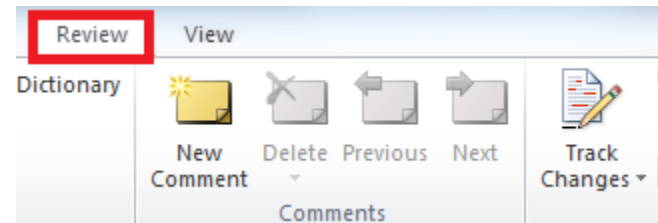


# Creating a new comment

- **Left click** next to the text in your document that you wish to comment on.

- **Left click on the Review Tab.**



- **Left click** on the **New Comment** box. In the box that appears, type your comment and when finished press enter on the keyboard.