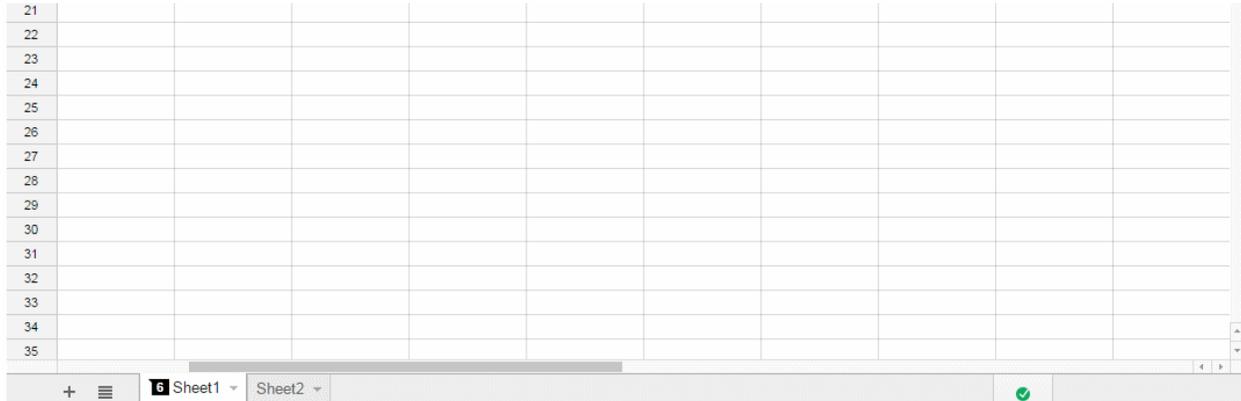
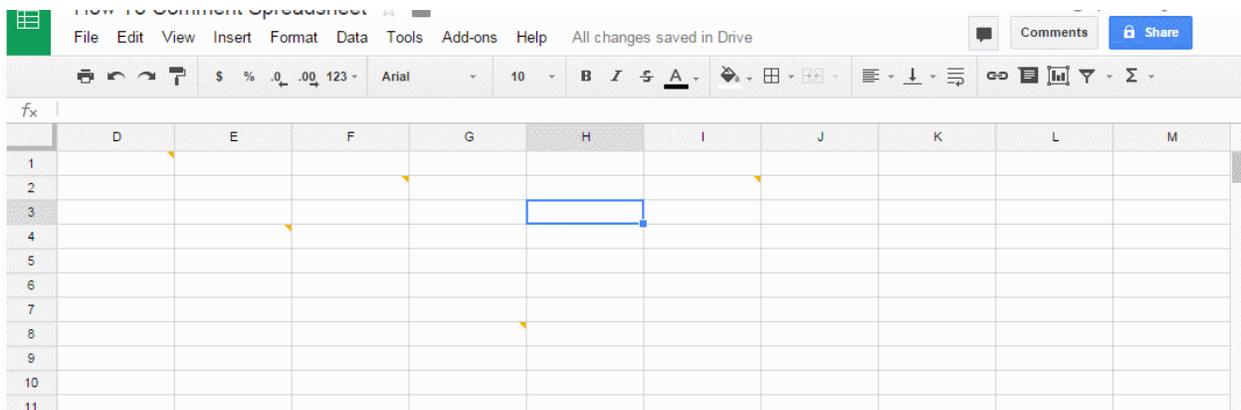


HOW TO COMMENT INSIDE A SPREADSHEET

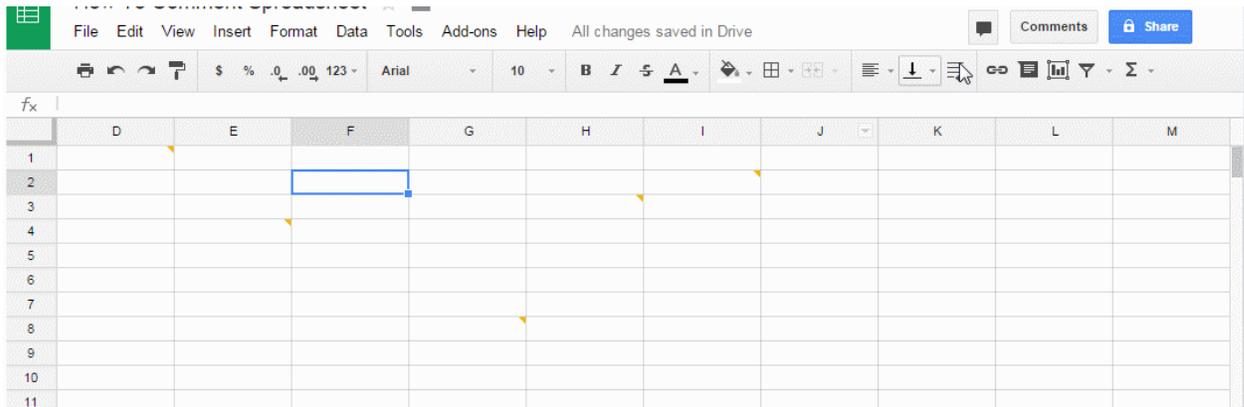


1. Log in to your google account and open the sheet that you would like to comment on. Sometimes there are multiple sheets under one title, click whichever one you would like to view.
2. Once you are in your desired spreadsheet click on the cell you would like to comment on. In the upper right hand corner you should see two buttons, one in white that says “comments” and the other in blue that says “share.” Click the comments button.
3. If any one has commented already, they will be visible in the history in the pop up menu that appears. They are arranged in order of most recent comments. There are two buttons in this menu “notifications” and “comment.”

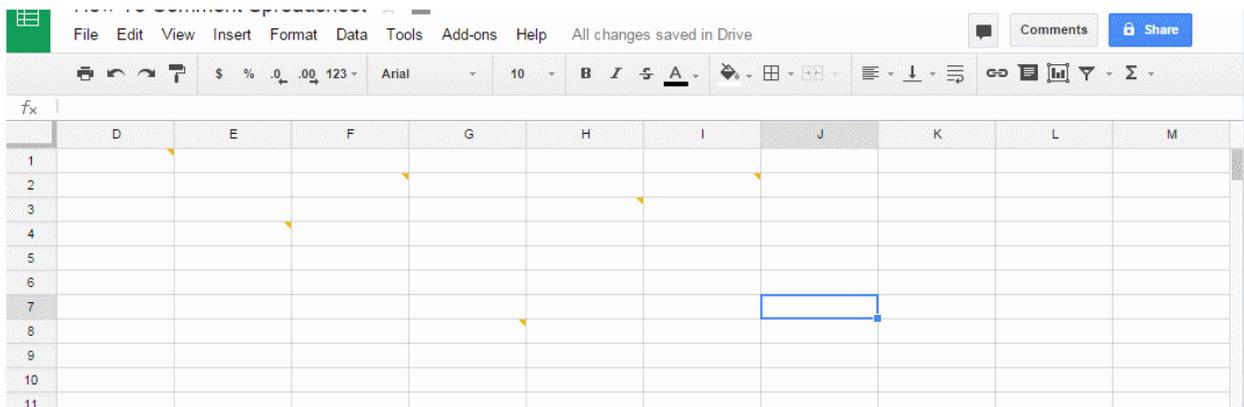


4. Clicking notifications button opens a drop down menu which allows you to change what replies you will be made aware of by email.

5. Click the comment button to make a new comment in the cell you currently have selected.
6. A window will pop up by the cell you wish to comment in, allowing you type. Click the blue comment button when you're done typing, or click on a different cell.



7. Cells that have been commented on will be marked with an orange triangle in the top right corner. You can reply to a person's comment by either clicking the cell they commented on or clicking the comments button in the upper right corner of the screen.
8. If you wish to delete your comment click the cell it's on, and click the dots button in the pop up menu.



9. If you wish to hide your comment on the spreadsheet, but still want it to be in the comments history shown when you select the comments button, you can click resolve in the same menu as above.