

## REVIEWING AND COMMENTING

If a person sends you a document for review and commenting, you do this by using the tools on the COMMENTING toolbar.

Turn on the COMMENTING toolbar by clicking on the Review and Comment button (located on the TASKS toolbar)



### The Commenting Toolbar



1. **Note Tool** – Add a comment (very much like a Post-it note) to the document. Simply select this tool, click in the document where you want to make a comment and type. Close the comment when you have finished.

To read a comment, either click on the comment in the document which will open it up, or hold the mouse above the comment and a tool tip will appear.

2. **Text Edits** – A person reviewing a document can add or delete text. Added text will have an insert symbol to indicate that suggested text has been added. Deleted text will have a line through it.

When you receive comments back from a person, you can right mouse click on the insertion or deletion they have suggested and select the SET STATUS option from the shortcut menu. You will then be able to accept or reject or even cancel the suggestion. Nothing actually happens visually in the document however you can show a list of what you have decided to do with the suggestions by right mouse clicking on one of them and selecting the SHOW COMMENTS LIST option. This can then be printed so the original documentation could be updated.

3. **Stamp Tool** – Will add a stamp to your documentation. Choose from standard stamps such as “Approved”, “Draft”, “Confidential” etc. You can even design a customised stamp. To see what stamps and stamp options are available, click on the down arrow next to this button.
4. **Highlight Text** – Select this tool then drag over text to be highlighted. Default colour is yellow but by right mouse clicking on the highlighted text and choosing PROPERTIES, you can change this.

Right mouse clicking on this tool will display the **Cross Out Text** tool and the **Underline Text** tool. Two other options for working with your text.

5. **Callout tool** – adds a text box with an arrow, click once where you want the point of the arrow, click a second time to place the text box. Click off the box to finish. To edit, click on the box again and you will be able to edit position etc.
6. **Text Box tool** – will let you draw a text box so that you can type some text in it.
7. **Cloud tool** – this tool will enable you to draw a cloud around something and have a text box associated with it for comments etc.
8. **Arrow tool** – this will draw an arrow have a text box associated with it for comments etc. you can right click to get to properties so you can edit the thickness of the arrow and colour etc.
9. **Line tool** – much the same as the arrow tool above.
10. **Square tool** – see above
11. **Circle tool** – see above
12. **Pencil tool** – click and drag to draw free form on the page. This also has a text box associated with it for comments.
13. **Show comments** – This button has a drop down menu. Using this menu you are able to show comments at the bottom of the document as well as other options listed.