Printing Specific Areas of an Excel Spreadsheet

Web Print

Excel for Windows:

1. Use your cursor to select the are you would like to print
2. Go to **File** > **Print Area** > **Set Print Area**. The area you would like to print will now be outlined.
3. Go to **File** > **Print**.
4. Select **Microsoft XPS Document Writer**
5. Select a file name and a location for the XPS Document
6. Click **Save**
7. Upload the XPS to Web Print as usual

Excel 2010 for Mac:

1. Use your cursor to select the are you would like to print
2. Go to **File** > **Print Area** > **Set Print Area**. The area you would like to print will now be outlined.
3. Go to **File** > **Print**.
4. Press the **PDF** button at the lower left-hand corner of the menu. Select **Save as PDF...**
5. Upload the PDF to Web Print as usual