



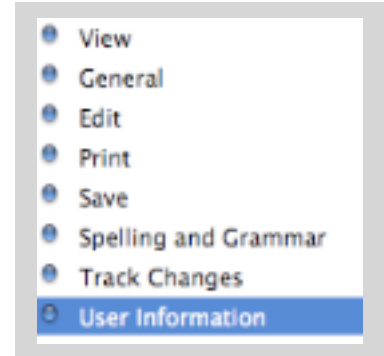
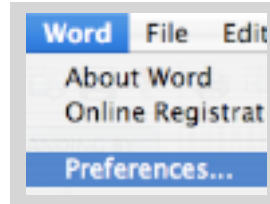
# Adding Comments in Microsoft Word Notebook

Add comments to provide feedback to documents using this feature

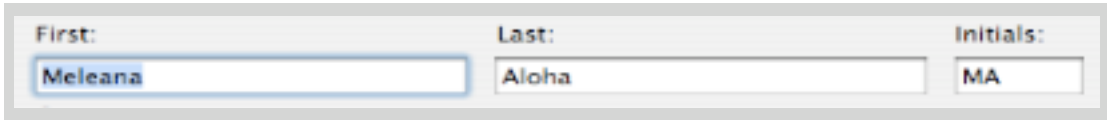
## I. Define Your Name

Once you define your name, it will appear in each comment you type in as well as in **Versions...** if you save a version.

From the menu bar, select **File > Preferences**, and then click **User Information**.

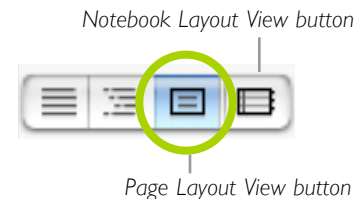


In the First, Last, and Initials boxes, type the first name, last name, and initials you want to use in your own comments, then click **OK**.



## 2. Switch to Page Layout View

In Word Notebook, before you can add a comment, you need to switch from the Notebook Layout View to the **Page Layout View**. To do this, click on the **third button** at the bottom left corner of the window.

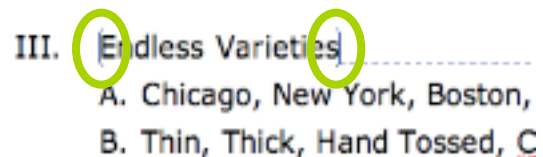
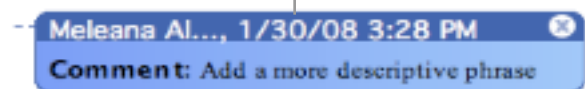


## 3. Add a Comment

To add a comment about a particular word or phrase, first highlight the word or phrase, then select **Insert > Comment** from the menu bar. Type in your comment in the Comment "balloon" that appears.

Brackets will surround the selected text with the comment connected to it.

Your Name, Date and Time appear at the top of the bubble.



## 4. Read or Delete a Comment

To read a comment in Notebook Layout View, move your mouse pointer over bracketed text. The comment will appear above the text.

To delete a comment in Notebook Layout View, delete the brackets. To delete a comment in Page Layout View, click on the **X** in the Comment balloon.

