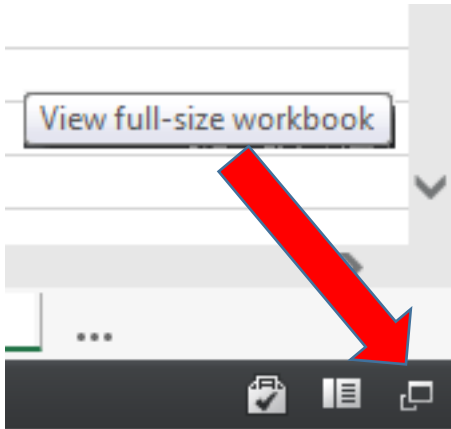


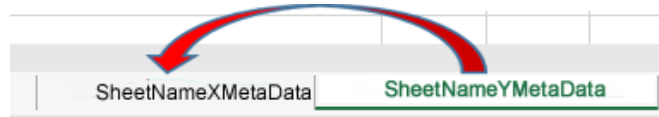
Printing & Downloading from Office Excel Web App

Printing the Excel file

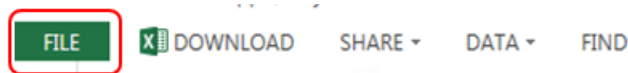
Step 1 – Click the view **full-size workbook** from bottom right of the spreadsheet



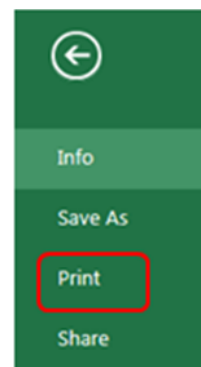
Step 2 – Note that the selected sheet may have changed, please reselect appropriate sheet.



Step 3 –Select **File** from the top menu system.

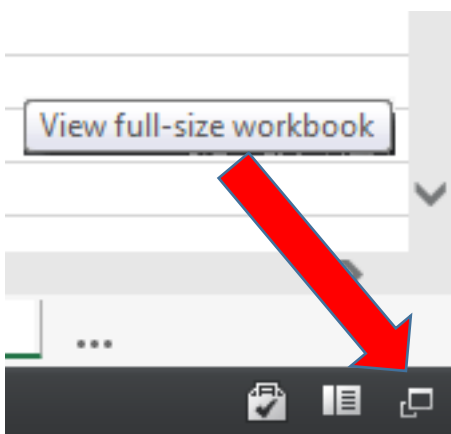


Step 4 –Select the **Print** option from menu system.



Downloading the Excel file

Step 1 – Click the view **full-size workbook** from bottom right of the spreadsheet



Step 2 – Note that the selected sheet may have changed, please reselect appropriate sheet.



Step 3 –Select **Download** from the top menu system.



Step 4 –Save the file to your PC.



Step 5 –Open the saved file in Microsoft Excel on your PC and select **Print** from the **File** menu

Printing Comments

If your worksheet contains comments, you can print them as they appear on the sheet or at the end of the sheet.


1. Click the worksheet that contains the comments that you want to print.
2. To print the comments in place on the worksheet, display them by doing one of the following:
 - To display an individual comment, click the cell that contains the comment, and then on the **Review** tab, in the **Comments** group, click **Show/Hide Comment**.

TIP You can also right-click the cell and then click **Show/Hide Comments** on the shortcut menu.

- To display all comments, on the **Review** tab, in the **Comments** group, click **Show All Comments**.



TIP You can move and resize any overlapping comments.

3. On the **Page Layout** tab, in the **Page Setup** group, click the dialog box launcher  next to **Page Setup**.



4. On the **Sheet** tab, in the **Comments** box, click **As displayed on sheet** or **At end of sheet**.
5. Click **Print**.

TIP To see how comments are printed, you can click **Print Preview** before you click **Print**.
