



## Georgia FFA Middle School Record Book Printing /Editing Tips

### Google Sheets:

**Make a copy for students in a Google spreadsheet;** all responses should be typed in Arial 10-point font. Changing font or formatting could result in disqualification.

### Adding pictures:

Click on the cell (where you want the picture) first (do not double click), then click on Insert>Insert Image>Insert Image in cell.

### Printing or saving as a PDF

Print to PDF: File>Print>Choose Workbook (in print dropdown)>Portrait>Normal (100%)... o

**Download as PDF:** File>Download>PDF>Export (Workbook)>All sheets (default when you choose workbook)>Portrait>Normal (100%)>Export (click blue button at top)

### Excel Version

Sheets are protected, except for the cells where you type in. Font is set to Arial 10-point. Changing font or formatting could result in disqualification.

### Printing or saving as a PDF

File>Print>Adobe PDF (choose in list of printers)>Print Entire Workbook (from Settings dropdown)>click Print. It will open a PDF printer window, choose where you want to save the file, set the file name, and click Save.

### Download entire workbook as PDF:

File>Save As>(Choose download location)>Save As Type>PDF>(click Options - below)>choose Entire Workbook>Ok>Save.

### Adding pictures:

Go to Insert>Pictures> (choose where the picture is saved)>once the picture has been placed>click on picture>go to Picture Format>look to the far top right to check picture dimensions>adjust picture size dimensions to 4x6 or smaller.

### Excel Online Version

Sheets are protected, except for the cells where you type in. Font is set to Arial 10-point. Changing font or formatting could result in disqualification.

### Printing or saving as a PDF

File>Print>Choose Export as PDF in the list of printers>Choose Entire Workbook>Click PDF

### Download entire workbook as PDF:

File>Export>Download as PDF>Print (Entire Workbook),>click PDF

### Inserting Pictures:

Click on the cell where you want to insert the picture, then click Insert>This device (or wherever your picture is saved)>then adjust the picture dimensions to the appropriate size.