Printing a Task List

Printing a task list can be a bit tricky at first, but the following steps demonstrate how to print it.

1. Under the Task List tab, choose the Task List that you would like to print from the drop-down menu next to View.
2. Highlight one of the tasks by single clicking on it.
3. In the lower right-hand corner, click on Print List.
4. A Print Dialog Box will pop up. Enter the correct printer details, and then from the drop-down menu, select Task List-Last Comment.
5. You can see the report before printing by selecting Print Preview.