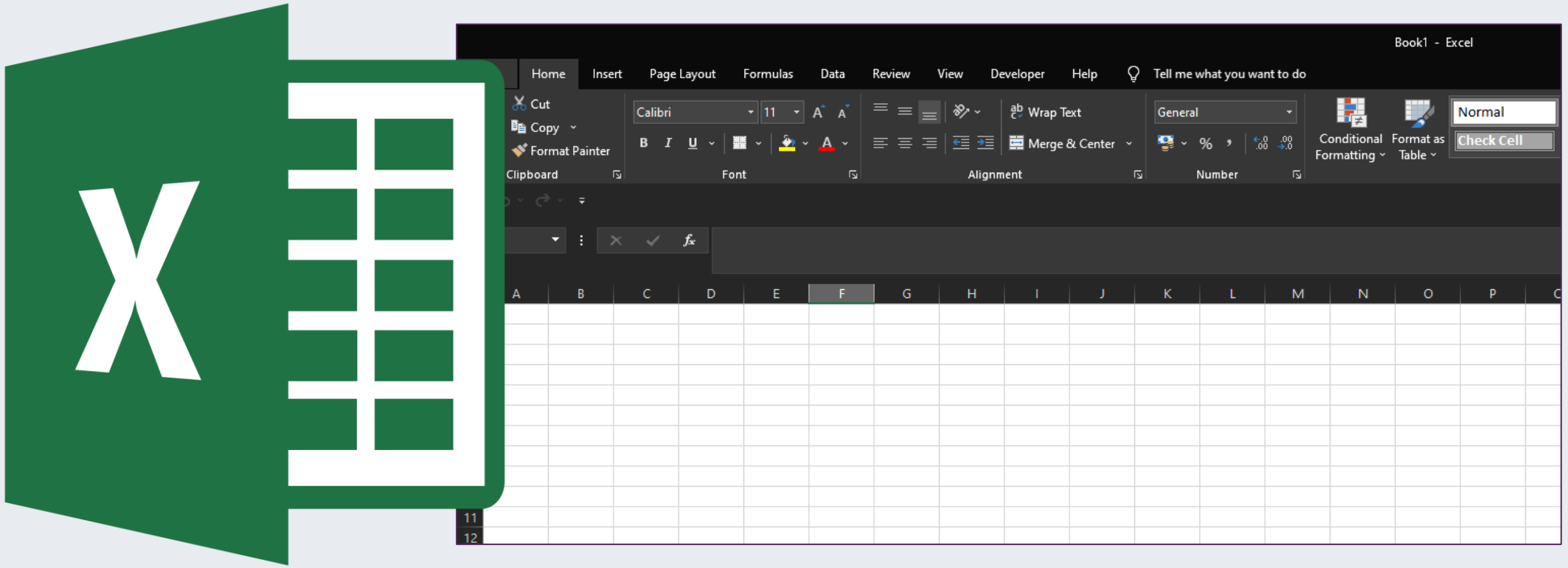
Setting area of excel document to preview in Mark up tool

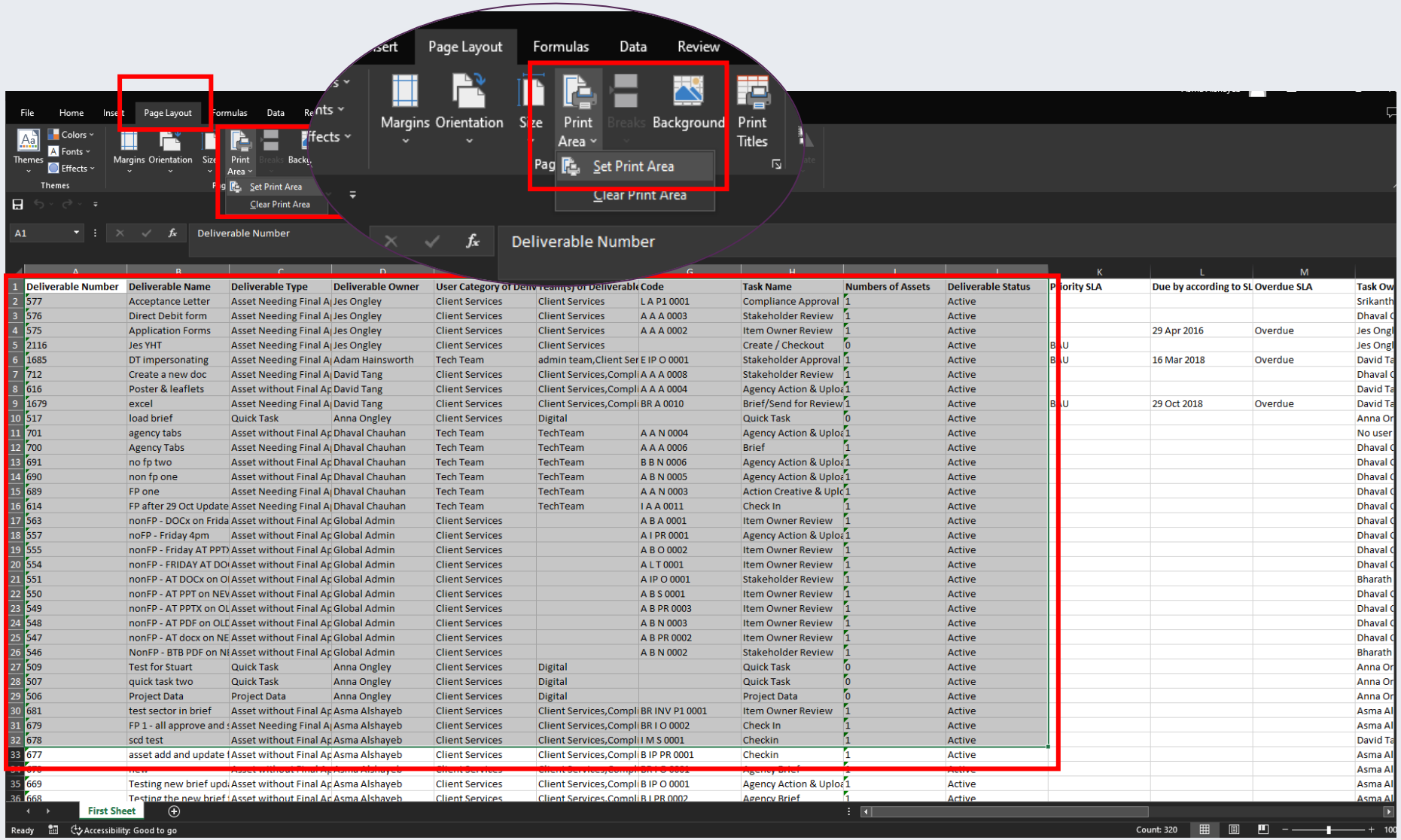


bethebrand

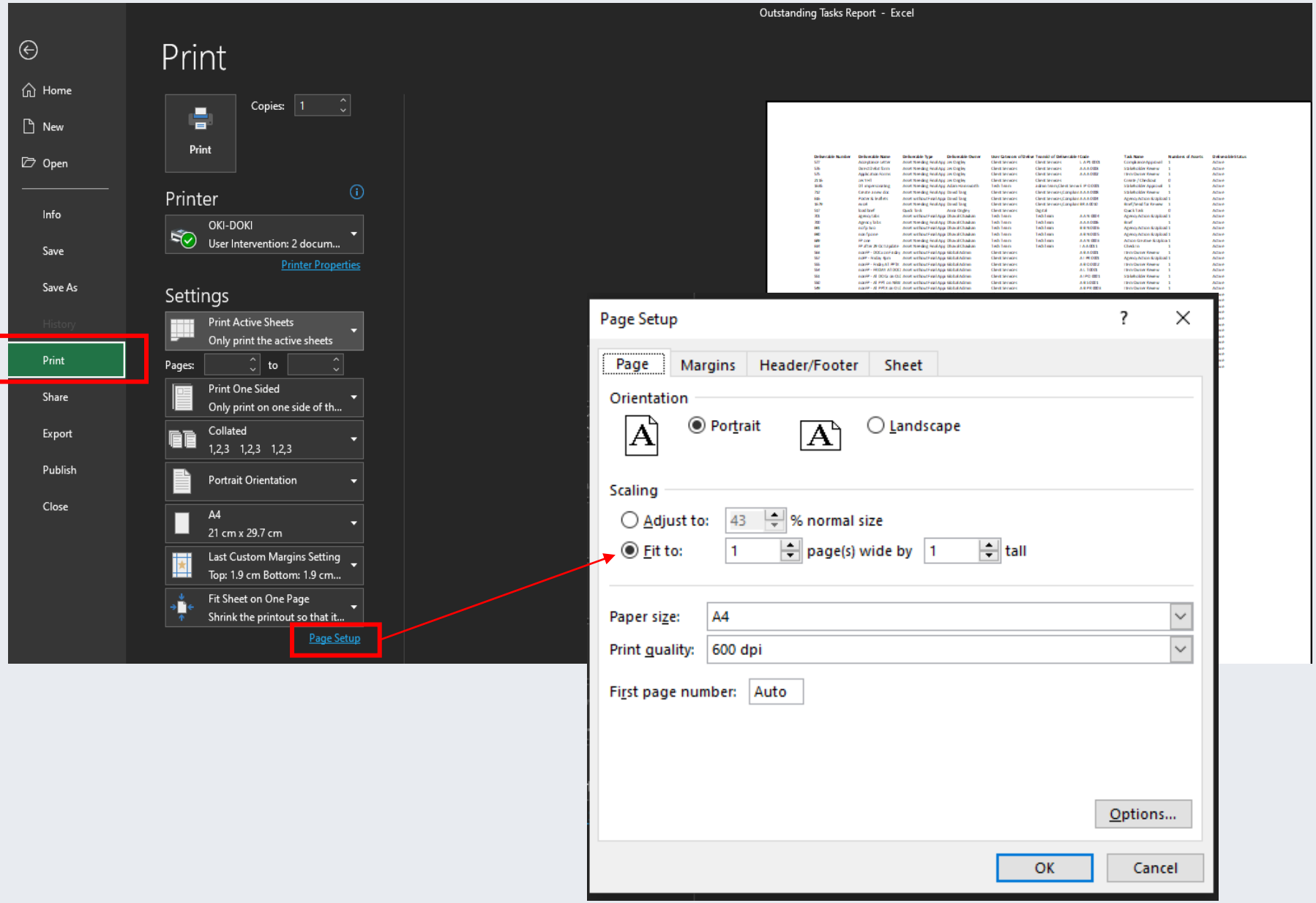
When uploading Excel spreadsheet to markup, it is important to apply few page layout/print amendments in order for the document to be previewed correctly.

Follow these steps:

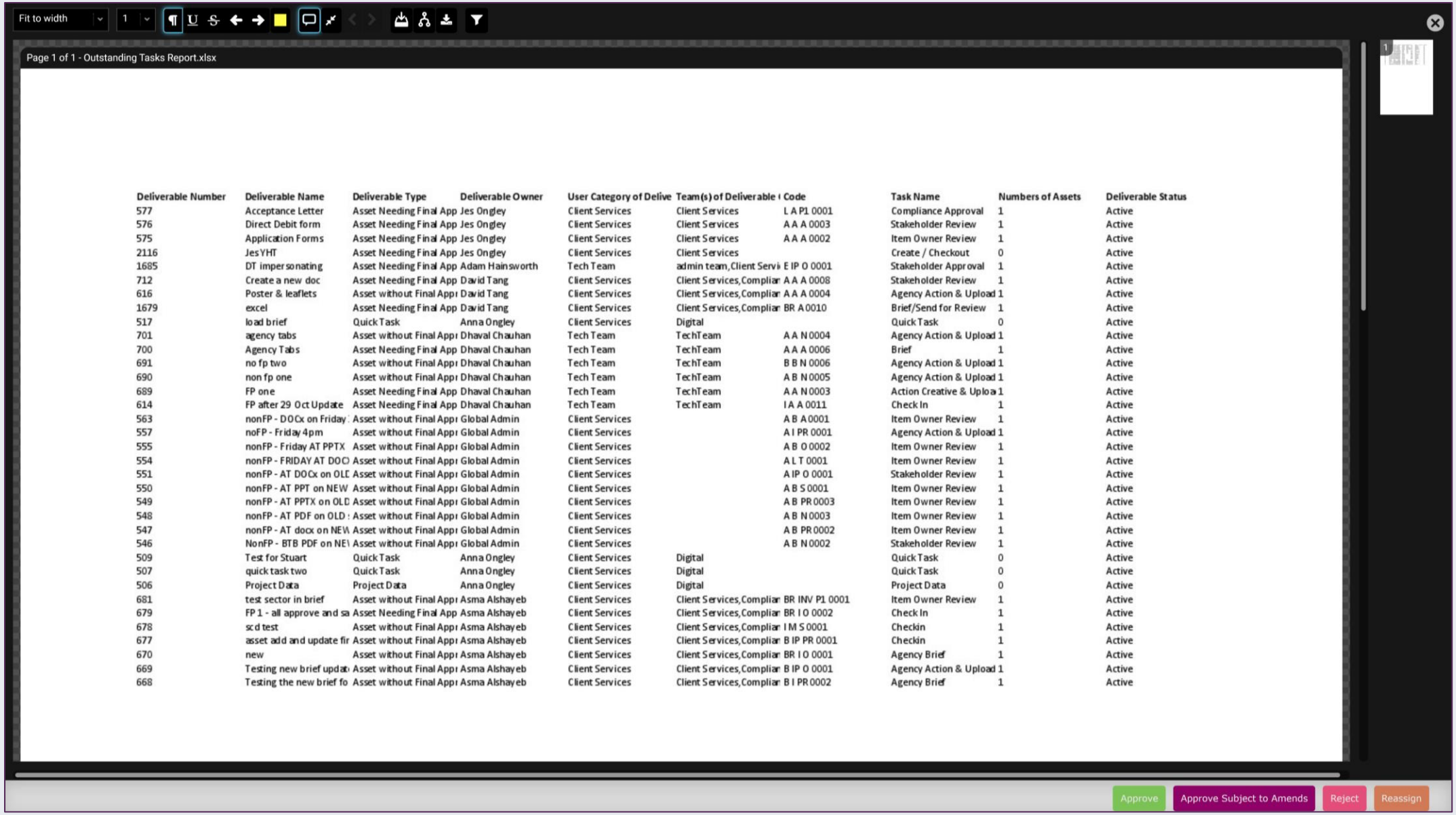
- Click on **“Page Layout”** tab
- Select the area you want to be previewed
- click "Print Area" & "Set Print Area"
- change orientation if needed (landscape/portrait)



- 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)



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



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	L A P1 0001	Compliance Approval	1	Active
576	Direct Debit form	Asset Needing Final App	Jes Ongley	Client Services	Client Services	A A A 0003	Stakeholder Review	1	Active
575	Application Forms	Asset Needing Final App	Jes Ongley	Client Services	Client Services	A A 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	E IP O 0001	Stakeholder Approval	1	Active
712	Create a new doc	Asset Needing Final App	David Tang	Client Services	Client Services,Compliar	A A A 0008	Stakeholder Review	1	Active
616	Poster & leaflets	Asset without Final Appr	David Tang	Client Services	Client Services,Compliar	A A 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 Appr	Dhaval Chauhan	Tech Team	TechTeam	A A N 0004	Agency Action & Upload	1	Active
700	Agency Tabs	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	A A A 0006	Brief	1	Active
691	no fp two	Asset without Final Appr	Dhaval Chauhan	Tech Team	TechTeam	B B N 0006	Agency Action & Upload	1	Active
690	non fp one	Asset without Final Appr	Dhaval Chauhan	Tech Team	TechTeam	A B N 0005	Agency Action & Upload	1	Active
689	FP one	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	A A N 0003	Action Creative & Uploa	1	Active
614	FP after 29 Oct Update	Asset Needing Final App	Dhaval Chauhan	Tech Team	TechTeam	I A A 0011	Check In	1	Active
563	nonFP - DOCx on Friday	Asset without Final Appr	Global Admin	Client Services		A B A 0001	Item Owner Review	1	Active
557	noFP - Friday 4pm	Asset without Final Appr	Global Admin	Client Services		A I PR 0001	Agency Action & Upload	1	Active
555	nonFP - Friday AT PPTX	Asset without Final Appr	Global Admin	Client Services		A B O 0002	Item Owner Review	1	Active
554	nonFP - FRIDAY AT DOC	Asset without Final Appr	Global Admin	Client Services		A L T 0001	Item Owner Review	1	Active
551	nonFP - AT DOCx on OLI	Asset without Final Appr	Global Admin	Client Services		A IP O 0001	Stakeholder Review	1	Active
550	nonFP - AT PPT on NEW	Asset without Final Appr	Global Admin	Client Services		A B S 0001	Item Owner Review	1	Active
549	nonFP - AT PPTX on OLD	Asset without Final Appr	Global Admin	Client Services		A B PR 0003	Item Owner Review	1	Active
548	nonFP - AT PDF on OLD :	Asset without Final Appr	Global Admin	Client Services		A B N 0003	Item Owner Review	1	Active
547	nonFP - AT docx on NEW	Asset without Final Appr	Global Admin	Client Services		A B PR 0002	Item Owner Review	1	Active
546	NonFP - BTB PDF on NEV	Asset without Final Appr	Global Admin	Client Services		A B 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 Appr	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 I O 0002	Check In	1	Active
678	scd test	Asset without Final Appr	Asma Alshayeb	Client Services	Client Services,Compliar	I M S 0001	Checkin	1	Active
677	asset add and update fir	Asset without Final Appr	Asma Alshayeb	Client Services	Client Services,Compliar	B IP PR 0001	Checkin	1	Active
670	new	Asset without Final Appr	Asma Alshayeb	Client Services	Client Services,Compliar	BR I O 0001	Agency Brief	1	Active
669	Testing new brief updat	Asset without Final Appr	Asma Alshayeb	Client Services	Client Services,Compliar	B IP O 0001	Agency Action & Upload	1	Active
668	Testing the new brief fo	Asset without Final Appr	Asma Alshayeb	Client Services	Client Services,Compliar	B I PR 0002	Agency Brief	1	Active