Accessing Comments in Microsoft Word and Printing Your Final Paper

A Writing Consultant has reviewed and attached the file you submitted to the CCCC Online Writing Lab. Please save or print the following instructions for reference if you have any problems accessing the comments.

Each critique consists of two sections:

1) Colored highlighting of problematic areas

2) Comment balloons, with suggestions for improvement

Open the file in MS Word. You will see problematic areas highlighted in yellow and comments inserted at the end of most highlighted sections. The comments will offer explanations and/or suggestions for improvement. All versions of MS Word will show typed comments. However, the way comments appear on your screen will depend on which version of Word you are using and on the settings in your software.

If you have problems viewing the typed comments, go to “Help” and “Troubleshooting” in your software and find instructions for activating typed “Comments.” The following suggestions address only the most common problems associated with activating comments in MS Word.

Typed Comments:

Usually, clicking “View” > “Print Layout” will activate the comments. If the comment balloons do not appear, go to “View” > “Toolbars” > “Reviewing.” When the toolbar appears, click “Show” > “Comments.” In other versions of Word, the comments might appear in a window at the bottom of the screen or as pop-up balloons when you place the cursor over an insertion point for a “Note” (N1, N2, etc.).

In MS Word, the typed comments appear in balloons at the right margin. A dotted line connects the balloon to its insertion point. To view the insertion point for a particular comment, click inside its balloon. The balloon’s background color will darken and the dotted line will change to a solid one.
**Student Record:**

The Student Record form serves as verification of your Writing Center consultation. One copy of your Student Record will be filed in the Spring Creek Writing Center; another will be sent to your instructor. An online consultation serves the same purposes as an in-person Writing Center visit. Your Student Record will look like this:

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**Name:** Student, John Q.  
**Professor:** J. Instructor  
**SS#:** 555-55-5555  
**Course/Sec:** Engl. 1302.S32  
**E-mail:** johnqstudent@sbcglobal.net

**Date:** 12-Aug-05  
**Session 1:** 8:00-8:45 a.m.  
**Session 2:** Essay Type: Narration  
**File/Hours:** Review 1 0.75  
**Consultant:** Joani Reese

The Areas of Concern listed below identify problems in your paper:

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**Printing Final Paper**

After you have made all changes in your paper, you can omit the highlighting and suppress the comment balloons for printing. That way, you will retain the comment balloons, but they will now show when you print the paper. Usually, clicking "View" > "Markup" will remove the comments.