

# PowerPoint 2016: Reviewing your presentation

Before submitting a presentation, users can ask others to review it and provide feedback on the slides. The presentation creator can even work with a collaborator to create a presentation together.

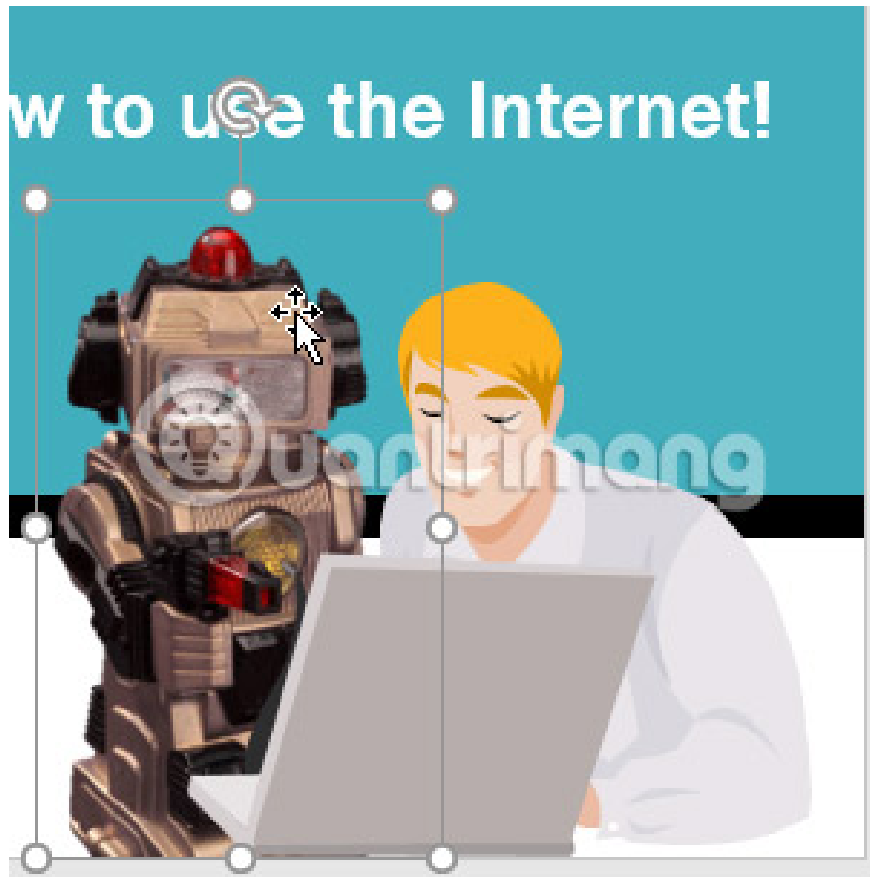
Before submitting a presentation, users can ask others to review it and provide feedback on the slides. The presentation creator can even work with a collaborator to create a presentation together. If editing a hard copy, users can add comments to the margins or compare rough drafts and the final version side-by-side. Furthermore, users can do all of this in PowerPoint 2016 using the **Comments** and Compare features .

## Comments on the presentation

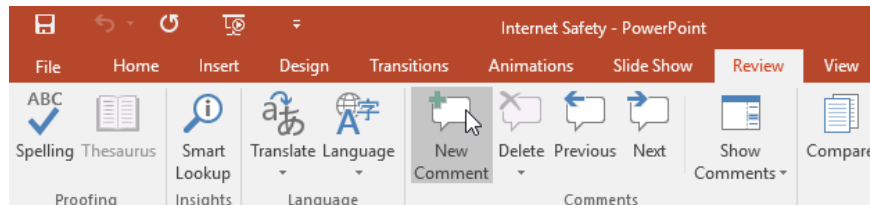
When editing or collaborating on a presentation, users may want to add notes or suggestions without actually changing the slides. Leaving a comment allows readers to take note of something without altering the slides. Comments can be added and read by the original author or any other reviewer.

### How to add a comment

1. Select the text or object (or click the area containing the slides) where you want the comment to appear.

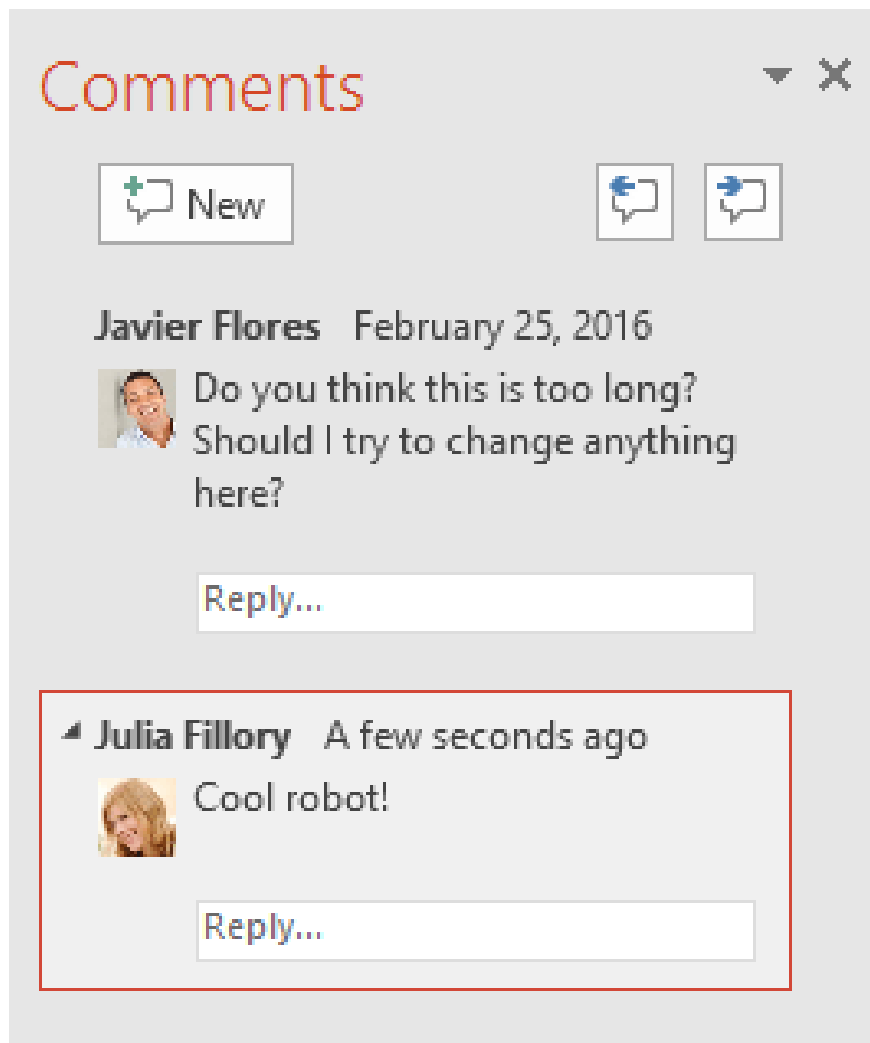


2. Go to the **Review tab**, then click the **New Comment command**.

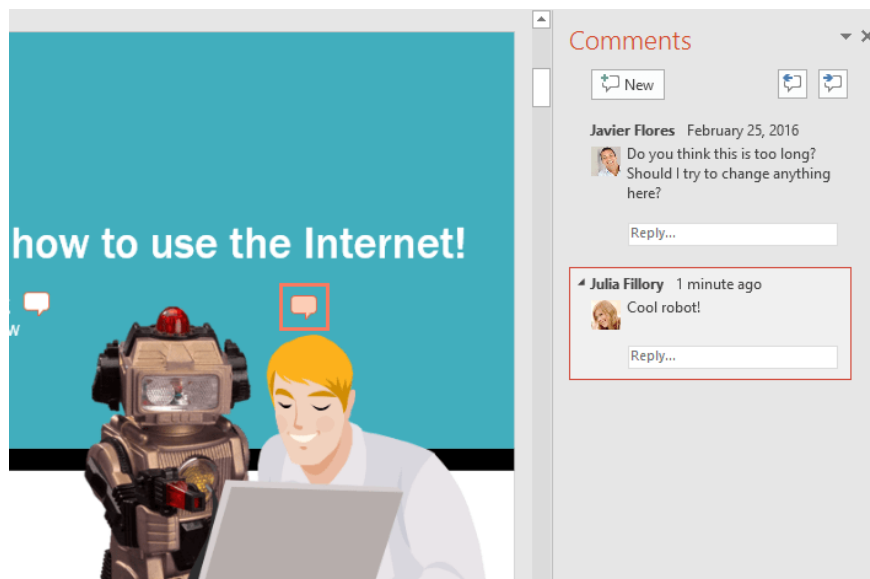


3. **The Comments** window will appear. In this example, it contains a comment created by the reviewer Javier, plus a space for another person's comment.

4. Enter your comment in the box, then press **Enter** or click anywhere outside the box to save the comment.

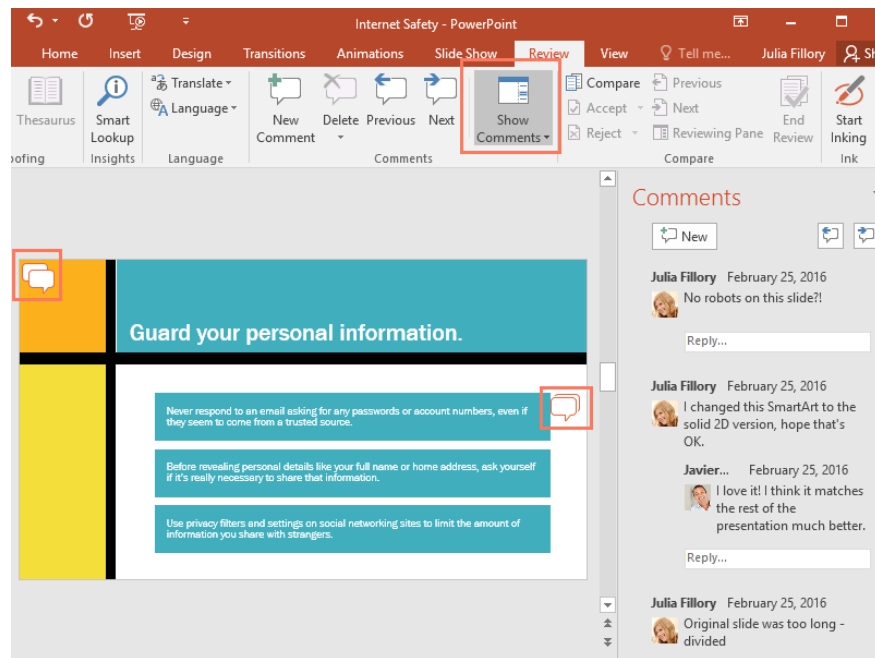


5. Comments will be indicated by a small icon on the slide.



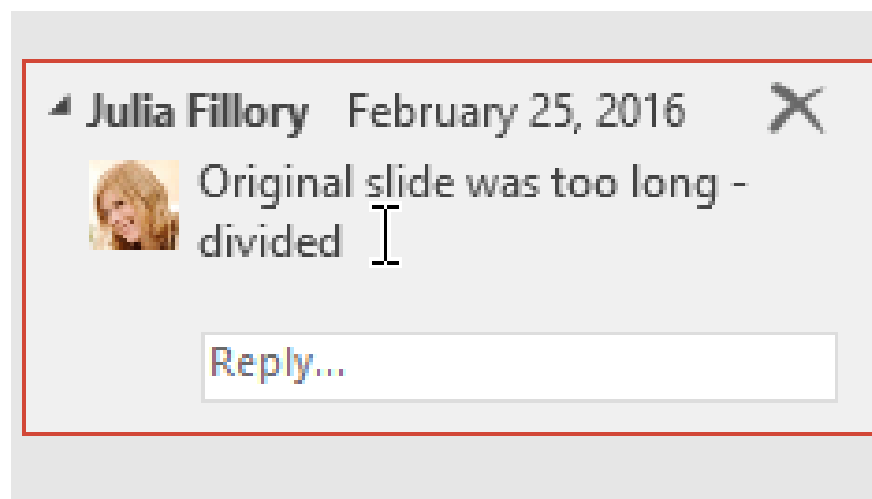
**View comments**

Users can view or reply to any comment, including comments from other reviewers, by returning to the **Comments window**. Simply click the comment icon on the slide or click the **Show Comments** command on the **Review tab**.

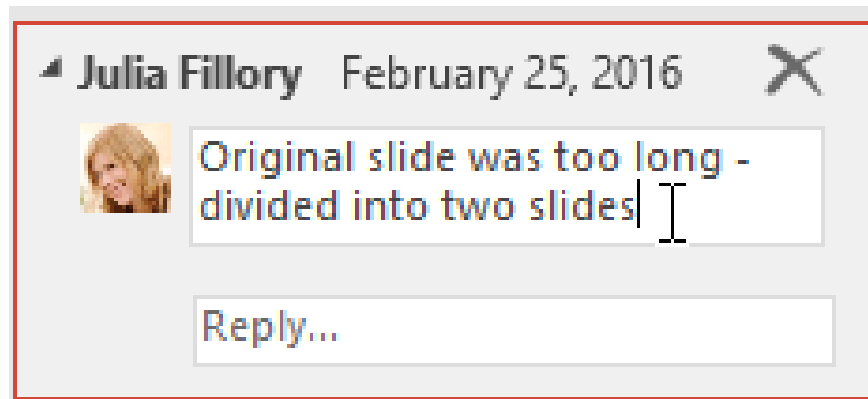


How to edit a comment:


1. In **Comments**, select the comment you want to edit.



2. Enter your desired changes, then press **Enter** or click anywhere outside the comment box. The changes will be applied.



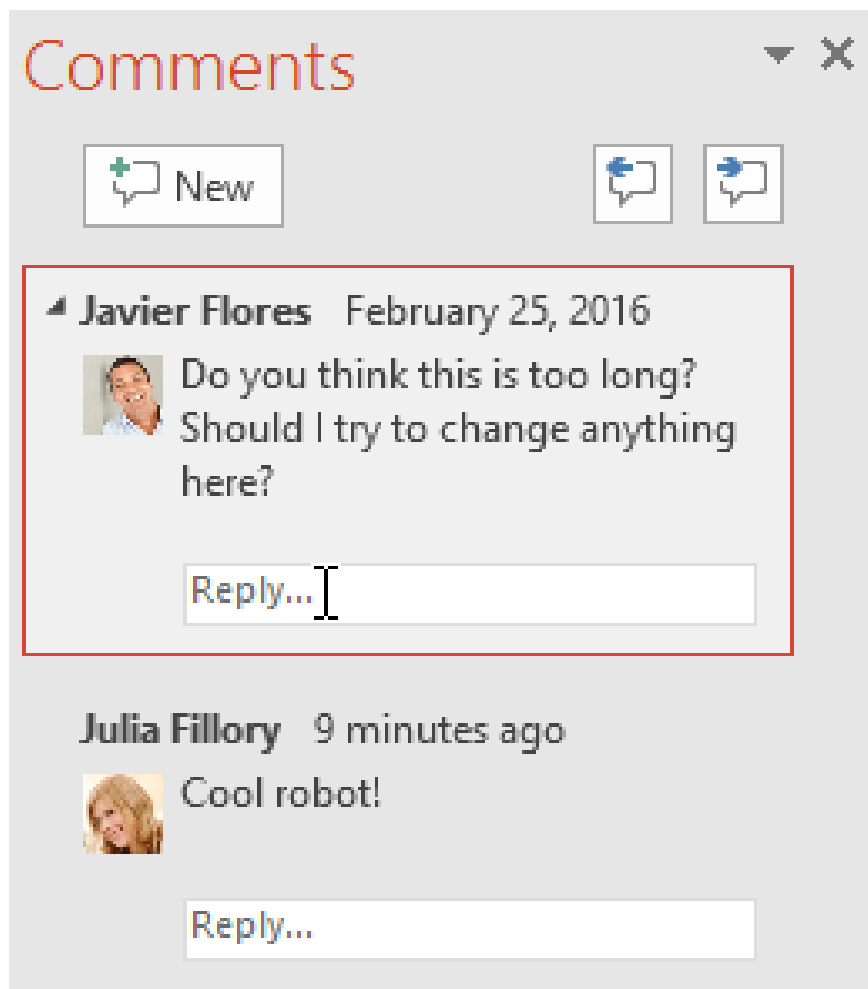
▲ Julia Fillory February 25, 2016

 Original slide was too long -  
divided into two slides




Reply...

## How to reply to a comment


1. In **Comments**, click **Reply** below the comment you want to respond to.



Comments


 New  

▲ Javier Flores February 25, 2016

 Do you think this is too long?  
Should I try to change anything  
here?

Reply...




Julia Fillory 9 minutes ago


 Cool robot!


Reply...


2. Type your comment, then press **Enter** or click anywhere outside the box. The comment will appear below the original comment, and an additional icon will be added to the slide.

## Comments

 New  

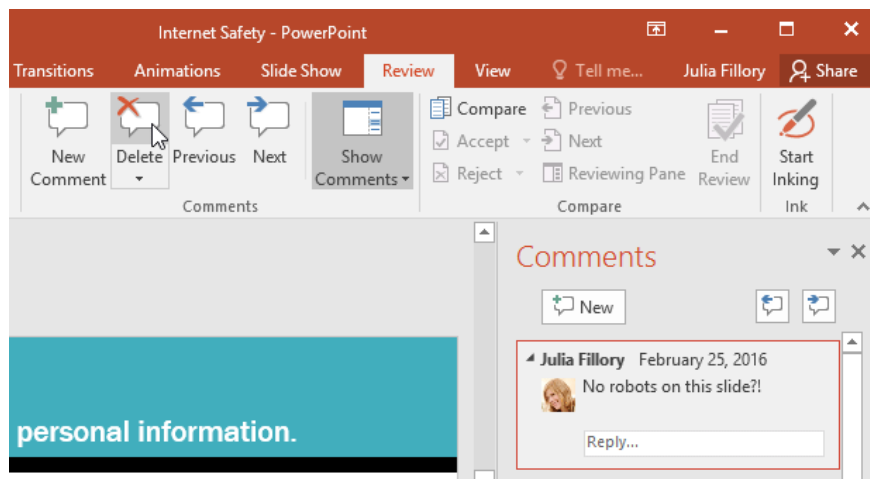
▲ **Javier Flores** February 25, 2016  
 Do you think this is too long?  
Should I try to change anything here?

**Julia F...** A few seconds ago  
 Nope, looks good to me!

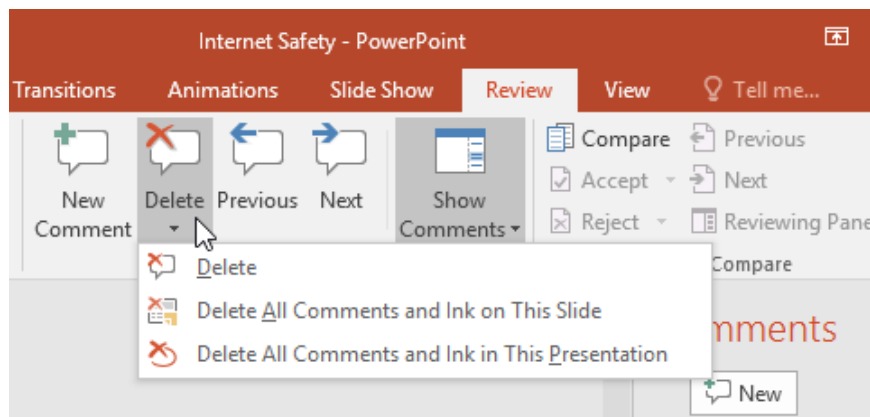
**Julia Fillory** 10 minutes ago  
 Cool robot!

### Delete comment

To delete a comment, select the comment you want to delete, then go to the **Review** tab and click the **Delete** command.



To delete multiple comments, click the drop-down arrow below the **Delete command**. Users can delete comments from the current slide or from the entire presentation.



## Compare the presentations.

There are situations where users have multiple versions of the same presentation. For example, a user might create multiple drafts, or a collaborator or colleague might save their own unique copy.

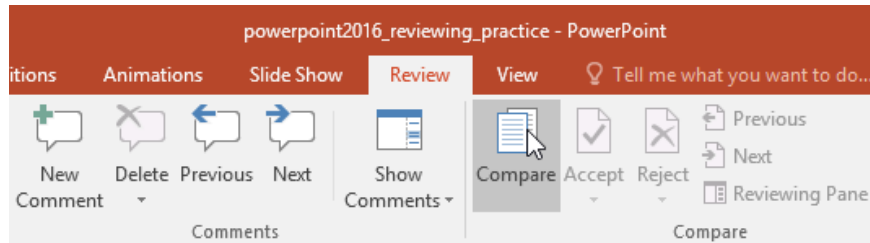
Users can easily compare and combine multiple versions using PowerPoint's **Compare** feature . This allows users to see the differences between two versions of the same presentation, so they can decide what changes to include in the final version.

### How to compare two presentations

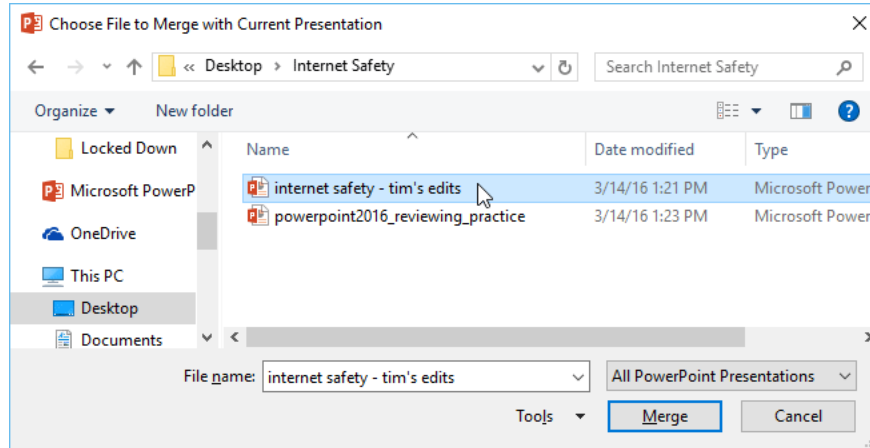
In this example, we will compare two versions of the Internet Safety for Everyone presentation.

(Reference link: [powerpoint2016\\_Vviewing\\_practice/](#) Internet safety edited by Tim )

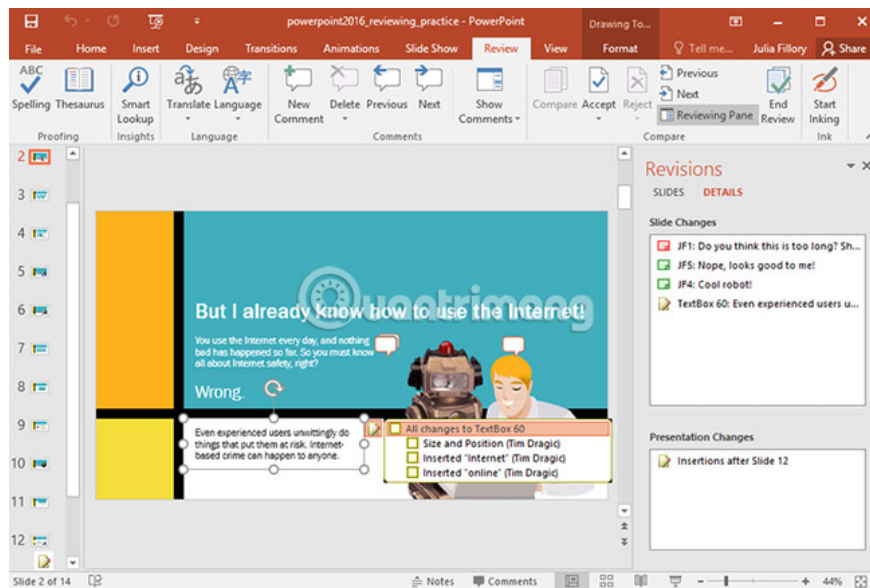
1. Open a version of the presentation you want to compare. In this example, we'll start with **powerpoint2016\_Vviewing\_practice**.
2. From the **Review tab**, select the **Compare command**.



3. A dialog box will appear. Select the second version of the presentation you want to compare, then click **Merge**. In this example, we will select the **Internet safety** version edited by Tim.



4. The **Revisions** window will appear, allowing you to compare the two presentations.



Once you are satisfied with the changes in the review, click **End Review**. Only the changes that the user accepts will be applied to the final presentation.

If you frequently use PowerPoint, don't miss these beautiful PowerPoint backgrounds .

Good luck!

You finished reading the article "**PowerPoint 2016: Reviewing your presentation**" 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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