

## **Instructions for Formatting the Counselling Psychology On-Site Hours Log to Fit on One Page**

For Excel 2007 and 2010 for Windows:

See <http://office.microsoft.com/en-in/excel-help/make-a-worksheet-fit-the-printed-page-HA010353370.aspx>

For Excel for Mac and earlier versions of Excel for Windows:

File—Page Setup—Fit To—1 page wide by 1 tall