Chapter 1 : Undergraduate Research - Undergraduate Research | University of South Carolina

Step. Click the drop-down menu next to "Page Scaling" and select "Tile Large Pages" if you wish to print pages that are larger than printing paper (" x 11") across multiple sheets while printing normal-sized pages on single sheets.

Client Login Quick Tip: How to format excel spreadsheets to print As an electronic discovery project manager, one of the things I do is assist clients in printing all types of files, including Microsoft Excel files. Many times the files are large, and the file creator never intended to print them. So printing them in a way that makes sense presents quite a challenge. Steps to formatting an excel file to print: Open the excel and if there are multiple worksheets tabs at the bottom , start with the first one If you want everything on the sheet to print, make sure no rows or columns are hidden, and that no filtering is applied. Take a look at the general size and layout of the data and start to determine if it would look better horizontal or vertical, what size paper might work best, and how many pages it might take to layout Go to the Page Setup menu, and start with the first tab: Page Orientation â€" is the data wide? Landscape might work better. Try portrait Scaling â€" I always use the fit to option, if it will fit on one page, great. If not, play with the pages until it makes sense Paper size â€" if 8. Note, if the margins are too small, a header or footer may overlap data, so be sure to leave enough margin if you want to use one Sheet Rows to repeat at top â€" this is where you can select column headings to print on every page. Helpful if the data will not fit all on one page, so that you know what each column is on the next pages Gridlines â€" do you want the individual cell lines to show up? Sometimes this makes it easier to follow large amounts of data across a page Page order â€" if it will not fit on one page, how is the data to read? I use over, then down most often Before you hit OK, do the Print Preview and see if the choices you have made make sense. If not, go back to Page Setup and adjust some things. I most often have to adjust the Fit to Pages part. If the text is too small to read on the page, try expanding the number of pages you want it to fit to As a last adjustment, you can switch to the Page Layout view and make sure that your page breaks make sense. Move the lines so that sections are divided in logical places, and no blank pages are included Finally, you are ready to print. If there are multiple worksheets or tabs and you want to print them all at once, be sure you are on the first tab, and select print entire workbook. Otherwise it will only print the worksheet you are currently on. That is really all there is to it. Sometimes each worksheet is different, so I customize the layout and paper size to each one, whatever makes the most sense.

Chapter 2 : 2 Pages per Sheet

Go to the Print dialog box and set Page Scaling to Tile all pages (on v of Acrobat Pro, you may have to first select Page Size & Handling--> Poster). You can then adjust the Tile Scale to a suitable percentage. You should be able to see how many physical pages will be used in the print preview.

Navigate to different pages by entering a page number or using the arrows. Page Setup See w changing-the-page-setup below for information on what settings can be changed. Scale To try and make the web page fit on fewer sheets of printed paper, you can adjust the scale. Shrink to fit automatically adjusts the scale. Orientation Select Portrait for most documents and web pages. Select Landscape for very wide pages and images. Simplify Page Select Simplify Page to save paper and ink when printing web pages. Remove unwanted ads, unrelated text and images, and blank spaces from the page to print your content on fewer pages. See Firefox Simplify Page for clutter-free printing for more information. Print window settings Printer section: The default printer is the Windows one. When a web page is printed with the selected printer, it becomes the new default printer. Lets you specific which pages of the current web page are printed: Select All to print everything. Select Pages and enter the range of pages you want to print. For example, selecting "from 1 to 1" prints the first page only. Lets you specific how many duplicates you want to print. If you enter more than 1 in the Number of copies field, you can also choose whether to collate them. For example, if you choose to make two copies and select Collate, they will print in the order 1,2,3,1,2,3. Otherwise, they will print in the order 1,1,2,2,3,3. The following settings are saved as Firefox preferences on a per-printer basis. Select Portrait for most documents and web pages. To try to make the web page fit on fewer sheets of printer paper, you can adjust the scale. Otherwise, Firefox leaves page backgrounds white. You can enter the width of the page margins for the top, bottom, left and right sides of the page separately. Use the dropdown menus to select what appears on the printed page. Nothing will be printed. Print the title of the page. Print the web address of the page. Print the date and time when the page was printed. Print the page number. Print the page number and total number of pages. Enter your own header or footer text. This can be used to show a company or organization name at the top or bottom of every printed page. Click OK to finish making changes and close the Page Setup window. Advanced tips If you want to edit the web page content prior to printing, you can use an extension from Firefox Add-ons. To print a single image from a page, you can typically right-click it and select View Image or View Background Image then print using the instructions above. If you see some colors on background images missing, follow the step preceding step.

Chapter 3 : Word Printing Documents

Printing multiple pages per sheet without scaling (i.e. two full-size x11 pages on 11x17) I have a PDF document with x11 pages and I want to print two pages at a time on 11x17 paper without scaling down the original pages.

Manually Adjust the Timescale If the Fit Timescale to End of Page option is selected, turn off this option, and manually change the timescale. To do this, follow these steps: On the File tab, click Print, and then click Page Setup. Click the View tab. Click to clear the Fit timescale to end of page check box. If you do not get the result you want, continue to the next step. Back in the Project plan click View. In the Size box, reduce the percentage to reduce the width of the timescale, Increase the percentage to increase the width of the timescale. This prevents a page from being printed with bars or data on only a small fraction of the pages, which would result in an additional blank timescale beyond the last bar or column of data. To turn on the Fit Timescale to End of Page option, follow these steps: Click to select the Fit Timescale to End of Page check box. Click OK Method 3: Scale the Entire Project If you want to scale the entire project not just the timescale portion as in method 1 , scale the entire project to fit the number of pages you want. Click the Page tab. Choose the scaling option you want to use. When you scale your project for printing, the project information is scaled proportionally for height and width. To work around this behavior in Project and earlier versions, use any of the following methods. On the File menu, click Page Setup. Click the Close button on the toolbar in print preview. On the Format menu, click Timescale. Increase the percentage to increase the width of the timescale.

Chapter 4 : Printing large maps using GIMP | BoardGameGeek | BoardGameGeek

Set print and scaling options, border style and poster size relative to the size of your picture. Then click 'Print' button. Add Tip Ask Question Comment Download.

Download our practice document. Watch the video below to learn more about printing documents in Word. To access the Print pane: Select the File tab. Backstage view will appear. The Print pane will appear. Click the buttons in the interactive below to learn more about using the Print pane. Printer If you have multiple printers, select the one you want to use. Print Range Here, you can choose to print the entire document, just the current page, or custom print to print specific pages. Single and Double-Sided Printing Choose whether to print on one or both sides of the paper, if your printer supports this setting. Collated If you are printing multiple copies, you can choose how the pages will be sorted. Collated will sort them 1, 2, 3, 1, 2, 3. Uncollated will sort them 1, 1, 2, 2, 3, 3. Page Orientation Here, you can choose portrait vertical or landscape horizontal orientation. Paper Size You can choose the paper size you want to use, if your printer supports this setting. Margins Here, you can adjust the page margins. Scaling This option allows you to print more than one page on a single sheet or scale the document to fit a specific paper size. Copies Here, you can choose how many copies you want to print. Page Selection You can click the arrows to view a different page in the Preview pane. The number to the left of the slider bar reflects the zoom percentage. You can click the Zoom to Page button on the right to set the zoom control to fit one page in the window. Preview Pane Here, you can see a preview of how your document will look when printed. To print a document: Navigate to the Print pane, then select the desired printer. Enter the number of copies you want to print. Select any additional settings if needed. Custom printing Sometimes you may find it unnecessary to print your entire document, in which case custom printing may be more suited for your needs. To custom print a document: Navigate to the Print pane. To learn more, check out our Page Layout lesson. In the Print pane, change the settings to print only pages 2 and 5. Change the number of copies to 2. Use the arrows at the bottom of the print preview to view each page. If you have a printer, you can click the Print command. It should print two copies of pages 2 and 5.

Chapter 5 : Quick Tip: How to format excel spreadsheets to print :: Rainmaker

Open the image you'd like to print in Paint; Select: Print-> Page Setup (Vista and 7), or File-> Page Setup (in XP) Under Scaling, select Fit to and change the setting to something like "2 by 2 page(s)" Click OK; Print the image from Paint, and make sure to select "All Pages" That's it - you're done.

Apply complex formatting with a single click. Printer Page size If you need to do more than just print basic presentations to standard size paper, this little tutorial will help you understand how PowerPoint interacts with printers and page sizes. One print job, Three print settings PowerPoint looks at three different things when it decides how large to print slides: The Printer Page Size setting in the printer driver: The "Scale to fit paper" setting in the Print dialog box: When you print, PowerPoint looks at the "Scale to fit" setting. Actually it scales the slide size to the maximum printable area of the printer, which is usually a bit less than the full page size. If the Slide Size is smaller than the paper, you get a small slide centered on the paper. If the Slide Size is larger than the paper, you get as much of the middle of the slide as fits on the paper; the rest is cropped at the edges. There you can choose any of several standard sizes or enter your own custom size. Same options, just a different name on the menu. Under "Printer", next to "Name" select the printer you want to use. Click Properties to open the Document Properties dialog box for your printer. Choose the paper size you want to print to. To see the results of your change without actually printing, click the Preview button in the lower left corner of the Print dialog box in PowerPoint and later. Changes you make here affect the printer for just the current PowerPoint session. To change the default printer settings, choose the Windows Start button then choose Settings, Printers. Right-click the printer you want to change and choose Printing Preferences from the pop-up menu. Of the two, the Print dialog box is more useful, since you can change printer and PowerPoint settings and get an immediate preview of the result. Practical Uses So how do you put all this arcane information into practice? Here are a few examples. Start by setting a slide size that matches the paper you want to print on. This way, the sizes you see in PowerPoint height, width, text point sizes etc. Design your slides, taking into account any unprintable margins your printer may have. Use the Preview button on the Print dialog box to test this without wasting paper. Be sure to choose the printer and page size you plan to use first to ensure that the preview is accurate. Remove the checkmark next to "Scale to fit paper", load your printer with the right size paper and print. Posters and other oversize output Here the appoach is similar, up to a point. Otherwise, choose the next larger page size, leave "Scale to fit paper" off and print, then trim the excess paper from the printout. Then you may have to do a bit of experimenting. Depending on your needs and the printer in use, either: Choose the desired paper size in the printer driver settings, turn "Scale to fit paper" ON and print, or Choose the desired paper size in the printer driver settings, set a scaling factor that will result in the PowerPoint slide size being scaled to the correct size on the printed output, turn "Scale to fit paper" OFF and print. Did this solve your problem?

Chapter 6 : How To Print At Actual Size () In SketchUp - OzBotzOzBotz

You can print a large format document, such as a poster or banner, by splitting the page across multiple sheets of paper (called "tiling"). The tiling option calculates how many sheets of paper are needed.

You can change the page size and orientation and preview your changes in the Page Setup group on the Page Design tab. You can change the paper size and orientation and preview your changes and the relationship between the page size and the paper size in the Print tab in the Backstage View. For more information on the Print tab please see: By setting the size or orientation of your page and paper separately, you can control where the page is located on the paper and avoid misaligned prints. You can also create a bleed off the edge of the page by printing on paper that is larger than your publication and trimming it down to the finished size, and you can print multiple pages on a single sheet. Page size, paper size, or orientation of individual pages You cannot change the page size, paper size, or orientation of individual pages in a multiple-page publication. To produce a multiple-page publication that contains different individual pages, you must create separate publications for each different paper size, page size, or orientation and then assemble the printed publication by hand. Top of Page Change the page size This procedure sets the size of your publication. You can create publications as large as inches by inches. Choose a page size Select the Page Design tab. In the Page Setup group, select Size and click the icon that represents the page size that you want. For example, click Letter Portrait 8. For more information on creating new custom page sizes, please see: Custom Page Size dialog box. In the Page Setup dialog box, click the icon that represents the page size that you want. Create a custom page size Select the Page Design tab. Under Page, enter the width and height you want. In the Page Setup dialog box, under Page, enter the width and height you want. You can also select a publication type, such as Posters, click Create custom page size, and then enter the width and height that you want under Page. In the Custom Page Size dialog box, you can name your custom page size and specify the layout type and margins that you want. Top of Page Change the paper size The printer that you use determines the paper sizes that you can print on. To check the range of paper sizes that your printer can print on, consult the manual for your printer, or view the paper sizes that are currently set for your printer in the Print Setup dialog box. View the paper sizes that are currently set for your printer in the Print Setup dialog box. To print your publication on sheets of paper that match the publication page size, be sure that the page size and the paper size are the same. On the File menu, click Print Setup. In the Print Setup dialog box, under Paper, select the size of paper that you want from the Size list. Change the orientation of the page You can change the orientation of your page to and from Portrait and Landscape. Select the Page Design tab. In the Page Setup group, select the Orientation drop-down menu and select either Portrait or Landscape. In the Page Setup dialog box, select the page size that has the orientation you want. Top of Page Change the ruler measurements Need to measure your document in centimeters, not inches? You can change your ruler to centimeters, picas, points, or pixels, along with inches. Look for Show measurements in units of, and change the units. Look for Measurement units and pick the units you want.

Chapter 7 : Print or change page setup - Computer - Docs Editors Help

Open the excel and if there are multiple worksheets (tabs at the bottom), start with the first one If you want everything on the sheet to print, make sure no rows or columns are hidden, and that no filtering is applied.

Open the publication that you want to print, such as a label publication. Under Settings, click One page per sheet, and then choose Multiple copies per sheet in the list. Select the number of copies that you want in the Copies of each page box. To change the print margins and the horizontal and vertical gaps, do the following: Click Layout Options, and then adjust the margins and gaps. Paper sizes You can also change the number of copies that are printed on each sheet by using a different size of paper, or sheet. To print multiple copies on a sheet of paper, the publication page size must be smaller than the paper size. For example, to print two copies of your page on each sheet of paper, your page size must be no more than half as large as the sheet size. To change which size of paper you plan to print on, do the following: Under Settings, choose the paper size that you want. Click One page per sheet, and then choose Multiple copies per sheet in the list. If your printer supports custom paper sizes, you can specify a custom paper size after you click Printer Properties. Consult your printer manual for specific instruction for adding custom paper sizes. Click Multiple copies per sheet. On the File menu, click Print Setup and then click Multiple copies per sheet. In the More print options section, adjust the margins and gaps. The printer that you use determines the paper sizes that you can use. To check the range of paper sizes that your printer can print on, consult the manual for your printer, or view the paper sizes that are currently available for your printer in the Print Setup dialog box. On the File menu, click Print Setup. In the Print Setup dialog box, under Paper, click the arrow next to the Size list to see which sizes are available. Select the size of paper that you want. If your printer supports custom paper sizes, you can specify a custom paper size after you click Properties. You can turn the crop marks off after you align your publication on the sheet of paper. For more information on crop marks, see Add and print crop marks in Publisher. By adjusting the print options in the print settings, you can specify where on a sheet of paper your publication will print. For example, you can force the publication to begin printing an inch from the top of the sheet of paper by changing the Top margin to 1. You can also create more space between publication copies or pages by increasing the Horizontal gap and the Vertical gap so that the printout better fills the sheet of paper. Click Layout Options, and enter the row and column where you want to start printing on the page Change the Side margin, Top margin, Horizontal gap, and Vertical gap measurements so that the preview window displays the positioning and number of copies that you want. Create or open a publication that is smaller than the paper size that you want to print on, such as a business card. Under More print options, enter the row and column where you want to start printing on the page Change the Side margin, Top margin, Horizontal gap, and Vertical gap measurements so that the Preview window displays the number position or number of copies that you want.

Chapter 8 : Scale or resize printed pages in Acrobat and Reader

If is says pages from 1 to 2 (or any other number), your print will span multiple pages. If your drawing is larger than the size of the paper, there is no way to avoid the print spanning multiple pages and still print at actual size.

Scaling full-size documents Suppose you have already created a Letter or A4 poster and now decide that you would like to print small fliers using the same design. To access the Print dialog: Word and earlier: On the File menu, select Printâ€¦ Word Click the Office Button, then Print and select Print. Word and Click the File tab and select Print. Any version of Word: Note that this is not a method of printing 2-upâ€"just of printing at a reduced size. Within these limitations, you may also be able to scale small documents up to print on larger paper. Because European A sizes all have the same aspect ratio, scaled output will be more satisfactory with them than with U. So printing an A4 document on A5 paper will be much more acceptable than printing a Letter document on Half Letter Statement paper. Pages per sheet A much more common scenario is that you want to reduce a large document to print twice on the same sheet. Another setting in the Print dialog allows you to print multiple pages per sheet. At least in theory, you can print 2, 4, 6, 8, or 16 copies of a page on a single sheet, as shown above in Figure 2 and below in Figures 3 and 4. As with scaling, results are more satisfactory for European A sizes than for U. You will not see the multiple-page output in Print Preview. You must take a leap of faith. If your document contains multiple pages, they will be paired in the output: If you have only a single page and want to print it twice on the same sheet, you must type 1,1 in the Pages: Many printer drivers offer options for printing multiple pages on a sheet. You can click Properties or Printer Properties in the Print dialog or backstage to explore these options. Alternatively, if you have a version of Word that allows you to save a document as a PDF, you can open that PDF in Adobe Reader and explore the options for printing multiple pages per sheet in its Print dialog. This setting is on the Margins tab of the Page Setup dialog. To access the Page Setup dialog: On the File menu, select Page Setupâ€¦ Word and above: If the horizontal ruler is displayed, double-click at the top of it. The result is shown in Figures 5 and 6. Note that, if you want two portrait pages side by side, you must choose Landscape orientation; if you choose Portrait orientation, you will get two landscape pages, one above the other. Before this option was introduced in Word , users used newspaper-style columns, tables, or text boxes to simulate two pages on a sheet. The advantage of this new option over such workarounds is that Word actually treats the half-sized page just like any other page: Because you are creating the page full-size not scaling it down , you must use margins and font sizes appropriate for the half-sized page. This is actually a benefit; when you scale a full-sized document, the type may be too small. In the editing screen Print Layout view you will not see a sheet with two pages on it. You will see a single page or two pages depending on your Zoom setting. This makes it visually clear that you are dealing with a real half-sized page, not half a full-sized page. Although these pages handle just the same as a full-sized page, they will print 2-up: If you want to duplex the document print on both sides of the page , you will need to set your printer to flip on the short edge just as you would with any landscape document. Each insert is its own page, so you can, if you like, add a page border or graphics this is much harder to do if you use the table-based template provided with badge products. You will work on half-sized pages in page-number order 1, 2, 3, etc. But when you print the document, Word will juggle the pages so that they can be folded into a booklet. For example, if your booklet has eight pages, Word will print pages 8 and 1 on the same sheet, 2 and 7 on another or on the back of the same sheet if you are duplexing , 6 and 3 on the next, and so on. When you put the pages together in order, you can then fold them in half and staple them in the fold. You will never see facing pages in Print Layout view. If you want to see facing pages, you must use Print Preview. Word displays facing pages in Print Preview when either of two options is enabled in a Word document: To access Print Preview: In order to see facing pages, you must use the classic Print Preview dialog. If not, it will not print correctly. There is a limit to the number of pages that can satisfactorily be printed as a single booklet; this limit is roughly A duplexed booklet of pages uses 25 sheets of paper; when it is folded and trimmed, the margins on the outside pages will be noticeably smaller than those on the inside pages. If you print the document this way, you will need to use another binding method rather than center stapling.

Chapter 9 : Printing PowerPoint: Slide size v. Printer Page size

Acrobat can size the pages of a PDF to fit the selected paper size. Choose File > Print. From the Page Scaling pop-up menu, select one of the following options.