

Adding Comments

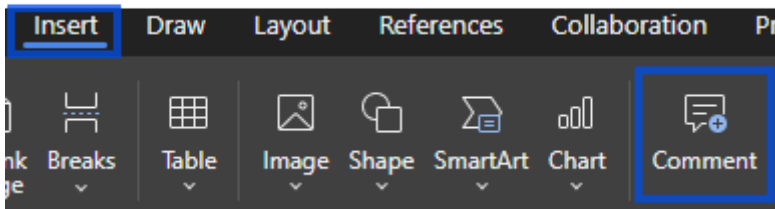
Comments let you leave notes, suggestions, and feedback without changing the main content of the document. They are useful for collaboration, review, and follow-up during editing. Comments also remain attached to the document until they are resolved or deleted.

Adding a comment

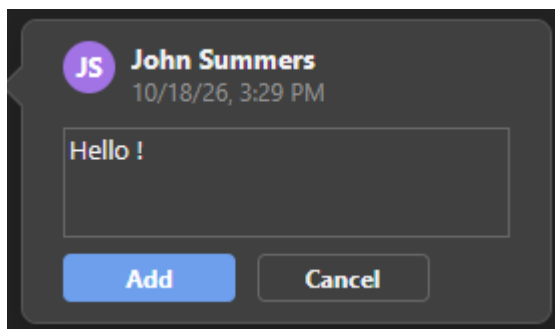
You can add a comment to selected text or content when you want to ask a question, suggest a change, or leave feedback for another user. Comments can be added from the toolbar or by using a keyboard shortcut.

Using the menu

1. Select the text or content you want to comment on.
2. Open the **Insert** tab, click **Collaboration** tab and choose **Add Comment**



3. Type your comment in the comment box or side panel.
4. Add the comment to post it.

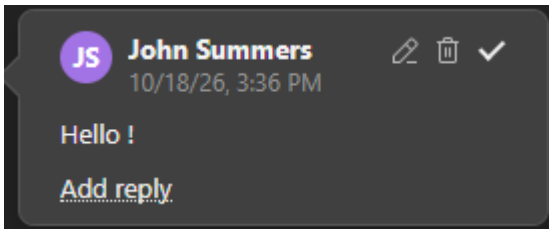


Viewing comments

Comments can appear next to the document content or inside the comments panel. This makes it easier to follow discussions and jump back to the exact place where feedback was left.

When you open a comment, you can usually:

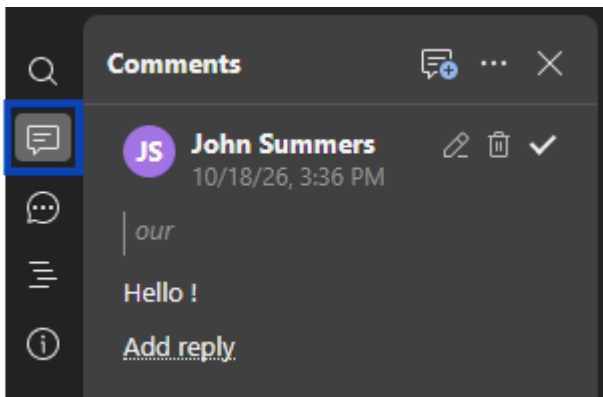
- read the full comment text
- see who wrote the comment
- reply to the comment
- resolve or delete the comment



Comments panel

You can open the comments panel to see all comments in one place.

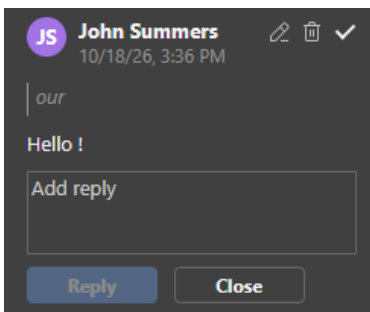
- The **Comments** panel is located in the **left side panel** of the editor, where you can view, reply to, resolve, and manage comments.



Replying to comments

Replies help keep discussions together inside the same comment thread.

1. Click the comment you want to reply to.
2. Click **Add Reply**.
3. Type your response.
4. Send the reply.



Comment threads help keep feedback organized and easier to review later.

Resolving comments

Once a comment has been addressed, you can mark it as resolved.

1. Open the comment.

2. Click **Resolve** or the resolve icon.



3. The comment is marked as resolved and may be hidden from the main view, depending on your settings.

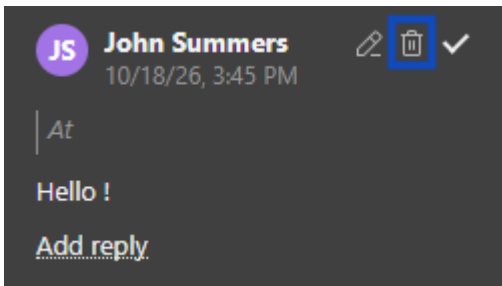


Deleting comments

You can remove comments that are no longer needed.

Delete a single comment

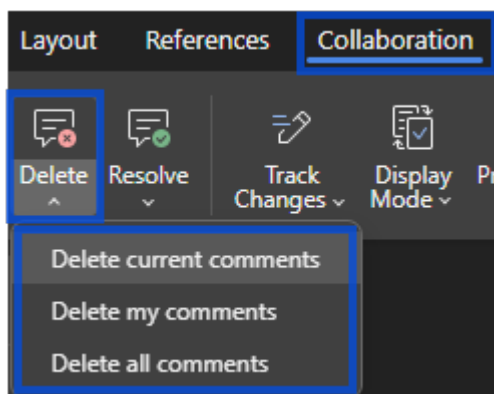
1. Click the comment.
2. Click **Delete** or the delete icon.
3. Confirm the deletion if prompted.



Delete all comments

If your editor includes this option, you can remove all comments at once from the **Collaboration** tab.

1. Open the comment management options.
2. Select **Delete All Comments**.
3. Confirm the action.



Comment best practices

These habits can help keep comments useful and easy to manage:

- be specific and refer to the exact text or issue
- be constructive when suggesting changes
- resolve comments once the issue is addressed
- delete outdated comments before finalizing the document

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