


Commenting

Overview


The *Commenting* functionality allows users to both add comments to selections of text in a document and read comments that other users have written within a document.

 *Commenting* is an optional functionality of EditLive!. Check with your Systems Administrator first to ensure this functionality exists in your instance of EditLive!.

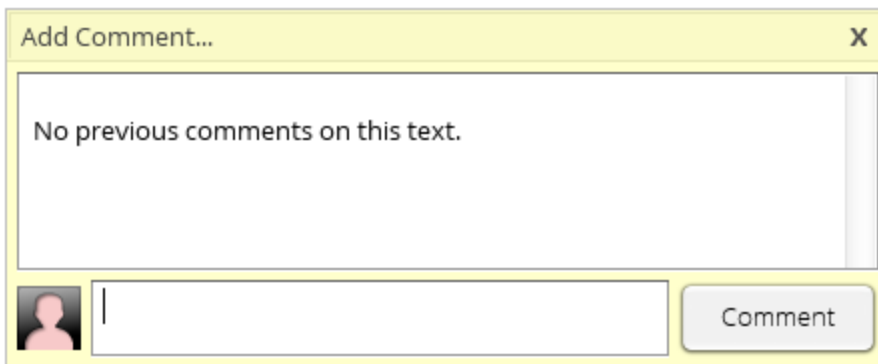
Adding a New Comment to Text With No Prior Comments

If the text that you want to comment on does not have any previous comments added to it, you will need to:

- Select all of the text you would like the comment to appear on
- Navigate to the **Add Comment...** menu item in the **Track Changes** menu or right-click and choose **Add Comment..**

 The **Add Comment...** menu items may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

This will display the Commenting popup next to the selected text, as follows:



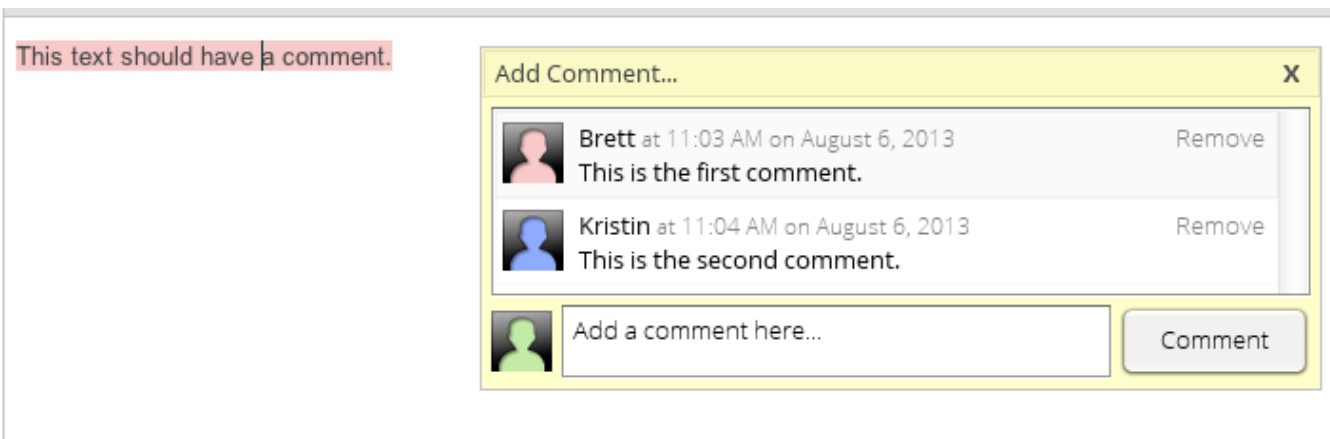
This popup will be displayed until one of the following actions occurs:

- You add a comment and then move the mouse outside the popup
- You press the close button
- You click the mouse outside the popup, for instance, on the text in the document or on a menu item

Once a comment has been added, the commented text will be given a background color that matches the [Track Changes](#) color of the first user who commented. This color can also be seen on the popup above as the background color of the user icon next to the comment text area. As in Track Changes, this background color will not be rendered outside EditLive!.

Viewing Existing Comments

As noted above, any text that has been commented on will be rendered with a background color. To view these comments, simply mouseover this text. After approximately one second, the Commenting popup will appear, as seen below.



This popup will disappear when your mouse leaves both the commented text and the popup itself.

Adding a Comment to an Existing Conversation


When the popup above appears after you have moused over an existing comment, you can add a comment to the conversation by clicking in the text area with the text "Add a comment here..." Once you have clicked in this text area, the dialog will be displayed until one of the [actions described above](#) occurs. Comments added here will be applied to the exact section of text that has previously been commented on.

You can also comment on text that has already been commented on by selecting the text and using either the menu item or the right click menu. However, there are some limitations to how the comment will be applied.

- If you have selected only a portion of the commented text, your comment will be applied to the entire piece of text.
- If you have selected a portion of the commented text with additional text around it, all existing comments and your comment will be applied to the entire piece of text plus the extra selection.


Removing Individual Comments


It is easy to remove comments from any text in the document. Simply bring up the Commenting popup and click the **Remove** button to the right of the comment you would like to delete. If you remove the first comment on a piece of text, the background color will be changed to the color of the author who is now the first commenter on the text. If you remove all comments on a piece of text, its background color will be removed and the popup will no longer appear when mousing over the text.


 If you remove a comment accidentally, you can undo the action and return the conversation to its previous state.

Removing All Comments

Sometimes you may want to remove all of the comments in a document, for instance, if you are publishing a document to the web. All you need to do in this case is navigate to the **Remove All Comments** menu item. Clicking on this item will instantly strip all comments and remove all highlighting from the document.

 Regardless of whether all comments in a document are removed, they will not be highlighted in your document outside of EditLive!.

 The **Remove All Comments** menu item may not appear in your instance of EditLive!. This would be due to your Systems Administrator removing this functionality. For more information, see your Systems Administrator.

 If you remove all comments accidentally, you can undo the action and return the document to its previous state.