

Set Print Titles

The print titles function allows you to repeat the column and row headings at the beginning of each new page to make reading a multiple page sheet easier to read when printed.

To Print Titles:

- Click the **Page Layout** tab on the Ribbon
- Click the **Print Titles** button
- In the **Print Titles** section, click the box to select the rows/columns to be repeated
- Select the row or column
- Click the **Select Row/Column Button**
- Click OK

