

How to make a comment (or respond to a comment) in a Google Document.

#1: Click on “Comments” in the upper right hand corner.

#2: The “Comment” history will appear.

#3: Click here to “Add a comment”.

#4: Enter your comment.

#5: Click “Comment” to post your comment.

#6: To respond to a posted comment or question, click “Comment”.

#7: Enter your reply in the dialogue box that appears.

#8: Click “Comment” to post your reply.