

# Microsoft Word - Reviewing and Sharing Documents



## Reviewing and Sharing Documents.

### *What is a Comment?*

Comments: Very helpful when others are editing your document, and wish to ask questions about passages with the document.

When a comment is inserted in Print Layout View, Word opens a balloon or the reviewing pane where a comment can be entered.

Word can include name / initials of the person who made comments to the document you must setup your information from the **Review** tab.

Also by setting up the user information their name can be used with the track changes features.