General Description

The DPS is designed to be edited and shared in electronic format. Although many people will never need to print the DPS, some users are more comfortable working with and sharing the DPS in paper form. The following procedure will provide detailed instructions on printing the DPS.

1. Highlight all the cells you wish to print
   a. Select cell B1 and drag across to cell AL1 then drag down to your last employee.

2. On the “Page Layout” tab select “Print Area” and the select “Set Print Area”

Optional Step – (Printing on Legal Size Paper)

3. On the “Page Layout” tab select “Size” and Select “Legal”
   a. This will print the document on larger paper for easier readability

4. Print