

GSD. Word – How to Insert or Delete Comment in Microsoft Word

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General Information:

Possible symptoms/errors:

How to Insert or Delete Comment in Microsoft Word

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft Word provides a feature to insert comments in user's document to make suggestions to other people using or editing the document and to also track issues for follow-up and make revisions. This article provides the instructions on how the user can do the following in their Word document.

Details:

A. Insert a Comment

1. Advise the user to Select the content they want to comment on.
2. Ask them to click on the Review tab and then select New Comment.
3. Tell the user to type their comment.

Note: User can also make changes to their comments. They can go back to the comment and edit it.

4. Advise the user to Save the file to save the comments added.
5. To reply to a comment, user needs to go to the comment and then select Reply.

Note: The comments in the Word document are stored in the file, so it is possible for others with access to the file to edit the user's comments.

B. Delete Comment

1. Advise the user to right-click on the comment which they want to delete and then select Delete Comment.

2. To delete all the comments in the document, user needs to click on the Review tab, select the Delete button and then choose Delete All Comments in Document.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A