



Saving Guidelines for Excel

Set Magnification to 100%

Set the sheet magnification to 100% for every sheet. It is best to avoid horizontal scrolling at 100% whenever possible. This benefits everyone, but especially those with cognitive disabilities, those who use only a keyboard (no mouse), and those who use screen magnification.

Set Focus

The instructions below include how to make sure the Contents sheet is visible when people open the file. It also includes a couple other things you should do after making changes and before saving the file to make it more user friendly. It's important to do the steps in order.

Before you save for the last time:

1. Make sure focus on each worksheet is on the first cell, A1.
2. The first worksheet is displayed.

To do this:

1. Click on cell A1 (the first cell in the top left corner) to highlight the first cell with a green outline for each sheet. This makes sure that when someone click on a sheet, they always start at the beginning instead of somewhere in the middle of the content.
2. In a workbook with multiple worksheets, go to the first worksheet so it is visible.
3. Save the file.
4. Next time someone opens the file, the first worksheet will be visible.

Set Print Area

Preview the print layout by:

1. Clicking on the **File** button.
2. Then click on the **Print** button.

You can then view how the sheets will appear when printed. Check that the document flows correctly from page to page, including table formatting, stray lines or characters.

For spreadsheets that will be printed or saved in a PDF format, set the print area and set print titles to repeat across pages for multi-page tables.

To set the print area:

1. Highlight the entire range of cells that you would like printed.
2. On the **Page Layout** tab, click on the **Print Area** button and then **Set Print Area**.

To set the print titles for tables:

1. Go to the **Page Layout** tab and click on **Print Titles** button.
2. Click the **Rows to Repeat at Top** button.

Rows to repeat at top:



3. Use the mouse to select the title/header rows on the spreadsheet that you want to be printed on every page. A blinking border will appear around the selection.
4. Click the **Rows to Repeat at Top** button again (which will return to the main page setup dialog)
5. Click on the **OK** button.