

## **BCHW VH Document 12. 2025-2026 VOLUNTEER HOURS PRINTING INSTRUCTIONS**

Printing Instructions for **Hours Database** Sheet or single page printing

**•Use caution when printing single pages. Be sure to indicate which pages you want to print as requesting a print of the entire workbook will be 143 pages long which = 2293 rows.**

• To print multiple pages always go to print preview first, scroll down until you note the line number where your last data was entered. Or you can specify which pages you wish to print when the “Print” dialog box appears. When you select “Print Preview and Print” and you select print, type in the page numbers you need to print as explained in the paragraph below.

• Click File>Click Print>Click Settings> type in the page numbers you want to print in the Page box  to  = five pages to print equals 87 rows. This command will control the problem of printing extra pages.

• Also, you can use the command (Ctrl-P) then select print options. For example: printing a single page of the Summary Page.

• We also have quick VH “Away Sheets” for printing. Find the “Away Sheet” Tab beside the Hours Database Tab on the 2025-2026 VH Database Workbook. It is made to be printed on 8.5x11 and taken to the field. Also, the BCHW VH Document 3a. 2025-2026 VH Printable (Away Sheet) is available for easy printing. **Special note: The entire agency codes are listed across the bottom of the two forms for easy reference.**

You can also select specific “print areas” by highlighting the area to print>click on the Page Layout Tab>Print Area>mark a specific area of the sheet for printing.