

**BRITE HOT TOPIC**

December 10, 2008



# Printing Reports from Excel

A step-by-step instruction guide on printing reports that have been exported to Excel from the Portal.

1. Once you run the report click the “Export to Excel” button.

Organizational Unit	Pers. No.	Employment Date (01)	Bargaining Unit Date	Position	Personnel Area	Personnel Subarea
60841000 MCNAB ELEMENTARY	464 CALDWELL, MICHELE J	04/15/1992	09/28/1993	80004012 TEACHER-GRADE 1	IN01 Teachers	0007
	562 MONACO, MARY A	03/02/1999	10/12/2001	80119170 TEACHER-EX CHILD (NONGR)	IN01 Teachers	0007
	1945 GROOM, ELAINE S	08/23/1988	08/23/1988	80099686 TEACHER-GRADE 2	IN01 Teachers	0007
	4044 AMMONS, ANDRIA K	05/01/1987	08/25/1987	80016633 TEACHER-GRADE 1	IN01 Teachers	0007
	4503 ERNST, MARIA V	07/01/1995	10/15/1996	80007098 TEACHER-GRADE 1	IN01 Teachers	0007
	4873 MCHUGH, MAUREEN T	08/24/1993	11/13/1995	80030073 TEACHER-GRADE 2	IN01 Teachers	0007
	5329 PANICO, MARK P	09/16/1990	10/09/1992	80003281 TEACHER-PHYSICAL ED ELEM	IN01 Teachers	0007
	7148 MAXWELL, CYNTHIA MARY	09/30/1991	10/22/1992	80126660 TCH AIDE-ESE	PA01 Teacher Aide	0001
	7580 GOLD, DEBRA J	08/23/1988	08/23/1988	80060894 TEACHER-GRADE 1	IN01 Teachers	0007
	7776 BUTTERWECK, ROBERT S.	08/19/1969	10/07/2004	80027195 TEACHER-GRADE 5	IN01 Teachers	0007
	8260 DLIONE, JEANENE	08/22/1989	08/22/1989	80060895 TEACHER-KINDERGARTEN	IN01 Teachers	0007
	8626 ARELLANO, CLAUDIA	08/24/1999	08/24/1999	80132627 TEACHER-KINDERGARTEN	IN01 Teachers	0007
	11961 COBO, SYLVIA R	12/03/1979	12/03/1979	80030893 TCHR ELEM READ RES SPEC	IN01 Teachers	0007
	12580 CARLISLE, JULIE L	09/07/1989	09/21/1989	80017627 TEACHER-KINDERGARTEN	IN01 Teachers	0007
	13211 WHEATON, KIMBERLY MARE	07/01/1990	08/23/1994	80119171 TEACHER-GRADE 4	IN01 Teachers	0007
	13561 PADDEN, KATHLEEN ANN	09/26/1995	12/03/2004	80105462 GEN CLERK II SCHL-BASED	CL02 Clerical / Secretarial	0015
	14509 FORD, JESSIE J	04/12/1999	12/12/2000	80000919 HD FAC SVP GR & MN RE EL	FP03 Facilities	0037

2.

File Download

Do you want to open or save this file?

Name: ZANALYSIS\_PATTERN\_CSV.xls  
Type: Microsoft Excel Worksheet  
From: sapxpbp.broward.k12.fl.us

Click Open → **Open** Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

This will appear if you have Office 2007.  
Just click “Yes”.

Microsoft Office Excel

! The file you are trying to open, 'ZANALYSIS\_PATTERN\_CSV[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

→ **Yes** No Help

# This Page is Optional

If you want your report to print in black and white with no shading then do the following.  
Otherwise skip this page.

1-Click the first box this will highlight the entire page. 2-Then click the "Fill Color" icon.

Office 2003 View

1-Click the first box this will highlight the entire page. 2-Then click the "Fill Color" icon.

3-Click "No Fill"

Page is now black and white.

1	A	B	C
1	One Time Payment Report		
2			
3			
4	Organizational Unit	Pers. No	Cost Center
5	60841000	464 CALDWELL, MICHELE J	3106108410 MCNAB E
6	60841000	562 MONACO, MARY A	3106108410 MCNAB E
7	60841000	1945 GROOM, ELAINE S	3106108410 MCNAB E

1-Click the first box this will highlight the entire page. 2-Then click the "Fill Color" icon.

Office 2007 View

1-Click the first box this will highlight the entire page. 2-Then click the "Fill Color" icon.

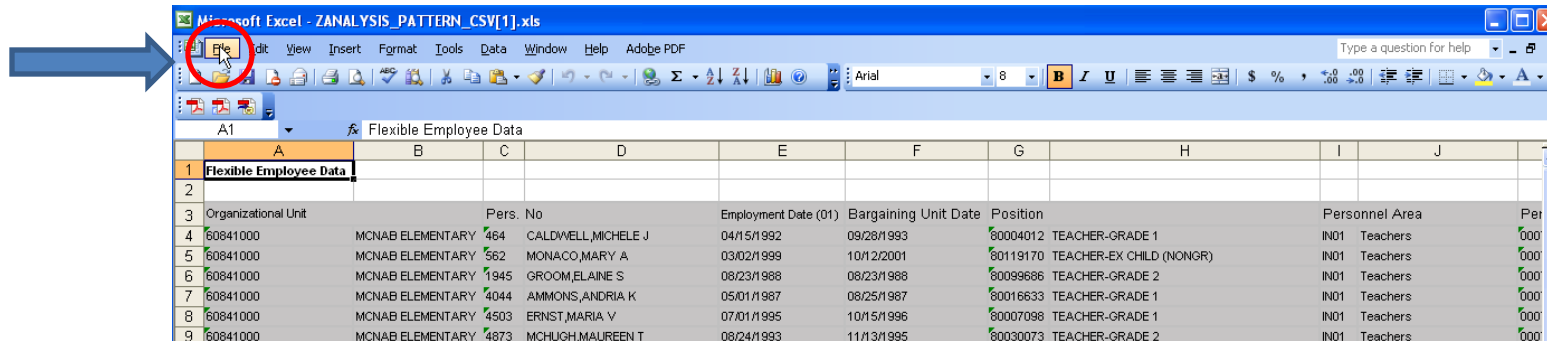
3-Click "No Fill"

Page is now black and white.

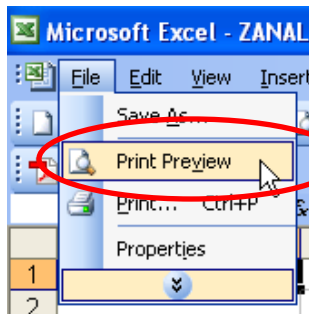
1	A	B	C	D
1	One Time Payment Report			
2				
3				
4	Organizational Unit	Pers. No	Cost C	
5	60841000	464 CALDWELL, MICHELE J	310610	
6	60841000	562 MONACO, MARY A	310610	
7	60841000	1945 GROOM, ELAINE S	310610	

# Office 2003 View

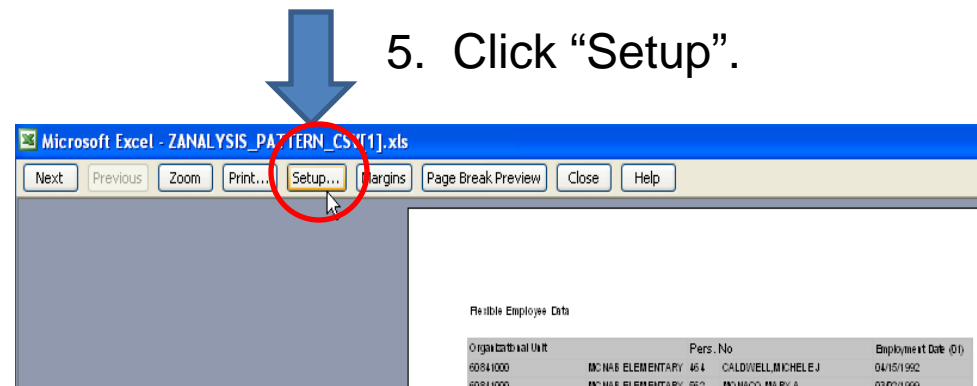
3. Once the page opens. Click "File"



4. Then click "Print Preview"

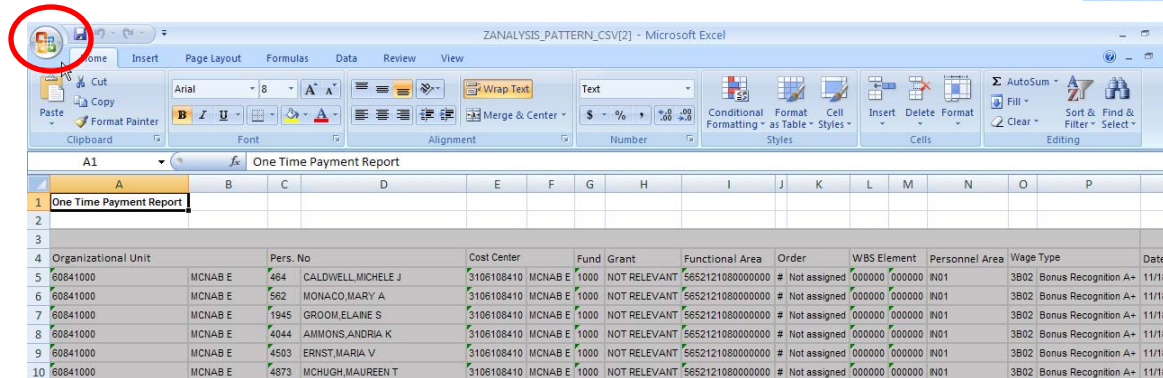


5. Click "Setup".

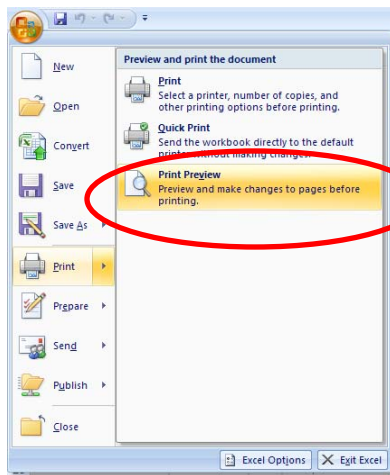


# Office 2007 View

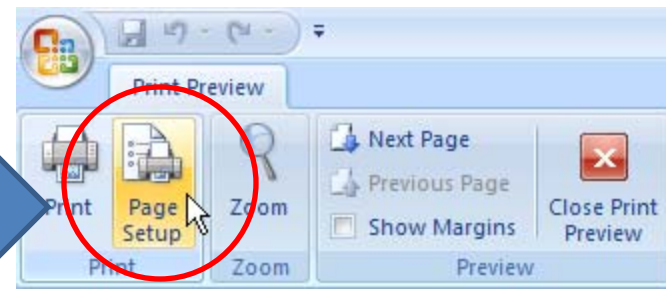
6. Once the page opens. Click "Office Symbol"



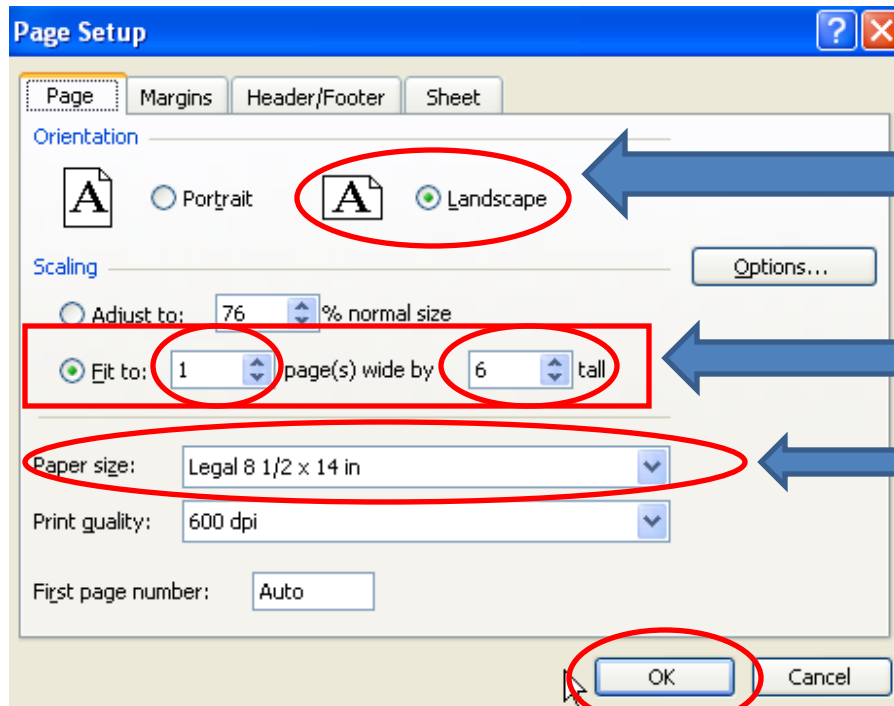
7. Then click "Print Preview"



8. After, click "Page Setup"



The “Page Setup” screen is the same for Office 2003 and 2007.



9. Select “Landscape”.

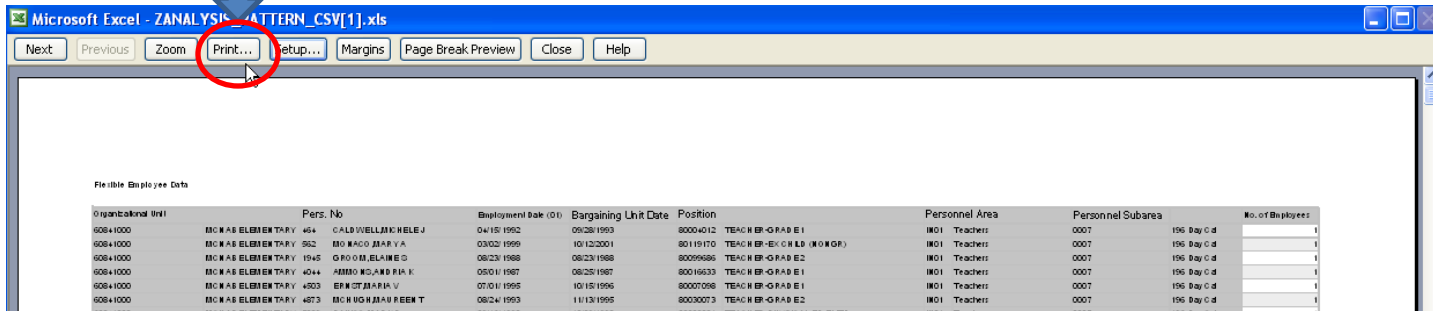
10. Select “Fit to:” enter 1 by # of pages from the web report.

11. Select “Legal”.

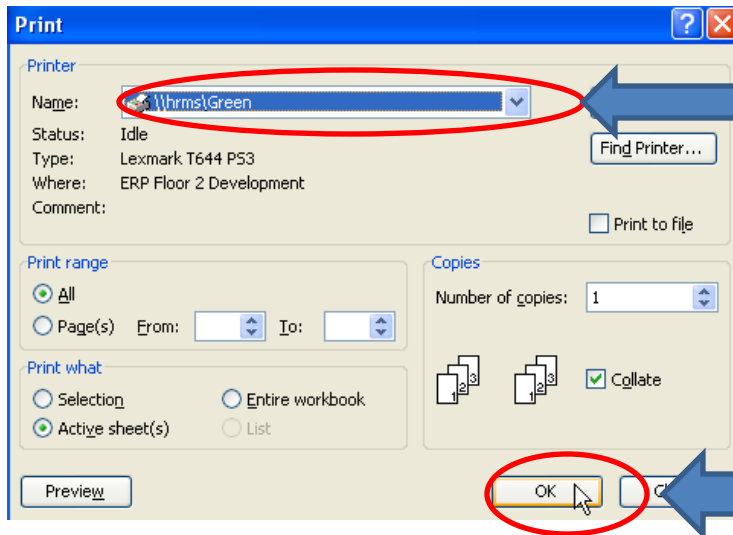
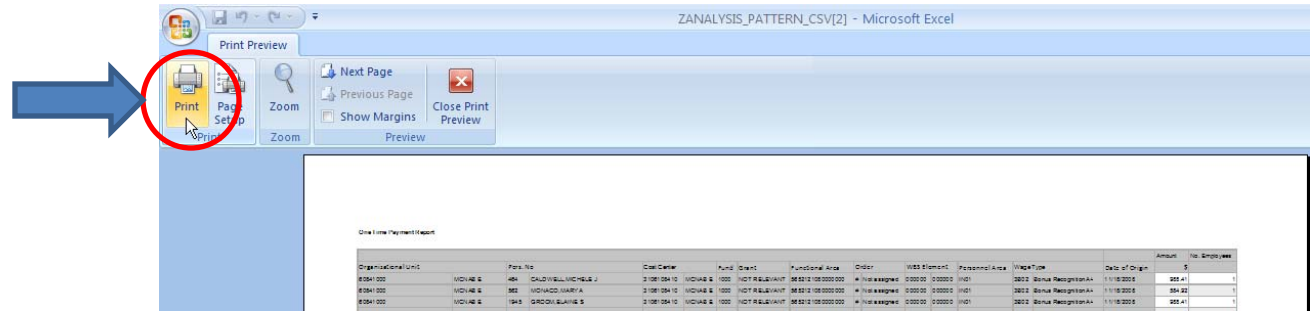
After all the selections have been made click “OK”.

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12. Office 2003 click "Print".



12. In Office 2007 select the "Print" icon.



Make sure your printer is selected.

Click "OK" and your done.