



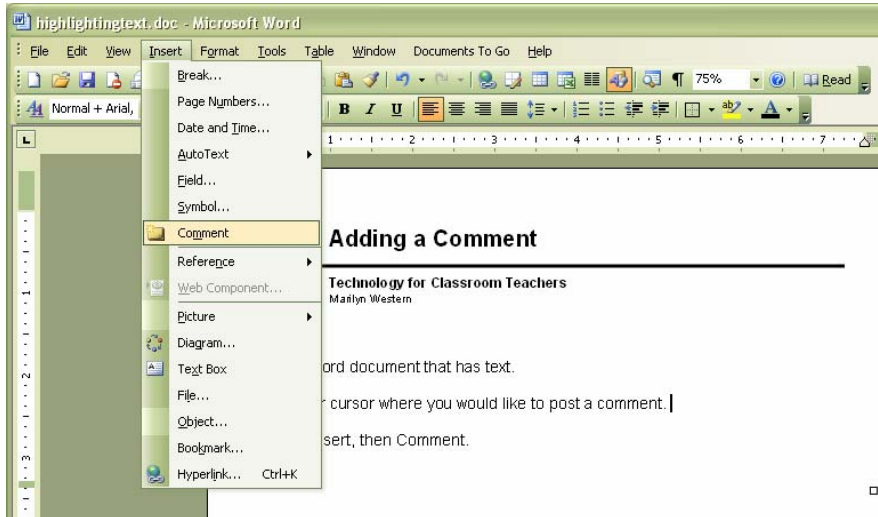
# Adding a Comment

Technology for Classroom Teachers  
Marilyn Western

Open a Word document that has text.

Place your cursor where you would like to post a comment.

Click on Insert, then Comment.



Then, just start **writing!**

Comment [D1]:

To identify who is making comments or making changes:

On the **Tools** menu, click **Options** then select the **User Information** tab of the dialog box and type in the name of the new user in the **Name** field.

Permission granted to distribute this document to classroom teachers as long as credit is given to Marilyn Western.