# Reviewing Documents: Adding Comments in Word 2013

When you want to add notes, suggestions, or questions to a document but you don't want to change the actual content, you can insert comments.

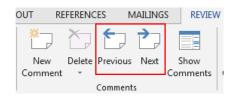
## To add a comment:

- 1. Select the text or item you want to comment on, or click at the end of the text.
- 2. On the **Review** tab, click **New Comment**. A comment balloon extends out from the text.
- 3. Type the comment in the comment balloon.
- 4. To end the comment, click in the document.
- 5. You can add to others' comments by clicking the reply button within the comments balloon.

### To navigate to other comments:

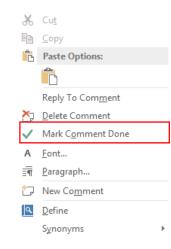
Use the **Previous** and **Next** buttons to navigate to other comments.

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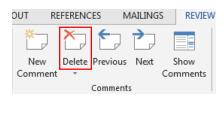
#### To mark a comment as done:

When you are finished addressing a comment, you can mark it as done by right clicking the comment and selecting, "Mark comment as done" in the dropdown menu. The comment will become greyed out so you can easily see the comments you've addressed and those you haven't.



#### To delete a comment:

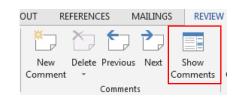
Delete comments by either right clicking the comment and choosing "**Delete Comment**" or clicking the **Delete** button from the Review tab.



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#### To show or hide comment details:

• Use the **Show Comments** button to display or hide the all comment details while you are reviewing the document.



• When comment details are hidden, click an individual comment marker to see just that one comment.

