

Save Paper and Time with Comments
WordPerfect Magazine
By Lisa Bearnson

Every month I do a "Lisa edit" on the articles for upcoming issues. In the olden days, the editors gave me a printed copy of each article, usually 10 to 20 pages long. I'd then pen in my comments on the paper version, go over these comments with the editor (assuming I could decipher my own handwriting) and the editor would make my changes in the electronic version of the article.

Now, I do my edit electronically, using WordPerfect's Comment feature. Comments are like electronic sticky notes. They appear on-screen, yet they don't print with the document. This feature helps us save a lot of paper every month. Using comments also saves time, because I no longer have to explain my comments (or interpret my handwriting), and I can make many of the changes electronically without having the original editor make the changes. Here are some tips for creating and using comments:

Creating comments. If you use comments frequently, the included COMMENT.WPM macro can save you time. Just press (Alt-F10), type "comment" and press (Enter).

Searching for comments. To quickly search through a document for any comments, place the cursor at the top of the document by pressing (Home), (Home), (Up Arrow), then pressing Search (F2). press Codes (F5), cursor to Comment and press (Enter). Press Search (F2) to find the first comment in the document. To search for additional comments, press Search (F2) twice.

Deleting comments. Comments are easy to delete. Turn on Reveal Codes by pressing (Alt+F3), then highlighting the [Comment] code and pressing (Delete).