

Inserting Typed Comments

Applies to Microsoft Word 2007

You can insert a comment¹ inside balloons² that appear in the document margins.

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.

¹ **Comment:** A note or annotation that an author or reviewer adds to a document. Microsoft Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.

² **Balloons** In print layout view or Web layout view, markup **balloons** show markup elements, such as comments and tracked changes, in the margins of your document. Use these **balloons** to easily see and respond to reviewers' changes and comments.

Inserting Voice Comments

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

Note: If Microsoft Office Word displays a message asking whether you want to update the sound object, click **Yes**.

Deleting Comments

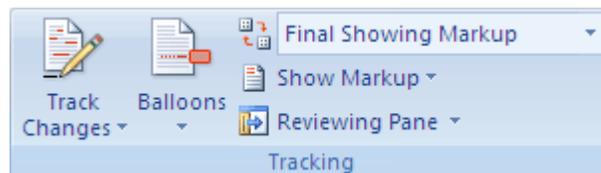
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If you do not want comments to appear in your document during a review, you must clear your document of comments by deleting them. To find out whether comments remain in your document, click **Show Markup** on the **Review** tab in the **Tracking** group.

1. To quickly delete a single comment, right-click the comment, and then click **Delete Comment**.
2. 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**.

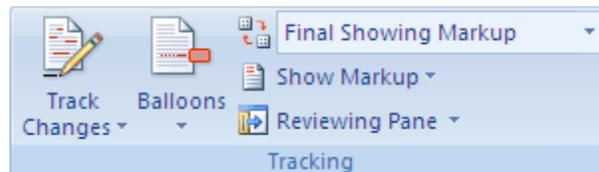
Note: This procedure deletes all comments from the reviewer that you selected, including comments throughout the document.

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**.

Changing Comments

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If comments are not 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.

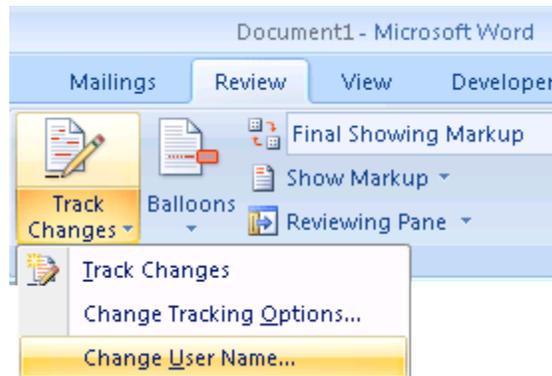
Notes

- 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

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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

- Any changes you make to the name and initials affect other Office programs.
- Only comments that you make after the name or initial change are affected. Comments that are already in the document before you change the name or initials are not updated.