

# Commenting and Highlighting

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## Commenting on your peers' drafts

1. Highlight the text, images, cells or slides you want to comment on by using your cursor
2. To activate the comment feature:
  - a. Click the “Add Comment” item on the toolbar



Or

- b. Click the “Add Comment” icon on the right side of the document



3. Type your comment
4. Click “Comment”

See a quick demonstration here:

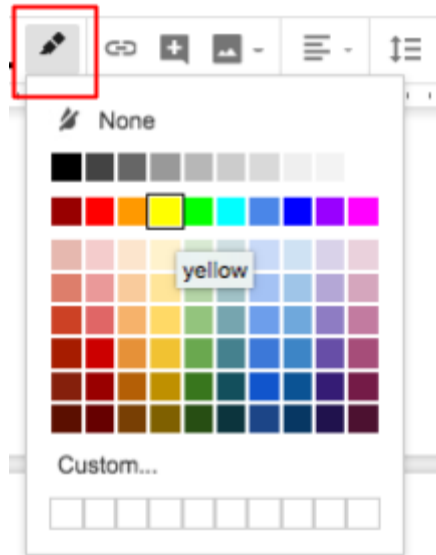


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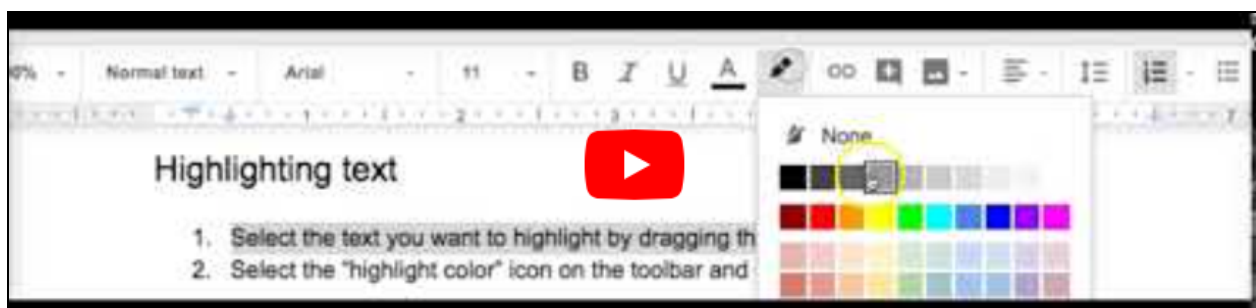
## Highlighting text

1. Select the text you want to highlight by dragging the cursor over the text
2. Select the “highlight color” icon on the toolbar and choose your color



3. Now the text should be highlighted

See a quick demonstration here:



*Note:* To remove the highlighted text, simply select the same text, click the “highlight color” icon, and select “None”

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