Comment Bubbles

Walden University Academic Skills Center

Word’s comment bubble function allows users to make comments and give suggestions on drafts. These appear as bubbles on the side of a Word document, attached to highlighted text in the body of the draft. Word labels each comment with a number and the initials of the person who inserted the comment.

Inserting Comments

To insert a comment:

1. Highlight the portion of the draft that the comment pertains to
2. Choose the “New Comment” button under the “Review” tab
3. Word will automatically insert the cursor in the comment so users can insert content

Reading Comments

To progress through the comments in a draft:

1. Manually scroll through the comments OR choose the “Next” button under the “Review” tab
If there are too many comments and content for Word to display it all at once, ellipses will appear at the bottom of a comment:

To read the rest of the comment:

1. Place the cursor over the ellipses (changing the cursor to a small white hand) and click
2. Word will bring up an extended reading pane on the left
3. Use the scroll bar to read the rest of the page’s comments
4. Select the “X” in the upper right-hand corner to delete the extended reading pane

Deleting Comments

To delete comments:

1. Choose the “Delete” button under the “Review” tab

OR

2. Right click and choose “Delete Comment”

To delete all of the comments:

1. Choose the drop-down menu under “Delete”

2. Select “Delete All Comments in Document”