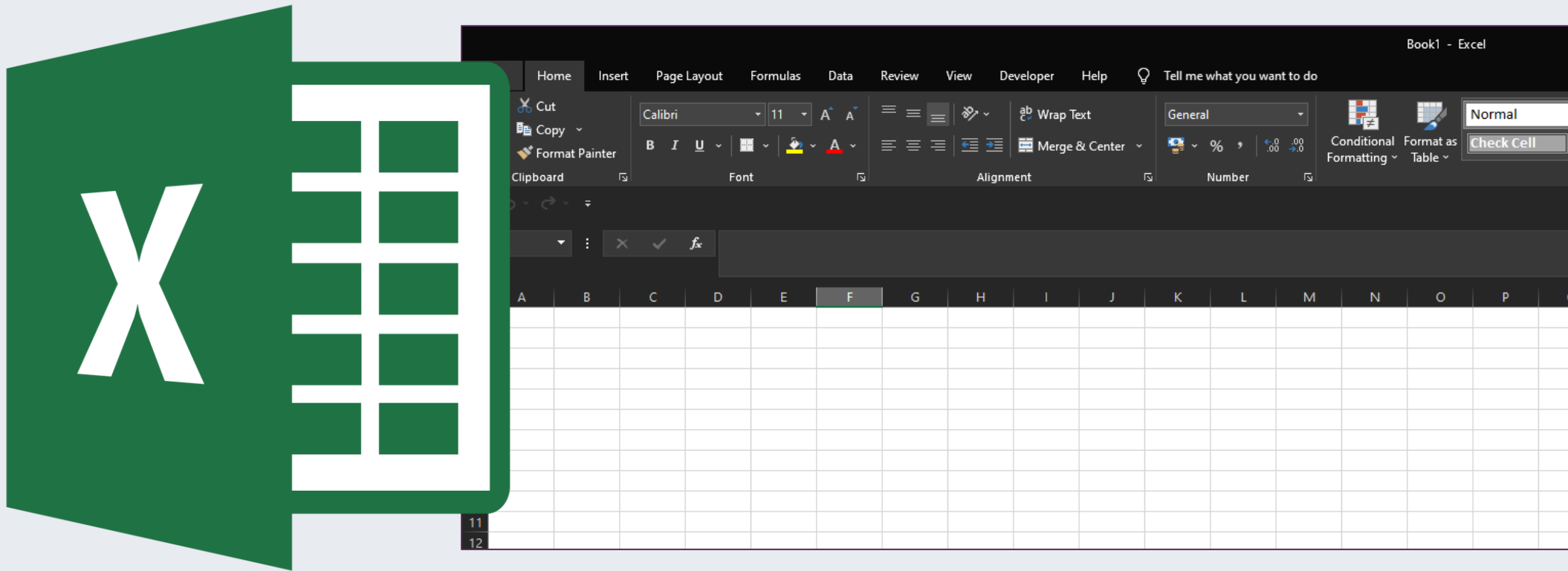


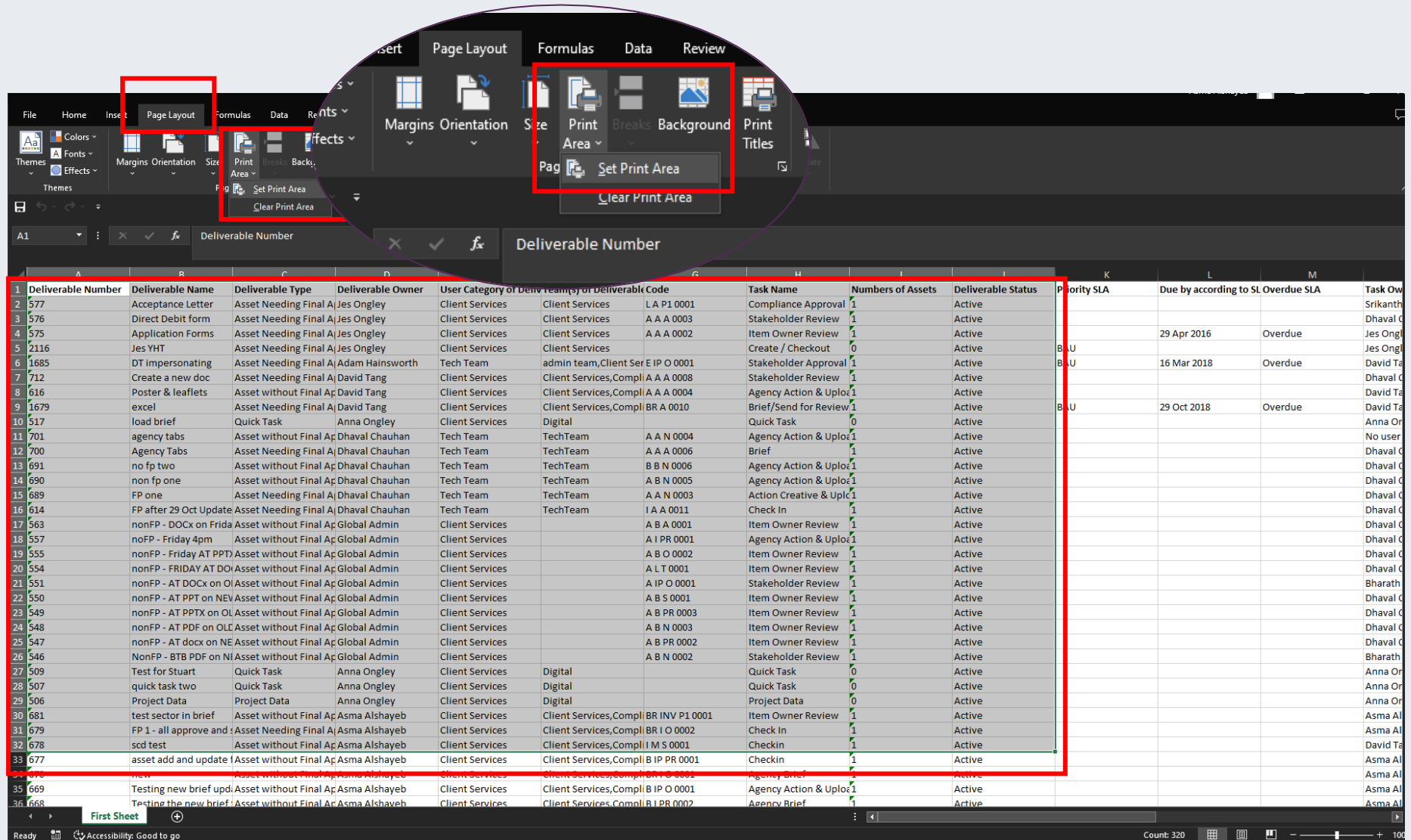
# Setting area of excel document to preview in Mark up tool



When uploading Excel spreadsheet to markup, it is important to apply few page layout/print amendments in order for the document to be previewed correctly.

Follow these steps:

- Click on "Page Layout" tab
- Select the area you want to be previewed
- click "Print Area" & "Set Print Area"
- change orientation if needed (landscape/portrait)



- Click on File tab > Print
- Then use the link "Page set up" to make further adjustments if needed (e.g to control over how many pages the width or depth of area selected prints/previews to)

The image shows the Microsoft Excel interface with the Print dialog box open. The Print dialog has a sidebar on the left with options like Home, New, Open, Info, Save, Save As, History, Share, Export, Publish, and Close. The main area shows the printer 'OKI-DOKI', 'Copies: 1', and 'Settings' for 'Print Active Sheets'. A red box highlights the 'Print' button in the sidebar. Below the settings, a blue link labeled 'Page Setup' is highlighted with a red box. A red arrow points from this link to the Page Setup dialog box on the right.

The Page Setup dialog box is open, showing the 'Page' tab. It includes options for Orientation (Portrait selected), Scaling (Fit to: 1 page(s) wide by 1 tall selected), Paper size (A4), Print quality (600 dpi), and First page number (Auto). The 'Fit to' option is highlighted with a red box, and a red arrow points to it from the 'Page Setup' link in the Print dialog.

In the background, an 'Outstanding Tasks Report - Excel' is visible, showing a table with columns for 'Orderable Number', 'Orderable Name', 'Orderable Type', 'Orderable Name', 'Order Quantity', 'Forecast of Orderable Units', 'Task Name', 'Number of Hours', and 'Orderable Status'. The table contains multiple rows of data.

- Save document & upload to BTB. Screen shot shows how it gets previewed

Fit to width 1 [U] [S] [←] [→] [□] [⊞] [↶] [↷] [↻] [↵] [⌵] [⌶] [⌷] [⌸] [⌹] [⌺] [⌻] [⌼] [⌽] [⌿] [⌿]

Page 1 of 1 - Outstanding Tasks Report.xlsx

Deliverable Number	Deliverable Name	Deliverable Type	Deliverable Owner	User Category of Delive	Team(s) of Deliverable	Code	Task Name	Numbers of Assets	Deliverable Status
577	Acceptance Letter	Asset Needing Final App	Jes Ongley	Client Services	Client Services	LA P1 0001	Compliance Approval	1	Active
576	Direct Debit form	Asset Needing Final App	Jes Ongley	Client Services	Client Services	AA A 0003	Stakeholder Review	1	Active
575	Application Forms	Asset Needing Final App	Jes Ongley	Client Services	Client Services	AA A 0002	Item Owner Review	1	Active
2116	JesYHT	Asset Needing Final App	Jes Ongley	Client Services	Client Services		Create / Checkout	0	Active
1685	DT impersonating	Asset Needing Final App	Adam Hainsworth	Tech Team	admin team, Client Servi	EIP O 0001	Stakeholder Approval	1	Active
712	Create a new doc	Asset Needing Final App	David Tang	Client Services	Client Services, Compliar	AA A 0008	Stakeholder Review	1	Active
616	Poster & leaflets	Asset without Final App	David Tang	Client Services	Client Services, Compliar	AA A 0004	Agency Action & Upload	1	Active
1679	excel	Asset Needing Final App	David Tang	Client Services	Client Services, Compliar	BR A 0010	Brief/Send for Review	1	Active
517	load brief	Quick Task	Anna Ongley	Client Services	Digital		Quick Task	0	Active
701	agency tabs	Asset without Final App	Dhaval Chauhan	Tech Team	TechTeam	AA N 0004	Agency Action & Upload	1	Active
700	Agency Tabs	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	AA A 0006	Brief	1	Active
691	no fp two	Asset without Final App	Dhaval Chauhan	Tech Team	TechTeam	BB N 0006	Agency Action & Upload	1	Active
690	non fp one	Asset without Final App	Dhaval Chauhan	Tech Team	TechTeam	AB N 0005	Agency Action & Upload	1	Active
689	FP one	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	AA N 0003	Action Creative & Upload	1	Active
614	FP after 29 Oct Update	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	IA A 0011	Check In	1	Active
563	nonFP - DOCx on Friday	Asset without Final App	Global Admin	Client Services		AB A 0001	Item Owner Review	1	Active
557	noFP - Friday 4pm	Asset without Final App	Global Admin	Client Services		AI PR 0001	Agency Action & Upload	1	Active
555	nonFP - Friday AT PPTX	Asset without Final App	Global Admin	Client Services		AB O 0002	Item Owner Review	1	Active
554	nonFP - FRIDAY AT DOC	Asset without Final App	Global Admin	Client Services		ALT 0001	Item Owner Review	1	Active
551	nonFP - AT DOCx on OLD	Asset without Final App	Global Admin	Client Services		AIP O 0001	Stakeholder Review	1	Active
550	nonFP - AT PPT on NEW	Asset without Final App	Global Admin	Client Services		AB S 0001	Item Owner Review	1	Active
549	nonFP - AT PPTX on OLD	Asset without Final App	Global Admin	Client Services		AB PR 0003	Item Owner Review	1	Active
548	nonFP - AT PDF on OLD	Asset without Final App	Global Admin	Client Services		AB N 0003	Item Owner Review	1	Active
547	nonFP - AT docx on NEW	Asset without Final App	Global Admin	Client Services		AB PR 0002	Item Owner Review	1	Active
546	NonFP - BTB PDF on NEW	Asset without Final App	Global Admin	Client Services		AB N 0002	Stakeholder Review	1	Active
509	Test for Stuart	Quick Task	Anna Ongley	Client Services	Digital		Quick Task	0	Active
507	quick task two	Quick Task	Anna Ongley	Client Services	Digital		Quick Task	0	Active
506	Project Data	Project Data	Anna Ongley	Client Services	Digital		Project Data	0	Active
681	test sector in brief	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BR INV P1 0001	Item Owner Review	1	Active
679	FP 1 - all approve and sa	Asset Needing Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BR IO 0002	Check In	1	Active
678	scd test	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	IM S 0001	Checkin	1	Active
677	asset add and update fir	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BIP PR 0001	Checkin	1	Active
670	new	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BR IO 0001	Agency Brief	1	Active
669	Testing new brief update	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BIP O 0001	Agency Action & Upload	1	Active
668	Testing the new brief fo	Asset without Final App	Asma Alshayeb	Client Services	Client Services, Compliar	BIP R 0002	Agency Brief	1	Active

Approve Approve Subject to Amends Reject Reassign