

How to Program Comments into MS Word

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Do you find yourself typing the same comments over and over again on student papers? If so, you should program these comments into MS Word so they can be inserted into a document with a keystroke.

Programming Comments

- First, decide what comments you make most frequently. This is best done as you sit down to grade a set of essays. After a few sets, you will have most your comments programmed into Word.
- Type a comment into your essay that you wish to store. Highlight that comment, then go to the "Insert Tab" in Word.
- Find "Quick Parts" on this tab in the upper right.
- Click on the "Quick Parts" drop down menu.
- Next, select "Save Selection to Quick Parts Gallery." Give this comment a quick name that you will easily remember.
- Next, select which gallery you want to store this comment to (I generally use "Auto Text"). You might also wish to create a new category for your comments. I have several categories such as grammar and general comments.
- You may leave the description field blank if you wish.
- You can choose where you want to save this comment as well. I generally store my comments in "normal."
- Finally, for ease of use, select "insert text only" under options.
- Congratulations. You have stored your first comment.

Using Comments

- Once you have programmed a comment into Quick Parts, you may retrieve it in the following way.
- First, put the cursor on the part of the page where you want your comment to appear.
- Next, go to "Quick Parts" on the "Insert" tab and click on the drop down menu.
- Select "Building Blocks Organizer."
- Then, just start typing the name of the comment you want to use. Generally you will only have to type one or two letters for the desired comment to appear.
- Once you have found the desired comment, click on insert and it should appear in your document.

While you can use this function to make small comments about grammatical errors or badly formatted works cited pages, you can also use this function to direct students to places where they can get more help with a particular problem. For example, I have some specific help comments that include urls from various writing centers with links to handouts on everything from incorporating evidence correctly into their writing to correcting comma splices.