

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 16)
[Adding Comments]

Date: 29-04-20

Adding comments to a document:

Authors and reviewers often use comments to exchange ideas, ask for suggestions, or mark items needing attention.

We can connect a comment to multiple paragraphs or a single point. To insert a comment, select the text, or place the cursor in the place the comment refers to, and choose **Insert > Comment** or press *Ctrl+Alt+C*. The anchor point of the comment is connected by a dotted line to a box on the right-hand side of the page where we can type the text of the comment. A Comments button is also added to the right of the horizontal ruler at the top of the page; we can click this button to toggle the display of the comments.

Formatting comments:

At the bottom of the comment, Writer automatically adds the author's name and a time stamp indicating when the comment was created. If more than one person edits the document, each author is automatically allocated a different background color. Figure shows an example of text with comments from two different authors.

Click **Module1** and click **Save**.

Create other macros, for example to insert an em-dash.

Tools > Customize > Keyboard tab (Figure 11). In the *Shortcut keys list*, pick an example, *Ctrl+Shift+M* for an em-dash). In the *Category list*, scroll across, click the + sign (or small triangle, depending on your version). Then click the + (or triangle) next to the **Standard** library and choose **Em Dash** in the list, choose **Emdash** and click the **Modify** button on the upper right. The combination now appears in the *Keys list* on the lower right, and click **Ctrl+Shift+M** in the *Shortcut keys list*.

Click **Tools > Customize > Keyboard** tab (Figure 11). In the *Shortcut keys list*, pick an example, *Ctrl+Shift+N* for an em-dash). In the *Category list*, scroll across, click the + sign (or small triangle, depending on your version). Then click the + (or triangle) next to the **Standard** library and choose **Em Dash** in the list, choose **Emdash** and click the **Modify** button on the upper right. The combination now appears in the *Keys list* on the lower right, and click **Ctrl+Shift+N** in the *Shortcut keys list*.



Choose **Tools > Options > LibreOffice > User Data** to configure the name we want to appear in the Author field of the comment, or to change it.

Right-click on a comment to open a context menu where we can delete the current comment, all the comments from the same author, or all the comments in the document. From this menu, we can also reply to a comment and open a dialog to apply some basic formatting to the text.

Navigating through comments:

To navigate from one comment to another, open the Navigator (*F5*), expand the Comments Section, and click on the comment text to move the cursor to the anchor point of the comment in the document. Click the comment directly to edit it and right-click on the comment to delete it.

We can also navigate through the comments using the keyboard. Use *Ctrl+Alt+Page Down* to move to the next comment and *Ctrl+Alt+Page Up* to move to the previous comment.

Printing comments:

When a document contains comments, the print dialog has an option for comments to be printed next to the text in the right margin, as they appear on the screen. In that case, the text on each page is scaled down to make space for the comments. The Print dialog also has options for placing comments at the end of the page or at the end of the document, or for printing only the comments.

Assignments:

- **In which situation we can add comments in our document? How can we add comments to a particular paragraph in LibreOffice Writer.**