

# Show you how to align the printed Excel file with A4 paper

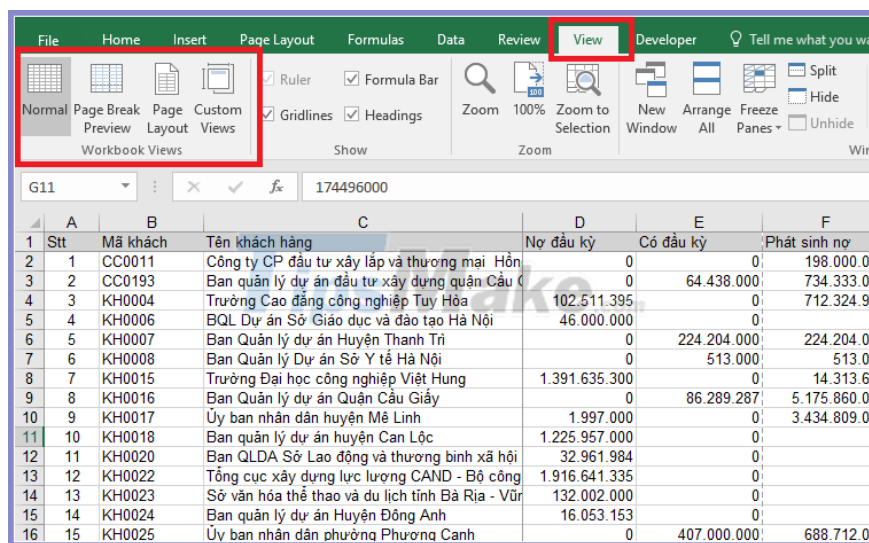
Before printing, we need to align the data to fit in the A4 size of the print media. This will be a very detailed and extremely helpful tutorial for you

Unlike the data in word files, the data in excel is usually long spreadsheets and sometimes extends beyond an A4 page. However, the print standard for the paper size is only A4. Therefore, before printing, we need to align the data to fit in the A4 size of the printing paper. This will be an extremely detailed guide as well as extremely useful for you offices. Follow along and do not miss it.

## 1. Turn on the display of the printed page limit line

To be able to see the page limit lines to edit the data to fit the printed page, you must do the following:

Select tab View => at Workbook Views => Select Page Break Preview or Page Layout.

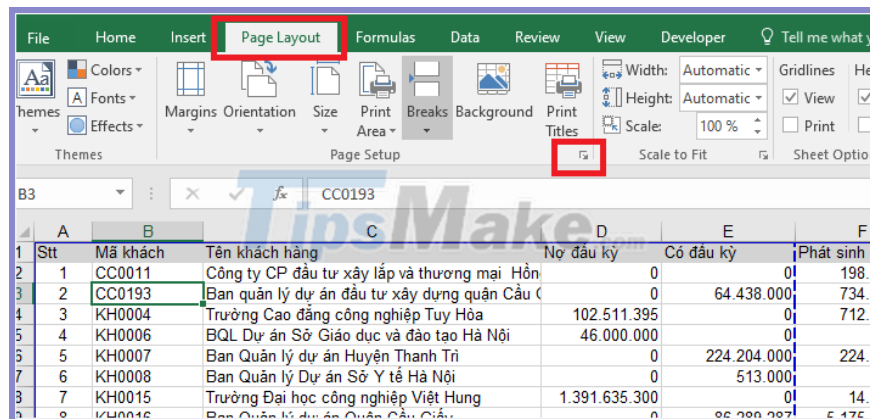


Or you can choose in the lower right corner of Excel.

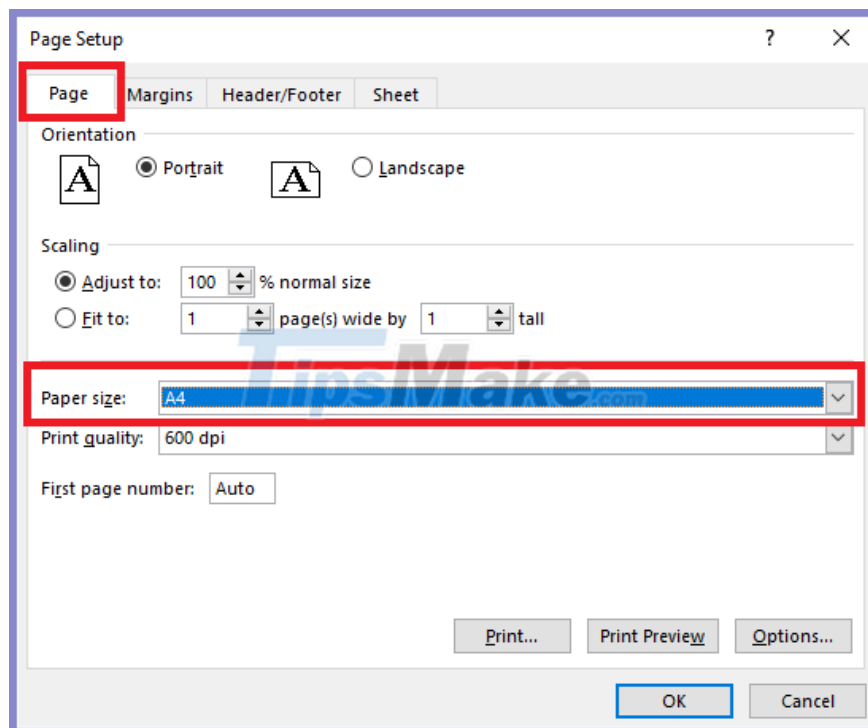


## 2. Align the print page to fit A4 paper

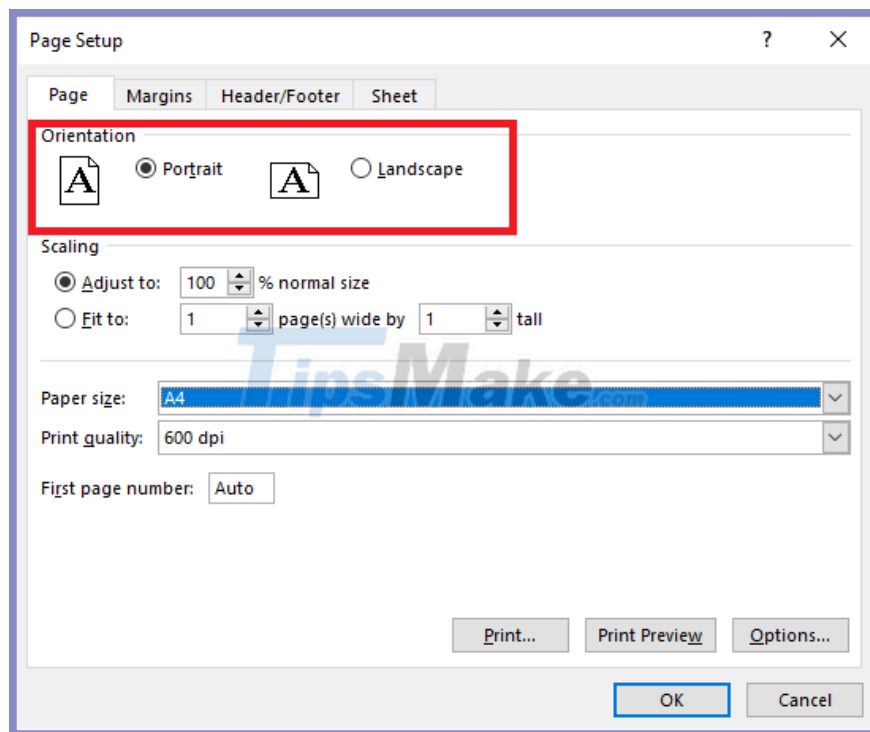
Step 1: Select Page Layout => click the box in the lower right corner of Page Setup



Step 2: The Page Setup window appears, on the Page tab, select Paper size as A4.



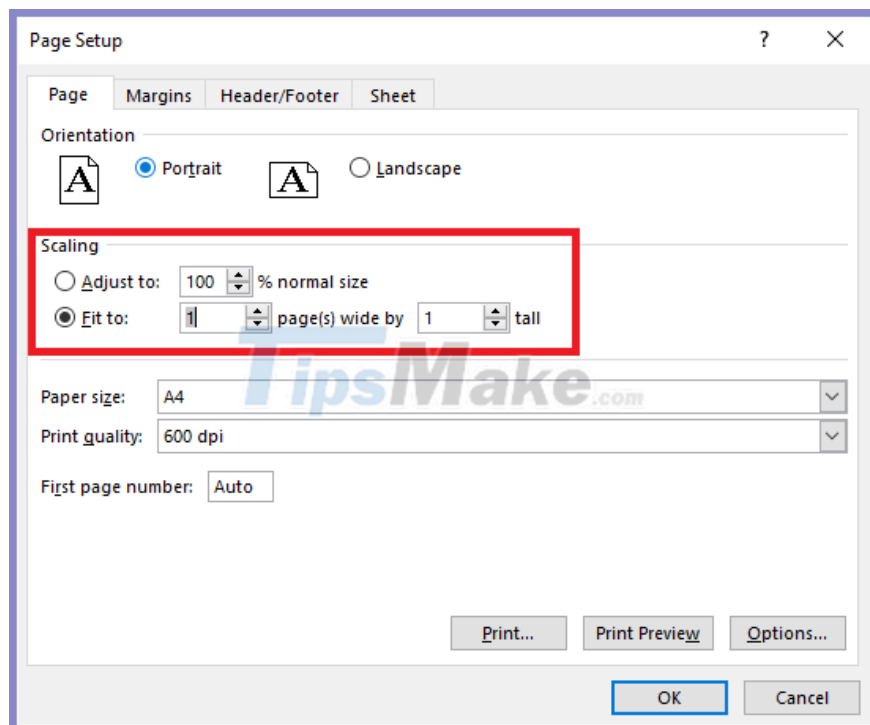
Step 3: Select the width or the portrait of the printed page in Orientation. Portait is vertical, Landscape is horizontal



Step 4: Set to always print to fit the page at Scaling. In this category there are 2 options:

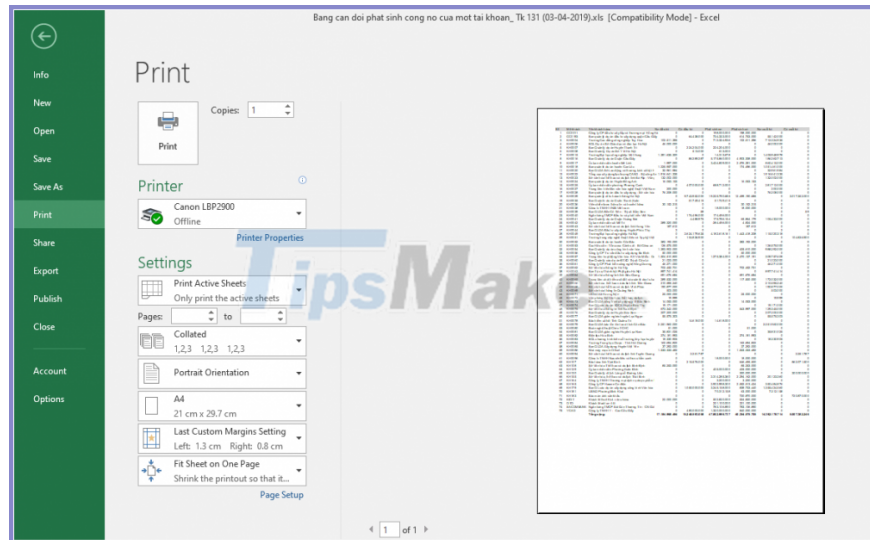
Adjust to: To scale in%

Fit to: Automatically pressed to fit the number of pages you choose



Step 5: Align the margin

We move on to the Margins tag. Here, we perform the alignment of the top, bottom, left, and right of the printed page.



Hope the article will be useful to you in the working process.

Good luck!

You finished reading the article "**Show you how to align the printed Excel file with A4 paper**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.