

Insert a comment: Microsoft Word 2003

▼ Hide All

1. Select the text or item you want to **comment** (**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.) on, or click at the end of the text.
2. On the **Insert** menu, click **Comment**.
3. Type the comment text in the comment **balloon** (**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.).

Notes

- If the comment balloons are hidden, you can type the comment in the Reviewing Pane.
- You can rest the insertion point over the balloon to display the name of the reviewer.
- To respond to a comment, click in the comment you want to respond to, and then click **Comment** on the **Insert** menu. Type your response in the new comment balloon.

▼ Turn on or off marking comments in an e-mail message

1. On the **Tools** menu, click **Options**, and then click the **General** tab.
2. Click **E-mail Options**, and then click the **Personal Stationery** tab.
3. Do one of the following:
 - To turn on marking comments, select the **Mark my comments with** check box. In the box, type the text (such as your name or initials) that you want to display along with your comments.
Note Only text you type next to the previously written text in a message will have your name next to it.
 - To turn off marking comments, clear the **Mark my comments with** check box.

▼ Insert a voice comment

If your computer has a sound card and a microphone, you can record **voice comments** (**voice comments**: Recordings that are attached to your document.). Voice comments are added as sound objects inside comment balloons.

1. On the **Reviewing toolbar** (**toolbar**: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Insert Voice** .
2. Record the voice comment.
3. If Microsoft Word displays a message asking whether you want to update the sound object, click **Yes**.

For information about recording and editing a sound object, see the documentation for your sound card and microphone.

▼ Insert a handwritten comment

If your computer is a **Tablet PC** (**Tablet PC**: A computer that runs Microsoft Windows XP Tablet PC Edition. With a Tablet PC, you can write directly on the screen by using a tablet pen and use the pen to perform mouse functions. Also known as a tablet computer.), you can make handwritten comments in your document. The ink is added and displayed inside comment balloons.

1. On the **Reviewing toolbar** (**toolbar**: A bar with buttons and options that you use to carry out commands. To display a toolbar, click **Customize** on the **Tools** menu, and then click the **Toolbars** tab.), click **Ink Comment** .
2. Write the comment in the comment bubble.

