Show Comments for Reading

- In this tutorial, you will learn how to show or view comments in a document through Show Markup and add comments to existing comments.
- You can page through comments using Previous or Next and remove comments using Delete.

Locating Show Markup

To locate the SHOW MARKUP button click on the REVIEW tab on the ribbon. The SHOW MARKUP button is found under the Tracking section.

Show Comments, Page Through and Read Comments, Add Comments and Delete Comments

Step 1: Click on the Show Markup button down arrow. Click on the Comments (you will see a check next to the word Comments).
Step 2: This will open the comments panel to the right of your document. Under the Comments section of the REVIEW tab, use Previous and Next to page through the comments. Use Delete to remove a comment.

Step 3: To add a comment to a comment, click the Add Comment button inside the comment box. A new comment area will open under the previous comment.

Finish: After following the above steps, you can view comments in any document, page through comments using Previous and Next and remove comments using Delete. You can also add comments to existing comments.