

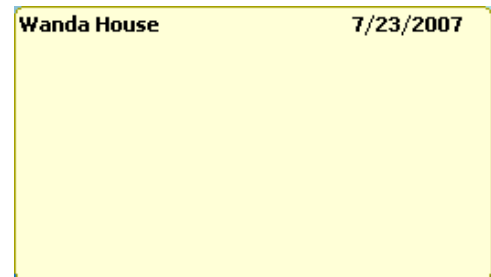
## INSERTING COMMENTS

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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 the **Review Tab**.
- ✦ In the **Comments Group**, click the **New Comment** button.
- ✦ 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.



### Editing a Comment

- ✦ Do one of the following:
  - ✦ Right-click the **Comment Marker** and choose **Edit Comment** from the shortcut menu.
  - ✦ Select the **Comment** and then click **Edit Comment** in the **Comments Group**.
- ✦ Make any desired changes to the Comment.
- ✦ Click away from the Comment to deselect it.

### Deleting a Comment

- ✦ Click the **Comment Marker**.
- ✦ Click the **Delete** button in the **Comments Group**.

### Printing Comments

- ✦ Click the **Office Button**.
- ✦ Click **Print**.
- ✦ The **Print** dialog box will display.
- ✦ In the **Print What** list, choose how the print out will appear, such as Outline or Handouts.
- ✦ Click the check box for the **Print Comments and Ink Markup**.
- ✦ Select any other options for printing a presentation.
- ✦ Click the **OK** button to send the document to the printer.
- ✦ The **Comments** will print on a separate sheet of paper.