View tab options

(replace this table with the one in the .pdf)

|  |  |
| --- | --- |
| **Option** | **Result of selecting option** |
| Print all sheet columns | All columns in the table of the active view will be printed. |
| Print first (enter number) columns on all pages | Specify the number of columns to be printed on all pages of the report. When printing a Gantt chart, it is advantagous to add the task name to all pages. |
| Print notes | A separate notes page will be added to the report. Task ID numbers will be used to tie the note to the task. |
| Print blank pages | When printing Gantt charts, blank pages might result. Should these pages be printed? |
| Fit timescale to end of page | Adjusts the timescale for the report. |
| Print column totals | Adds totals to Resource Usage and Task Usage reports. |
| Print row totals for values within print date range | Adds totals to Resource Usage and Task Usage reports. |