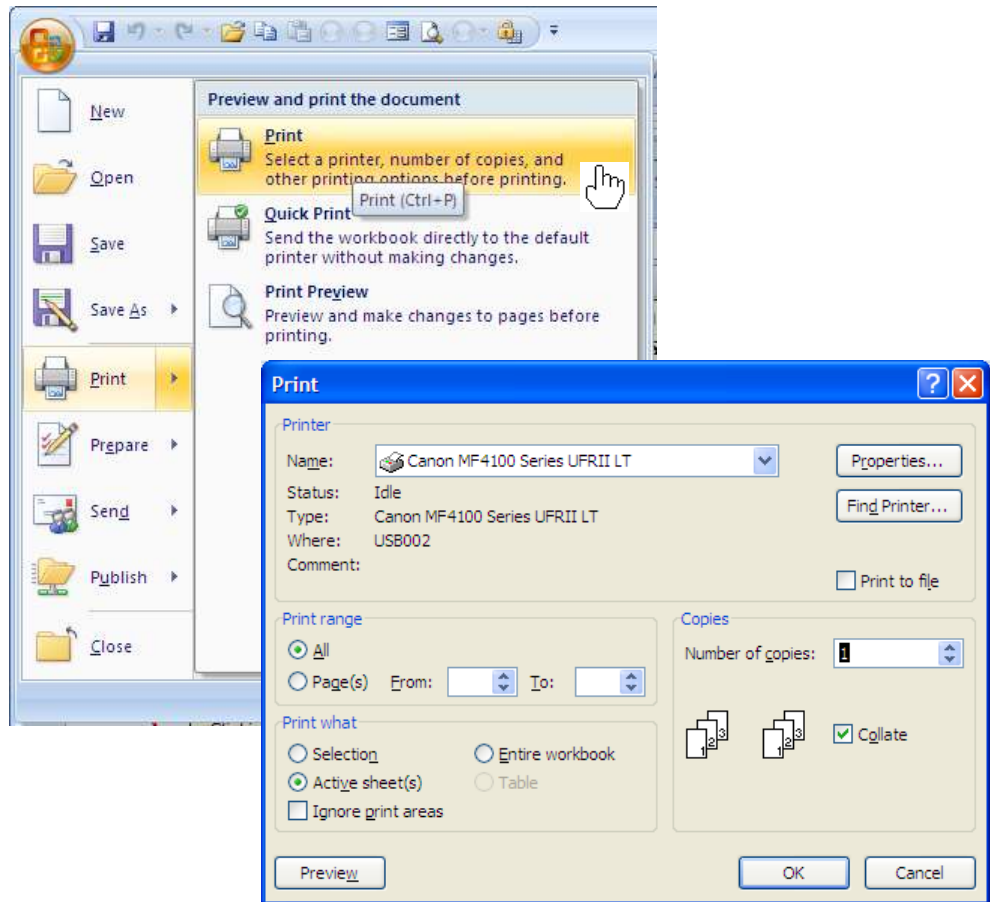


Printing CHIPwit forms "en masse": printing forms for multiple participants in a single Excel Print operation

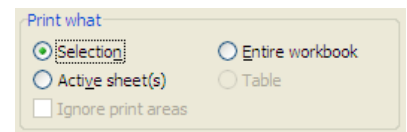
While there are situations in which it is easiest to print **CHIPwit** forms for a single participant, it is generally more efficient to print copies of the same form(s) for all participants at the same time in a single print operation.

Excel's Print function provides three ways to specify what to print. (see the "Print what" section of the Print dialog box)

1. "Active sheet(s)" is used to print the entire sheet(s), unless a "Print area" is defined. This is the "default" option and the way printing is typically done. The check box "Ignore print areas" ignores any defined "Print area"(s) and prints the entire sheet(s).



2. "Selection" is used to print the selected range(s) on the selected sheet(s). With this option the selected ranges on the selected sheets override any defined "Print area"(s) so only the selected ranges print. This is the **method used to print CHIPwit forms "en masse" for multiple participants.**



3. The "Entire workbook" option is not used and will not be discussed.

When using the "Selection" option the **CHIPwit** form(s) to be printed must be selected on the sheet(s) to be printed, and the sheets must be selected before executing the Print operation.

The following hyperlinks in the yellow "Instrument Panel" at the top of **CHIPwit** sheets provide a simple way to select the

H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
				3	Screen #1			v	Labs #1										Evaluation#1
				3	Screen #2			v	Labs #2										Evaluation#1

various forms for editing and/or printing.

Register selects the 1-page Registration form - (p. 1 of defined "Print area")

Screen #1 selects the 1-page HeartScreen #1 form - (p. 2 of defined "Print area")

Evaluation #1 selects the 2-page Evaluation #1 form (evaluation and summary page) - (pp. 3-4 of defined "Print area")

Screen #2 selects the 1-page HeartScreen #2 form - (p. 5 of defined "Print area") - (see discussion below for selection options)

Evaluation #2 selects the 3-page Evaluation #2 form (lifestyle eval and 2 summary pages) - (pp. 6-8 of defined "Print area")

The most efficient way to select the appropriate forms for printing is to select them just **before leaving** the sheet when finished entering or changing data.

- After entering/editing the registration information for each participant select the HeartScreen #1 form by clicking the Screen #1 link before leaving the sheet.
- After entering/editing HeartScreen #1 data for each participant select the Evaluation #1 and HeartScreen #2 forms by clicking the Screen #2 link. (or use the Evaluation #1 link to select only the Evaluation #1 form – see discussion below)
- After entering/editing HeartScreen #2 data for each participant select the Evaluation #2 form by clicking the Evaluation #2 link.

HeartScreen #2 forms are ready to print when the Evaluation #1 forms are ready; nothing further need be done. Therefore, they can be printed with the Evaluation #1 forms instead of performing a second Print operation to print them. The HeartScreen #2 forms can be given to the participants with Evaluation #1, but it may work better to hold them back until just before HeartScreen #2 to avoid their being misplaced. (They can be pulled from the Evaluation #1 forms for distribution later.)

The Evaluation #1 link always selects **only** the Evaluation #1 form.

The Screen #2 link always selects the HeartScreen #2 form, but **also** selects the Evaluation #1 form **when** the Evaluation #1 status field is **blank**. (Does **not** select the Evaluation #1 form when the Evaluation #1 status is non-blank.)

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	A	AB
3	Screen #1				√	Labs #1			E	Update the status when						
3	Screen #2				√	Labs #2			E	evaluation #1 is printed.						

L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	A	AB
3	Screen #1				√	Labs #1			E	Update the status when						
3	Screen #2				√	Labs #2			E	evaluation #1 is printed.						

Thus, to print the HeartScreen #2 form **with** the Evaluation #1 form (so it need not be printed in a second Print operation), click the Screen #2 link **before** updating the Evaluation #1 status. Conversely, to print the Evaluation #1 form **alone** click the Evaluation #1 link, and to print the HeartScreen #2 **form** alone update the Evaluation#1 status before clicking the Screen #2 link.

Participants who drop out should be marked as "Dropped" using the 'Keep/Dropped' field in the yellow Instrument panel. This removes their data from the group summary and

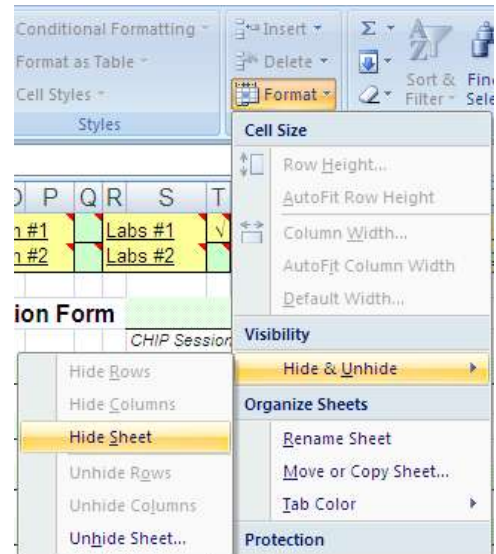
D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Dropped																	

- The 'Keep/Dropped' cell toggles the participant's status as 'dropped' or not. Dropped participants are retained in the workbook forms but excluded from the data summary.

excludes it from being sent to the CHIP central database. (It does not, however, remove the sheet from the workbook.)

Participants who drop should not have any further forms printed. The simplest way to handle the sheet for “Dropped” participants is to hide it. Use the 'Hide sheet' function (under "Visibility" on the "Format" menu item on the "Home" tab, see graphic) to hide their sheet **after** selecting "Dropped" in the Instrument panel whenever a participant drops out. This avoids accidentally including them when printing forms "en masse."

Dropped participants can be “restored” by using 'Unhide sheet' on the same menu to unhide the sheet, and changing the "Keep/Dropped" field to "Keep."



Note the pages selected in the following scenarios when the Evaluation #1 link has been used on multiple participant sheets.

1. With sheet '1' selected, Print “Active Sheet(s)” prints pages 1-9 included in the “Print area” defined on each sheet.
2. With sheets '1', '2' and '3' selected, Print “Active Sheet(s)” prints 27 pages, 1-9 in the “Print area” defined on each of the sheets selected.
3. With sheet '1' selected, Print “Selection” prints the 2 pages included in the Evaluation #1 form.
4. With sheets '1', '2' and '3' selected, Print “Selection” prints 6 pages, the 2 pages included in the Evaluation #1 form on each of the three sheets selected.

Notice the difference in the following scenarios when the Evaluation #1 link has been used on multiple participant sheets.

5. With sheet '1' selected, Print “Active Sheet(s)” prints pages 1-9 included in the “Print area” defined on each sheet, **same** as when a different form is selected **because** this option ignores what is selected and prints the defined “Print area.” (or the entire sheet when the “Ignore print areas” box is checked)
6. With sheets '1', '2' and '3' selected, Print “Active Sheet(s)” prints 27 pages, pages 1-9 in the “Print area” defined on each of the sheets selected, similar to #5 above.

7. With sheet '1' selected, Print "Selection" prints the 2 pages included in the Evaluation #1 form. This option ignores the defined "Print area" and prints only the range(s) selected.
8. With sheets '1', '2' and '3' selected, Print "Selection" prints 6 pages, the 2 pages included in the Evaluation #1 form on each of the three sheets selected, similar to #7 above.

A typical **CHIPwit** "en masse" Print operation would thus include the following steps:

1. Select the proper form(s) to be printed on each participant sheet by clicking on the links in the Instrument Panel at the top of the sheet. (Screen #1, Screen #2, etc.)
2. Select the desired sheet(s) to be printed by clicking on the sheet tabs along the bottom of the workbook. (holding down '**Shift**' while clicking will include all sheets between the last selected sheet and the sheet being selected – selects a range; holding down '**Ctrl**' while clicking a sheet tab adds the sheet without selecting any intervening sheets)
3. Execute the Print operation using round Office button or Print Preview icon in Quick Access Toolbar.
4. Select the "Selection" option in the "Print what" section of the Print dialog box.
5. Choose the desired printer in the "Printer" section of the Print dialog box.
6. Enter the number of copies to print in the "Copies" section of the Print dialog box. (it usually works best to check the "Collate" box)
7. Use the "Preview" option to be sure the intended pages are selected for printing.
8. Be sure the proper paper is in the selected printer. (plain or special)
9. Click "Print" to print the pages.