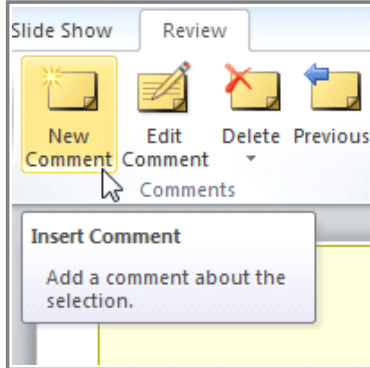




Introduction

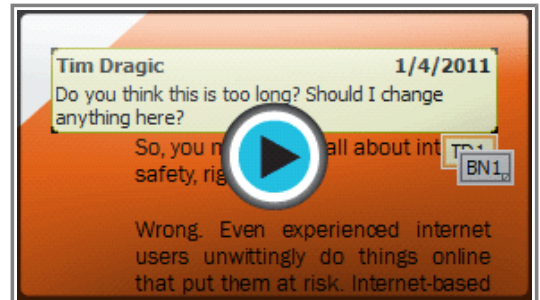


Before presenting your PowerPoint presentation, you might decide to ask someone else to look over it. The two of you might even collaborate on a presentation. If you were revising a hard copy of a report, you might add comments in the margins or compare your rough and final drafts side by side. You can also do these things in PowerPoint using the **Comments** and **Compare** features.

In this lesson, you'll learn how to add **Comments** and **Compare** two versions of a presentation.

Reviewing Presentations

▶▶▶ Watch the video to learn about the basics of reviewing presentations in PowerPoint 2010.



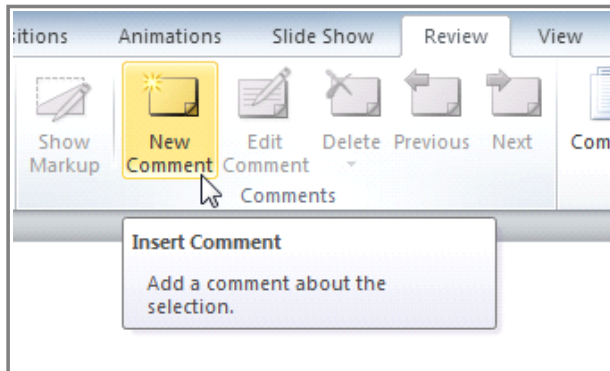
Watch the video (3:58). [Need help?](#)

Commenting on Presentations

When you are revising or collaborating on a presentation, you might want to make notes or suggestions without actually changing anything on the slide. Using **comments** allows you to take note of anything on a slide without altering the slide itself. Comments can be added and read by the original author or any other reviewers.

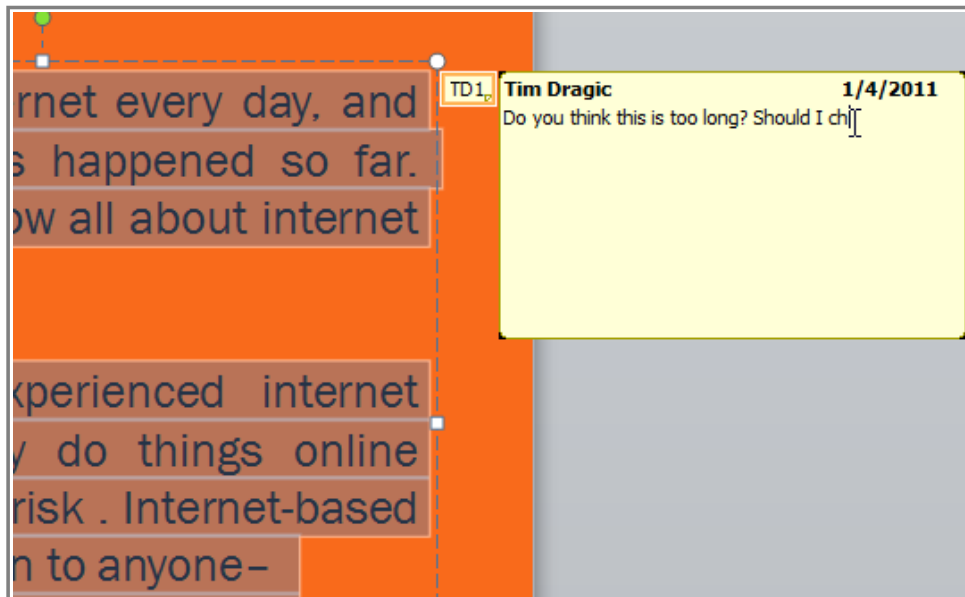
To Add a Comment:

1. **Select the text** or **click on the area** of the slide where you would like the comment to appear.
2. Select the **Review** tab and locate the **Comments** group.
3. Click the **New Comment** command.



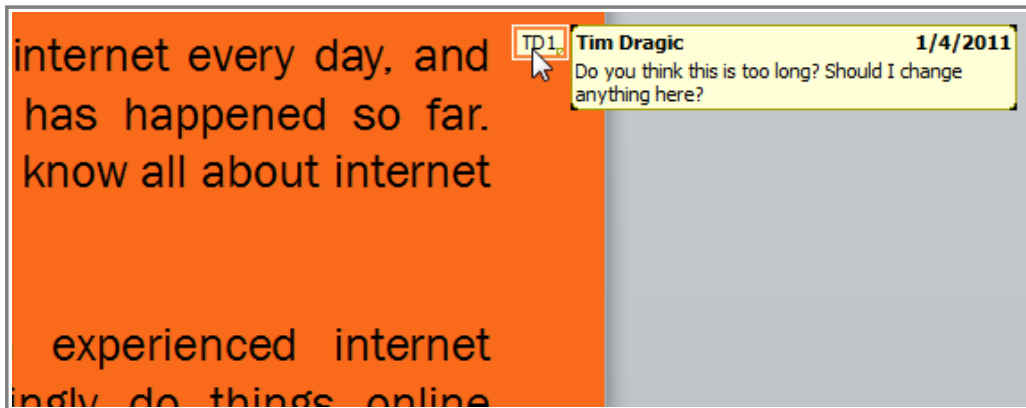
The Insert Comment command

4. Type your comment.



Typing a comment

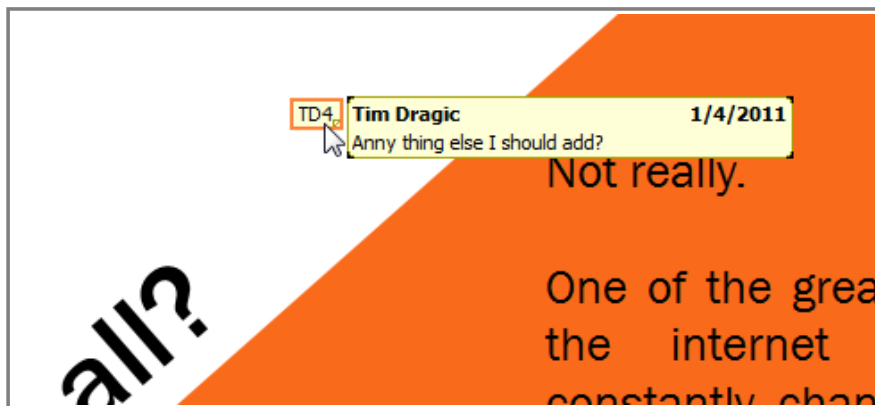
5. Click anywhere on the slide and your comment will appear.
Added comments show up as small **thumbnails** rather than full-size notes. To read a comment, just hover your mouse over the thumbnail.



Hovering the mouse over the thumbnail to read the comment

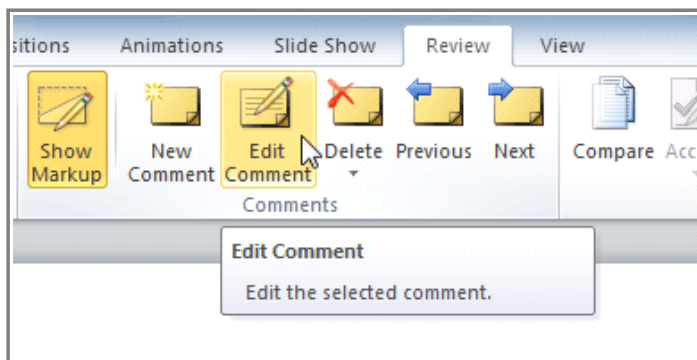
To Edit a Comment:

1. Select the comment you would like to edit by clicking the **comment thumbnail**.



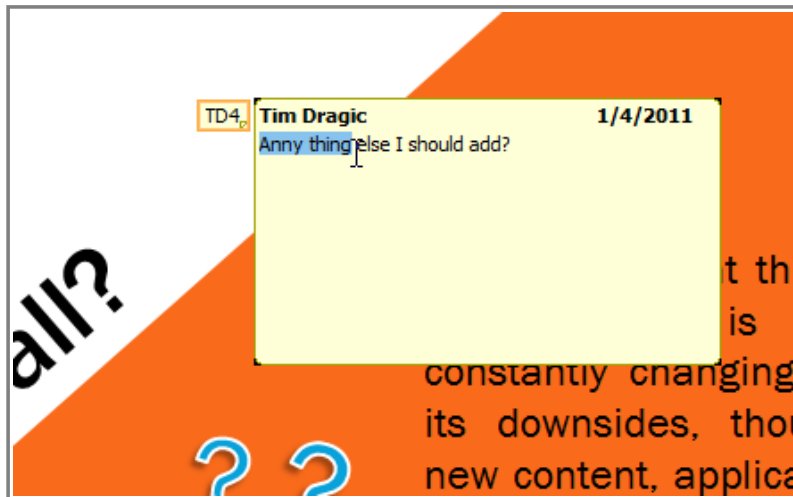
Selecting a comment to edit

2. Click the **Review** tab.
3. Click the **Edit Comment** command.



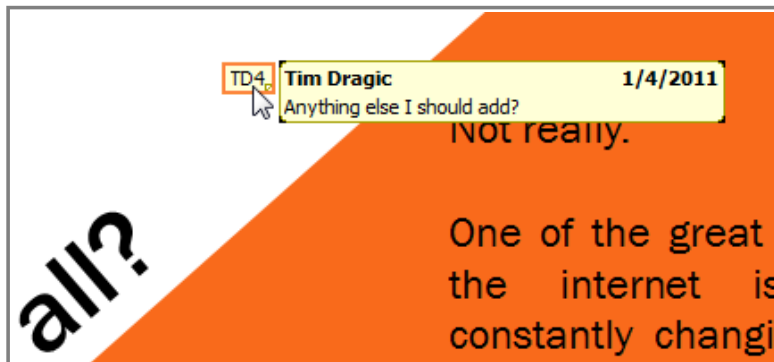
The Edit Comment command

4. Make the desired changes.



Editing a comment

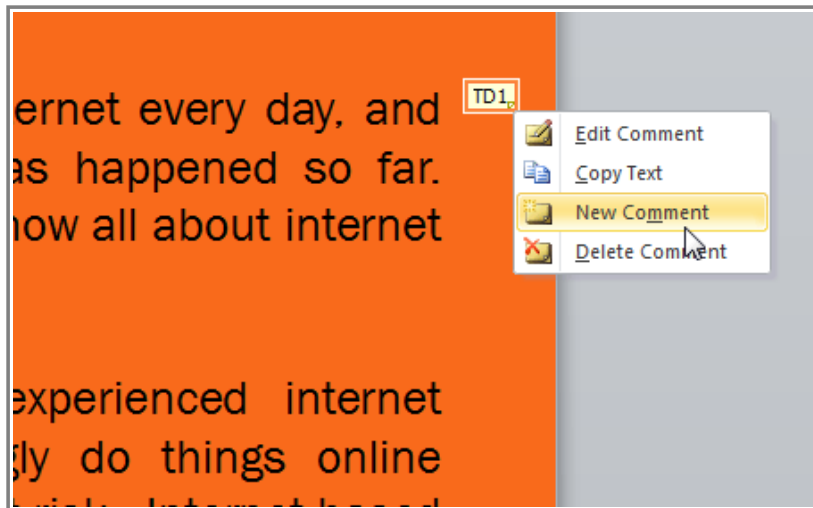
5. Click anywhere on the slide, and the comment will update to reflect your edits.



The edited comment

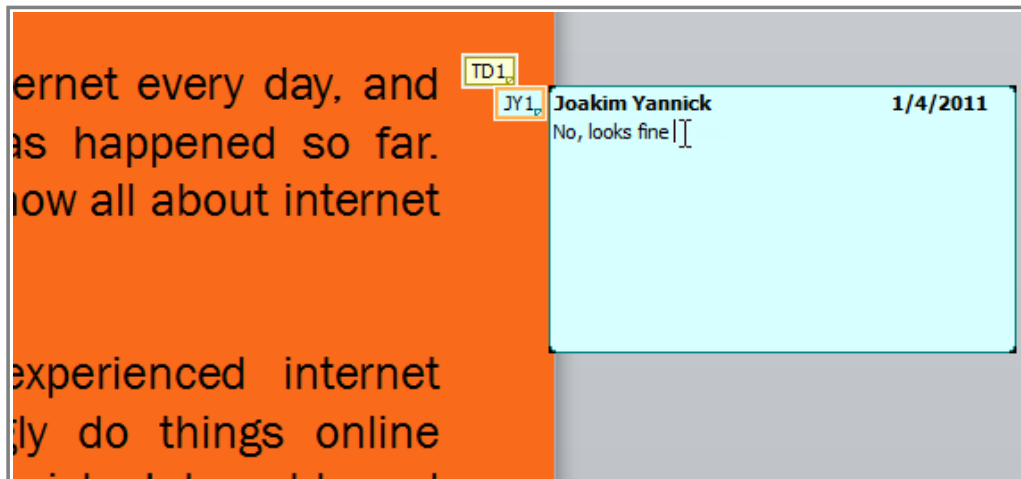
To Respond to a Comment:

1. Right click the comment you would like to respond to.
2. From the drop-down menu, select **New Comment**.



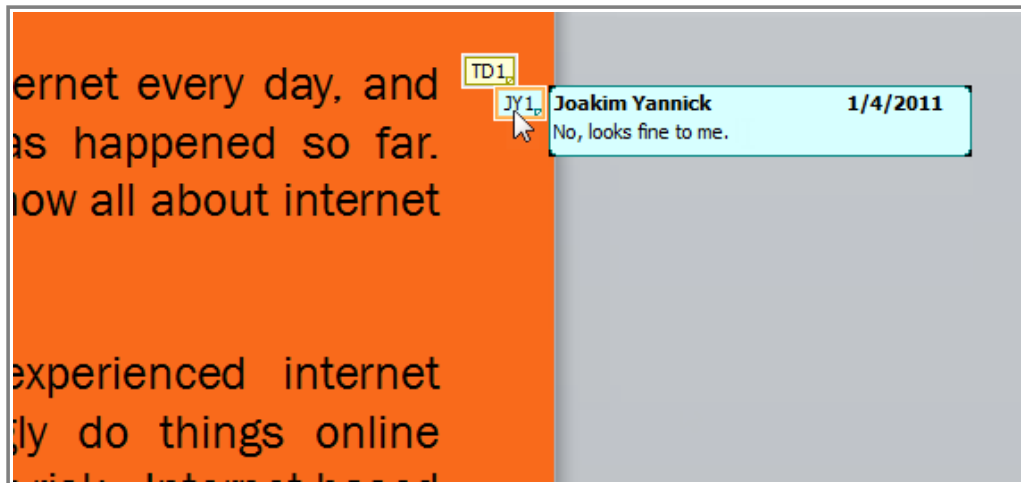
Responding to a comment

3. Type your comment.



Typing the response

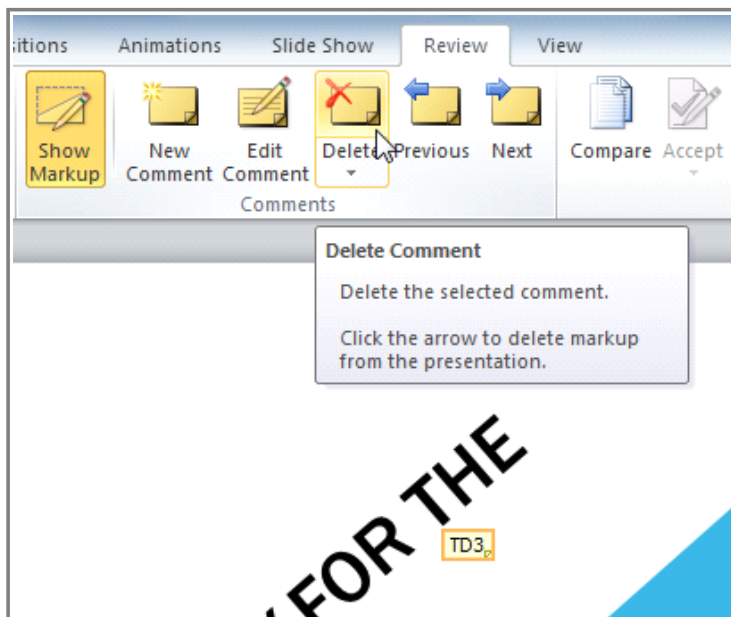
4. Click anywhere on the slide, and the new comment will appear below the original comment.



The original comment thumbnail and response

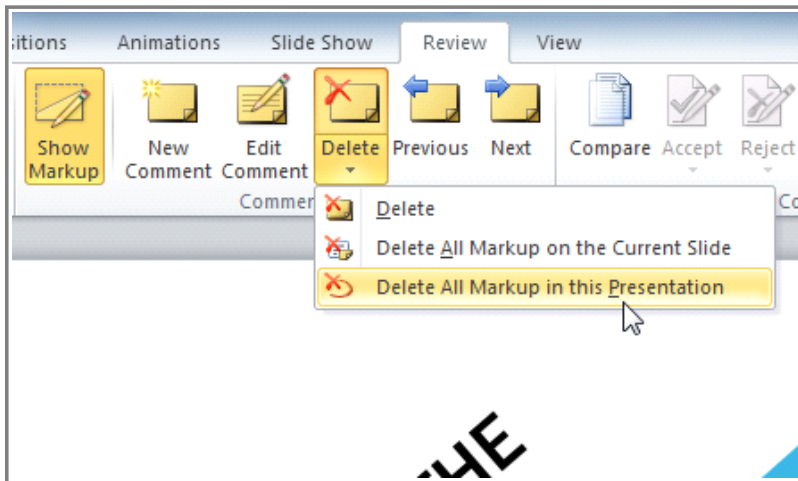
To Delete a Comment:

1. Select the comment you wish to delete.
2. From the **Review** tab, click the **Delete** command.



The Delete Comment command

To delete multiple comments, simply click the **Delete** drop-down arrow and select **Delete All Markup in the Current Slide** or **Delete All Markup in the Current Presentation**.



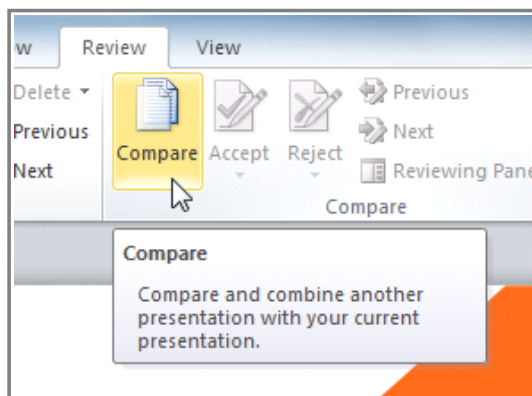
Deleting all the comments in a presentation

Comparing Presentations

If you are collaborating on a presentation, or even just asking someone else to review your presentation, you might want to use the **Compare** feature. The **Compare** feature combines two versions of the same presentation. This allows you to see all the differences between the two and decide which changes to include in the final version of your presentation.

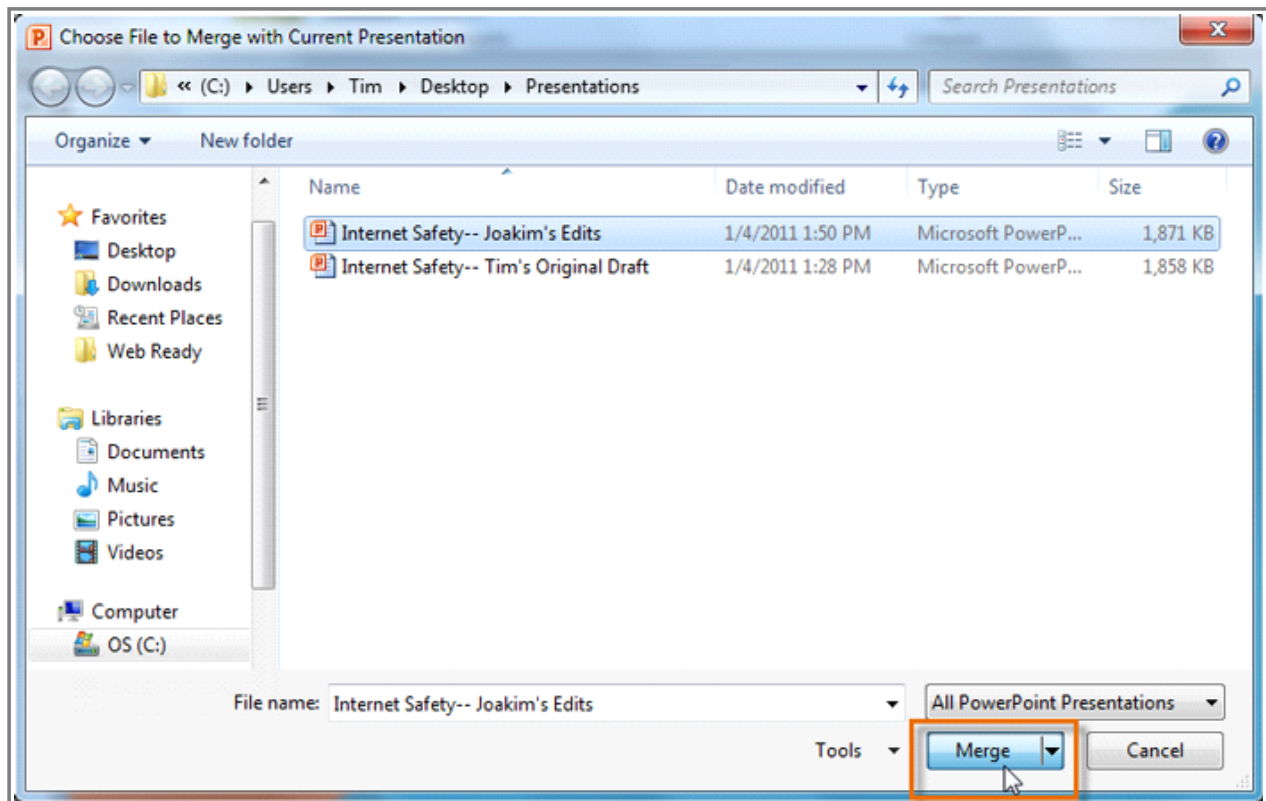
To Compare Two Presentations:

1. Select the **Review** tab and locate the **Compare** group.
2. Click **Compare**. A dialog box will open.



The Compare command

3. Browse for and select the desired file.



Browsing for the desired file

4. Click **Merge**.
5. Review the interactive below to learn how to review comments and changes using the **Compare** feature.

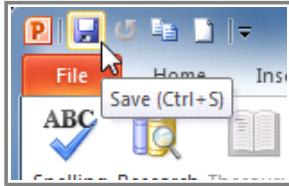
Using the Reviewing Features Safely

If there are any **comments** in your presentation, you should **remove them before sharing the final version** with anyone you are not collaborating with. Comments can reveal confidential information that could lead to embarrassment or make you or your company appear unprofessional.

It's a good idea to double-check your presentation using the **Document Inspector**. The **Document Inspector** can tell you if there are any comments or other hidden data in your presentation that you may need to remove.

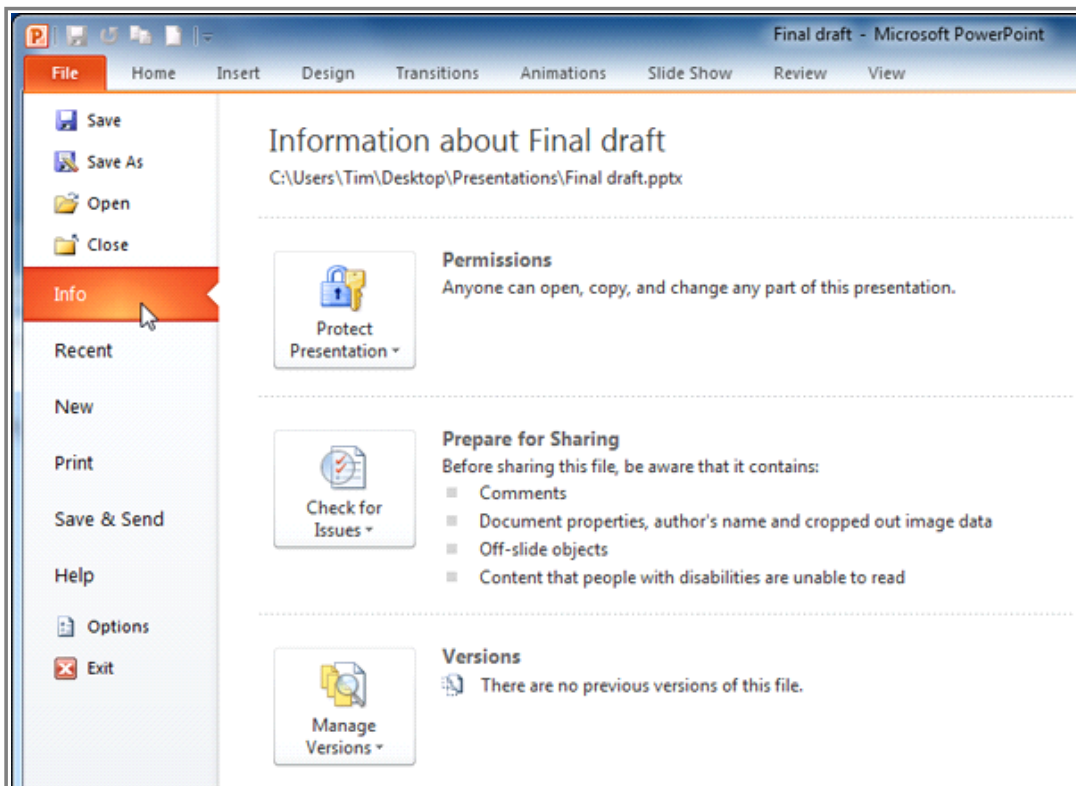
To Use the Document Inspector:

1. **Save** your presentation.



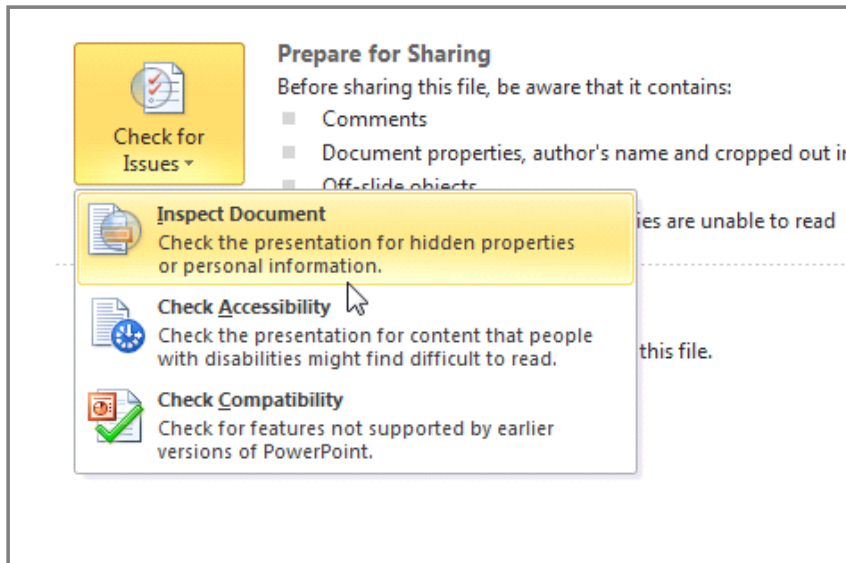
Saving the presentation

2. Click the **File** tab to go to **Backstage view**.
3. Select **Info** on the left side of the page.



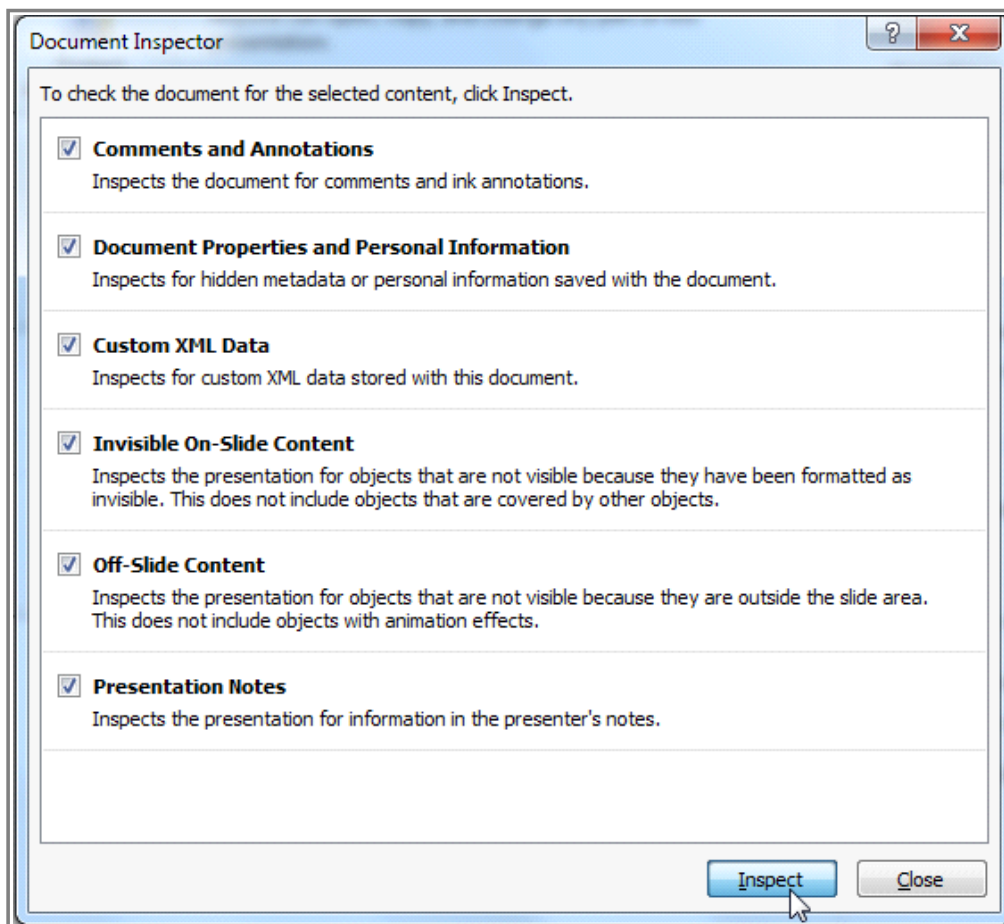
Viewing presentation information in the Backstage view

4. Click the **Check for Issues** command. A drop-down menu will appear.
5. Select **Inspect Document**.



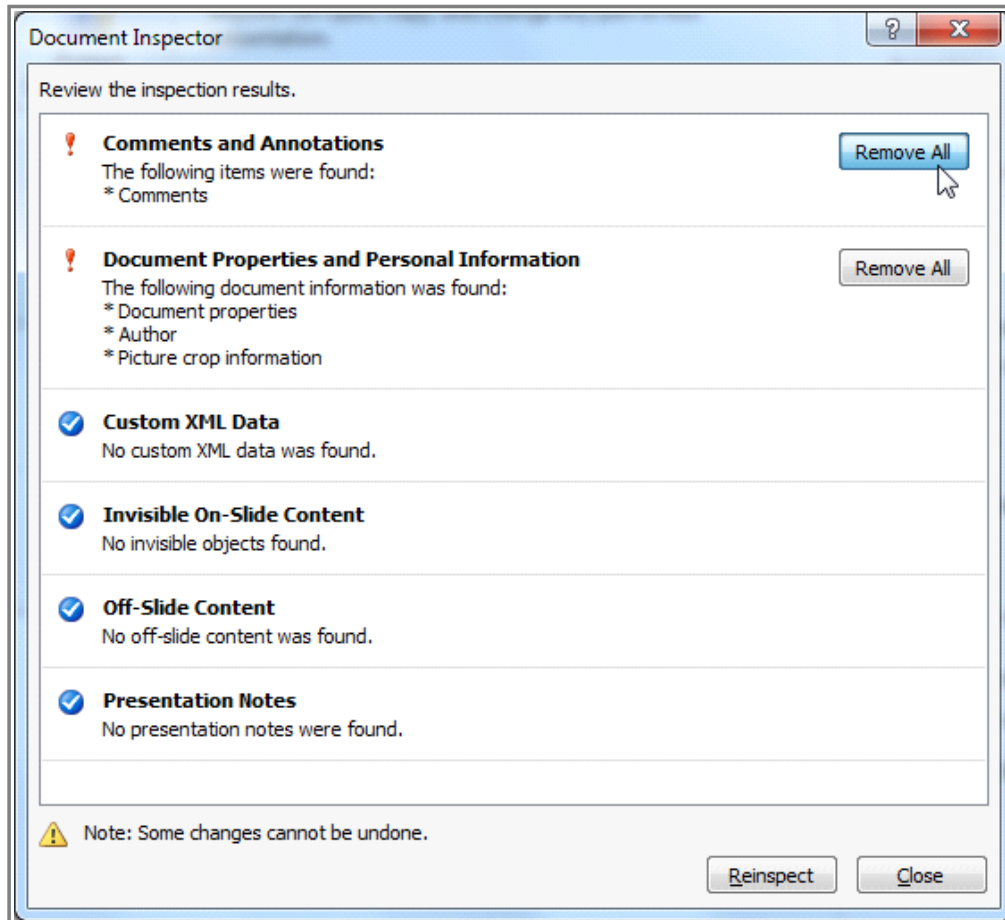
The Check for Issues drop-down menu

6. Click **Inspect**.



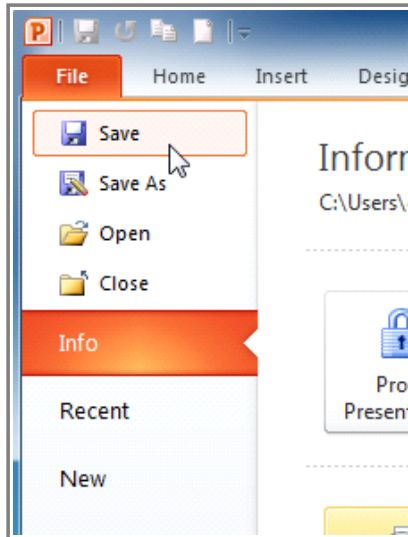
Starting the inspection

- The **inspection results** will show an **exclamation mark** for any categories where it found possibly sensitive data, and it will also have a **Remove All** button for each of those categories. Click **Remove All** to remove the data.



Removing potentially sensitive data

- Close** the dialog box when you're done.
- From **Backstage view**, click **Save** to make the changes permanent.



Saving the presentation in the Backstage view

Challenge!



1. Open an **existing PowerPoint presentation**. If you want, you can use [this example](#).
2. Select text on any slide, and **add a comment**.
3. **Edit** the comment you just added.
4. **Delete** all comments in the presentation.
5. Run the **Document Inspector** to find and remove hidden data.