

Commenting in Google Docs

Comments let you have a conversation about something you're working on. Comment threads, called discussions, help you keep track of comments, address your comments to specific people, and respond to and follow comments from your email inbox.

Inserting Comments

Comments are a handy way of adding notes to your documents, spreadsheets, and presentations that are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make.

To add a comment, follow these instructions:

1. Highlight or select the text, object, or spreadsheet cell you'd like to comment on. If you're working with a presentation, you can highlight an entire slide by selecting it from the list of slides on the left.
2. From the **Insert** menu, select **Comment**. You can also use the keyboard shortcut **Ctrl + Alt + M** (**Cmd + Option + M** on a Mac) to insert a comment.
3. Type your comment in the box that appears to the right of the document.

Action items

Comment on newsletter discussion boards for summer ideas
Create Summer edition newsletter

Person responsible

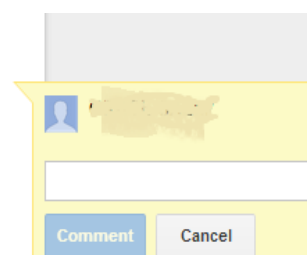
Campus TIS
...

Deadline

Before April 21
Before May 19

2. Lesson Planning

Time allotted: 1.50 min / Agenda topic: 35. Missions Projects



If you'd like to address your comment to a specific person, type a plus sign followed by their email address, like this: +johndoe@google.com. That person will receive an email with your comment.

Working with Comments

After inserting a comment, there are two main places you can work with it — within the yellow comment box, or from within the discussions thread, which you can access by clicking the **Comments** button in the top right-hand corner of your browser window.

You can **reply** to a comment with a new post, **edit** or delete a previous comment you've inserted, and **resolve** the discussion when you're ready to remove it. Resolving a discussion removes the discussion from your document, spreadsheet, or presentation, but resolved threads will always be available under **Comments** in the right-hand corner of your document.

Modified from Google Support