# The first draft of "How to add and delete comments"

In work and study, we often use WPS office, so how to add comments to the article so that we can review and interpret it?

Take this poem as an example, such as inserting a comment on the title: "Mulan Ci" is a long narrative folk song of the Southern and Northern Dynasties.

First place the cursor on the place where you need to insert a comment, and click Review-Insert Comment.

A comment box pops up on the right side, and we can enter what we need to comment.

If we want to annotate a single sentence or word, for example, select "chirp" and insert a comment: the sound of the loom.

What if we need to answer a comment?

Click to edit the comment mark at the upper right of the "tweet tweet" comment, and the edit pop-up window pops up, click Reply: the sound of the horse tweet.

If this problem has been resolved, you can click Solve.

If you want to delete this comment, you can click Delete in the edit pop-up window.