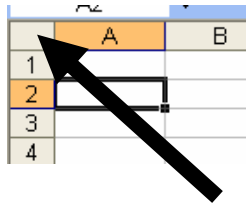
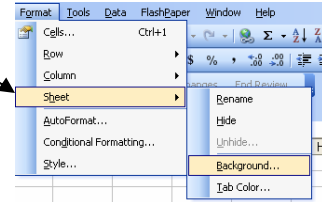
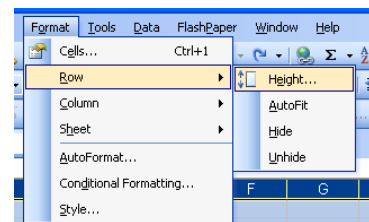


How to Create a Picture with Pop-Up Comments as Labels in Excel

1. Save a picture. **Note:** This can also be done with text document that are scanned and saved as pictures. You might use that to annotate a text.
2. Open a blank Excel worksheet. Under the **Format** menu, select **Sheet > Background**.
3. Navigate to the saved picture. **Note:** The picture will be tiled across and down the worksheet – this will be fixed later.

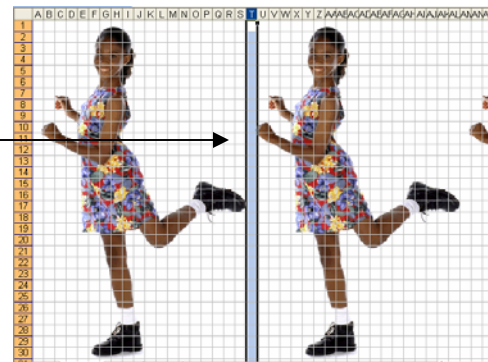


4. Click the **Select All** button found above the row 1 heading. All cells in the worksheet will be selected.



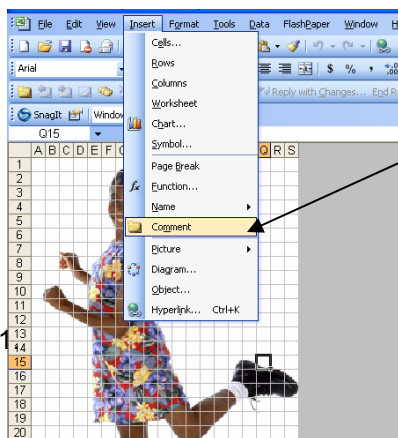
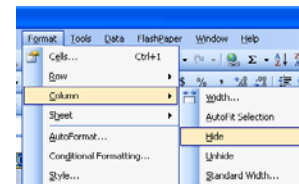
5. Under the **Format** menu, select **Row > Height**, enter 12 and click **OK**. Do the same for the column width - select **Format > Column > Width**, enter 1.5 and click **OK**.

6. Select the column to the **right** of the top, left-most picture (tile), and press the right arrow key on the keyboard while holding down the **Shift** and **Ctrl** keys. All columns to the right of the selected column will be selected.



7. Select **Format > Column > Hide**. All columns to the right of the picture should now be hidden.

8. Do the same for the rows. Select the row **below** the top left-most picture and press the down arrow key on the keyboard while holding down the **Shift** and **Ctrl** keys. All rows below the selected row will be selected. Select **Format > Row > Hide** and all rows below the picture will be hidden.



9. To label the picture with pop-up comments, select the cell where the comment will be inserted. Select **Insert > Comments**.

10. In the **Comments** text box, enter the preferred label. Repeat the two previous steps to add as many labels as desired.

12. Select **Tools > Options** and remove the check next to **Gridlines**. Save your file.

