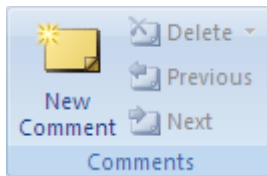


Insert a comment

You can type a comment. On a **Tablet PC**, you can insert a voice comment or a handwritten comment.

Type a comment

1. Select the text or item that you want to comment on, or click at the end of the text.
2. On the **Review** tab, in the **Comments** group, click **New Comment**.




3. Type the comment text in the comment balloon or in the **Reviewing Pane**.

NOTE To respond to a comment, click its balloon, and then click **New Comment** in the **Comments** group. Type your response in the new comment balloon.

Insert a voice comment

If your computer is a Tablet PC, you can record voice comments. Voice comments are added as sound objects inside comment balloons.

Before you can add a voice comment for the first time, you need to add the **Insert Voice** command to the **Quick Access Toolbar**.

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Customize**.
3. In the list under **Choose commands from**, select **All Commands**.
4. In the list of commands, click **Insert Voice**, and then click **Add**.

To add a voice comment to your document, do the following:

1. On the **Quick Access Toolbar**, click **Insert Voice** .

2. In the dialog box that opens, click the start button and record the voice comment.
3. When you finish recording the comment, press the stop button and close the dialog box.
4. If Microsoft Office Word displays a message asking whether you want to update the sound object, click **Yes**.

To hear the recorded comment, right-click the comment balloon, point to **Sound Recorder Document Object**, and then click Play.

NOTE For additional information about recording and editing a sound object, see the documentation for your sound card and microphone.

Insert a handwritten comment

If your computer is a Tablet PC, you can make handwritten comments in your document. The ink is added and displayed inside comment balloons.

1. On the **Review** tab, in the **Comments** group, click **New Comment**.



2. Write the comment in the comment bubble.

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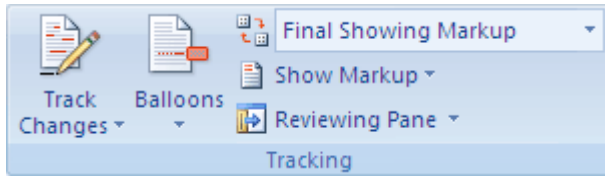
Delete a comment


To quickly delete a single comment, right-click the comment, and then click **Delete Comment**.

To quickly delete all comments in a document, click a comment in the document. On the **Review** tab, in the **Comments** group, click the arrow below **Delete**, and then click **Delete All Comments in Document**.

Delete comments from a specific reviewer

1. On the **Review** tab, in the **Tracking** group, click the arrow next to **Show Markup**.



2. To clear the check boxes for all reviewers, point to **Reviewers**, and then click **All Reviewers**.
3. Click the arrow next to **Show Markup** again, point to **Reviewers**, and then click the name of the reviewer whose comments you want to delete.
4. In the **Comments** group, click the arrow below **Delete** , and then click **Delete All Comments Shown**.

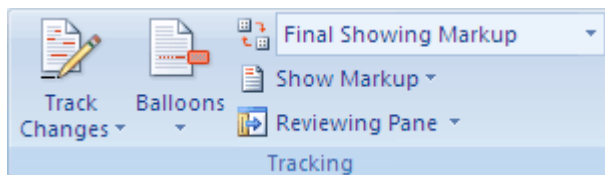
NOTE This procedure deletes all comments from the reviewer that you selected, including comments throughout the document.

TIP You can also review and delete comments by using the Reviewing Pane. To show or hide the Reviewing Pane, click **Reviewing Pane** in the **Tracking** group. To move the Reviewing Pane to the bottom of your screen, click the arrow next to **Reviewing Pane**, and then click **Reviewing Pane Horizontal**.

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Change a comment

If comments aren't visible on the screen, click **Show Markup** in the **Tracking** group on the **Review** tab.



1. Click inside the balloon for the comment that you want to edit.
2. Make the changes that you want.

NOTES

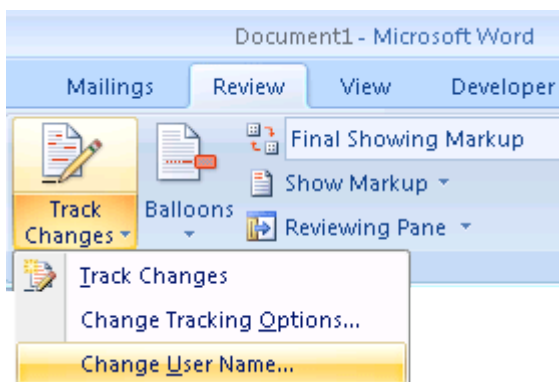
If the balloons are hidden or if only part of the comment is displayed, you can change the comment in the Reviewing Pane. To show the Reviewing Pane, in the **Tracking** group, click **Reviewing Pane**. To make

the reviewing pane run across the bottom of your screen rather than down the side of your screen, click the arrow next to **Reviewing Pane**, and then click **Reviewing Pane Horizontal**.

To respond to a comment, click its balloon, and then click **New Comment** in the **Comments** group. Type your response in the new comment balloon.

Add or change the name used in comments

1. On the **Review** tab, in the **Tracking** group, click the arrow next to **Track Changes**, and then click **Change User Name**.



2. Click **Personalize**.
3. Under **Personalize your copy of Office**, change the name or initials that you want to use in your own comments.

NOTES

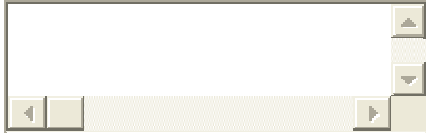
The name and initials that you type are used by all Microsoft Office programs. Any changes that you make to these settings affect other Office programs.

When you make a change to the name or initials that you want to use for your own comments, only comments that you make after the change are affected. Comments that are already in the document before you change the name or initials are not updated.

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Was this information helpful?

Please tell Microsoft what you were trying to do (optional):



Your feedback is being submitted.
Thank you for submitting your feedback to Microsoft.
[Change my feedback](#)

Although Microsoft cannot respond to every comment, we do use your feedback to improve the information we provide.

Do you need support, or do you have a suggestion about a product? [Contact us.](#)
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