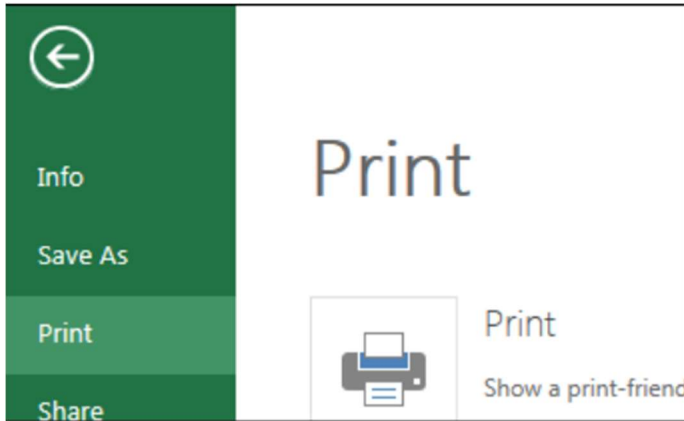
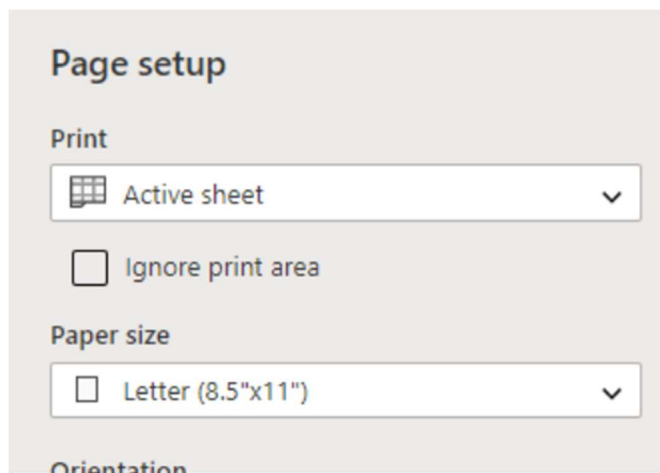


How to Print Excel Workbook:
MontCo Food Resource Guide

1. Select File > Print > Print Preview



2. If you want to print the entire worksheet, switch print area to **Entire Workbook** or **Workbook** before you hit print.
3. If you want to print the current sheet you selected to print from, make sure the print area says **Active Sheet**.



4. The Page Orientation should be set to Landscape and the Scale should state Fit to Width for best one page fit.

Page orientation

Landscape Portrait

Scale

Fit to width ▼

Margins

Normal ▼

5. If there's an option, click Next in the upper right corner and a Print Preview box will pop up with Printer Destination and any other printer specific options.
6. If there's no option to click next, click Print.