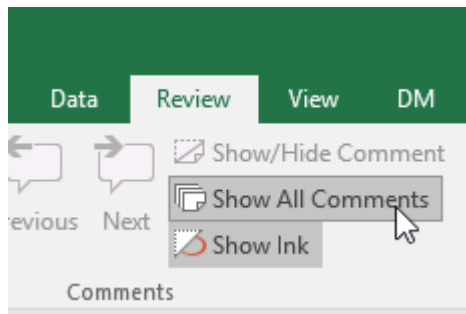


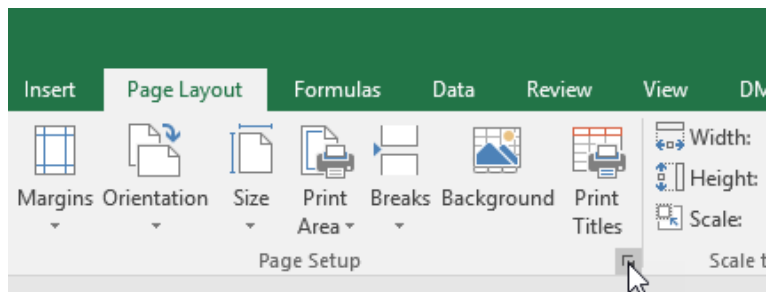
Application: Excel - How to print comments

The ability to print comments in Excel is configured from the **Page Layout** ribbon tab. You have a couple of different options for how you want these comments to be printed.

1. **Open** the Excel spreadsheet with the comments.
2. Select the **Review** ribbon tab, then click the **Show All Comments** button from the **Comments** group.

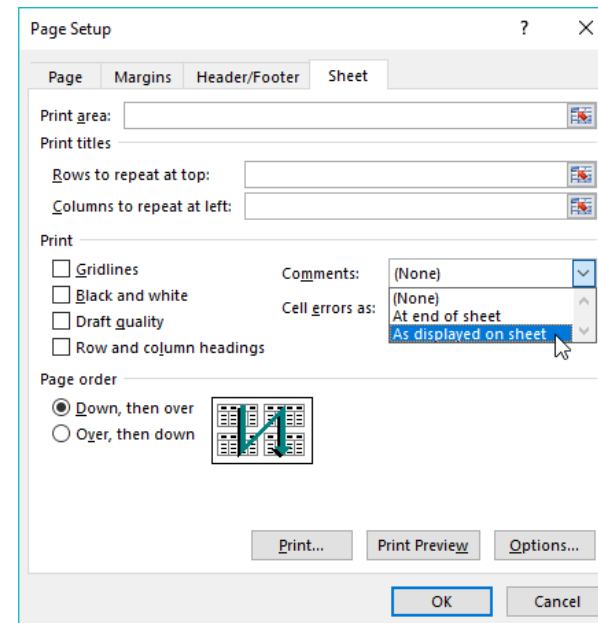


3. Go to the **Page Layout** ribbon tab.
4. Click the dialog box launcher from the bottom right of the **Page Setup** group.



5. Choose the **Sheet** tab.
6. Click the drop-down menu to the right of **Comments**, then click the **As displayed on sheet** option, or click **At end of sheet**.

Tip: If you choose the **As displayed on sheet** option, your comments will print as they are currently shown on your spreadsheet. If you choose to print them **At the end of the sheet**, they will print on a separate sheet at the end of the document.



7. Click the **Print Preview** button to see how your printed document will look now that you have chosen to print comments in Excel, then click **Print** to print your spreadsheet with comments.

