

## Adding other comments

Writer provides another type of comment, which authors and reviewers can use to exchange ideas, ask for suggestions, or mark items needing attention.

You can select a block of text, including multiple paragraphs, to be highlighted for a comment, or you can insert a comment at a single point. To insert a comment, select the text, or place the cursor in the place the comment refers to. Right-click and choose **Insert > Comment** or press *Ctrl+Alt+C* or click the **Insert Comment** button (not the same as the **Insert Track Change Comment** button) on the Track Changes toolbar.

The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where you can type the text of the comment. A **Comments** button is also added to the right of the horizontal ruler (Figure 51); you can click this button to toggle the display of the comments on and off.

Writer automatically adds the author's name and a time stamp indicating when the comment was created. Select **Tools > Options > LibreOffice > User Data** to enter or change the name you want to appear in the Author field of the comment.

When you are finished with your comment, click somewhere else on a page of your document. Otherwise, you will not be able to move away from the comment box.

If more than one person edits the document, each author is automatically allocated a different background color. Figure 51 shows an example of text with comments from two different authors. If an author selects text that overlaps another author's comments, then the comments from the second author are nested with those of the first author.

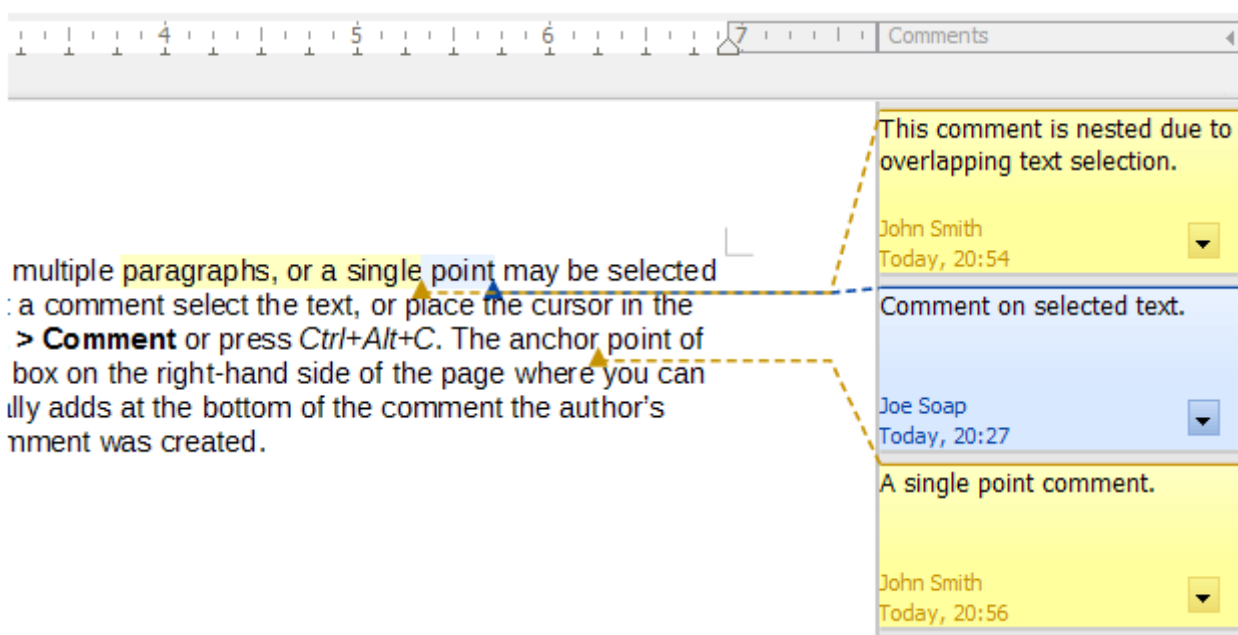


Figure 51: Comments in LibreOffice

Right-click a comment to open a context menu where you can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, you can also choose **Format all comments** to open a dialog to apply some basic formatting to the text of the comment. You can also change font type, size, and alignment from the Menu bar.

When the document has been reviewed and commented and requires your action in its contents, you can mark the comment Resolved or Unresolved, using options on the comment's context menu. When you mark the comment resolved, the word Resolved is inserted under the date in the comment box. You can toggle the display of all resolved comments in the document by using **View > Resolved Comments** on the Menu bar.