



*Calc Guide*

# *Chapter 5*

## *Printing with Calc*

*OpenOffice.org*

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# Printing

OpenOffice.org Calc offers a powerful and highly configurable printing system. You can select many different details to print or not to print. You can choose the order the sheets will print in, the size of the sheets, and particular rows or columns to be printed on all sheets, and the print range.

## Printing a spreadsheet

To print a spreadsheet either to a printer or a file, choose **File > Print**.

Use the Print dialog (Figure 1) to change printer settings and quickly set what to print: the whole document, specific sheets or a group of selected cells. You can also set the number of copies, and whether to collate the copies, in this dialog.

Click **OK** to start printing.

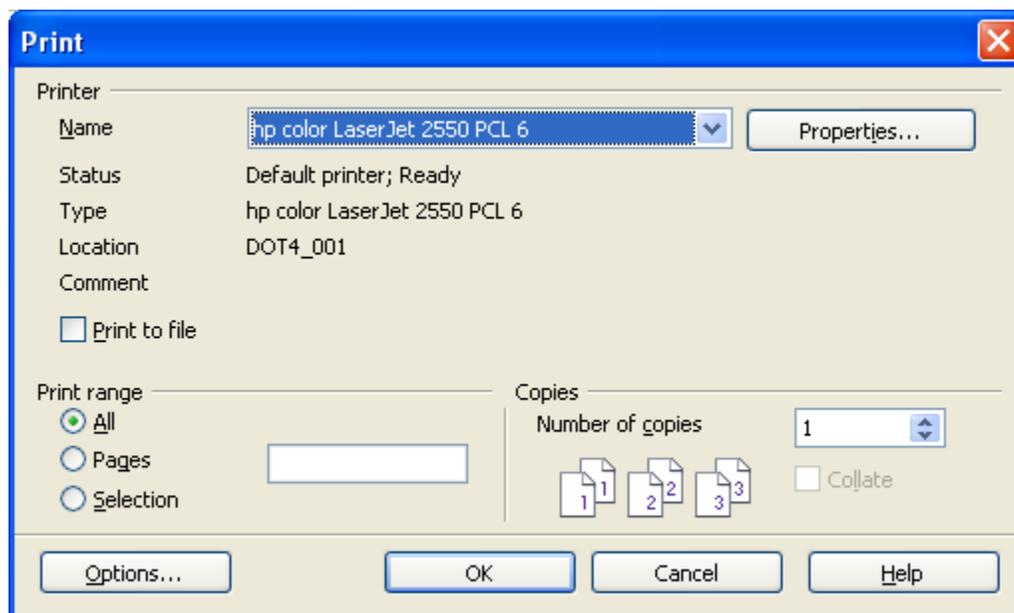


Figure 1. The Print dialog

## Print options

You can set printer options for the current document only or for all spreadsheets. To select options for the current document, on the Print dialog, click the **Options** button in the bottom left. To set print options permanently, go to **Tools > Options > OpenOffice.org Calc > Print**. The dialog boxes for both are very similar. See Figure 2.

## Selecting sheets to print

You can select one or more sheets for printing. This can be useful if you have a large spreadsheet with multiple sheets and only want a certain sheet to print. An example would be an accountant recording costs over time where there was one sheet for each month. If only the November sheet were to be printed, this is the procedure to follow.

- 1) Select the sheets to be printed. (For multiple sheets, hold down the *Control* key as you click on each sheet tab.)
- 2) Go to **File > Print** and select **Options**.

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**Note** The *Options* button is different from the *Properties* button. *Properties* deals with the settings of the printer, whereas *Options* deals with OOO's settings.

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- 3) Check the **Print only selected sheets** checkbox.
- 4) Click **OK**.

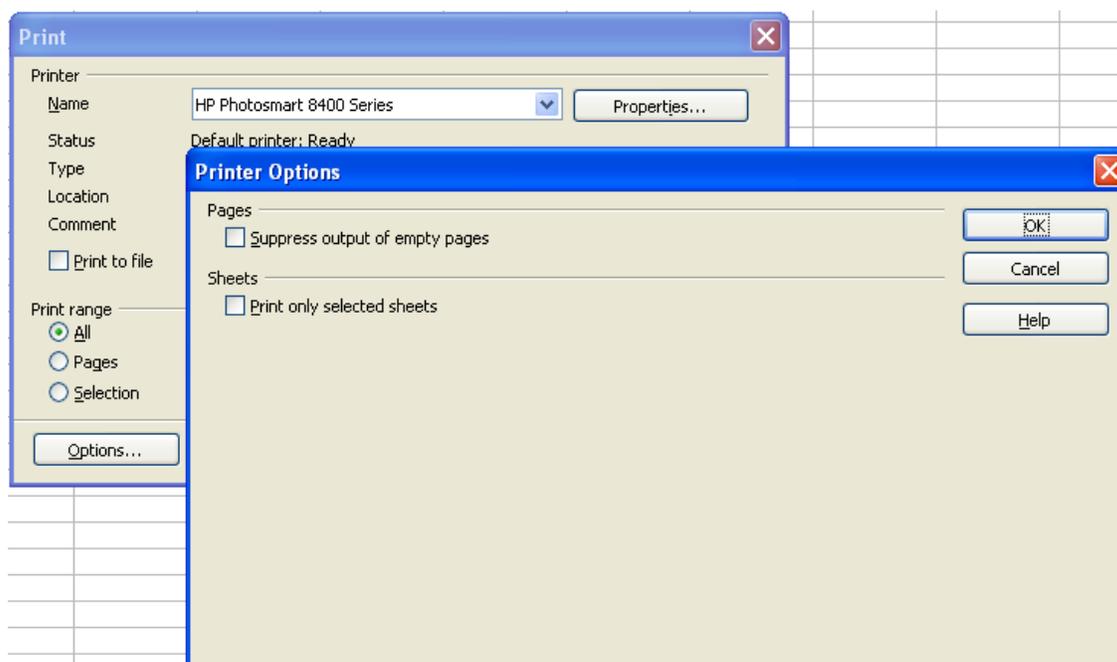


Figure 2. Printer Options dialog

## Details, order, and scale

### Details

In OOO Calc you can specify certain details to print or not to print. Those details include:

- Row and column headers
- Sheet grid
- Notes

- Objects and graphics
- Charts
- Drawing objects
- Formulas

To select the details to be printed:

- 1) Choose **Format > Page**.
- 2) Select the **Sheet** tab (Figure 3).
- 3) In the *Print* area, mark the details to be printed and click **OK**.

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**Note** Remember that since the print detail options are a part of the page's properties, they are also a part of the page style's properties. Therefore, different page styles can be set up to quickly change the print properties of the sheets in the spreadsheet.

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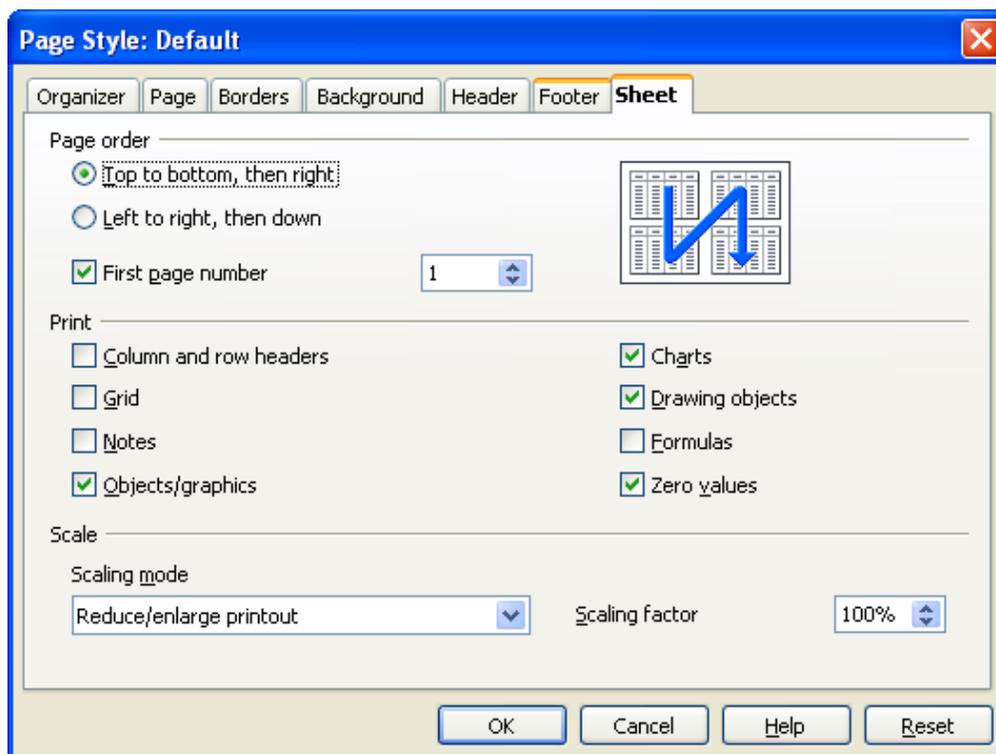


Figure 3. The Sheet tab of the Page Style dialog

## Page Order

Set the order in which pages print on a sheet of paper. This is especially useful in a large document. For example, controlling the print order can save time if you have to collate the document a certain way.

Select **Format > Page** from the main menu. The selection for page order is made in the Sheet tab. Where a sheet prints to more than one page of paper, it can be printed either by column, where the first column of pages prints, and then the second column and so on, or by row as shown in the graphic on the top right of the page order dialog in Figure 3.

## Scale

Use the scale features to control the number of pages the data will print on. This can be useful if a large amount of data needs to be printed smaller, or, if the reader has poor eyesight text can be enlarged when it prints.

- Reduce/Enlarge printout – scale the data in the printout either larger or smaller. For example if a sheet would normally print out as four pages (two high and two wide), a scaling of 50% would print as one page (both width and height are halved).
- Fit print range(s) on number of pages - define exactly how many pages the printout will take up. This option will only reduce a printout, it will not enlarge it. To enlarge a printout, the reduce/enlarge option must be used.
- Fit print range(s) to width/height – define how high and wide the printout will be, in pages.

## Adjusting the print range

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### Printing rows or columns on every page

If a sheet will be printed on multiple pages, you can set up certain rows or columns to repeat on each printed page.

As an example, if the top two rows of the sheet as well as column A need to be printed on all pages, do the following:

- 1) Choose **Format > Print Ranges > Edit**.
- 2) The *Edit Print Ranges* dialog (Figure 6) appears. Click on - **none** - to the left of the **Rows to repeat** area, and change it to - **user defined** -.
- 3) In the text entry box in the center, type in the rows to repeat. For example, to repeat rows one and two, type **\$1:\$2**.
- 4) Columns can also repeat; click on - **none** - to the left of the **Columns to repeat** area, and change it to - **user defined** -.
- 5) In the text entry box in the center, type in the columns to repeat. For example, to repeat column A, type **\$A**.

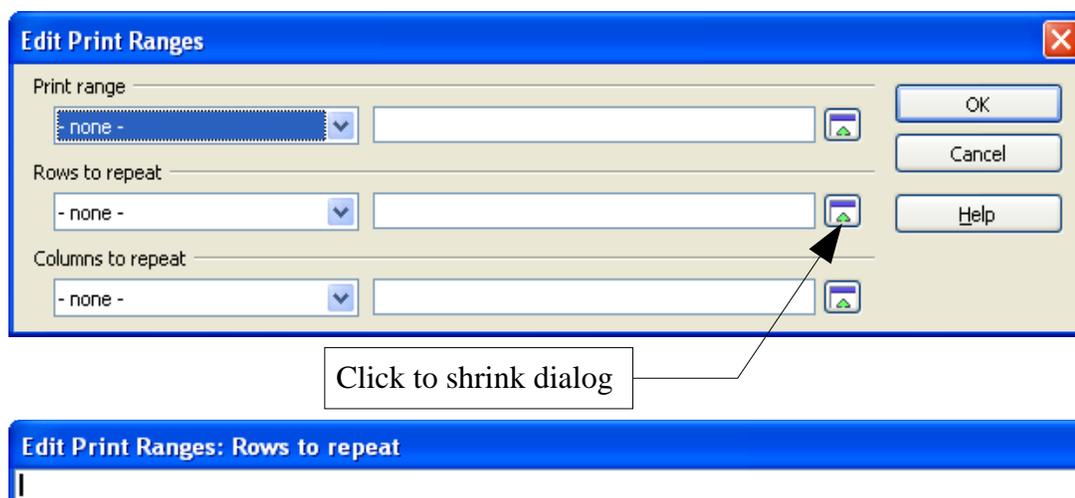


Figure 4: Edit Print Ranges dialog

6) Click **OK**.

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**Note** You do not need to select the entire range of the rows to be repeated. Just selecting one cell in each row will work.

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## Defining a print range

Use this option to modify or set a defined print range. This could be useful if, in a large spreadsheet, you need to print only a specific area of data.

To define a print range:

- 1) Highlight the range of cells that comprise the print range.
- 2) Choose **Format > Print Ranges > Define**.

The page break lines will display on screen.

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**Note** You can check the print range by using **File > Page Preview**. OOO will only display the cells in the print range.

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## Adding to the print range

After defining a print range, you can add more cells to it. This allows multiple, non-contiguous areas of the same sheet to be printed, while not printing the whole sheet. Once you have defined a print range:

- 1) Highlight the range of cells to be added to the print range.
- 2) Choose **Format > Print Ranges > Add**.

This will add the extra cells to the print range.

The page break lines will no longer show up on the screen.

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**Note** The additional print range will print as a separate page, even if both ranges are on the same sheet.

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## Removing a print range

It may become necessary to remove a defined print range, for example if the whole sheet needs to be printed at a later time.

To remove the print range, choose **Format > Print Ranges > Clear**.

This will remove all defined print ranges on the sheet.

After the print range is removed, the default page break lines will appear on the screen.

## Editing a print range

At any time, the print range can be directly edited with **Format > Print Ranges > Edit**. If you have already selected a print range, you'll see something like Figure 5.

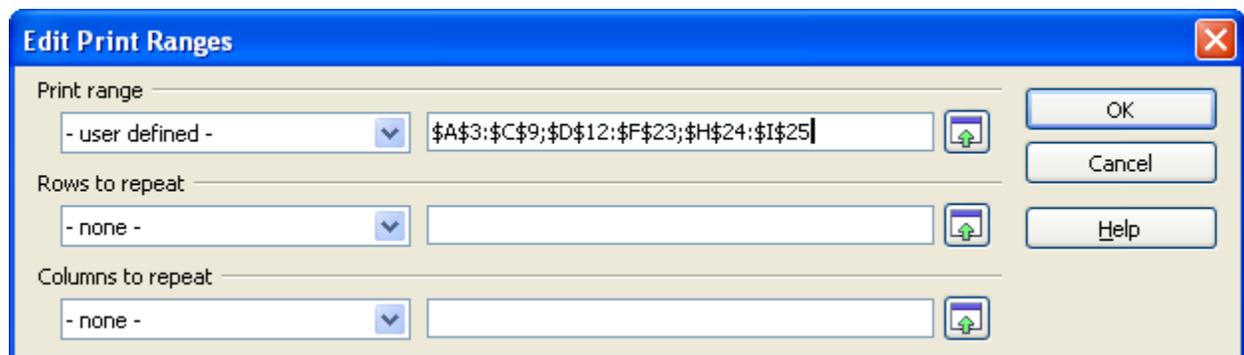


Figure 5: Edit Print Ranges dialog

In this example, three rectangles are selected, each separated by a semicolon. The first is bounded by cell A3 (\$A\$3) in the top left and cell C9 (\$C\$9) in the bottom right corners. Clicking anywhere in the text entry box will show the currently selected print range on the screen, with each rectangle in a different color as in Figure 6.

After making any changes, click the **shrink** icon to the right of the text entry box (see Figure 4) to redisplay the rectangles with their new values.

Click the right-hand icon (a window with an arrow pointing down) to re-expand the dialog box.

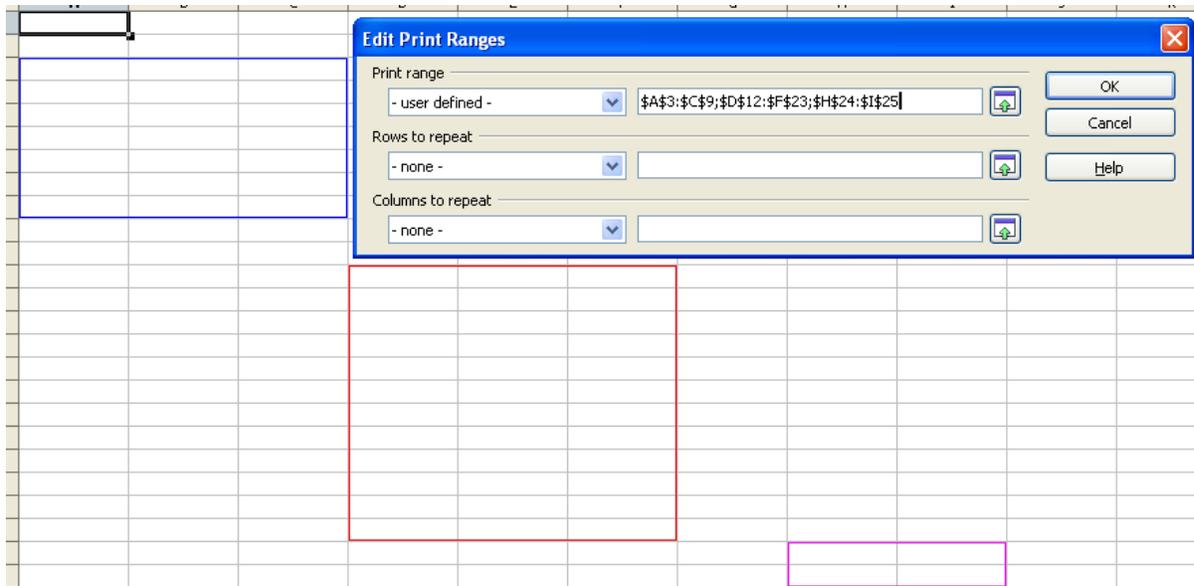


Figure 6: Edit print range

## Defining a custom print range

In addition to highlighting a print range for each print job, you can define a range of cells to be used repeatedly. This may be useful, for example, if there are different areas of a large spreadsheet that need to be printed for different reports. Several different print ranges can be defined to meet this need.

- 1) To define a print range, use the same procedure as labeling an area of the sheet. Highlight the cells you want to define as a print range and select **Insert > Names > Define**. (The cells can be highlighted after opening the Define Names dialog as well.)
- 2) On the Define Names dialog (Figure 7), create a name for the range and enter it into the text box.
- 3) Click the **More** button and then select the **Print range** checkbox.
- 4) To include more than one group of cells in the selection, type in the additional ranges. For example, to select the rectangle with A3 as the top left cell and F20 as the bottom right cell, enter **;\$A\$3:\$F\$20** or **;\$A3:F20** (both work and are equivalent) after the initial selection. Make sure that each group of cells is separated with a semicolon.
- 5) Click **OK**.

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**Note** The name of your range cannot contain any spaces.

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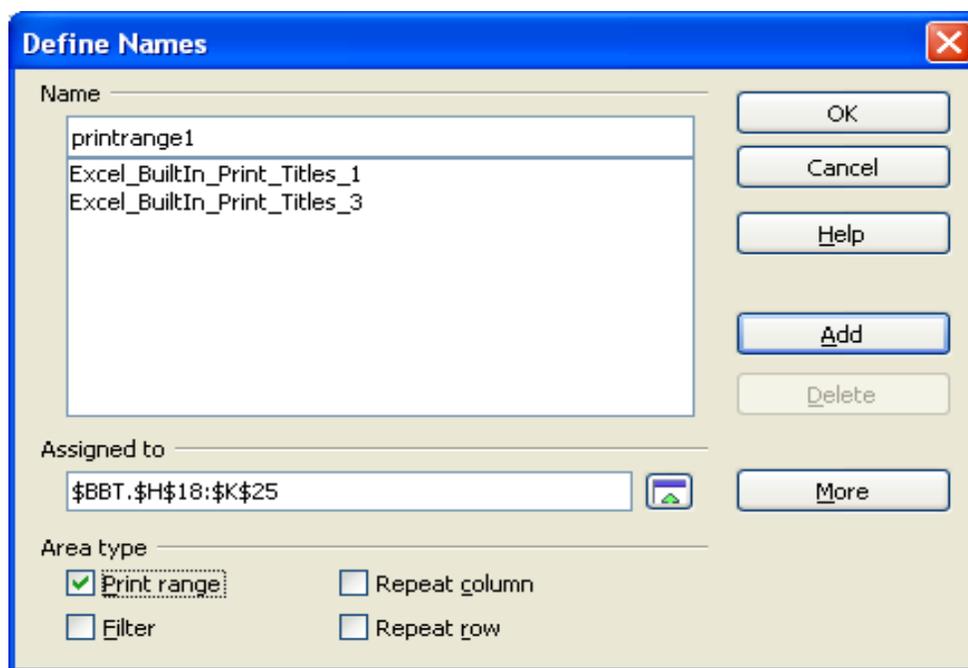


Figure 7: Define Names dialog

To print this range:

- 1) Go to **Format > Print Ranges > Edit**.

The previously defined area now appears in the drop-down box under Print range.

- 2) Select the defined print range and click **OK**.

This method can be useful to quickly change the print range without highlighting a large area of cells every time.

## Page breaks

While defining a print range can be a powerful tool, it may sometimes be necessary to manually tweak Calc's printout. To do this, you can use a *manual break*. A manual break helps to ensure that your data prints properly. You can insert a horizontal page break above, or a vertical page break to the left of, the active cell.

### Inserting a page break

To insert a page break:

- 1) Navigate to the cell where the page break will begin.
- 2) Select **Insert > Manual Break**.
- 3) Select **Row Break** or **Column Break** depending on your need.

The break is now set.

## Row break

Selecting *Row Break* will create a page break above the selected cell. For instance if the active cell is H15, then the break will be created between rows 14 and 15.

## Column break

Selecting *Column Break* will create a page break to the left of the selected cell. For instance if the active cell is H15, then the break will be created between columns G and H.

## Deleting a page break

To remove a page break:

- 1) Navigate to a cell that is next to the break you want to remove.
- 2) Select **Edit > Delete Manual Break**.
- 3) Select **Row Break** or **Column Break** depending on your need.

The break is now removed.

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**Note** Multiple manual row and column breaks can exist on the same page. When you want to remove them, you have to remove each one individually. This may be confusing at times, because although there may be a column break set on the page, when you go to **Edit > Manual Break** column break may be grayed out.

In order to remove the break, you have to be in the cell next to the break. So, for example if you set the column break while you are in H15, you can not remove it if you are in cell D15. However, you can remove it from any cell in column H.

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## Headers and footers

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Headers and footers are pre-defined pieces of text that are printed at the top or bottom of a sheet outside of the sheet area. Headers and footers are assigned to a sheet or to a sheet style.

Headers print on the top of a sheet and footers print on the bottom of a sheet. There are set the same way.

## Setting a header or a footer

To set a header or footer:

- 1) Navigate to the sheet that you want to set the header or footer for.
- 2) Select **Format > Page**.
- 3) Select the header (or footer) tab. You should see Figure 8.

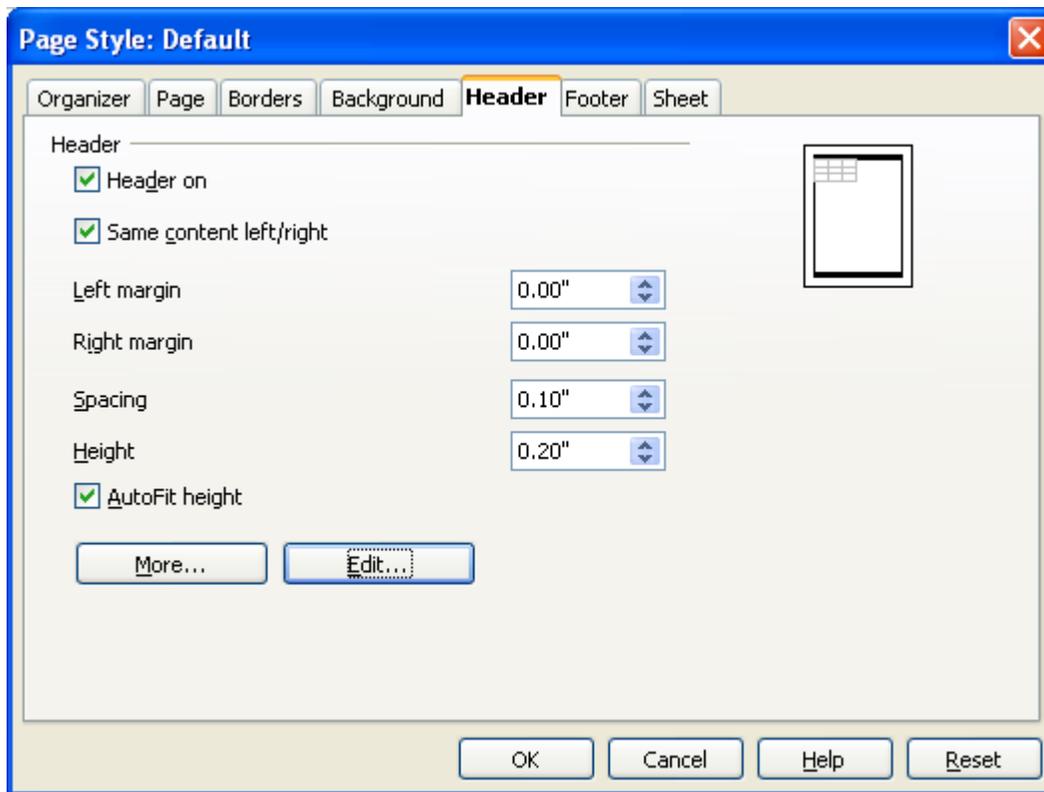


Figure 8: Header dialog

4) Select the **Header on** checkbox.

From here you can also set the margins, the spacing, and height for the header or footer. You can check the **AutoFit height** box to have the height of the header or footer automatically adjust.

### Margin

Changing the size of the left or right margin adjusts how far the header or footer is from the side of the page.

### Spacing

Spacing affects how far above or below the sheet the header or footer will print. So, if spacing is set to 1.00”, then there will be 1 inch between the header or footer and the sheet.

### Height

Height affects how big the header or footer will be.

## Header or footer appearance

You can change the appearance of the header or footer by clicking on the **More** button. This opens the dialog shown in Figure 9.

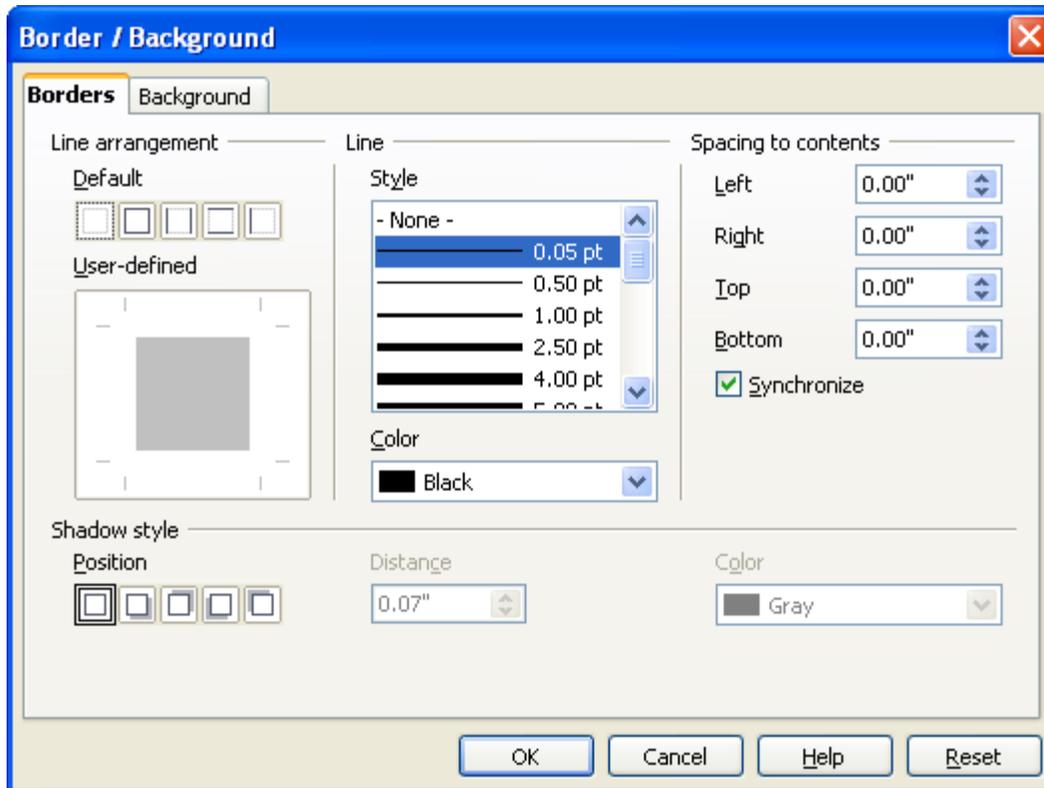


Figure 9: Header/Footer Border/Background

From this dialog you can set the background and border of the header or footer.

## Setting the contents of the header or footer

The header or footer of a Calc spreadsheet has three columns for text. Each column can have different contents.

To set the contents of the header or footer, click the **Edit** button in the header or footer dialog shown in Figure 8. The dialog shown in Figure 10 will display.

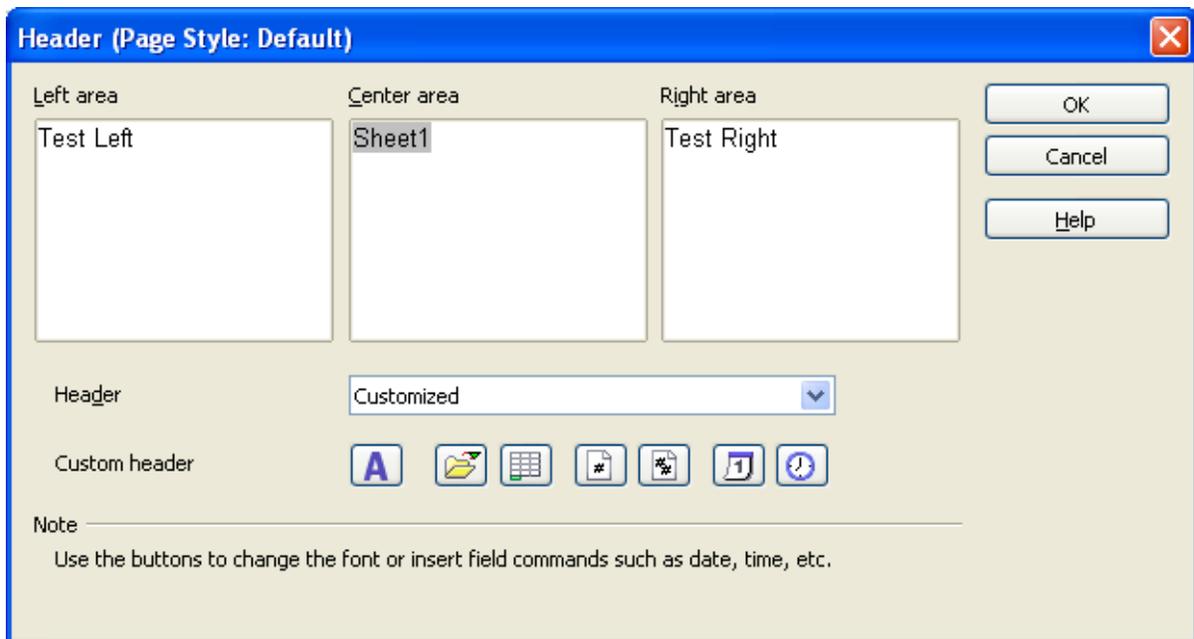


Figure 10: Edit contents of header or footer

## Areas

Each area is independent and can have different information in it.

## Header

In the header drop down list there are several preset choices.

## Custom header

Here there are several buttons to add custom elements to the headers.

-  Opens the Text Attributes dialog.
-  Inserts the file name field.
-  Inserts the sheet name field.
-  Inserts the current page number.
-  Inserts the total number of pages.
-  Inserts the date field.
-  Inserts the time field.