

View Multiple Sheets From the Same Workbook at the Same Time:

If you want to look at more than one sheet at a time from the ABA workbook you can use tools within Excel to allow you to open two or more pages from the same workbook and display them together on your screen.

1. Open the workbook you want to view. Select the first page you wish to view.
2. To view multiple sheets in the active workbook, click on **View** in the main menu at the top of your screen, then select **New Window**.
3. Select the next sheet you want to view. Repeat for each sheet you want to add.
4. Under **View** on the main menu, click **Arrange All**.
5. A small window will open called Arrange Windows. Under **Arrange**, click the option you want for display of the pages opened.
6. If you want to remove any of the sheets displayed, click on the “X” for that sheet. It will disappear. You can then resize the remaining sheets by putting your cursor on the edge of the sheet, and dragging the border over to where you want it. If you want to make a sheet full size again, click on its “maximize” sign in the top right hand corner.

View Individual Sheets From Multiple Workbooks At the Same Time:

If you want to look at sheets from more than one ABA workbook at the same time you can use tools within Excel to allow you to open two or more pages from different workbooks and display them together on your screen.

1. Open the workbooks and go to the pages you want to view. Close any other Excel documents.
2. To display the open pages together on the screen, click on **View** in the main menu, then click **Arrange All**.
3. A small window will open called Arrange Windows. Under Arrange, click the option you want for display of the pages opened.

Select Multiple Pages for Printing:

Not always do you need to print off every page that is included in the ABA analysis. You can print specific pages and exclude some. There are two simple ways to select multiple pages to print:

1. Click on the first page in the workbook that you want to print.
2. If there are sequential pages to print, hold down your **Shift** key and click on the last page you want to print. You will notice that each tab between the two you clicked will be highlighted. Initiate printing in the normal manner and those pages selected will print.
3. If you want to print a selection of random pages throughout the workbook you can hold down the **Ctrl** key and then press each page you want to print. The selected page tabs will be highlighted. Initiate printing in the normal manner and only those pages selected will print.