Inserting Comments into a Google Document

1. **Open** a document you have been given permission to comment or edit.

2. To insert a comment, highlight a section of the text you'd like to comment on, go to the task bar, select insert, then from the drop down, select '**Comment**'

3. To see if anyone has revised or changed the document; select file at the task bar and from the drop down '**See Revision History**'. From this, you can restore the document to any of its previous layouts.

4. To tag someone to alert them of a comment you made, insert a comment like before, create the @ sign, and then type whomever you'd like to alert.