Chapter 12

Printing & Page Layout

When you're ready to print a spreadsheet, you may want to print the entire document, or just a portion of your work. This chapter describes how to lay out the page for printing.

Preparing for Printing

As you prepare to print, the following considerations will help you decide what print options to use:

- What size is the paper?
- Do you want to make changes in the layout of the pages? Using the zoom button at the bottom right corner of the spreadsheet window, you can adjust how your spreadsheet displays to see several pages at once. This larger picture may help you decide where to insert page breaks or put charts.
- What information do you want to include? Will you print the entire spreadsheet or just selected pages? Charts and graphics, just data, or both?

- How do you want the spreadsheet to look on the page? Do you want to reset the margins or turn off the grid and headings?

To determine the layout and final appearance of the printed spreadsheet, use the options summarized in Table 12-1.

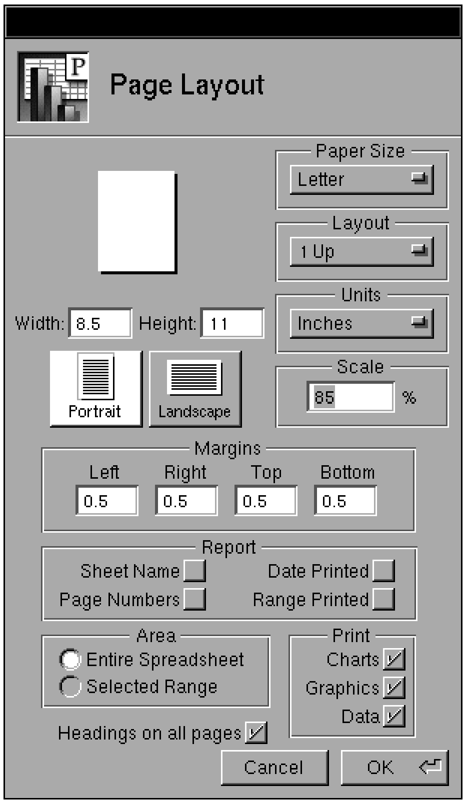
Table 12-1: Commands used in preparation for printing

Menu	Command	What it controls
Format	Page Layout	Paper size; number of spreadsheet pages to print on each sheet of paper; print orientation; scale; margins; area of spreadsheet to print; whether to print headings on every page; and whether to print data, objects, or both.
Main	Print	Number of copies, range of pages to print, paper feed, resolution, and preview.
Layout	Set Page Break	Insertion of a page break at the selected column or row.
Layout	Remove Page Break	Deletion of an existing manual page break at the selected column or row; or all page breaks, if the entire spreadsheet is selected.
Layout	Show/Hide Grid	Causes the spreadsheet to print with or without grid lines.
Layout	Show/Hide Column Heading	Causes the spreadsheet to print with or without column headings.
Layout	Show/Hide Row Heading	Causes the spreadsheet to print with or without row headings.

The settings you specify in the Preferences panel apply to printing as well as the on-screen display. For more information on setting preferences, see “Setting Preferences” on page 63.

Designing the Page for Printing

Once you have an idea of how you want the spreadsheet to look, use the Page Layout panel to set options that affect the appearance of the printed spreadsheet. Choose the *Page Layout* command from the Format menu to raise this panel:



With default settings, everything on the entire spreadsheet will print at 85 percent, with headings on every page. You can change the settings at any time.

Feature	Options	Explanation
Report	Sheet Name	Prints the name of the spreadsheet in the upper left corner of each page.
	Page Numbers	Prints the page number of the spreadsheet in the bottom right corner of each page.
	Date Printed	Prints today's date in the bottom left corner of each page.
	Range Printed	Prints the spreadsheet's cell range in the upper right corner of each page.
Area	Entire Spreadsheet	Prints the entire spreadsheet.
	Selected Range	Prints only the data in a selected range of cells.
Print	Charts	Specifies whether charts print.
	Data	Specifies whether data in spreadsheet cells prints or cells are left blank.
	Headings on all pages	Specifies whether the column and row headings print on every page, or only as they appear in the spreadsheet window. Column and Row headings must be showing in order to print.

Setting the Page Dimensions

Many of the design decisions you make about your spreadsheet depend on the size of the paper you will print it on, and the amount of information that will fit on each page. To set the page dimensions, choose *Page Layout* from the Format menu. Select a page size from the *Paper Size* pop-up list.

The *Layout*, *Scale*, and *Margins* also affect how much information fits on a printed page. For example, decreasing the amount the document is scaled reduces the spreadsheet so that more of it fits on the printed page. Experiment with these settings, and then see how they affect the automatic page breaks by using the zoom options in the bottom right corner of the spreadsheet window.

Note *The scale setting in the Page Layout panel is not directly related to the zoom settings in the bottom right corner of the spreadsheet window. The Scale setting controls how much of your spreadsheet will fit on each printed page. The zoom setting controls how much of your spreadsheet is visible in the spreadsheet window.*

Setting the Margins

Margins are the empty space at the top, bottom, left side, and right side of the printed page. In a new spreadsheet, the default setting for all margins is one-half inch. (If you specified a different unit of measure, margin settings will convert to that measurement.) The margins you set for your printed spreadsheet are among the settings that affect the amount of information that fits on a page and how the pages are divided.

To change the preset margins, enter new values into the margin text fields of the Page Layout panel and click *OK*.

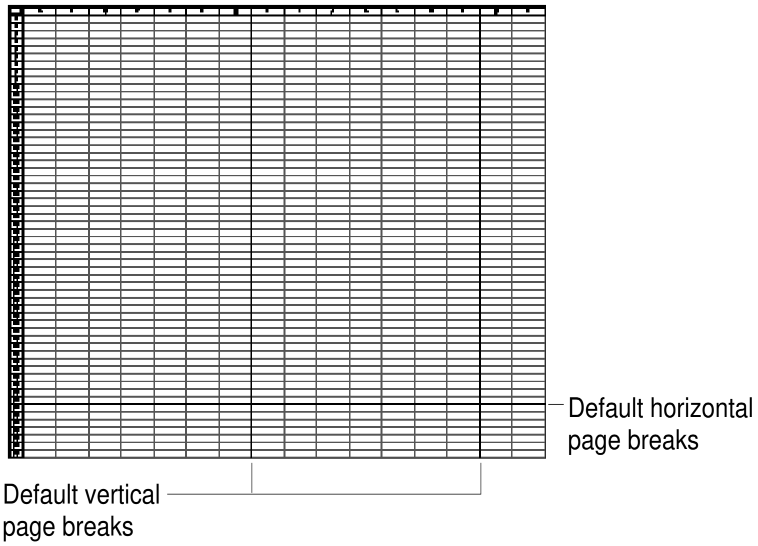
These margin settings affect every page in your spreadsheet.

Adjusting the Page Breaks

ParaSheet automatically divides a spreadsheet into pages based on the settings you specify in the Page Layout panel.

When you scroll through a large spreadsheet with page breaks showing, you'll see both horizontal and vertical page breaks represented by heavy lines on the grid as shown below.

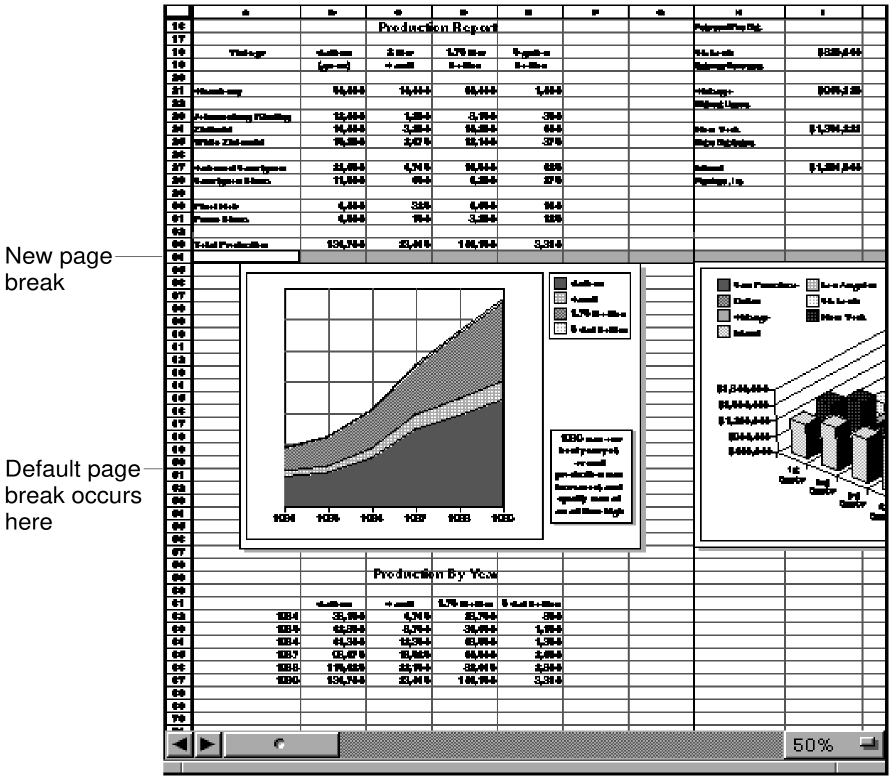
You can change how the spreadsheet is divided by setting your own page breaks.



To change a page break:

- If page breaks are not already displayed, choose *Show Page Breaks* from the Layout submenu of the Format menu.
- Select the column or row at which you want a page break by clicking the column letter or row number.
- If you selected a column or row, or multiple columns or rows, the page break will appear to the right of or below the active cell.
- Choose *Set Page Break* from the Layout menu.

The following example shows how changing a page break keeps a chart from printing on two separate pages.



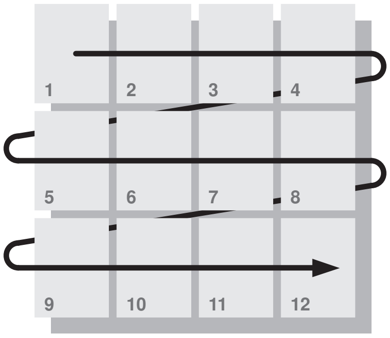
The remaining automatic page breaks adjust to accommodate the new page break. Any manual page breaks remain until you remove them. All page breaks are saved as part of the spreadsheet. If you delete or insert a row, column, or cell range after setting page breaks, you may have to adjust the page breaks to accommodate the change in the spreadsheet's size. For more information on perfecting the layout, see the "Checking the Page Layout" section on page 174.

To delete page breaks one at a time, select the same column or row you selected to set the break. Then choose *Remove Page Break* from the Layout submenu. This command appears on the menu only when page breaks have been set below or to the right of a selected cell or range.

To delete manual page breaks from the entire spreadsheet, click the blank rectangle in the top left corner of the spreadsheet (where column and row headings intersect). Then choose *Remove All Breaks* from the Layout submenu. This command appears on the menu only when the entire spreadsheet is selected.

How ParaSheet Numbers Pages

When your spreadsheet has multiple pages, ParaSheet numbers pages by starting in the top left corner of the spreadsheet and moving to the right, numbering at each vertical page break. Then ParaSheet goes to the page directly below page 1, and moves to the right again, numbering at each vertical page break. The figure below shows how ParaSheet numbers the pages.



Checking the Page Layout

By checking the page layout before printing, you can make last minute adjustments to any part of the spreadsheet.

To get a comprehensive view of the spreadsheet, reduce the percentage value for the spreadsheet display using the zoom button in the bottom right corner of the spreadsheet window. The reduced spreadsheet is fully operational. You can resize columns and rows, cut and paste, move or rotate charts, and adjust page breaks.

The *Hide/Show Grid, Hide/Show Column Heading,* and *Hide/Show Row Heading* commands also help you get a clearer picture of your whole spreadsheet. These commands are discussed in the "Hiding and Revealing Parts of the Spreadsheet" section on page 129 in Chapter 9.

Hiding Data from the Printer

ParaSheet automatically prints all the data in your spreadsheet. Using options in the Page Layout panel, you can choose whether to print the entire spreadsheet or only what is selected.

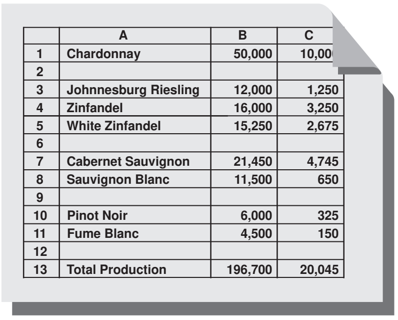
The options in the Print area of the Page Layout panel determine what combination of charts and spreadsheet data print. A check mark indicates the information will print.

You can also choose how many pages of a spreadsheet to print. For more information on using the Print panel, refer to your NEXTSTEP User's Guide.

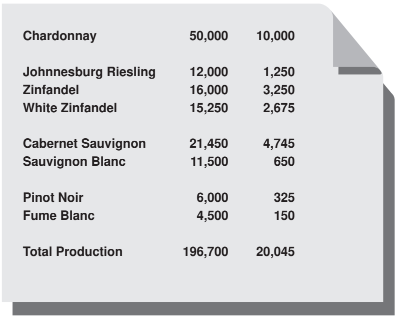
Hiding Headings and Grid Lines for Printing

ParaSheet automatically prints your spreadsheet with grid lines and column and row headings. To hide grid lines or column and row headings when printing, choose *Hide Grid, Hide Column Heading*, or *Hide Row Heading* from the Layout submenu of the Format menu.

These settings determine whether headings and grid lines appear in print and display on the screen.



Printing with headings
and grid lines



Printing without headlines
and grid lines

You can also control whether the grid and headings print and display through the Preferences panel. For information on setting preferences, “Setting Preferences” on page 63.

Printing the Spreadsheet

When you’re ready to print choose *Print* from ParaSheet’s main menu to raise the Print panel. This is the standard NEXTSTEP Print panel. For information on working with the Print panel, consult your NEXTSTEP User’s Guide.