

PREVIEWING/PRINTING THE DATASHEET

When working with an Access table in Datasheet View, it is possible to preview or print a copy of the datasheet. In order to complete this process, follow the directions below.

PREVIEWING A TABLE IN DATASHEET VIEW

- ❖ Do one of the following:
 - Click the **Print Preview** button on the toolbar (see the illustration at right).
 - Click **File** on the **Menu Bar** and then choose **Print Preview**.
- ❖ The first page of the **Datasheet** will appear in the window.
- ❖ The pointer will resemble a magnifying glass.
- ❖ Move the pointer to any spot on the sheet.
- ❖ Click the left mouse button to zoom in (magnify) that portion of the Table.
- ❖ Click with the left mouse button to return to the smaller preview window.
- ❖ The bottom of the window will show the **Page** scroll buttons.
- ❖ Click on the right arrow to move to the second page of the printout.



PRINTING A TABLE IN DATASHEET VIEW

- ❖ Do one of the following:
 - Click the **Print** icon on the toolbar. This option will send the datasheet directly to the printer.
 - Choose **File** on the **Menu Bar** and then select **Print** from the list that appears.

CHANGING PAGE SETUP FOR PRINTING

- ❖ To change the attributes for printing a datasheet do one of the following:
 - Click **File** on the **Menu Bar** and then select **Page Setup**.
 - Click **File** on the **Menu Bar** and then select **Print**.
Once you are in this menu, click the **Setup** button.
- ❖ The **Page Setup** dialog box will appear.
- ❖ To change the **Margins** click the **Margins** tab.
- ❖ To change the layout for the page, click the **Page** tab.
- ❖ Make any necessary changes.
- ❖ Click the **OK** button to return to **Datasheet View**.
- ❖ If the **Print** menu is displayed, click the **OK** button again.
- ❖ Close the **Table** and return to the **Database** window.
- ❖ Click **Yes** on the message that appears about saving changes to the layout of the table.

