

Tracking & Printing Instructions

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How to track a Bill	2
Click to open you Master Tracking Sheet	2
Track a bill click on the tab at the bottom of the spreadsheet to view its content.	2
Reference	2
Start Tracking	3
Printing	4
Android	4
iPhone & iPad	4
Exporting to PDF	5
This method should keep all hyperlinks that are in the spreadsheet.	5

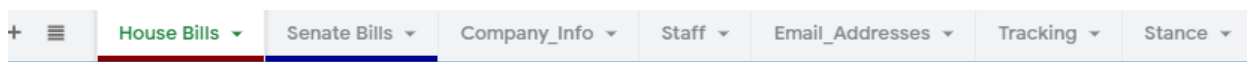
How to track a Bill

Click to open you Master Tracking Sheet

Your Master Tracking Sheet will automatically populate your individual tracking sheet(s) once you have entered data into a cell.

Track a bill click on the tab at the bottom of the spreadsheet to view its content.

Ex: Click House Bills to view House Bills
Click Senate Bills to view Senate Bills



Reference

	Description	Example Column
Your columns many differ depending on your customization level		
Bill #	House Bills that have been introduced to date	Columns A & Y
Tracking for...	Compilation list of clients	Column X
Numbers	Number of clients that you are tracking for the corresponding bill 0 = Not tracking for anyone 1 = Tracking for ONE client 2 = Tracking for 2 clients and so forth	Column Z
Where to track	Begins the list of names from your tracking sheet (Row 1 is the client number assigned and Row 2 is their 'In House Name'.	Column AA

Start Tracking

	Description	Example Column
Your columns many differ depending on your customization level		
Track HB1 or SB 1 to Client #1	Locate the Bill Number that you want to track in Column	Column A or Column Y Row 3
	Scroll to the right to locate Client #1	Column AA Row 1 contains client number 1 Row 2 contains abbreviation of the Client Name
	Mark for tracking	Place "X" in Row 3

Printing

Android

1. On your Android phone or tablet, open the [Google Sheets app](#).
2. On the spreadsheet you want to print, tap More .
3. Tap Share & export  Print .
4. At the top, tap Paper size. Choose your print settings.
5. Follow the instructions to choose the printer.
6. Tap Print .

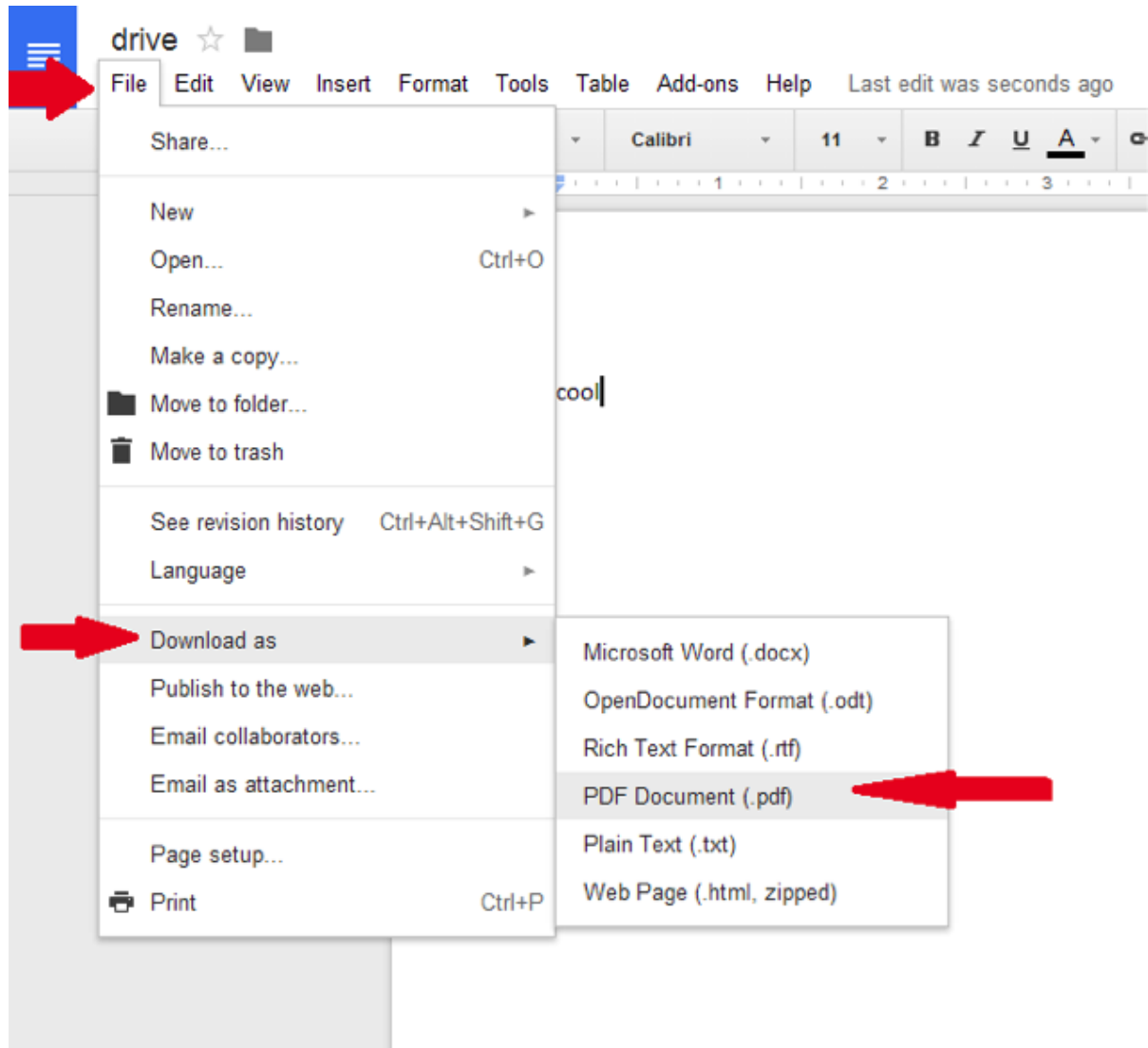
iPhone & iPad

1. On your iPhone or iPad, open the [Google Sheets app](#).
2. On the spreadsheet you want to print, tap More .
3. Tap Share & export  Print .
4. Follow the instructions to choose the printer.
5. Choose your print settings.
6. Tap Print.

Exporting to PDF

This method should keep all hyperlinks that are in the spreadsheet.

1. On your computer, **open the spreadsheet** you would like to print.
2. Click **File**
3. Click **Download as**
4. Click **PDF Document**



5. Select what you want to print in the Print drop down menu

- a. Print only the current sheet, Click **Current sheet**
- b. Print all of the spreadsheets, Click **Workbook**.
- c. Print only the cells you chose, click **Selected cells**
- d. Select (see page 9 for instructions)
 - i. Paper size
 - ii. Page orientation
 - iii. Scale
 - iv. Margins
 - v. Set Custom Page Breaks
 - vi. Customize Headers and Footers

Print
Current sheet ▼

Paper size
Letter (8.5" x 11") ▼

Page orientation
☐ Landscape ☒ Portrait

Scale
Fit to width ▼

Margins
Normal ▼

[SET CUSTOM PAGE BREAKS](#)

Formatting ▼

Headers & footers ▼

6. Click **EXPORT** in upper right hand corner
- a. Automatically downloads into your Downloads as the name of the file **OR**
 - b. it will have an option to name and save into your desired location.
7. Find the file in the folder you have designated and open up your PDF to make sure it is downloaded and that it will successfully open.

