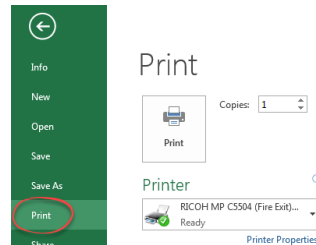




## How do I print my worksheet?

### Method One:

1. Click the 'File'.
  2. Click 'Print, Print'.
- OR

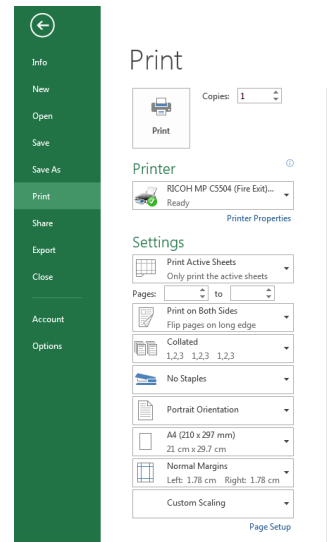


1. Click the 'Print' icon in the Quick Access Toolbar if its displayed.



### Method Two: Change print options

1. Click the 'Office' button.
2. Click 'Print'.
3. In the copies section use the spin controls to increase/decrease the value or type a new value relevant to the number of copies required.
4. If you have more than one printer use the 'Printers' drop down menu to select the one required.
5. Choose whether to print the:
  - **Active Sheet** - the worksheet you last clicked on.
  - **Entire Workbook** - All worksheets in your workbook will be sent to your printer.
  - **Selection** - If you selected an area of your workbook before choosing to Print only this selection will be sent to the printer.
6. Enter the page numbers of the pages you wish to print.
7. Choose whether to print one or two sided (Duplex).
8. Choose whether to have your copies collated (if printing more than 1 copy).
9. Click 'Print'.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.