

Make Printing Spreadsheets Easier: Part One

By Nate Moore, CPA, MBA, CMPE

Though many medical offices are trying hard to go paperless, sometimes it really helps to have a printed copy of a spreadsheet. More and more, printing doesn't mean paper, either. Lots of spreadsheets are distributed as PDF files. The advantage of printing, whether to paper or to a PDF file, is that you can control what your reader sees. Rather than relying on the reader's familiarity with Excel, all the reader has to do is pick up the paper report or open the PDF file to see your information and analysis. Controlling what the reader sees also means controlling what the reader doesn't see. If there are areas of a spreadsheet with confidential data or protected health information, it is much easier to print the data rather than sending a copy of the spreadsheet to end users. This article is the first in a series of tips to make printing spreadsheets easier.

Print Titles

If your data carries over onto multiple pages and you want to print headings at the top of each printed page, you can always type or copy your header cells throughout your spreadsheet, as shown in Figure 1. Notice how the column headers in row 1 are duplicated in row 15.

There are a couple of problems with manually including header rows. First, if you insert rows in your spreadsheet or change the row height, the header rows may not be at the top of each page. Second, if you change the header descriptions, you either have to manually change the header for each page or you have to write formulas to do the change for you. Third, printing on different devices (either printers or PDF drivers) may give you different results. A page that looks right on one printer or PDF driver may well be off on a different printer.

Instead of manually creating each page header, it's easy to create Print Titles in Excel. Print Titles automatically print at the top of each new page, the left of each new page, or both. To create Print Titles, you need to access the Page Setup menu. Here are three ways to get to the Page Setup menu in Excel 2013. Two of the three ways are on the Page Layout tab, as

shown in Figure 2. You can click Print Titles (the larger red circle) or look for the small arrow in the bottom right corner of the Page Setup section (the smaller red circle). You can also access the Page Setup menu from the Print section of the File menu, as shown in Figure 3. Choose one of the three ways to access the Page Setup menu and your screen should look like Figure 4. Note that there are four tabs in the Page Setup menu. Depending on how you access the Page Setup menu, you may need to click the Sheet tab to match Figure 4.

The four tabs in the Page Setup window have several tricks to make printing easier. To set Print Titles, click the red arrow next to "Rows to repeat at the top" to select the rows you want to repeat on every page. You can include several rows if you want a report title in one row, followed by a blank row, followed by the column headers, for example.

If you need to print columns instead of rows, identify the columns to print on every page with the red arrow next to "Columns to repeat at left." You can combine both "Rows to repeat at the top" and "Columns to repeat at left" to get row and column headers to repeat on each page as you need to.

Print Area

You can also control the Print Area, the area of the spreadsheet that Excel will print, from the Page Layout tab. Controlling what parts of a spreadsheet print is a good way to keep confidential information confidential by excluding cells from the print range. One way to set the print area is to highlight the cells you want to print and then clicking Set Print Area, as shown in Figure 5. Another way to set the print area is to use the red arrow next to Print Area in the Page Setup menu shown in Figure 4.

The way I usually set the print area is to use the Page Break Preview button on the View tab of the Ribbon, as shown in Figure 6. Page Break Preview looks like Figure 7. You can drag the solid blue lines to change your print area and drag the dotted line to change page breaks.

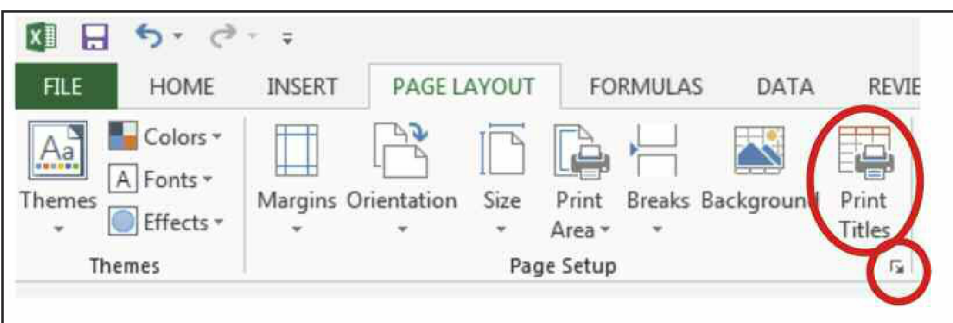
Other Tips on the Page Setup Sheet Tab

The Sheet tab in the Page Setup window also has boxes to print cell gridlines when the report prints, to print comments embedded in your spreadsheet and to control what prints when

FIGURE 1

	A	B	C	D	E	F	G	H	I
1	Claim	Balance	Date	Due From	Responsible	Patient	Aging	Location	Doctor
2	12000	\$ 100.01	6/7/2015	Patient	Patient	Howard, Roy	0-30 Days	Main	Dr. Canale
3	12002	\$ 783.14	3/6/2015	Medicare	Primary	Reeves, Rick	91-120 Days	Washington	Dr. Kirtley
4	12012	\$1,937.74	5/11/2015	CIGNA	Primary	Tate, Michael	31-60 Days	University Park	Dr. Canale
5	12025	\$1,536.19	3/24/2015	Patient	Patient	Brooks, Ruby	91-120 Days	Washington	Dr. Brian
6	12026	\$ 956.81	6/16/2015	AETNA	Primary	Lucas, Kerry	0-30 Days	Washington	Dr. Rizzi
7	12001	\$1,174.74	6/19/2015	AETNA	Primary	Barker, Marcus	0-30 Days	Main	Dr. Sowders
8	12005	\$1,783.83	3/27/2015	Patient	Patient	Mason, Minnie	91-120 Days	Washington	Dr. Kirtley
9	12016	\$1,157.70	6/26/2015	Patient	Patient	Burgess, Jason	0-30 Days	Washington	Dr. Brian
10	12019	\$1,961.91	6/16/2015	Medicare	Primary	Austin, Shelley	0-30 Days	Eastside Clinic	Dr. Sowders
11	12021	\$1,116.19	6/11/2015	Blue Cross	Primary	Nelson, Jacob	0-30 Days	Main	Dr. Gries
12	12002	\$1,203.40	5/24/2015	Blue Cross	Primary	Brown, Elizabeth	31-60 Days	Washington	Dr. Canale
13	12008	\$ 911.05	5/10/2015	Blue Cross	Primary	Yates, Timothy	31-60 Days	University Park	Dr. Sowders
14	12018	\$ 174.77	5/4/2015	CIGNA	Primary	Olson, Connie	31-60 Days	Eastside Clinic	Dr. Kirtley
15	Claim	Balance	Date	Due From	Responsible	Patient	Aging	Location	Doctor
16	12026	\$1,739.53	6/26/2015	Patient	Patient	Sandoval, Marion	0-30 Days	Eastside Clinic	Dr. Canale
17	12030	\$1,538.79	3/6/2015	Patient	Patient	Valdez, Guy	91-120 Days	Eastside Clinic	Dr. Canale
18	12003	\$ 61.90	6/6/2015	Patient	Patient	Ross, Jan	0-30 Days	Main	Dr. Sowders
19	12009	\$ 563.89	2/6/2015	Patient	Patient	Padilla, Gerald	Over 120 Days	10th Street	Dr. Rizzi
20	12011	\$ 717.07	5/29/2015	Patient	Patient	Gross, Marilyn	31-60 Days	Eastside Clinic	Dr. Gries
21	12020	\$ 729.56	5/9/2015	Medicare	Primary	Moreno, Dean	31-60 Days	Eastside Clinic	Dr. Rizzi

FIGURE 2



spreadsheet cells have errors. Don't confuse the checkbox for "Row and column headings" with the Print Titles we just discussed. If you check the "Row and column headings" box, the letters for each column and numbers for each row will print, not the titles you may have created as part of your spreadsheet.

If your spreadsheet is big enough to have multiple printed pages both vertically and horizontally, you can choose whether the spreadsheet prints "down then over" or "over then down." Excel has a helpful graphic next to this option to show you how the order of the pages will be determined. There are also buttons to quickly print the spreadsheet or to preview the spreadsheet for printing. In prior versions of Excel, print and print preview were on separate screens, but in Excel 2013 print and preview are combined on the same screen, so both

the print and print preview button bring up the same screen shown in Figure 8.

Watch for more printing tips coming in future issues of *Billing*. I hope you find these articles helpful. ■

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FIGURE 3

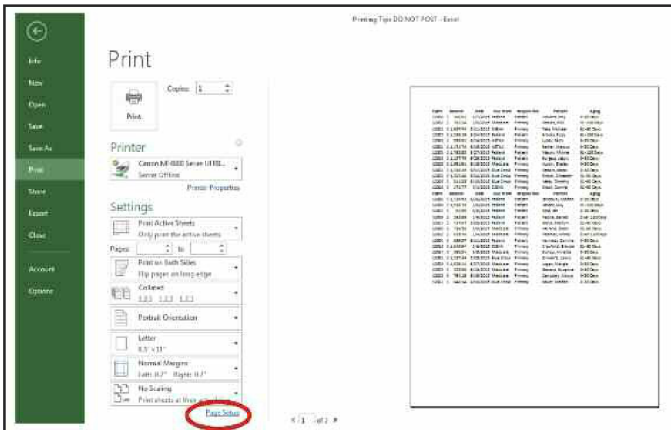


FIGURE 6

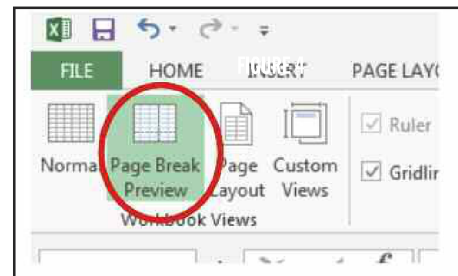


FIGURE 4

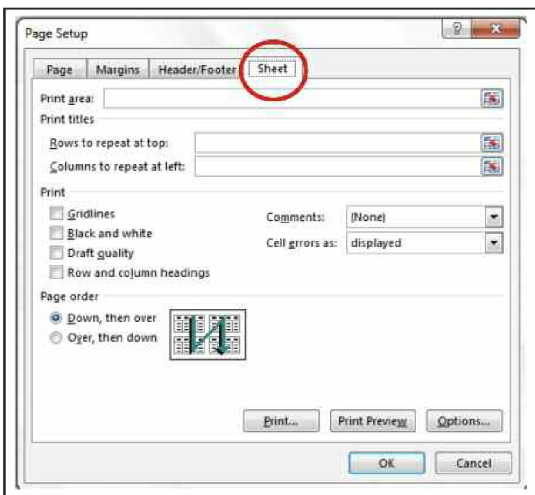


FIGURE 7

Claim	Balance	Date	Jue	Frontesponsi	Patient	Aging	Location	Doctor
12000	\$ 100.01	6/7/2015	Patient	Patient	Howard, Roy	0-30 Days	Main	Dr. Canale
12002	\$ 783.14	3/6/2015	Medicare	Primary	Reeves, Rick	91-120 Days	Washington	Dr. Kirtley
12012	\$ 1,937.74	5/11/2015	CIGNA	Primary	Tate, Michael	31-60 Days	University Par	Dr. Canale
12026	\$ 1,536.19	3/24/2015	Patient	Patient	Brooks, Ruby	91-120 Days	Washington	Dr. Brian
12026	\$ 956.81	6/16/2015	AETNA	Primary	Lucas, Kerry	0-30 Days	Washington	Dr. Rizzo
12001	\$ 1,174.74	6/18/2015	AETNA	Primary	Barker, Marcus	0-30 Days	Main	Dr. Sowden
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12016	\$ 1,157.70	6/26/2015	Patient	Patient	Burgess, Jason	0-30 Days	Washington	Dr. Brian
12019	\$ 1,361.91	6/16/2015	Medicare	Primary	Austin, Shelley	0-30 Days	Eastside Clinic	Dr. Sowden
12021	\$ 1,116.19	6/11/2015	Blue Cros	Primary	Nelson, Jacob	0-30 Days	Main	Dr. Gries
12002	\$ 1,203.40	5/24/2015	Blue Cros	Primary	Brown, Elizabeth	31-60 Days	Washington	Dr. Canale
12008	\$ 311.05	5/10/2015	Blue Cros	Primary	Yates, Timothy	31-60 Days	University Par	Dr. Sowden
12018	\$ 174.77	5/4/2015	CIGNA	Primary	Olson, Connie	31-60 Days	Eastside Clinic	Dr. Kirtley
12026	\$ 1,739.53	6/26/2015	Patient	Patient	Sandoval, Maric	0-30 Days	Eastside Clinic	Dr. Canale
12030	\$ 1,538.79	3/6/2015	Patient	Patient	Valdez, Guy	91-120 Days	Eastside Clinic	Dr. Rizzo
12003	\$ 61.90	6/6/2015	Patient	Patient	Floss, Jan	0-30 Days	Main	Dr. Sowden
12009	\$ 563.89	2/6/2015	Patient	Patient	Padilla, Gerald	Over 120 Day	10th Street	Dr. Rizzo
12011	\$ 717.07	5/29/2015	Patient	Patient	Gross, Marilyn	31-60 Days	Eastside Clinic	Dr. Gries
12020	\$ 729.56	5/9/2015	Medicare	Primary	Moreno, Dean	31-60 Days	Eastside Clinic	Dr. Rizzo
12032	\$ 625.76	1/4/2015	Medicare	Primary	Fletcher, Mindy	Over 120 Day	Main	Dr. Gries
12004	\$ 889.07	6/11/2015	Patient	Patient	Kennedy, Camille	0-30 Days	Main	Dr. Canale
12013	\$ 1,843.94	5/6/2015	CIGNA	Primary	Crawford, Brend	31-60 Days	10th Street	Dr. Canale
12014	\$ 380.54	6/8/2015	Medicare	Primary	Bishop, Annette	0-30 Days	10th Street	Dr. Gries
12022	\$ 1,237.34	5/28/2015	Blue Cros	Primary	Schwartz, Lewis	31-60 Days	Eastside Clinic	Dr. Gries
12025	\$ 1,625.11	6/27/2015	Medicare	Primary	Logan, Margie	0-30 Days	Eastside Clinic	Dr. Kirtley
12005	\$ 205.00	6/19/2015	Medicare	Primary	Stevens, Suzann	0-30 Days	Eastside Clinic	Dr. Gries
12018	\$ 794.18	6/19/2015	Medicare	Primary	Campbell, Arturo	0-30 Days	10th Street	Dr. Sowden
12022	\$ 840.14	6/10/2015	Blue Cros	Primary	Bauer, Marion	0-30 Days	University Par	Dr. Brian

FIGURE 5

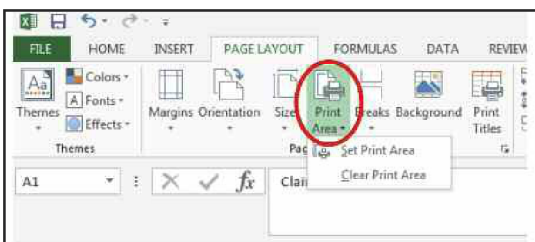


FIGURE 8

