

Delete a comment: Microsoft Word 2003

 Show All

- To quickly delete a single comment, right-click the comment, and then click **Delete Comment**.

Delete multiple comments

1. If the **Reviewing toolbar** is hidden, display it.

▼ How?

- Right-click any toolbar, and then click **Reviewing** on the [shortcut menu](#).

2. Do one of the following:

▼ Delete all comments

- On the **Reviewing toolbar**, click the arrow next to **Reject Change/Delete Comment** , and then click **Delete All Comments in Document**.

▼ Delete comments from a specific reviewer

1. On the **Reviewing toolbar**, click **Show**.
2. To clear the check boxes for all reviewers, point to **Reviewers**, and then click **All Reviewers**.
3. Click **Show** again, point to **Reviewers**, and then select the check box next to the name of the reviewer whose comments you want to delete.
4. On the **Reviewing toolbar**, click the arrow next to **Reject Change/Delete Comment** , and then click **Delete All Comments Shown**.

Note This procedure deletes all comments from the reviewer you've selected, including comments that are not displayed on the screen.

▼ Tip

You can also review and delete comments in the Reviewing Pane. To show or hide the Reviewing Pane, click **Reviewing Pane**  on the **Reviewing toolbar**.

