Google Docs allows multiple collaborators to add comments, post replies to comments, edit and delete replies and comments, and resolve inquiries. You must have access to the Doc in order to leave comments. There are three different ways to add a comment to a Google Doc:

- Go to the Insert menu > Comment;
- Click the Comment button in the upper right-hand of the toolbar; or
- Use the keyboard shortcut Ctrl + Alt + M (Cmd + Option + M on a Mac).

I. First method: To add a comment, place your cursor in the place where you’d like to leave a comment.

Then select the Insert tab and the Comment option in the drop-down menu.

A text box will appear for you to type in your comments. Press the blue Comment button when you’re finished.
II. **Second method:** To add a comment, place your cursor in the place where you’d like to leave a comment (See above). Then select the *Comments* button in the upper right-hand corner of the toolbar.

A *Comment* message window will appear. Select the *Comment* tool within that window.

A text box will appear for you to type in your comments. Press the blue *Comment* button when you’re finished.

**FOR ALL METHODS**

**Errors:** If you make a mistake when commenting, select the three dots to the right of the *Resolve* button to edit or delete comment. Please note that once you delete a comment, it’s permanently gone.
**Replies:** To reply to a comment, click the comment box and a *Reply* text box will appear underneath. If you make a mistake in your reply, you can delete your reply without deleting an original comment.

**Resolutions:** Note that the *Resolve* button doesn’t appear until you hover over it. Once you’ve resolved an issue, select the *Resolve* button to hide it.

**Re-open discussion:** Resolved comments will continue to display in the comments message window. To reveal this window, select the *Comment* button (beside the *Share* button) to display comment history. Within the window, select the *Re-open* link near the green checkmark to reactivate the comment for further discussion.

**Direct a comment to a specific person:** To make sure that a specific person sees a note meant for them, you can address a comment to a specific person so that they receive an email notification about your comment. Follow this pathway: Highlight the information with cursor> Select *Insert* tab> Select *Comment* feature in drop-down menu > Type in your comment> Add a (+) followed by the email address of the person you want to see the message, for example: +johndoe@google.com > Click blue *Comment* button.
**Get notifications about comments:** You can find out when others are leaving comments in your files by setting up email notifications for comments. Follow this pathway: Select *Comments* button in the top-right corner of your file > Click *Notifications* > Choose a notification setting for how often you want to receive emails about comments: *All, Only yours, or None.*

![Image of comments in a document]

*Note: These instructions are also available in a video screencast.*