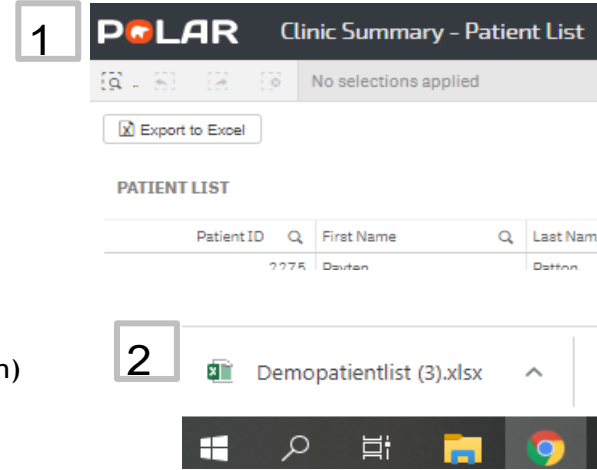


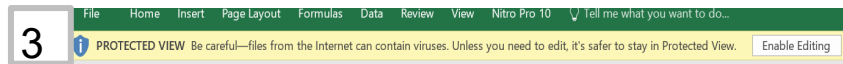
### Export Patient List from POLAR

1. Open POLAR Patient List and use the Export to Excel button in the top left corner (this creates an Excel spreadsheet file)

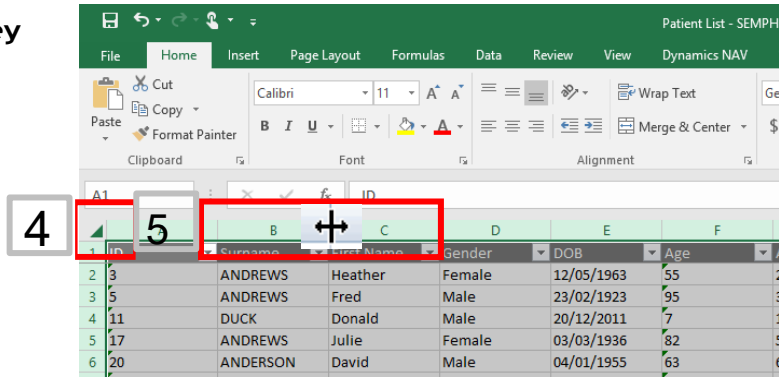


### Reduce Column Wasted Space

2. Open the Excel spreadsheet file (located at the bottom of your screen)
3. Click the Enable Editing button (in the yellow banner at the top of the screen)



4. To auto-select all columns and rows click the grey rectangle symbol (select all) left of column A (above row 1) (see diagram)
5. Auto-adjust all column widths move mouse between any two columns, say columns C & D to show a double arrow (see diagram), and double-click (reduces wasted space)
6. [Optional] Delete any columns you do not need



### Reduce Pages, Add Gridlines and Print

7. Select Print to view Settings (see diagram)
8. Change Portrait to Landscape Orientation
9. Change Normal Margins to Narrow Margins
10. Change No Scaling to Fit All Columns on One Page
11. Select Page Setup link (see diagram)
12. Select Sheet tab, under Print tick  Gridlines box
13. [Optional] Select Page tab, under Scaling change Adjust to: 100% to 70% normal size (your choice)
14. Select OK button, select Print icon
15. [Optional] Save Patient List to your centralised POLAR folder for backup and use by your team

