

To Print a Membership List

- You may choose to reduce the size of your spreadsheet by deleting the columns you do not need to print.
- To delete columns:
 - ✓ Select a column by clicking on the letter at the top of the column i.e. A, B, C.
 - ✓ You can select more than one column at a time by sliding your mouse left or right and highlighting more columns.
 - ✓ Right click and 'delete' - your page will now show only the columns you want to print
 - ✓ Go to the *Page Layout* tab. Select *Orientation* and *Landscape*.
 - ✓ **Note** - the dotted lines highlight the print boundary.
 - ✓ For a Print Preview: Select *File*, hover over *Print* and select *Print Preview*. This will show the pages you are about to print.
 - ✓ *Print* and then *Close Print Preview*.
- To get as much information as possible onto one printed sheet, you could shrink the print to a percentage of its actual size. Please note that the lower the percentage, the smaller the font will appear.
 - ✓ *Page Layout* tab
 - ✓ *Scale*
 - ✓ Click the arrow to reduce to i.e. 60%