

## **Digital Tip in Action: Reviewing Collaborative Documents**

**[00:00]** When collaborators work remotely, it can be inconvenient and time-consuming to exchange comments on paper drafts. Fortunately, the programs you use to create and compose documents allow you to provide feedback electronically. This tutorial demonstrates how to comment on documents in three popular programs: Microsoft Word, Adobe Acrobat, and Google Drive. To add a comment to a file in Microsoft Word,

**[00:30]** click Review in the ribbon. If you don't see Review, and you're on a Mac, go to your Preferences, enter the ribbon settings, and make sure that Review is selected. On a PC, you'd select File, Options, and Customize Toolbar. Going back into the document, click or highlight where you'd like to comment. Then, select New Comment in the reviewing toolbar.

**[01:00]** Type your comment. When you've actively clicked on or are typing a comment, other ribbon commands will be available, such as Delete, Previous, and Next. You can also quickly delete a comment by right-clicking and selecting that option from the drop-down menu. If multiple reviewers comment on the same file, their comments will appear in different colors, with each commenter's name preceding their comment. Now let's look at making comments

**[01:30]** in Adobe Acrobat. At right, we see functions grouped together: Tools, Comment, and Share. Click Comment to prompt annotation functions. You can add pop-up sticky notes to anywhere on a page. You can type a comment and then minimize or expand that note. You can highlight and comment on lines of text. You can also strike out text to indicate deletion.

**[02:00]** Hover your mouse over each Comment icon to explore more functions. You can also view a history of everyone's comments in the Comments List. In Google Drive, commenting works in similar ways. Insert a new comment by clicking Edit and then

**[02:30]** Comment. Type your note. Confirm your comment and then explore more options like Reply and Resolve. You can also set your preferences about when you'd like notifications about new or modified comments. And that's how you can use digital comments to review collaborative documents.