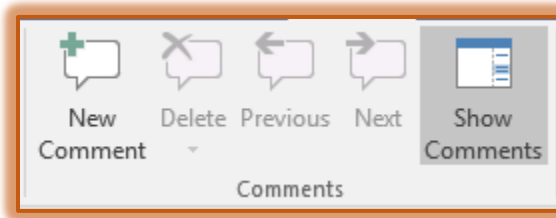


## Comments

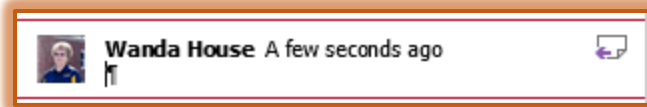
Comments can be used to add notes, suggestions, or questions to a document. This can be done without changing the actual content of the document. Comments will appear in the margin of the document. They can be removed or hidden when not needed anymore.

### Insert a Comment

- ✦ Select the text or item for which the Comment is to be added.
- ✦ Click the **Review Tab**.
- ✦ In the **Comments Group**, click the **New Comment** button.



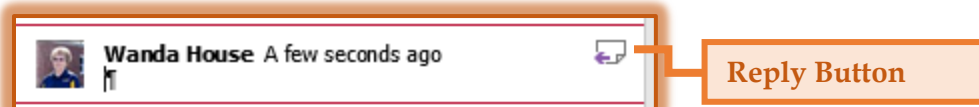
- ✦ The **Comment** box will appear on the right side of the document.



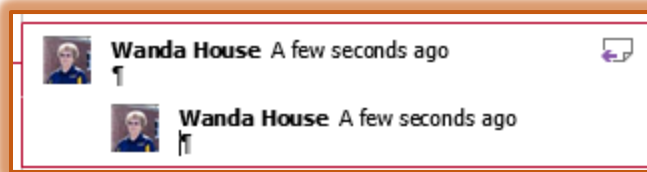
- ✦ Insert the **Comment** into the box.
- ✦ Click somewhere within the document to move away from the Comment.

### Reply to a Comment

- ✦ Click the **Reply** button in the **Comment**.
- ✦ A **Reply Comment** box will display directly below the original **Comment**.
- ✦ Input the **Reply**.



- ✦ Click somewhere within the document to move away from the original **Comment**.

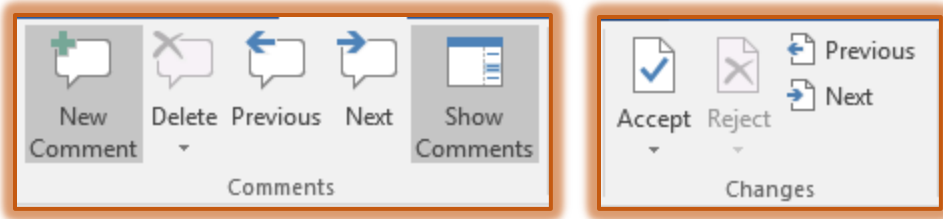


### Delete a Comment

When documents with Comments are sent to others, they will be able to view them. In order to remove all the Comments, the recipient must Accept or Reject them. Follow these instructions to accomplish this.

- ✦ To Accept or Reject Comments one-at-a-time:
  - ✦ Click the **Review Tab**.
  - ✦ Do one of the following:
    - ✦ In the **Comments Group**, click the **Next** button.

- ☆ In the **Changes Group**, click the **Next** button.



- ☆ In the **Changes Group**, click the **Accept** or **Reject** button.
  - ☆ Continue this process until all the **Comments** have been rejected or accepted.
- ✦ To Accept or Reject all the Comments at one time:
- ☆ Click the **Review Tab**.
  - ☆ Click the arrow at the bottom of the **Accept** or **Reject** buttons.
  - ☆ Select the option to **Accept All Changes** or **Reject All Changes**.

### Mark Comment as Done

When Comments and Suggestions have been incorporated into a document, it helps to keep track of what has been done and what still needs to be worked on. Comments can be marked as done. This indicates that the Comment has been reviewed.

- ✦ Right-click on the **Comment**.
- ✦ Select **Mark Comment Done** from the list.