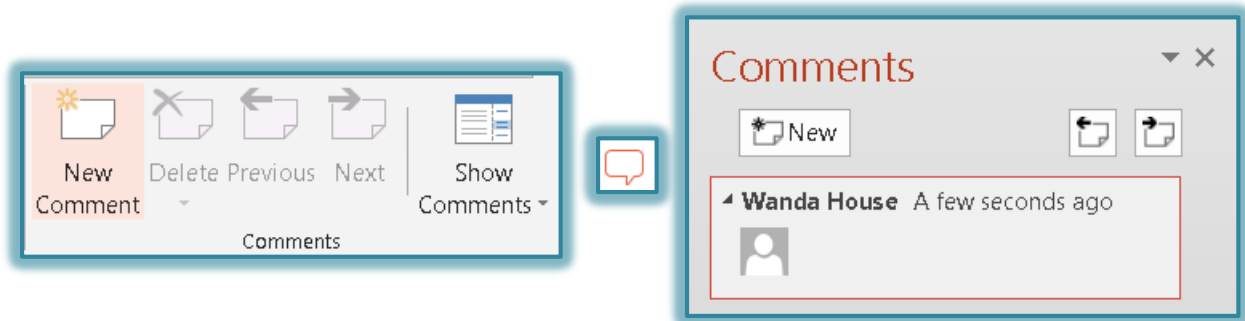## COMMENTS

A comment is a description that does not normally display as part of the slide show. It can be used to clarify information that may be difficult to understand, to pose questions, or to communicate suggestions about the presentation.

Insert a Comment
✟ Click the **Review Tab**.
✟ In the **Comments Group**, click the **New Comment** button (see illustration below left).
✟ The **Comment Marker** will appear in the slide (see illustration below middle).
✟ The **Comment Task Pane** will display (see illustration below right).

✟ Click in the area below your name.
✟ Input a **Comment** into the **Comment** box.
✟ To create another **Comment**, click the **New** button in the **Task Pane**.
✟ A new **Comment** box will appear in the **Task Pane** below the first one.
✟ Input the new **Comment**.

Edit a Comment
✟ Do one of the following:
  ✧ Right-click the **Comment Marker** and then chose **Edit Comment** from the shortcut menu.
  ✧ Select the **Comment** and then click **Edit Comment** in the **Comments Group**.
✟ Make any desired changes to the **Comment**.
✟ Click away from the **Comment** to deselect it.

Delete a Comment
✟ Click the **Comment Marker**.
✟ Click the **Delete** button in the **Comments Group**.

                 or

✟ Right-click the **Comment Marker**.
✟ Click **Delete Comment**.

Print Comments
✟ Click the **File Tab** to display **Backstage View**.
✟ Click the **Print** link.
✟ The **Print** window will display.
✟ Click the list arrow to the right of **Full Page Slides**.
✟ Click the check box for the **Print Comments and Ink Markup**.
✟ Select any other options for printing a presentation.
✟ Click the **Print** button to send the document to the printer.
✟ The **Comments** will print on a separate sheet of paper.