Excel 2019 with JAWS
Displaying Gridlines on a Printout

By default, when you print out an Excel worksheet, there are no gridlines surrounding the data. Although this print format is absolutely fine, you may prefer to include the gridlines, to make the worksheet easier to read.

To display gridlines on a printout, follow these suggested steps:

1. Ensure that focus is in the worksheet to be printed.

2. Press **ALT** to move focus to the upper part of the **Office Ribbon**. Upon doing this, JAWS will announce the name of the currently selected Tab.

3. Press **RIGHT ARROW** or **LEFT ARROW until** the **Page Layout** tab is selected and then press **TAB** to move focus to the lower part of the **Office Ribbon**.

4. Press **TAB** until the **Page Setup button** is selected and press **ENTER**. Upon doing this, the **Page Setup** dialog box will be displayed.

An alternative method of choosing an option from the **Office Ribbon** is to press a sequence of keys. The sequence of keys to press to quickly display the **Page Setup** dialog box are as follows:

ALT followed by **P** then **S** then **P**

Note 1: The **Page Setup** dialog box consists of 4 Tabs (pages). These are Page, Margins, Header/Footer and Sheet. To move between pages inside a dialog box, press **CTRL and TAB** to move to the next page or **SHIFT and CTRL and TAB** to move to the previous page. When you move to a page, JAWS will announce the name of the currently displayed page.

5. In the **Page Setup** dialog box, the Page Tab should be displayed. However, if you had previously used the dialog box to make some changes, another page might be displayed. If necessary, press **CTRL and TAB** until the **Sheet** page is displayed.

6. Press **TAB** until the **Gridlines** check box is selected and then press **SPACEBAR** to turn on the setting. Upon doing this, JAWS will say "checked".

7. Finally, press **ENTER** to choose the **OK** button and close the **Page Setup** dialog box. Upon doing this, focus will return to your worksheet.

That's it, your worksheet will now display gridlines when it is printed.