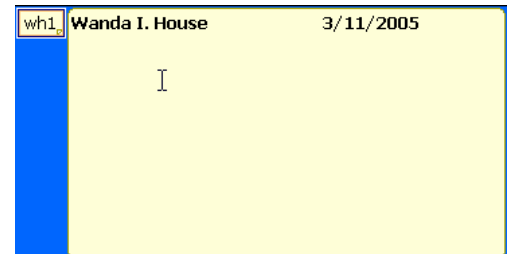


Inserting Comments

A comment is a description that does not normally display as part of the slide show. It can be used to clarify information that may be difficult to understand, to pose questions, or to communicate suggestions about the presentation.

Inserting a Comment

- ❖ Click **Insert** on the **Menu Bar**.
- ❖ Click **Comments** from the list of options that appears.
- ❖ A Comment box will appear in the slide near the point where the insertion point is located (see illustration).
- ❖ Input the **Comment**.
- ❖ When you click away from the Comment, the **Comment Marker** will appear in the slide.
- ❖ The **Comment Marker** is the area in the illustration that contains **wh1**.



Editing a Comment

- ❖ Right-click the **Comment Marker**.
- ❖ Choose **Edit Comment** from the shortcut menu.
- ❖ Make any desired changes to the Comment.
- ❖ Click away from the Comment to deselect it.

Deleting a Comment

- ❖ Right-click the **Comment Marker**.
- ❖ Click the **Delete Comment** option from the shortcut menu.

Printing Comments

- ❖ Click **File** on the **Menu Bar**.
- ❖ Choose **Print** from the list of options.
- ❖ Click the check box for the **Include comment pages**.
- ❖ The **Comments** will print on a separate sheet of paper.