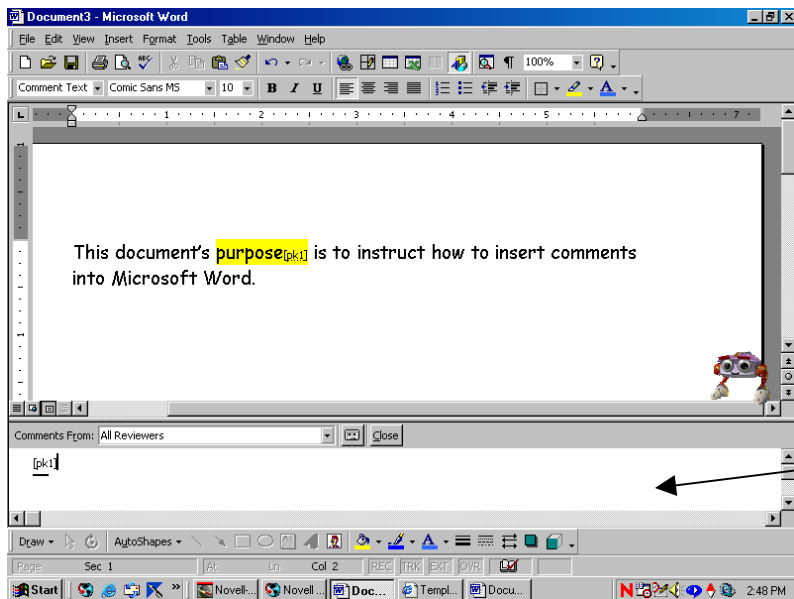
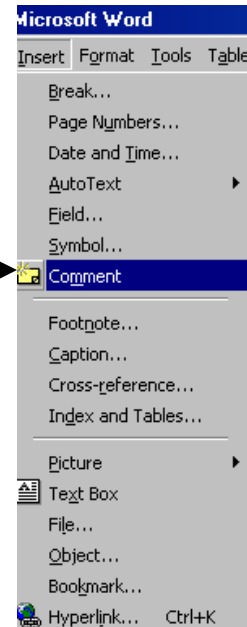


Insert Comments

- Open the document in Microsoft Word that you would like to add comments to.
- Highlight the word/sentence.
- Click on the INSERT menu and select COMMENT.



- Type your comment in the comment section at the bottom of the screen.

After comments are added, the comments can be viewed by moving the mouse over the highlighted sections.