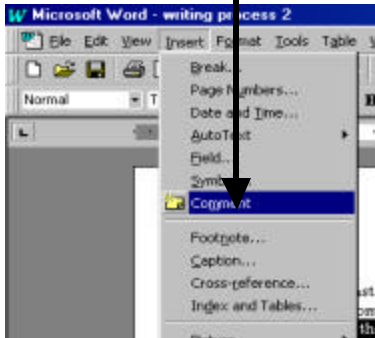
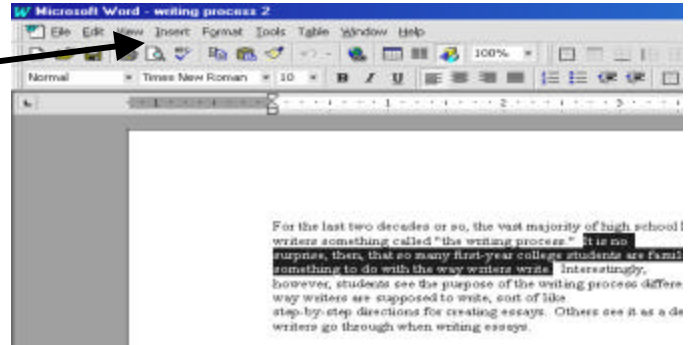
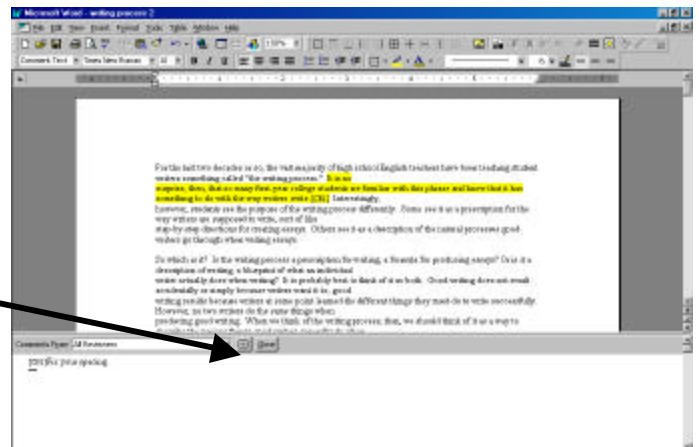


How-to Insert Comments Into Word

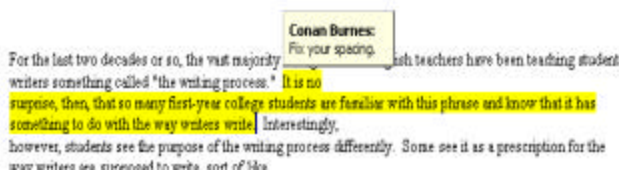
1. Open **Word**
2. Open the document you want to edit.
3. Highlight the word or sentence that you want to add the comment to.
4. With the text highlighted, click on **Insert** (on the menu bar).
5. Then click on **Comment**.



6. Type your comment into the **Comment window** at the bottom of the page. After you are finished typing your comment, click on the **Close** button.



7. When the author opens the document, they can move the cursor over the highlighted section and read the comment.



8. To edit the Comment, right-click on any of the highlighted section. You can **Edit** the Comment or **Delete** it.

