

Tip - How to Print Comments in an Excel 2003 Worksheet

Unfortunately, Excel does not have an easy way to print all the comments that can be added to cells in a worksheet automatically. If you want to see the comment in the cell of the worksheet, each comment has to be resized, moved and then they can be printed.

However, there is a way that Excel will print them all on a separate page so you can see the complete text in each comment. Use step 3b below for this option.

To Print Comments:

1. Open the worksheet with the comments.
2. To print the comments in place on a worksheet, display the comments first.
 - a. To display an individual comment:
Right-click the cell.
Click **Show Comment** on the shortcut menu.
 - b. To display all comments:
Select **Comments** from the View menu.
Move and resize any overlapping comments as necessary.
3. From the **File** menu, click **Page Setup**; click the **Sheet** tab and one of the following:
 - a. To print the comments where they appear on the worksheet:
Click **As displayed on sheet** in the **Comments** box.
This prints the comments directly on the worksheet.
 - b. To print the comments at the end of the sheet:
Click **At end of sheet** in the **Comments** box.
This prints the comments all on a separate page at the end of the worksheet.
It will print the cell location and print all the text.
 - c. Click **Print**.

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