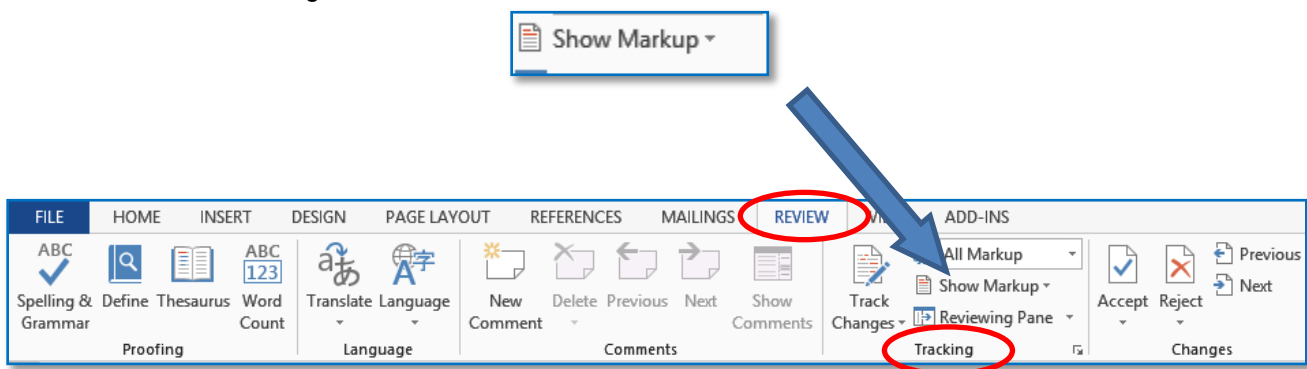


Show Comments for Reading

- In this tutorial, you will learn how to show or view comments in a document through Show Markup and add comments to existing comments.
- You can page through comments using Previous or Next and remove comments using Delete.

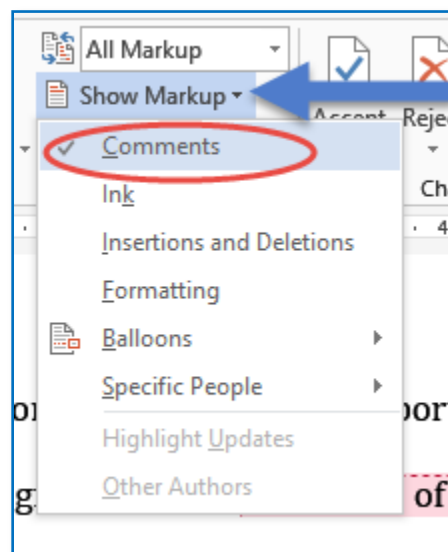
Locating Show Markup

To locate the **SHOW MARKUP** button click on the **REVIEW** tab on the ribbon. The **SHOW MARKUP** button is found under the Tracking section.

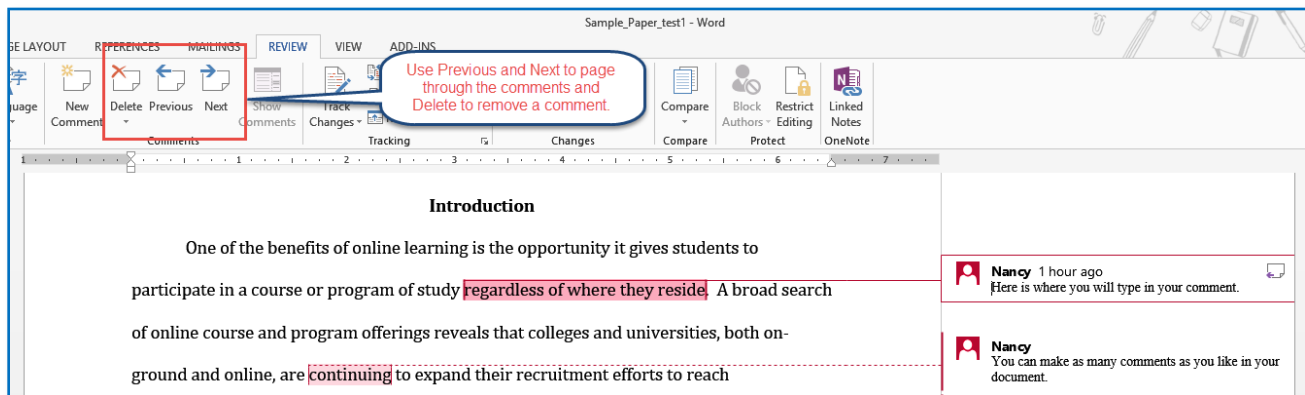


Show Comments, Page Through and Read Comments, Add Comments and Delete Comments

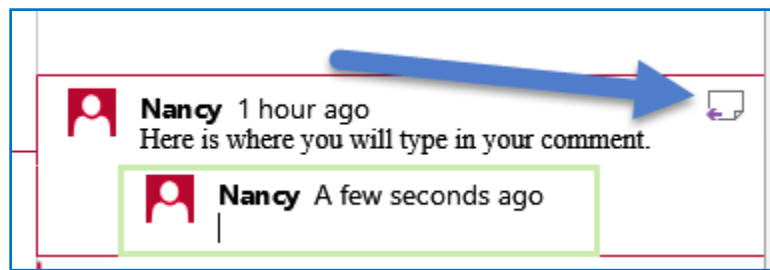
Step 1: Click on the Show Markup button down arrow. Click on the Comments (you will see a check next to the word Comments).



Step 2: This will open the comments panel to the right of your document. Under the **Comments** section of the **REVIEW** tab, use **Previous** and **Next** to page through the comments. Use **Delete** to remove a comment.



Step 3: To add a comment to a comment, click the **Add Comment** button inside the comment box. A new comment area will open under the previous comment.



Finish: After following the above steps, you can view comments in any document, page through comments using **Previous** and **Next** and remove comments using **Delete**. You can also add comments to existing comments.