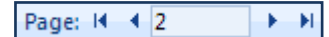


PREVIEW/PRINT THE DATASHEET

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.

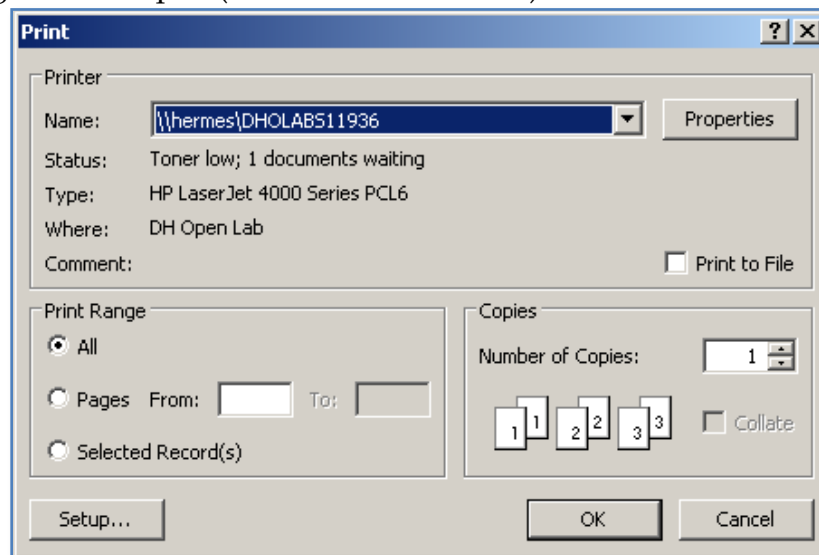
PREVIEWING A TABLE IN DATASHEET VIEW

- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over **Print**.
- ❖ In the list, select **Print Preview**.
- ❖ The first page of the **Datasheet** will appear in the window.
- ❖ The **Print Preview** ribbon will display. An explanation of the buttons on this ribbon can be found in the **Print Preview Contextual Tab** document on the **Access 2007 Training Web Page**.
- ❖ 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.
- ❖ The bottom and right side of the window will show the **Page** scroll buttons.
- ❖ Click with the left mouse button to return to the smaller preview window.
- ❖ Click the **Navigation Buttons** at the bottom of the window to move from page to page (see illustration at right).



PRINTING A TABLE IN DATASHEET VIEW

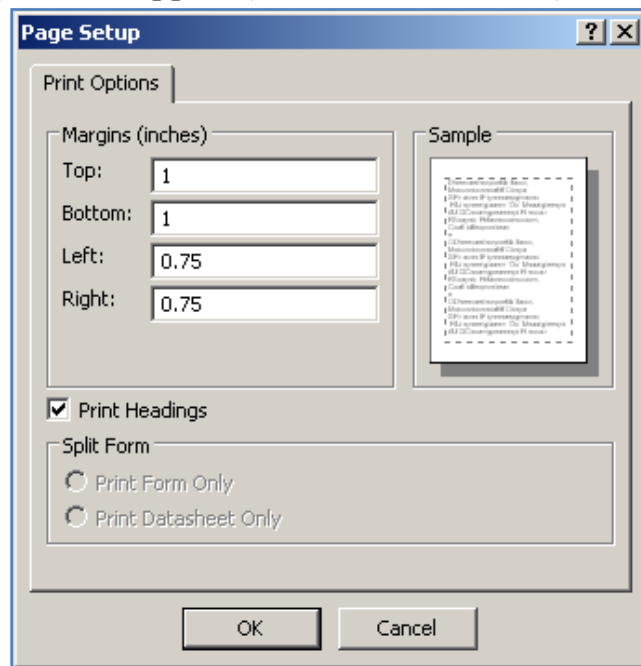
- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over **Print**.
- ❖ Click the **Print** option.
- ❖ The **Print** dialog box will open (see illustration below).



- ❖ To change the printer where the Datasheet is to be sent for printing, click the **Name** list arrow.
- ❖ To print all the pages in the Datasheet, click the **All** option button.
- ❖ To print selected pages, click the **Pages** option button and then input the page numbers in the appropriate **From** boxes.
- ❖ Click the **Selected Record(s)** option button to specify the records that are to be printed.
- ❖ Click the **Number of Copies** spinner arrows to specify how many copies are to be printed.
- ❖ Click **OK** when all the options have been selected.

CHANGING PAGE SETUP FOR PRINTING

- ❖ In the **Print** dialog box, click the **Setup** button.
- ❖ The **Page Setup** dialog box will appear (see illustration below).



- ❖ To change the **Margins** click the appropriate box and input the size for the margin.
- ❖ Click the **OK** button to send the document to the printer and 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.