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## **Add Comment In Word Document**

How to Insert a  
Comment in a  
Microsoft Word  
Document Step 1.  
Open the document.

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Open the Microsoft Word document that you want to review.  
Step 2. Highlight text. Read through the document. When you find text that needs your input, highlight and select the... Step 3. Go to the Review tools. Click ...

## **How to Insert a Comment in a Microsoft Word Document ...**

Adding a Comment

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Using Right-Click 1. Double-click a Word document you wish to change. Doing so will open the document in Microsoft Word. 2. Click and drag your cursor across some text. This will highlight the text. You'll want to highlight everything on... 3. Right-click or two-finger click the ...

## **4 Ways to Add a Comment in Microsoft Word -**

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**wikiHow**

To add a new comment, click Review > New Comment. If you have the Word desktop application, use the Open in Word command to open the document and turn on track changes. If you don't have Word, you can try or buy the latest version of Office now. Tip: The Office Web Apps are updated all the time with new features.

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## **Insert comments in a document - Word**

How to Add Comments in Word First, open a Word document and highlight the content that you would like to leave a comment on. Once selected, head over to the "Review" tab and select "New Comment", which is found in the "Comments" group. Next, type the comment you would



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like to leave.

## **How to Add and Remove Comments in Word**

Insert Comments in Word: Instructions To insert comments in Word, place your cursor at the location where you want to place the comment. Then click the “Insert” tab in the Ribbon and choose the “Comment” button in the “Comments” button

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## **Insert Comments in Word - Instructions and Video Lesson**

In the Comments group, click the New Comment button. The New Comment button is shown here. Click it to see the Comments box appear to the right of the current page, similar to what's shown in the following figure. The side of the page where the comment

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appears is called the markup area. Type a comment.

## **How to Use Comments in Microsoft Word 2019 - dummies**

To add a comment to a Word document:

Highlight the text you want to comment on.

On the ribbon, go to the Review tab and select New Comment.

Type your comment in the field that appears

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in the right margin.

## **Using the Microsoft Word Comments Feature**

If someone else is commenting on the document, replying to their comments lets you have a discussion, even when you're not all in the document at the same time. Select the content you want to comment on. Go to Review > New Comment, Type your

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comment.

## **Insert or delete a comment - Word**

Insert Comment To  
insert a comment in a  
document, highlight  
the area of text where  
you want to comment  
on. Click the Review  
tab on the Ribbon then  
click New Comment.  
That opens up a  
balloon pointing to the  
highlighted text you  
can leave your  
comment in.

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## **How To Add Comments to Documents in Word 2010**

In an opened Word document, click File> Options. In the Word Options window, make sure you are locating in the General tab, change the name in the User name box as below screenshot shown, and finally click the OK button. Now you have changed the

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default user name for comments in Word document. Change the existing comment's author name of a document

## **How to change the author name for comment in Word**

Off to the right, in the markup area, appears a comment bubble, inside of which is the comment number and your initials. 3 Type your comment. The

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bubble expands to contain all your comment text.

## **How to Add Comments in a Word 2010 Document - dummies**

In the Ribbon menu, click the Insert tab. On the Insert tab, click the Comment option in the Comments group. The new comment is added to the document. On the right side of the document, the



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comment is visible.

## **How to insert, edit, and delete a comment in Microsoft Word**

Select the text or item that you want to comment about, or click the place where you want to insert your comment. On the Insert menu, click Comment. Type your comment in the comment balloon that appears when you are

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in Print Layout view or Web layout view, or in the Reviewing pane when you are in Normal view or Outline view.

## **Frequently asked questions about the Comments feature in Word**

In the Format Text Box dialog box, go to the Text Box tab, click the Convert to Frame... button, and then click OK in the popping up

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Microsoft Word window. 6. Now you can add comment to the texts within comment.

## **How to add comment to text within a text box in Word document?**

From the Look In window, choose Contacts. In the Items list, click the appropriate contact. Under the OK and Cancel buttons to the

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right, click Text Only in the Insert As options. Doing so will ...

## **Office challenge: Why can't I add comments to this document?**

To add a review comment: Put your mouse on the text for which you want to insert a comment. Using the Reviewing toolbar, click on the insert comment icon and begin typing your

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comment. Word will insert brackets in a unique color and create a balloon "call out" in which you type in your comments.

## **Using Tracking and Reviewing Features in Microsoft Word**

You can insert a PDF into Microsoft Word as a embedded object or as an clickable object. You can also insert only text from the PDF, too. The embedded

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approach shows the first page of the PDF but isn't connected to the original Word document.

## **How to Insert a PDF Into a Word Document - Lifewire**

Open your Word document in which you wish to add the comment. Select the line/text where you want to add comment. You may also click at the end of the text to

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insert comment. To apply a note to an entire paragraph, highlight the whole paragraph.

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