

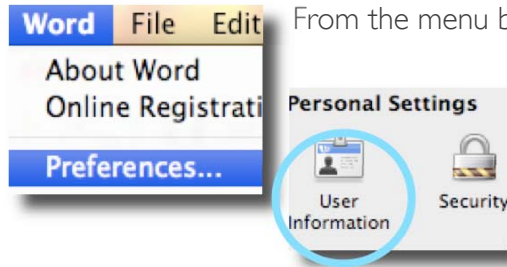
# Adding Comments in MS Word

Add comments to provide feedback to documents using this feature

## 1. Define Your Name

Once you define your name, it will appear in each comment you box you insert into the document.

From the menu bar, select **Word > Preferences**.



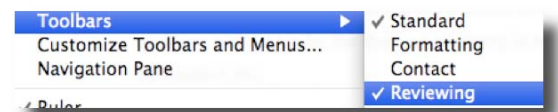
Under Personal Settings, click on **User Information**. In the First, Last and Initials boxes, type in your first name, last name, and initials. Click **OK** to save your changes.

## 2. Select the Review Toolbar

The Review toolbar includes a menu of buttons that makes it easy to select the review tool you want to use.

From the menu bar, select **View > Toolbars > Reviewing**

The toolbar will appear above the document window.



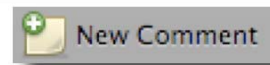
## 3. Add a Comment

To add a comment to a document:

Highlight the word or phrase you want to comment on

From the Reviewing Toolbar, click on the **New Comment** button.

flights of stairs to get to their room.



to get to their room. Bill said to Jim an

Selected text that comment refers to

Your Name, Date and Time appear in the Comment header

Lily Kealoha 2/10/10 10:12 PM

Comment: Who's room are you referring to?

Comment balloon

Type in your comment in the Comment "balloon" that appears. Brackets and highlighting that correspond in color to the Comment balloon will surround the selected text

Multiple comments can be added within a document by repeating these steps.

## 4. Edit or Delete a Comment

To edit a comment, double-click in the Comment balloon and edit your comment.

To delete a comment, click on the X at the top right corner of the Comment balloon.

