


# How to add, edit, or delete comments in Google Docs

To communicate with others about specific parts of a document, spreadsheet, or presentation, or to include notes about changes you're making, you can insert a comment in your file.

Please note that even if you're viewing or editing a file anonymously, comments that you add to the file will not be anonymous if you are signed into a Google Account.

## Add a comment

1. Open a document, spreadsheet, or presentation.
2. Highlight information you'd like to comment on, like text, images, cells, or slides.
3. Add a comment in one of the following ways:
  - Click the  **Comment** button in the toolbar.
  - Go to the **Insert** menu > **Comment**.
  - Use the keyboard shortcut **Ctrl + Alt + M** (**Cmd + Option + M** on a Mac).
4. Type your comment in the box that appears to the right of the file.
5. Click **Comment** to save the comment.

## Edit or delete a comment

1. Open the file where you made the comment.
2. Select the comment you want to edit or delete.
3. Click **Edit** or **Delete** right below your comment text.