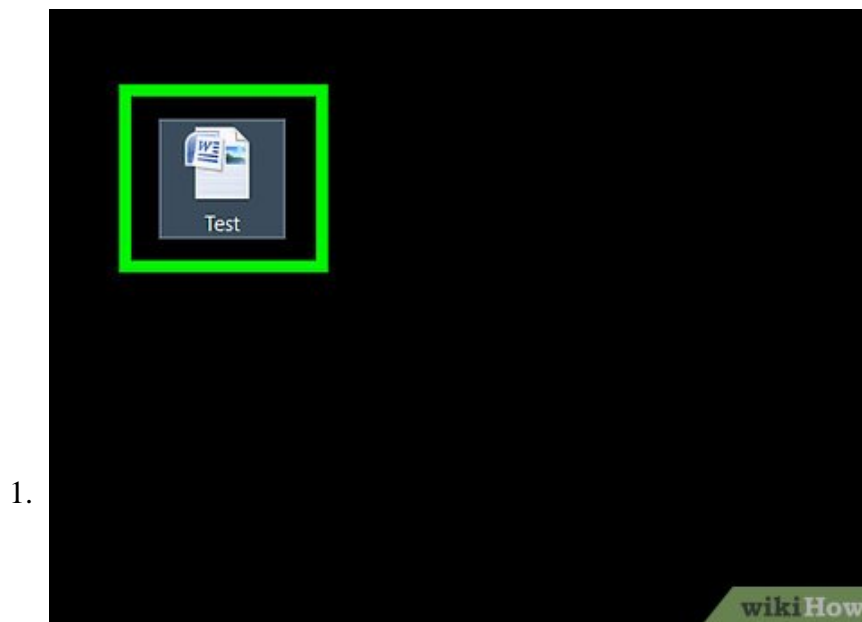


# How to Add a Comment in Microsoft Word

This wikiHow teaches you how to add a comment to a Microsoft Word document in a variety of ways. Double-click a Word document you wish to change. Doing so will open the document in Microsoft Word.

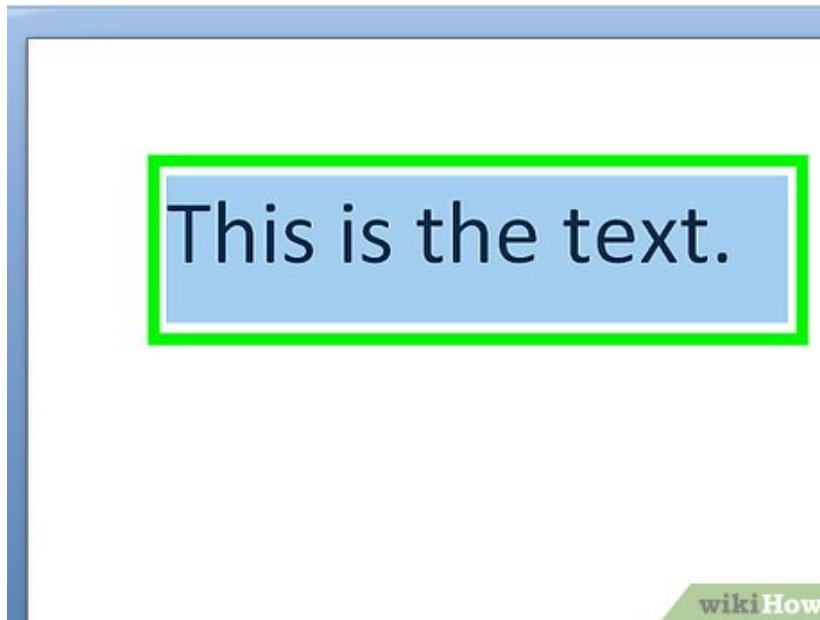
Method 1 of 4:

## Adding a Comment Using Right-Click



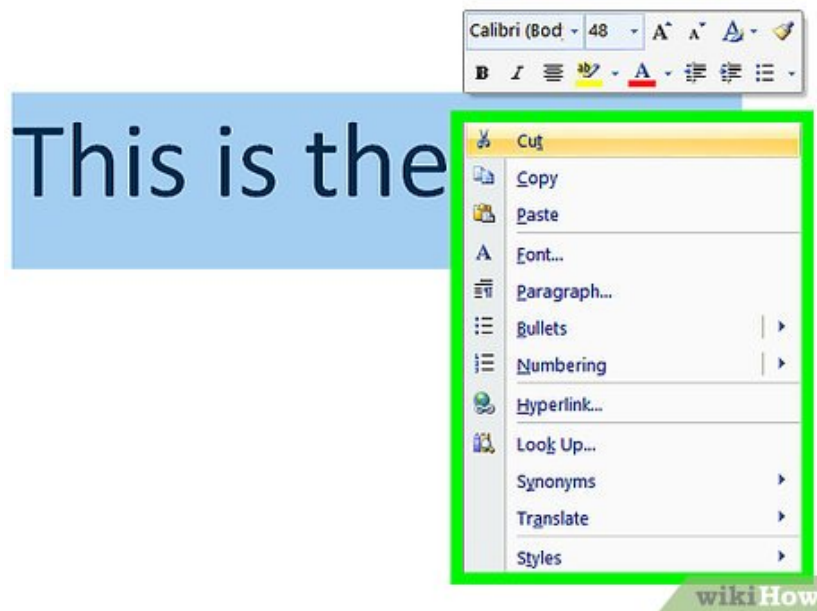
**Double-click a Word document you wish to change.** Doing so will open the document in Microsoft Word.

2.

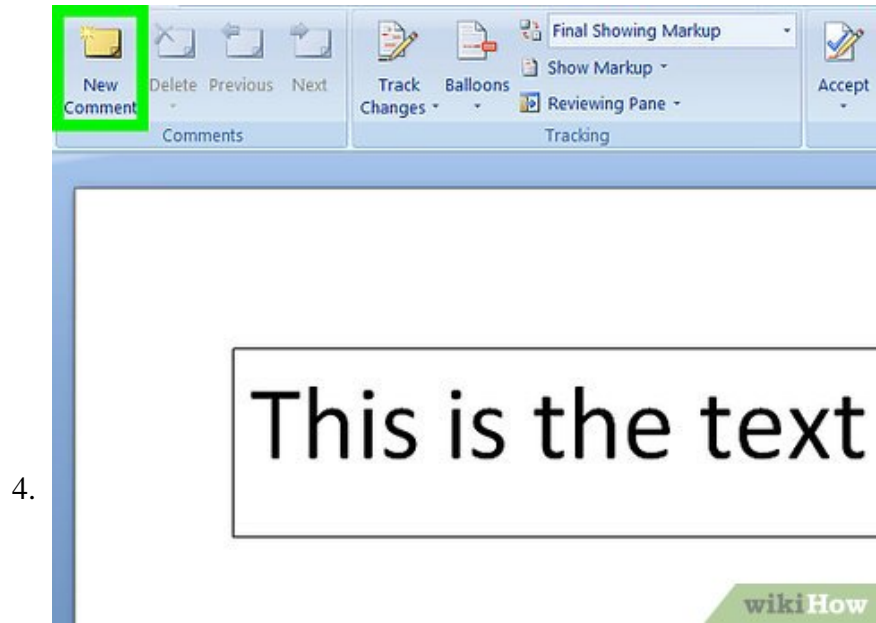


**Click and drag your cursor across some text.** This will highlight the text. You'll want to highlight everything on which you wish to leave a comment (e.g., an entire sentence or paragraph).

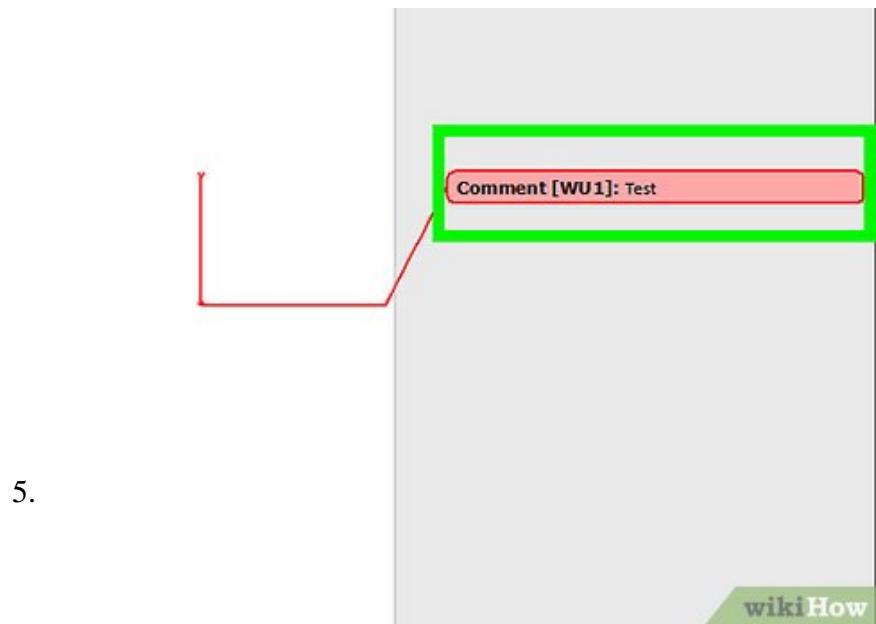
3.



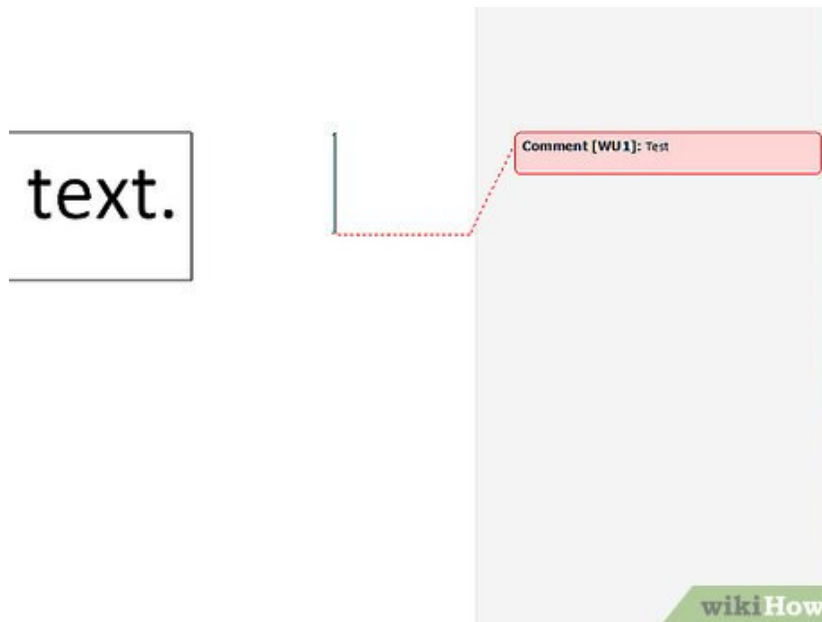
**Right-click or two-finger click the selected text.** Doing this will prompt a drop-down menu.



Click **New Comment**. It's at the bottom of the right-click menu.



**Type your comment.** It will appear on the right side of the Microsoft Word window.



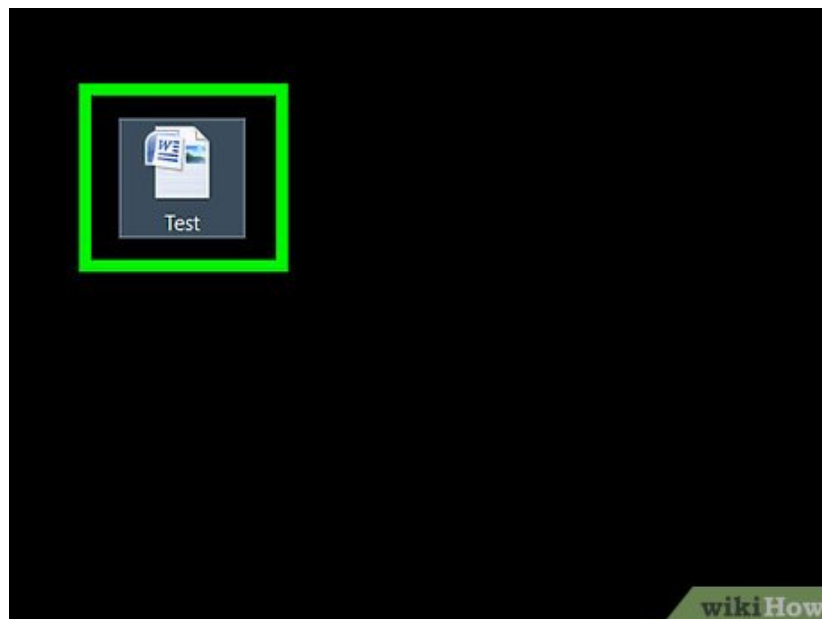
6.

**Click anywhere on the document.** Doing so will cement your comment, allowing you to move on to the next section of text that needs commenting.

1. Be sure to save your document before closing, or your comments won't be saved.

Method 2 of 4:

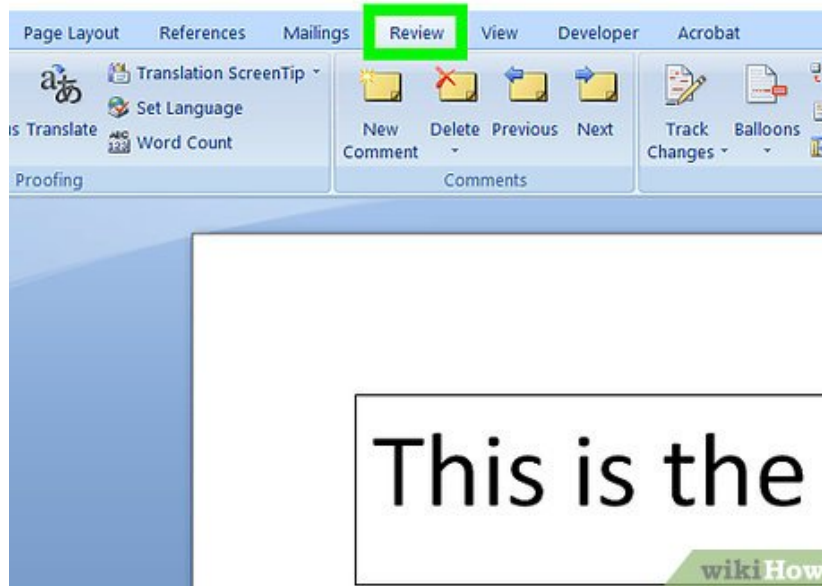
### **Adding a Comment Using Track Changes**



1.

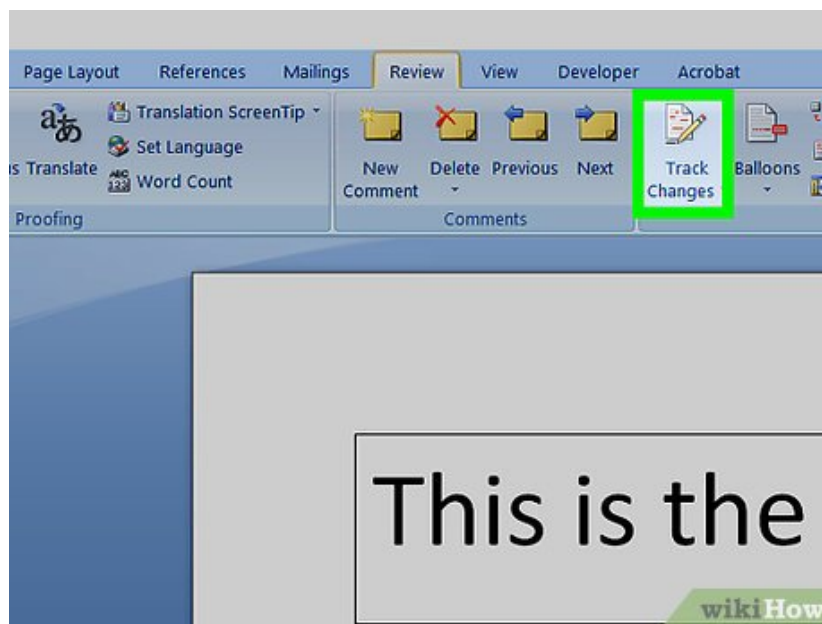
**Double-click a Word document you wish to change.** Doing so will open the document in Microsoft Word.

2.

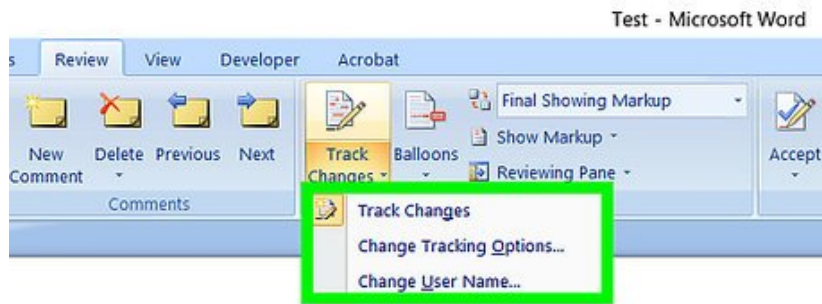


Click the **Review** tab. It's in the blue section at the top of the document's page. Doing so will open a new set of options related to editing your document.


3.



Click **Track Changes**. This option is at the top of the Word page, near the middle of the screen. Clicking it will enable Microsoft Word's "Track Changes" feature.

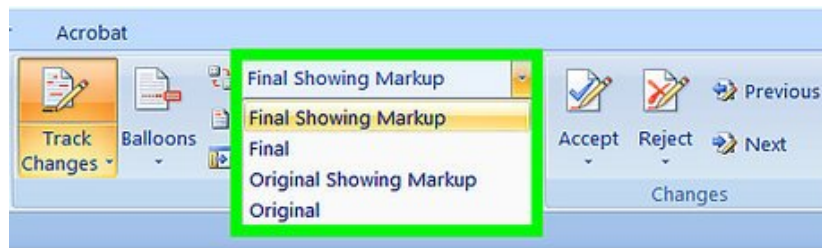


4. This is the text.



Click the drop-down box next to **Track Changes**. Doing so will present you with the following editing options:

1. **Simple Markup** - Draws a vertical red line on the far left side of any added or deleted text, but shows no other edits.
2. **All Markup** - Displays all changes you make to your document in red text and comment boxes on the left side of the page.
3. **No Markup** - Displays your changes in addition to the original document, but no red text or comment boxes appear.
4. **Original** - Displays the original document without your changes.

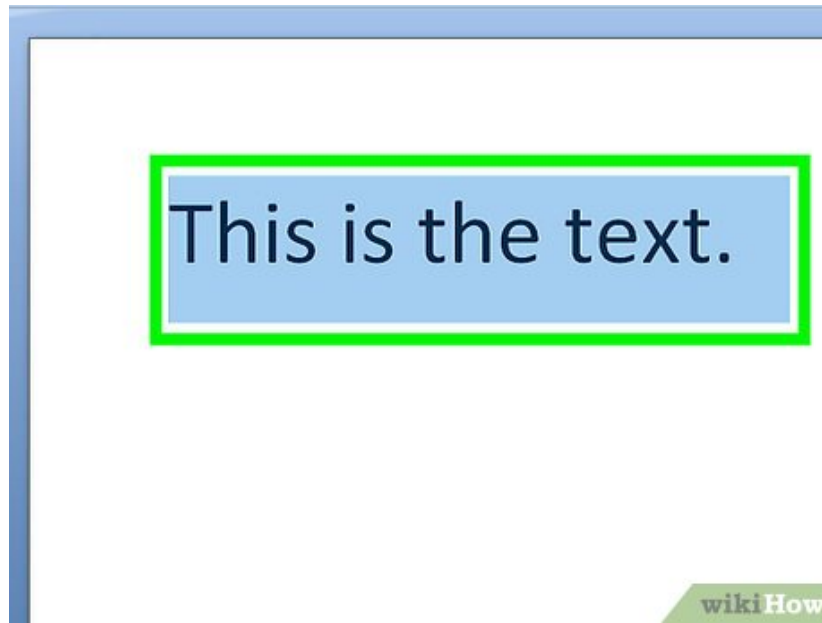


5. the text.



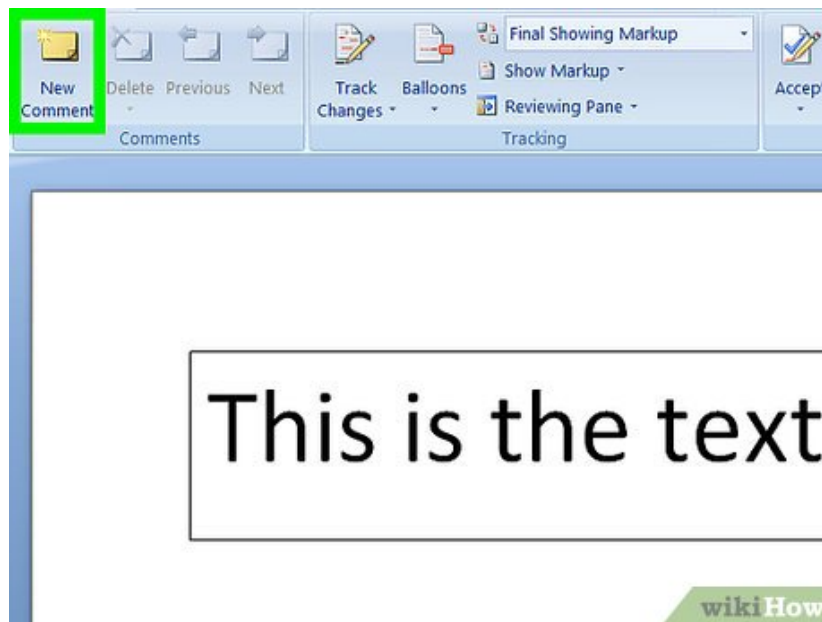
Click **All Markup**. This option allows you to leave comments for other users to review if need be.

6.



**Click and drag your cursor across some text.** This will highlight the text. You'll want to highlight everything on which you wish to leave a comment (e.g., an entire sentence or paragraph).

7.



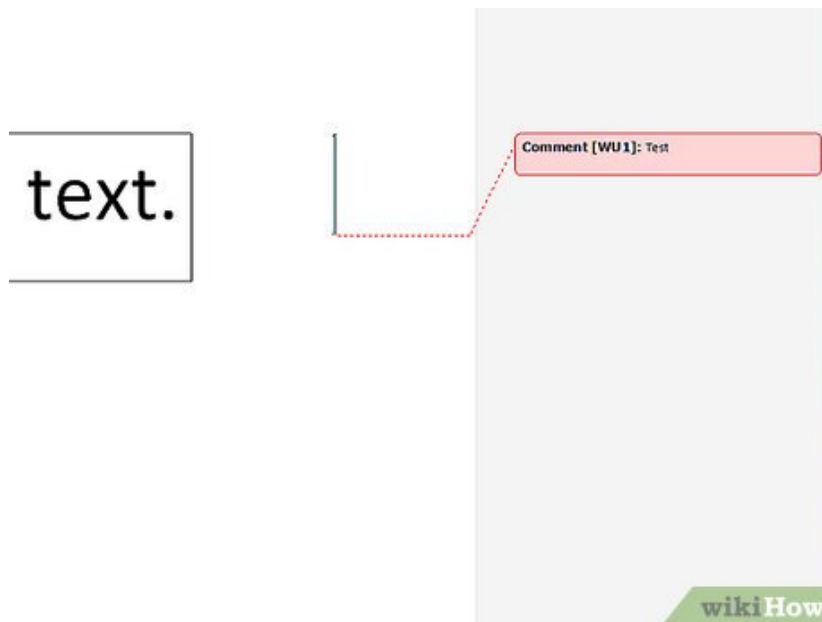
**Click the **New Comment** button.** It's near the center of the "Review" row of tools at the top of the Word window.

8.



**Type in your comment.** It will appear on the right side of the Microsoft Word window.

9.



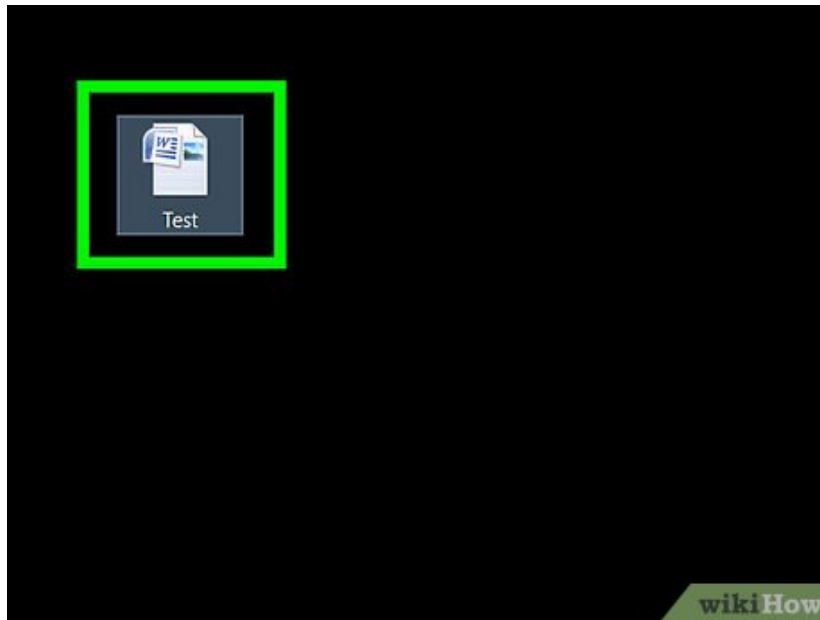
**Click anywhere on the document.** Doing so will cement your comment, allowing you to move on to the next section of text that needs commenting.

1. Be sure to save your document before closing to make sure that your comments are preserved.

Method 3 of 4:

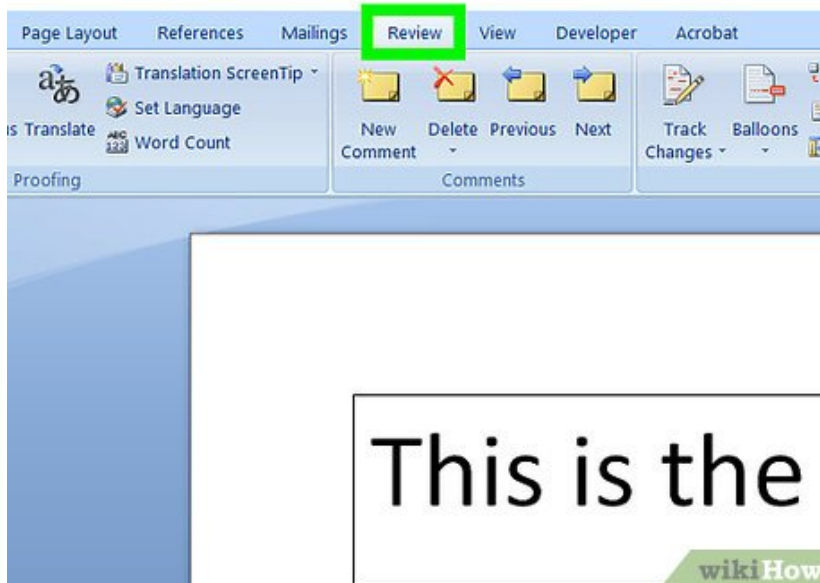
## **Adding a Handwritten Comment**

1.

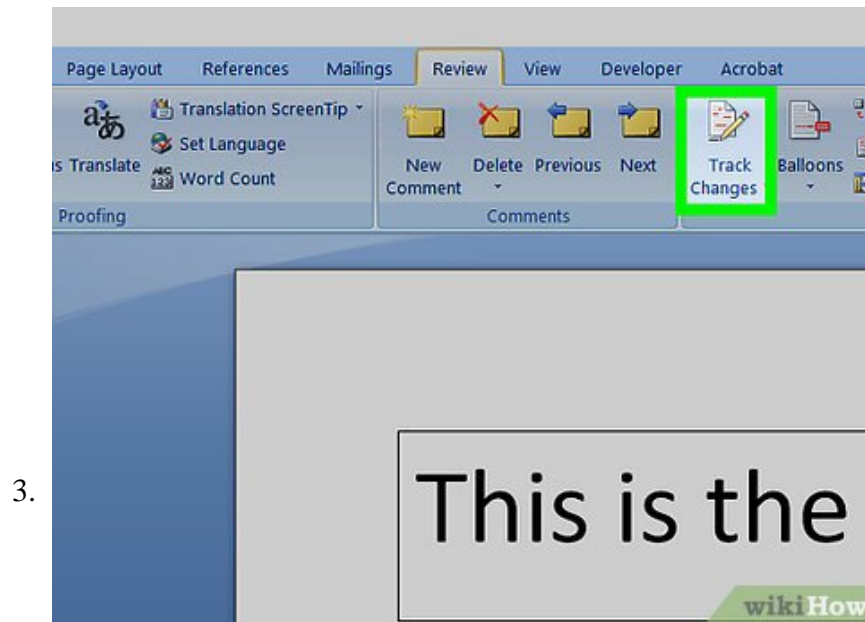


**Double-click a Word document you wish to change.** Doing so will open the document in Microsoft Word.

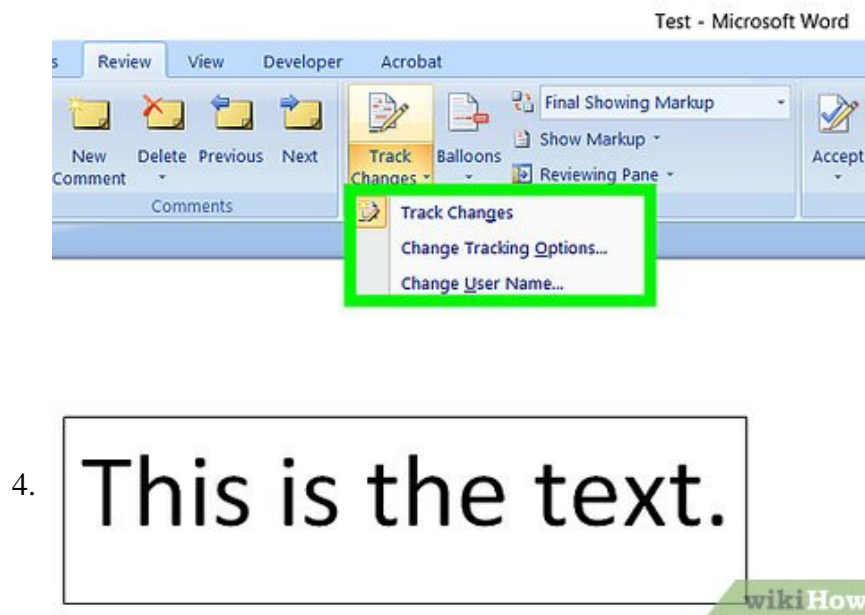
2.



**Click the **Review** tab.** It's in the blue section at the top of the document's page. Doing so will open a new set of options related to editing your document.

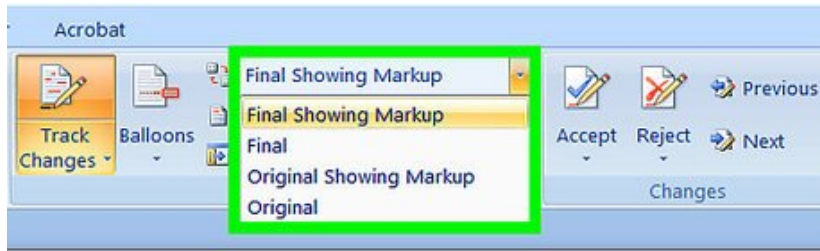


Click **Track Changes**. This option is at the top of the Word page, near the middle of the screen. Clicking it will enable Microsoft Word's "Track Changes" feature.

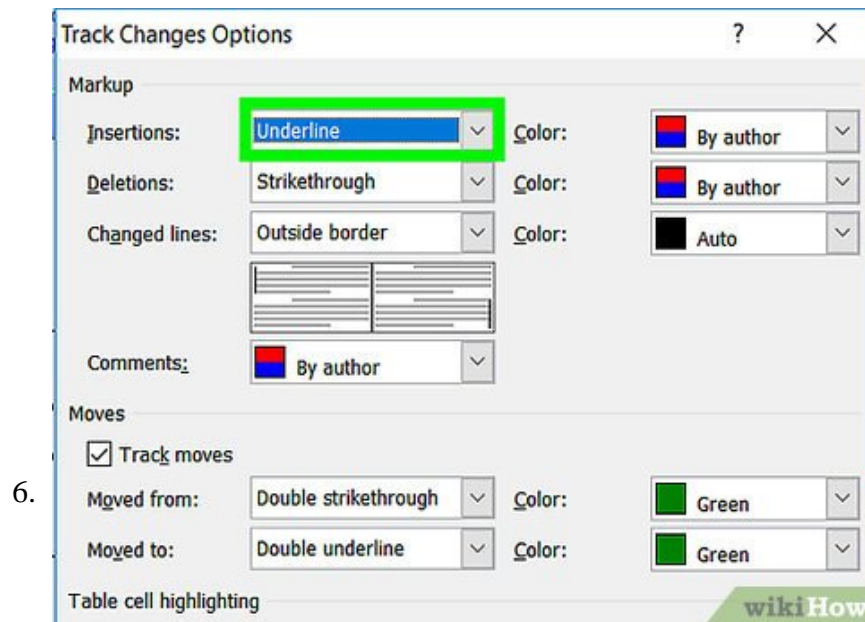


Click the drop-down box next to **Track Changes**. Doing so will present you with the following editing options:

1. **Simple Markup** - Draws a vertical red line on the far left side of any added or deleted text, but shows no other edits.
2. **All Markup** - Displays all changes you make to your document in red text and comment boxes on the left side of the page.
3. **No Markup** - Displays your changes in addition to the original document, but no red text or comment boxes appear.
4. **Original** - Displays the original document without your changes.

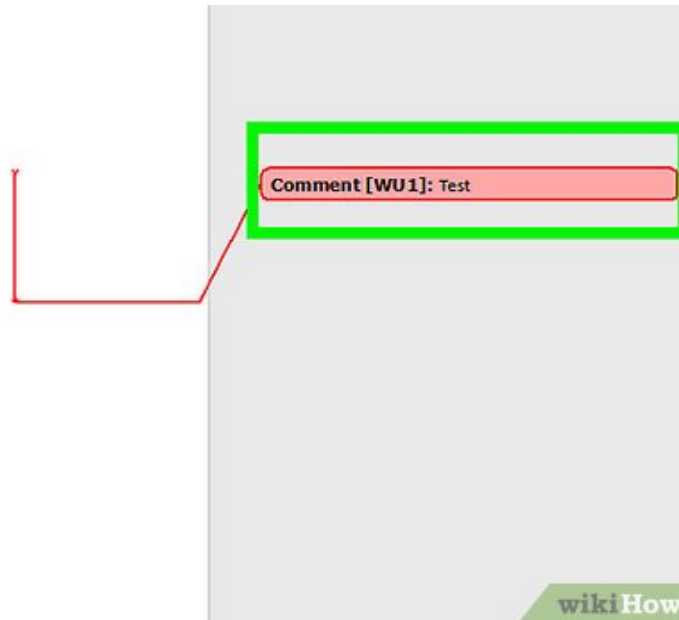


Click **All Markup**. This option allows you to leave comments for other users to review if need be.



Click **Ink Comment**. It's in the top-right corner of the "Comments" section of the toolbar at the top of the page.

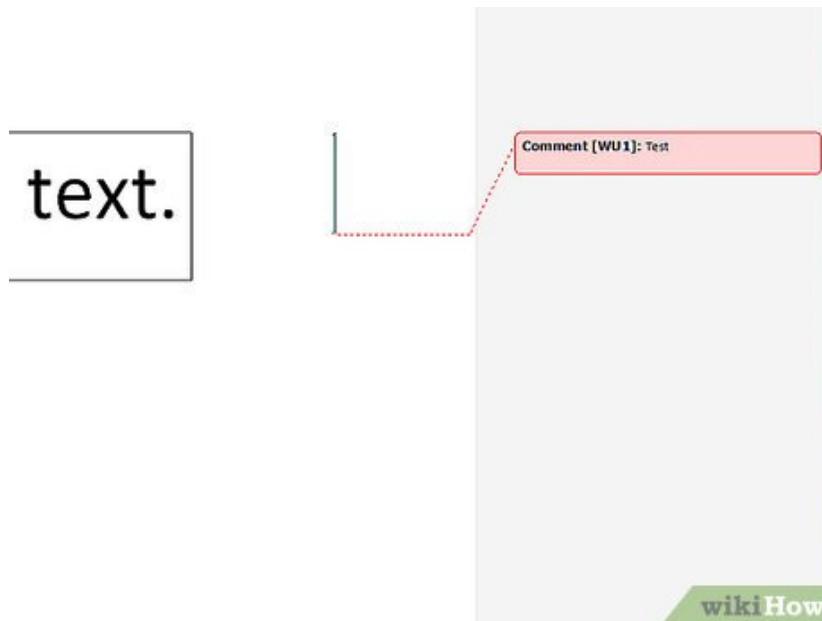
7.



**Write your comment.** You'll do so in the pane on the right side of the page.

1. If your computer doesn't have a touchscreen, you can click and drag the mouse to draw.
2. The horizontal lines in the pane will disappear when you submit your comment.

8.

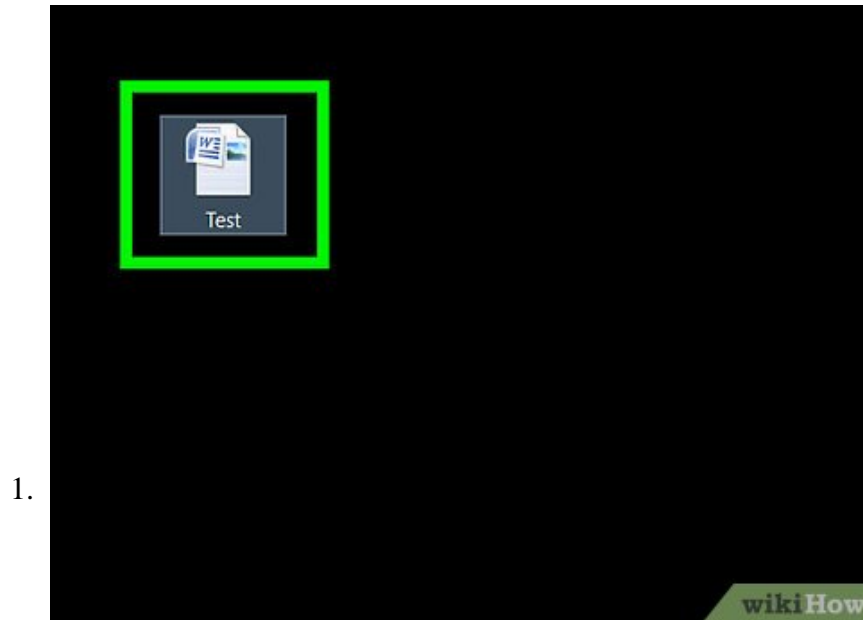


**Click or tap anywhere on the document.** Doing so will cement your comment, allowing you to move on to the next section of text that needs commenting.

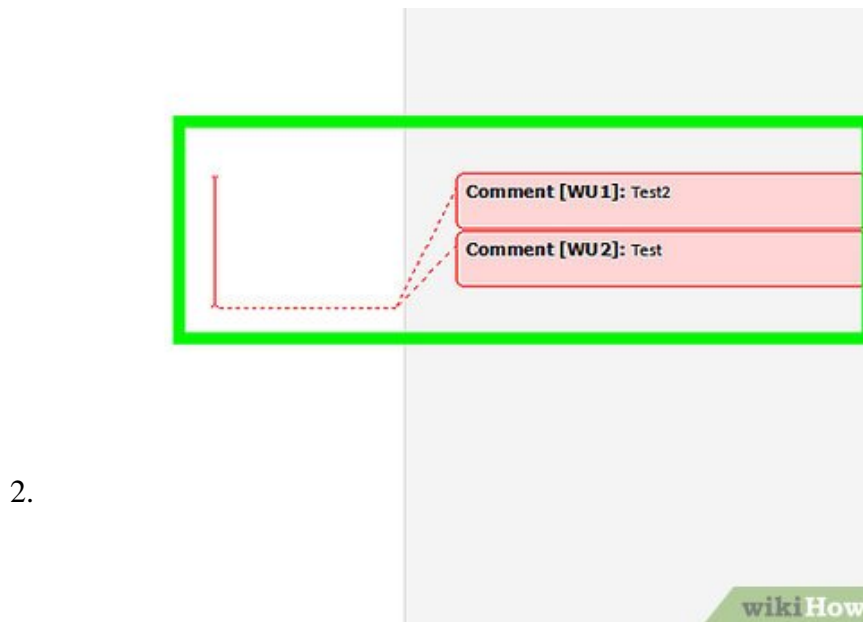
1. Be sure to save your document before closing to make sure that your comments are preserved.

Method 4 of 4:

## Replying to a Comment



**Double-click an edited Word document.** Doing so will open the document in Microsoft Word.



**Hover the cursor over a comment.** You'll see a couple of options appear below the comment.

3.

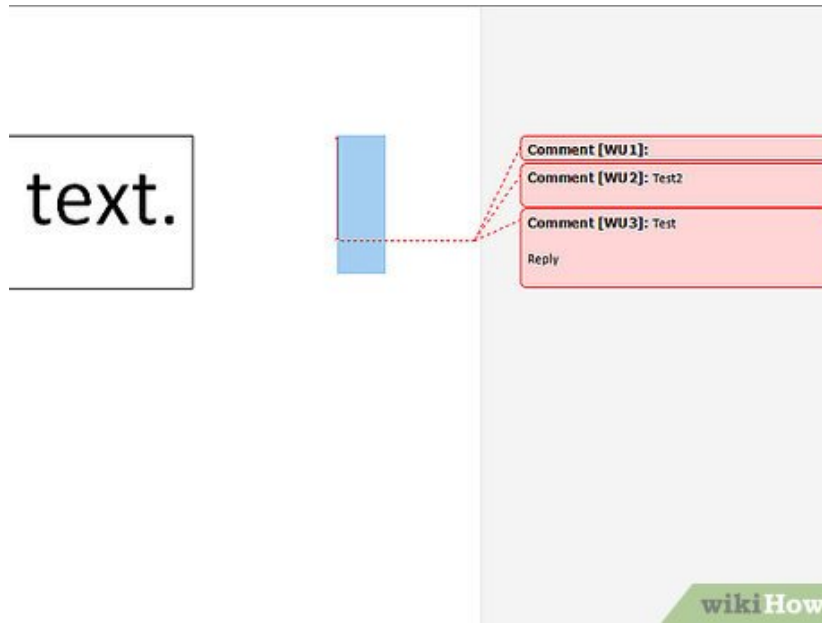


Click **Reply**. It's the leftmost option below your selected comment.

4.



**Type in your reply.** It will appear indented below the original comment.



5.

**Click anywhere on the document.** Doing so will cement your reply to the comment.

You finished reading the article "**How to Add a Comment in Microsoft Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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