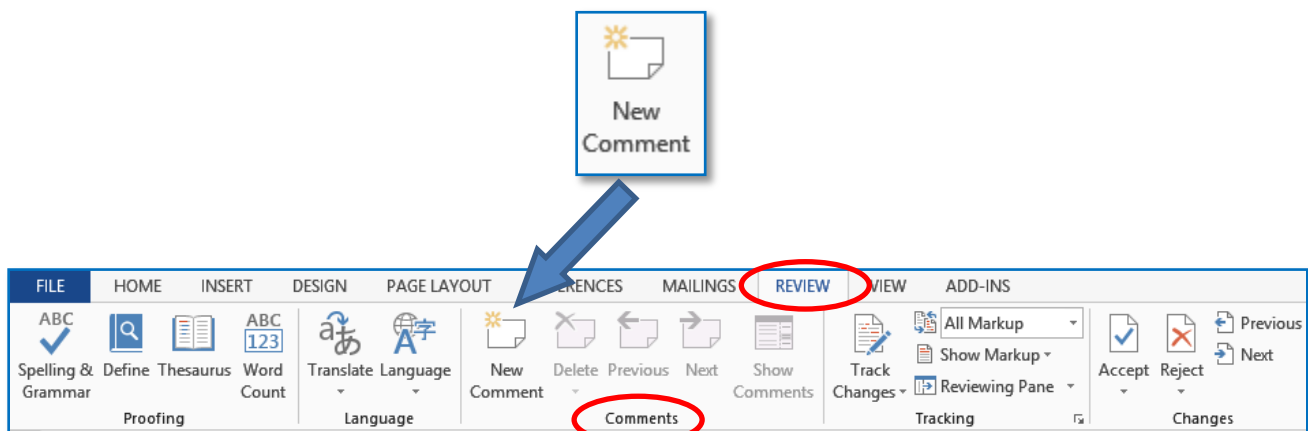


Insert Comments

- In this tutorial, you will learn to insert comments into a document. This is useful when you are drafting a document and want to make notes to yourself or when you are sharing with a group and want to include notes.

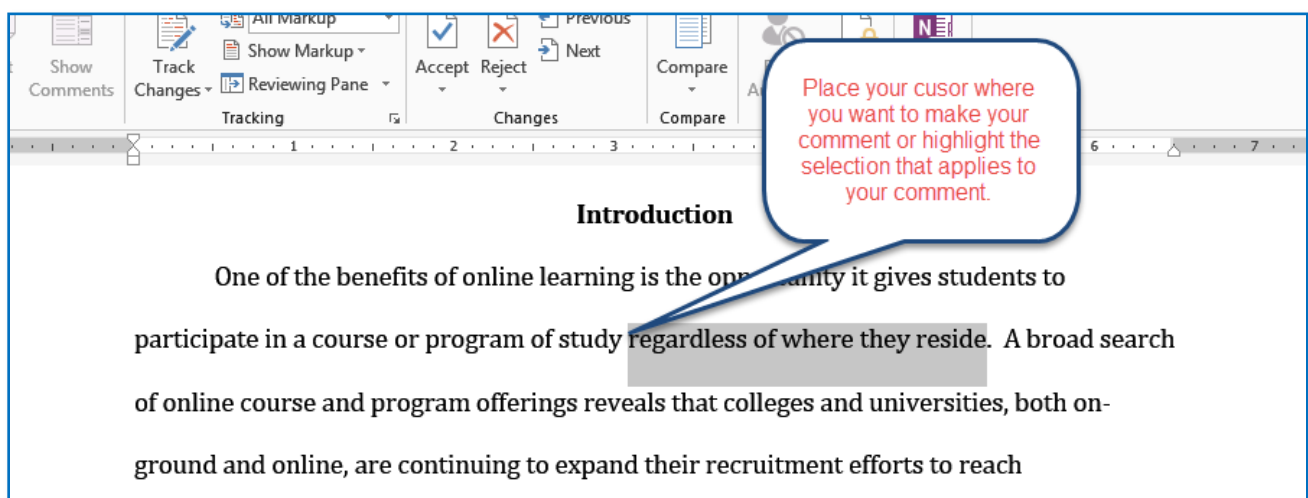
Locating New Comment Button

To locate the **NEW COMMENT** button click on the **REVIEW** tab on the ribbon. The **NEW COMMENT** button is found under the Comments section.

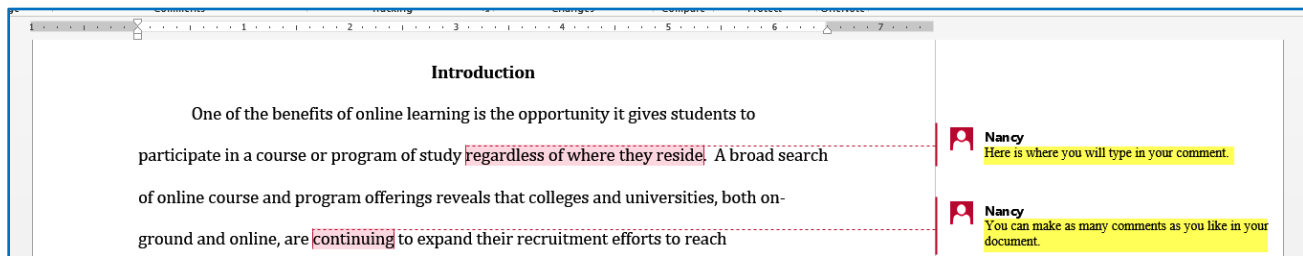
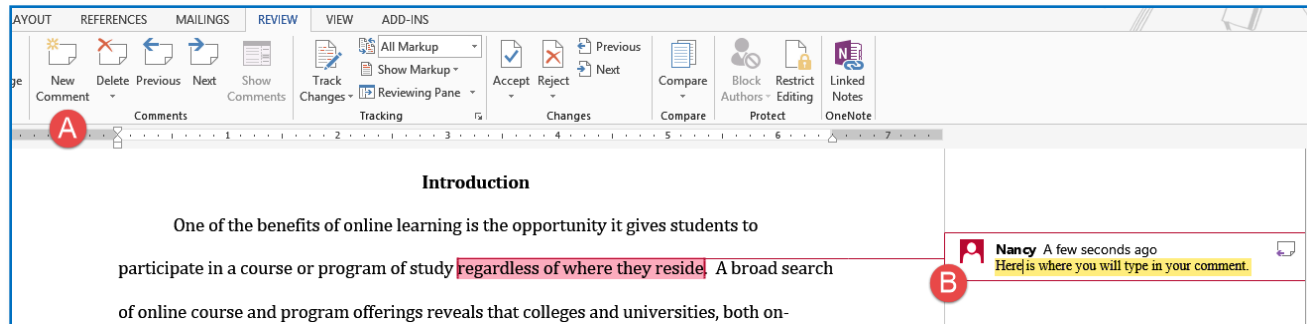


Inserting a Comment

Step 1: Place your cursor where you want to insert your comment. If you want your comment to apply to a section of material, highlight the selection.



Step 2: A) Click **NEW COMMENT**. B) A **Comment Box** will open and you will type your comment into it.



Shortcut Tip! Instead of using the **NEW COMMENT** button, you can click **CNTL+ALT+M** to insert a comment at your cursor mark.

Finish: After following the above steps, you can create comments throughout your document as notes to yourself or to others.

Next, How to SHOW COMMENTS in a document for review.