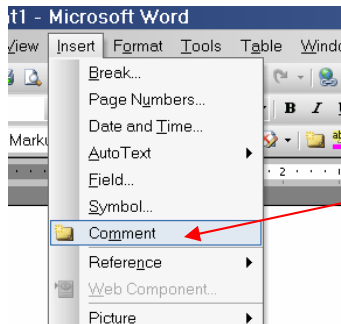
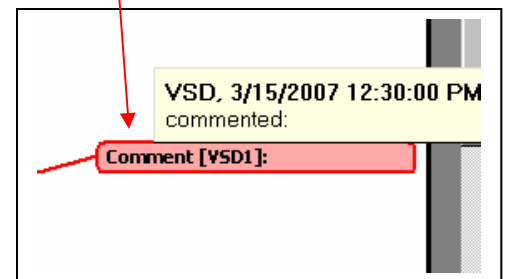
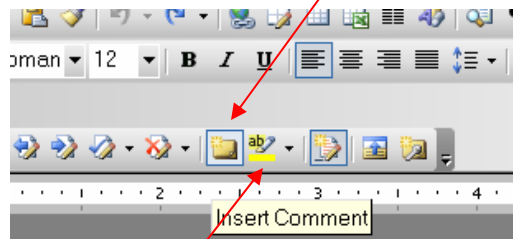


## How To Use the COMMENT Feature in Microsoft Word while writing NBPTS entries

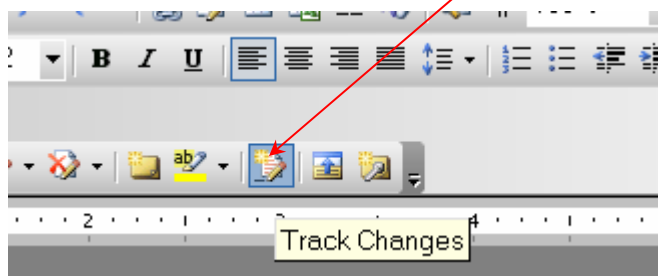
Let's say you just received an email of your cohort's recent draft of an entry. Let's say you want to add comments, revision, edits to your cohort's paper in the original document so you can email them right back instead of waiting to get hand written comments. Let's start with the most commonly used feature—COMMENTS.



1. To add a COMMENT to the document. This is used when you want to say something to the writer; ask a question; or suggest more of some topic. The first comment you want to add, you will need to highlight the section that needs a comment with the cursor and go to INSERT>COMMENT. There after, you can click the **folder icon** on the Comment Tool Bar. The comment can then be placed in the **comment bubble** in the margin. Each subsequent (different) commentator will create a different colored comment bubble so the author can track who wrote what.



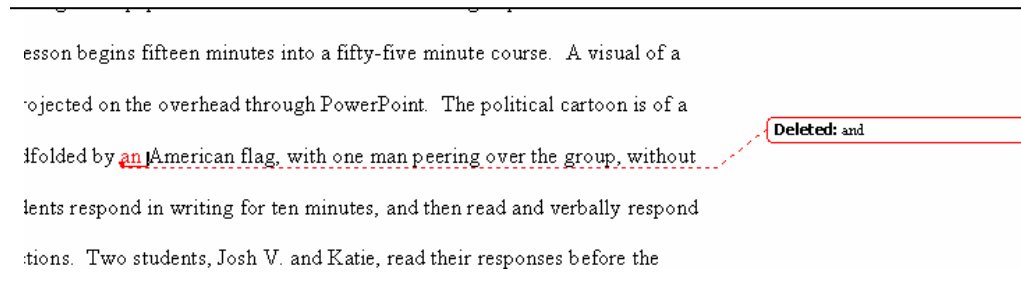
2. To **HIGHLIGHT** a section of the document. This is used when you want color-code the document. For example, you could color all of one type of writing green, and another red, allowing you or the author to see the difference. The icon is a highlighter. If you click the highlighter, it will highlight the selected section the color that is currently shown. In the above picture, that color would be yellow. If you click the downward arrow adjacent the highlighter, you have a variety of color options.
3. Use the **TRACK CHANGES** button to have the software put every addition, deletion, or any format change to the document. This keeps a running record of your thoughts for the author. Click the button to turn that feature on. Click it again to turn it off. The reason you would want it off is if you want to add highlighting or writing at the bottom of the entry and don't want the Track Changes button to register in the margins that there has been a change. Play around with this feature by adding or omitting items within a selection of writing, clicking the Track Changes button on and off, to see the difference.



Extra Hint: The author can right-click a comment and select "Delete" to delete comment or click comment and go to the comment tool bar and select "Delete" comment. The author can also, at the end of your revising, select "Delete All Comments" as a quick way to erase all at once.

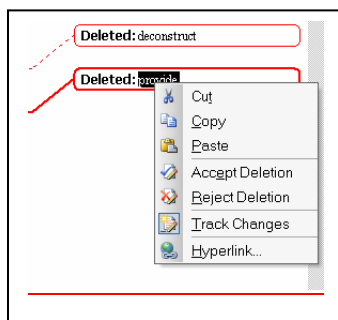
## How To Use the COMMENT Feature in Microsoft Word while writing NBPTS entries

- To make a REVISION/ EDIT to the document. This is used when you want to make a change in the document. If you have clicked the TRACK CHANGES button, the revision is added in red within the document. If the Track Changes button is not depressed, it will not “track” the change.



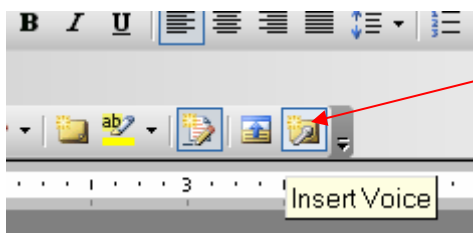
Here the word “and” was deleted and replaced with “an”.

- The author will have the option to Accept or Delete your change. The author can Accept or Reject the revision/edit either by right-clicking the comment bubble and following the menus, or by clicking the comment bubble and using the Comment Tool Bar.



Here, two items have been deleted. The author has right-clicked the comment bubble and a pull down menu appears. The author can choose to Accept or Reject the deleted word.

- Another feature you may find useful, if you and your cohort have the support system to pull it off, is the addition of audio commentary.



(step A) Click the Insert Voice button



(step B) Press record button and state your comment. A comment bubble appears when you are done.



(step C) Author clicks the speaker icon and listens. Make sure your volume is on and up.

To hear an audio lesson of how to use Microsoft Comment feature, here is the link:  
<http://office.microsoft.com/training/training.aspx?AssetID=RC011600131033>