

Comments in Microsoft Word

1. Open the Reviewing Toolbar by going to **View > Toolbars > Reviewing**.




2. Insert the cursor at the point where the comment should be placed.
3. Click on the **New Comment** button on the **Reviewing Toolbar**.



You can select **written** or **voice** comment by clicking on the **down** arrow next to the button.


Written Comment

4. Click on **New Comment**.
5. Type the comment to be inserted. Click away from the comment bubble to close.
6. To remove the comment, click on the **Delete** comment button. 

Voice Comment

To insert voice, you must have a built-in microphone or a microphone attached to the computer. To hear the comment, you will need speakers or a headset.

7. Click on the down arrow next to **New Comment** and select **Voice Comment**. The sound object screen will appear.
8. Click on the **Record** button, speak, and then click on the **Stop** button.
9. Click on the **Play** button to hear the comment.

10. Once the sound has been recorded, a sound icon  will appear within the text. **Double click** on the sound icon to listen to the comment.

11. To delete the sound comment, click on the sound icon and press the delete key on the keyboard.