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## Excel - Printing Tips

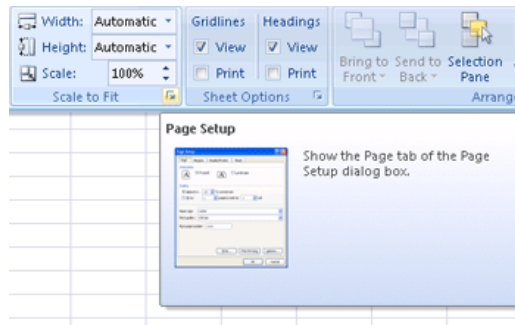
I am sure you have run into this problem before ... you send your worksheet to the printer and it doesn't print correctly – so frustrating! Don't fear, there is a simple way to tell Excel how to print your spreadsheet in the way you need it.

Generally, you run into this problem when you have a spreadsheet that is either long or wide.

If you haven't discovered page setup options then let me guide you through using them. The options include orientation, numbers of pages to print, and scaling to increase or decrease the overall look

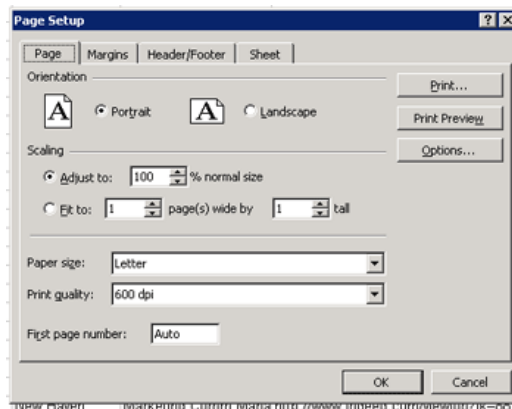
In versions 2003 and below this option was called Page Setup (accessible from the File menu).

In the newer Excel versions - these options are spread out graphically on the Page Layout Tab, but you can also reach the original Page Setup dialog box from here as well (I prefer to use the dialog box – it's more intuitive).



Go to the Page Layout tab and find the Scale to Fit box. From there you can adjust the Width, Height or Scale. But, unless you know the exact width, height or scaling the results could be disappointed.

Instead of using those, click the down arrow next to Scale to Fit to open the Page Setup dialogue window (you might recognize this window from version 2003). This will bring you to the Page tab.



Page Tab choices:

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- Orientation – portrait or landscape
- Scaling – adjust the scale to fit on your pages
- **Fit To** – choose how many pages to print (this is my favorite option to use to get the results you want – read below for the details on how to use)
- Page Size – letter, legal, etc.
- Print Quality – change if you need it
- First Page Number – leave on auto or put in a page number of your choice

#### Hints on using “Fit To”:

To print a worksheet to fit the width of the paper - in the first box beside Fit to, enter 1 (for 1 page wide) and in the second box enter how many pages you want or delete the value so that the number of pages tall is unspecified.

To print a worksheet on a specified number of pages - in the boxes beside Fit to, enter the number of pages on which you want to print.

Notes:

- If you have manual page breaks inserted in your worksheet Excel will ignore these when using the Fit to option.
- Changing the values for Fit to tells Excel to shrink the printed image or expand it up to 100 percent.
- Printed data does not exceed the specified number of pages. Excel does not enlarge the data to fill the pages.

Other tabs on the dialogue box include – Margins, [Header/Footers](#), and [Sheet](#) .

Have fun playing with this great option next time you are stuck trying to get your spreadsheet to print. If you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

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## Facebook - Are Your Posts Working?

Are you wondering how your posts are doing on Facebook? Do you need to know what posting frequency works best? Then you need to explore Facebook’s Insights to find the answers.

If you have a business page (not your personal page) Insights is the place to find the information you need to do your analysis. To reach Insights scroll down to the bottom of the left navigation and under Developer you will see Insights. Insights will show the pages you have set up (if you have more than one).

Click on the page you are interested in reviewing to see Page Likes, Page Reach, Engagement, Recent posts, and Pages to watch or to boost a post.

Earlier this week Social Media Examiner published an article on how to use this data to determine what frequency of postings works best – read the article here - <http://www.socialmediaexaminer.com/facebook-post-frequency-what-works/>

If you need help with social media contact me at [info@aapk.com](mailto:info@aapk.com), I have been helping others to get comfortable with social media for years.

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## You Have To Laugh

Bear saves a crow from drowning - <http://www.cnn.com/video/data/2.0/video/us/2014/08/01/bear-saves-crow-from-drowning-budapest-zoo.aleksander-medves.html>

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