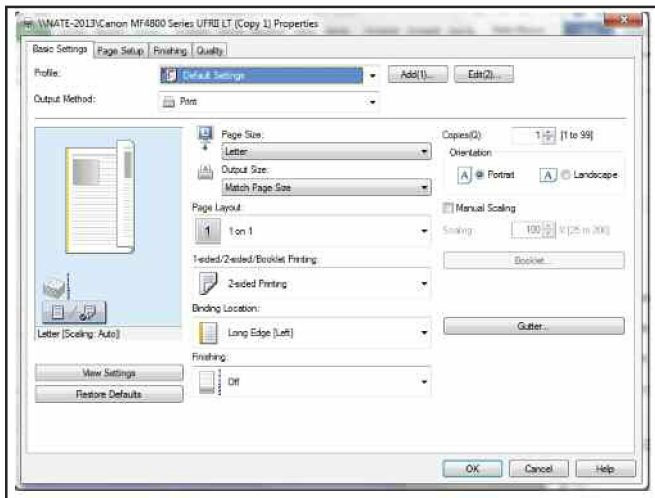


FIGURE 6

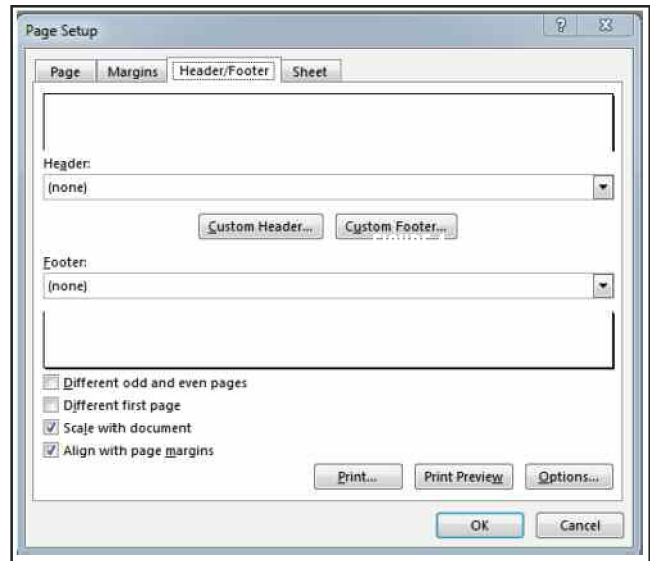


FIGURE 7

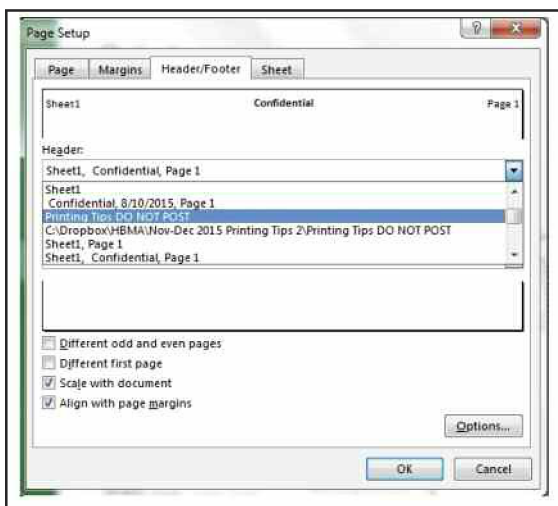
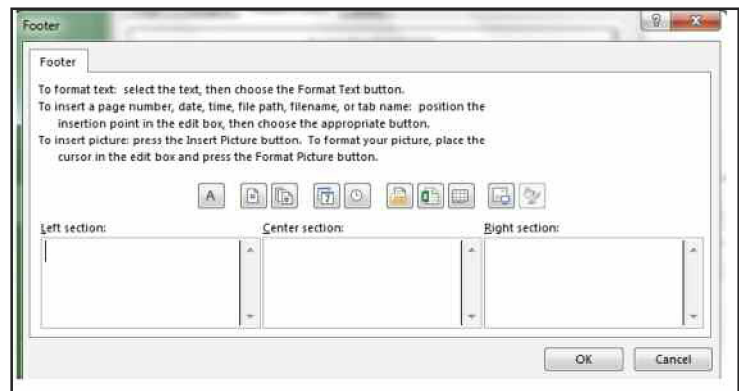


FIGURE 8



prebuilt headers and footers, click Custom Header or Custom Footer. The Custom Footer menu is shown in Figure 8. There are three sections available to customize in either the header or the footer: left, center, and right. Note the boxes in Figure 8 with the small icons. The A has formatting options for the text, the single page with a # sign enters the page number, and the multiple page icon enters the total number of pages. There are also icons to insert the date, time, file path, file name, sheet name, and even a picture (such as a logo). Click on the section of the header or footer where you want to insert data, then click on the respective icon. You can also type in the sections to add comments, phone numbers, web addresses, or any other text you need to add.

Also note the checkboxes at the bottom of Exhibit 6. You can make even and odd pages have different headers or footers. You can also make the first page of the document have a different header and footer. I've used this option to

exclude a header and footer from the front page of an appendix. You can also scale the header and footer with the rest of the document and align the header and footer with page margins.

While Excel is designed to analyze numbers and Word is designed to produce documents, there are clearly a variety of ways to make your printed Excel documents look professionally produced. For more free information about using Excel in a medical practice, please visit [www.mooreolutionsinc.com](http://www.mooreolutionsinc.com). ■

**Nate Moore, CPA, MBA, FACMPE**, writes custom SQL Server code to mine practice management data for analysis in Excel, webpages, and via email. Nate's first book, *Better Data, Better Decisions: Using Business Intelligence in the Medical Practice*, written with Mona Reimers, was recently published by MGMA. His free Excel videos have been viewed over one million times and are available at [mooreolutionsinc.com](http://mooreolutionsinc.com).