

Excel Print Range Settings

To set a print range in Excel, you could select the area you want to print and choose File + Print Area + Set Print Area but it would be easier to just press a button. First you must add the Set Print Area button to your Standard toolbar:

1. Choose Tools + Customize.
2. Click the Commands tab.
3. Under Categories, select File.
4. Under Commands, find the Set Print Area icon and drag it into place on the Standard toolbar.
5. Click Close.

Now, next time you want to set the print area, click the Set Print Area button and select the Print area.

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