

## MS Word ~ Inserting Comments



### In order for this to work, you will need:

- Multimedia Computer with Sound Card
- Microphone
- Speakers

### Adding a Written Comment:

1. Highlight the text you want associated with the comment.
2. Select **Insert/Comment**. A split screen will appear. The cursor should be flashing in the lower screen after [ ]. Begin typing your comment. Click **Close** when finished.
3. The text in your document will now be highlighted yellow. This is to let the reader know that a comment is there. When you move your cursor over the highlighted text your comment will pop up.

### Adding a Verbal Comment:

1. Select **Insert/Comment**. A split screen will appear. Click on the cassette icon.  A recording screen will appear. Click on the **Record** button and speak into the microphone. Press the **Stop** button when you are finished recording. You can also playback to listen to your comment.  Drag the speaker icon to your document. Click on **Close**.
2. To listen to the comment, simply double-click on the speaker.

