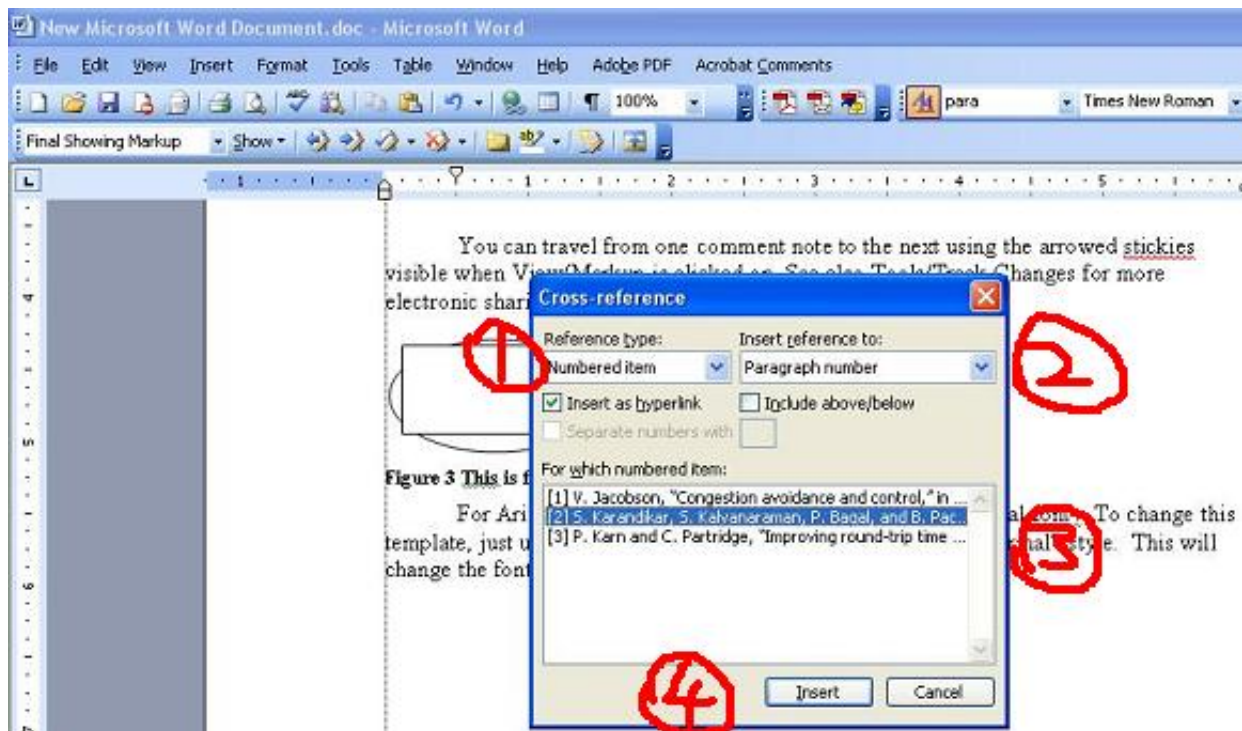# DOWNLOAD

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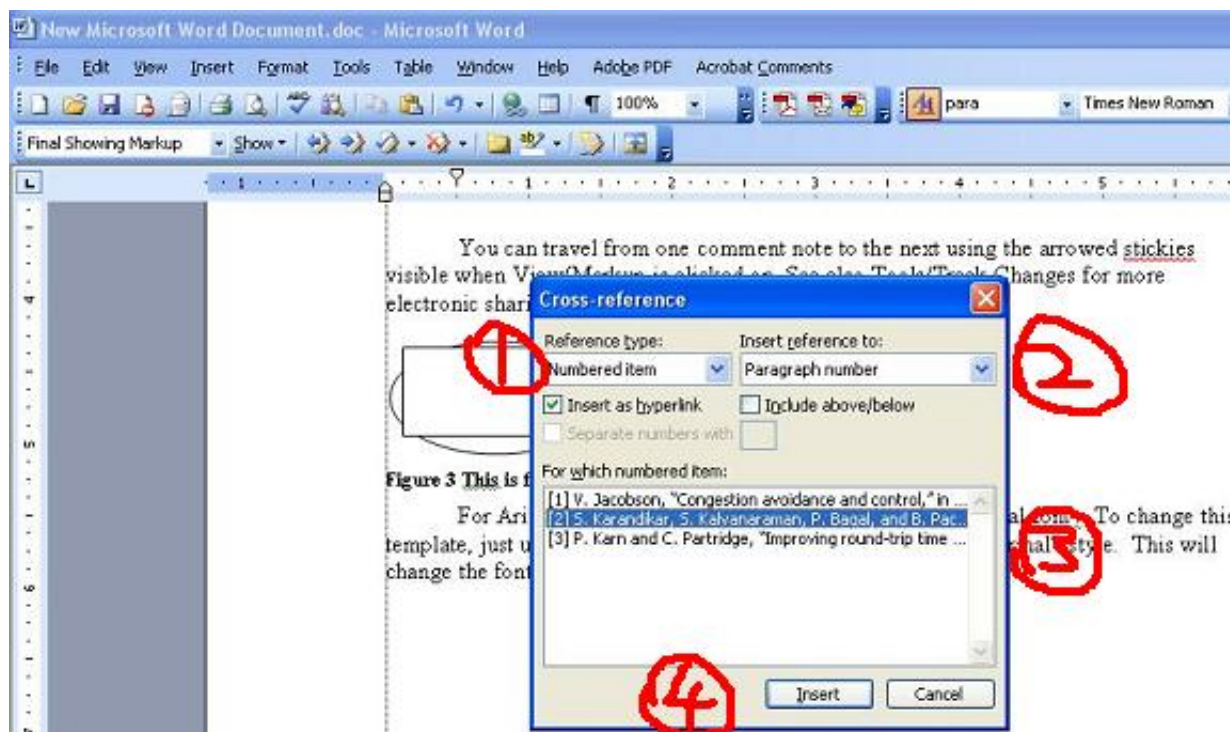Here are general instructions on customising your comment boxes (or balloons, as they are officially called) in Word.. Why would I want to customise my comment balloons? To be honest, the main reason for doing this is if something goes wrong.

There, at the bottom, is your balloons section: I think this is fairly self-explanatory.. By default, Microsoft Word will not actually show you all of the Styles available within this window, so I chose the Alphabetical view in the Sort Order I have been grading papers using the track changes and comment features in Word for years now and this is the first time I came across a paper set to.. Click on the rightmost button: Manage Styles to bring up the next box: Manage Styles.. A lot of people find this blog when they're trying to sort out specific problems with their comment boxes (, or,).

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Click the Modify button Now you can change your font and font size. Using either of these methods, you will bring up the Styles dialogue box Now, ignore all of it except the three buttons at the bottom.. If you take a look at a document with standard comment boxes, you will see they look something like this: Annoyingly, you will need to go to three different places to make these changes.. When you first open this window, the sort order is in what Word thinks is a useful order: As Recommended – click on the down arrowto change it to Alphabetical: Once you've got the list into alphabetical order, it's relatively easy to find Balloon Text (note: not Comment text) and you will see that it then confirms how you have your text set up (blue circle).. of the heading (Comment M2 etc) AND/OR the size of all text in the comment balloon: Styles – Balloon text • To change the font and colour of the actual paragraph of text in the balloon AND/OR the size of all of the text in the comment balloon: Styles – Comment text Note: my article on will tell you how to change the colours in which the comments and corrections by different reviewers appear. [Nvidia Launches Pricey, Mid-range Quadro 4000 Graphics Card](#)

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How to find the menu for customising comment balloon text There are two ways to reach the menu you need: • Press Control + Alt + Shift + s all at the same time • Make sure you're in the Home tab and click on the little tiny arrow at the bottom right of the Styles menu Either of these options will bring up the full Styles dialogue box.. The principles we are going to learn about here also apply when you want to customise the general styles in your document, which we will look in particular another time.. I provide a recap at the end, but a summary might be useful here: • To change the location and size of balloons: Track Changes – Track Changes Options • To change the size, font, colour etc.. How to change where your balloons appear and their size If you want to change which margin your balloons appear in, their size, and whether they are linked to the text by a line, you must go into the Track Changes Options menu. اداة تحويل الوورد الى Pdf بدون انترنت

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In the Review tab, click on the little arrow at the bottom of the Track Changes button and bring up Track Changes Options.. But the standard, default text size and layout may not be suitable for your purposes, and you might want to change it to make it more readable for someone with limited vision, etc.. You might also have preferences about which margin your comment balloons appear in, and how big they are. e828bfe731 [2 Версты Скачать](#)

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