At the SQL prompt

SQL> set Echo On
SQL> set Linesize 100
SQL> set pagesize 50
                    Note : please develop a common sense naming convention

SQL> spool H:\ file-name
SQL>@ H:\Notepad_Script_Name.sql
SQL> spool off

The spool is a tool that will record the SQL key strokes –
Run your queries as describes -- Everything that is displayed in " SQL*Plus"
will be written to the spool file

When work is complete – turn spool off -- Locate the file –(it should be in your "H" directory)
Go to notepad - open file and print

Change page specs

Default setting is 100 columns and 24 lines

To change the setting -- SQL*Plus will need to reset some parameters

Type

SQL> set linesize 132
SQL> set pagesize 56

Show linesize   (should be 132)

Show pagesize (should be 56)

To exit ORACLE
        SQL> Exit

If you wish to provide some "notes" or "Comments" use the following

/* The following will ensure that execution of */
/*scripts which will show the commands in the spool file */