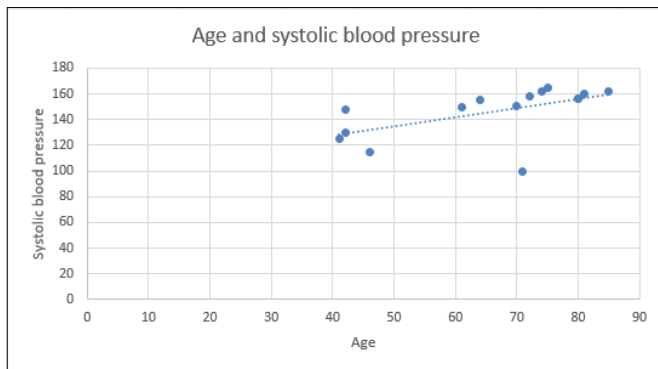


Printing a Chart

Correct use of the print options will save your print credits. Unless you specify otherwise, Excel will print the entire worksheet, so when printing a chart, it is important you select the chart before you click **Print**.

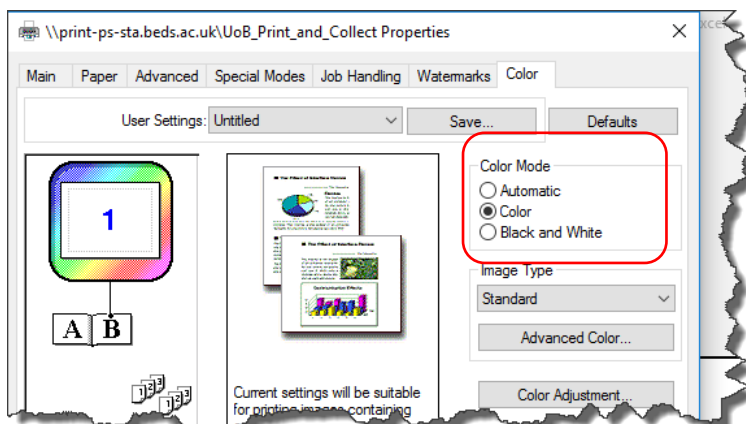
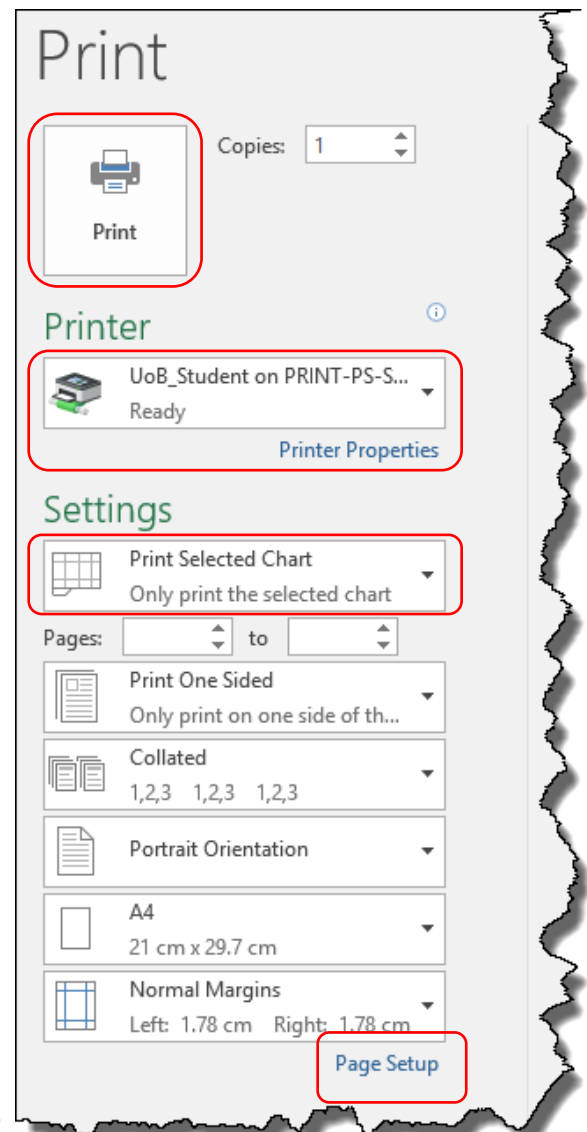
1. Select the chart to be printed.



2. Click the **File** tab and choose **Print**. You will see a preview of your chart, printer options and document settings.
3. Click **Print Selected Chart**, located under **Settings**. Check the print preview. Adjustments can be made using the options listed under settings.

Additional settings are available by clicking on **Page Setup**.

4. Check the selected printer name starts with: **UoB_Student on PRINT-PS-STU**
If you want to print in colour, click **Printer Properties**, then click the **Color** tab and select **Color**.



Note:

When you are printing at the University, it is best to select **Printer Properties** to change settings like single or double sided printing, or colour and black and white printing.