title: Comment, Assign, Tag, Edit, Delete (2.5b)

The Notes feature is largely unchanged in Paratext version 9.

In this video, we will see how to reply to a note, and how to edit a previously added note.

**Note colours**

*  A note icon in colour, it is one that you might need to act on.
*  A note with the yellow background is new since the last send/receive.
*  A grey note is assigned to someone else.

**Add a comment to a note**

* Click on the note icon.
  + *The Note window opens*.
* Type the comment in the empty box.
* Click OK
  + *The comment is saved within the same note*,
* **Send/receive**.

**Assign a note**

* Click Assign to
* Choose a team member
* Click **OK**

**Change tag**

If other tags have been set up, you can change a tag.

* Insert or open a note
* Click on **Tag**
* Choose a suitable tag
* Click **OK**
  + *The flag is now changed to the icon associated with that tag*.

**Edit a note**

Edit your last comment

* Click on the note icon
  + *The Note window opens*.
* Click on the icon with the pencil.
  + *Paratext puts the note in an edit box*.
* Make the change.
* Click [**OK**] to save your changes.
  + *The Note window closes*.

**Delete a note**

Only delete notes which were made by mistake.

* Open the note
* Click the trash can icon
* Click **Yes** to confirm the deletion