If you’re in the first few drafts of a Word 2007 document, the ability to leave comments can be handy. Maybe you typed something that you need to double-check or you might need to leave a note for yourself to address a certain topic. Here’s how to leave yourself a little comment to remind you:

1. Highlight the area of your document that you wish to make a comment about with your mouse.

2. Click **Review > Comments > New Comment**.

3. Type in your comment.

Comments are displayed in a balloon and along the right margin