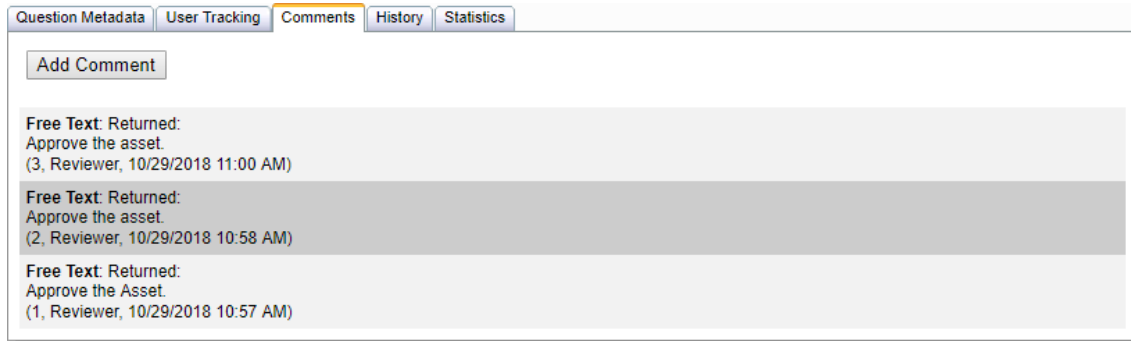


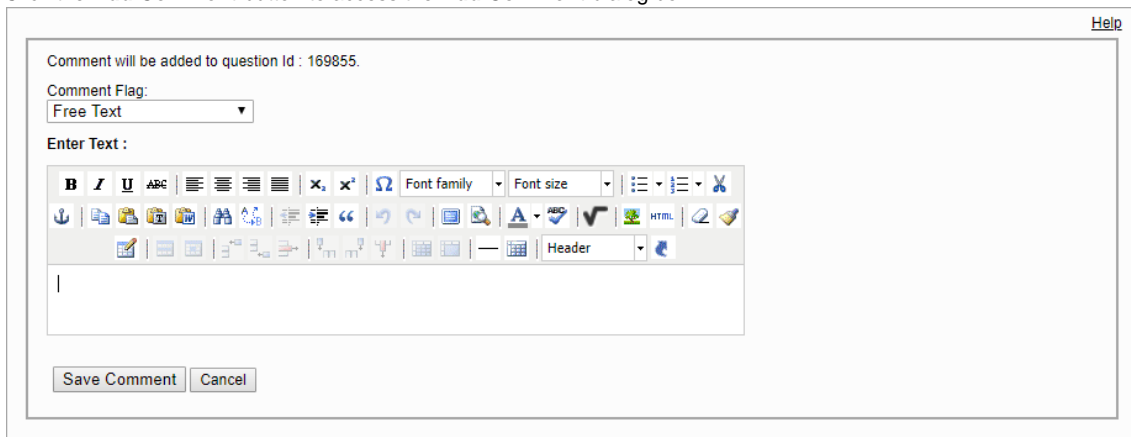
## 2.8.3 Add Comments

This feature lets you add **Comments** for the authors. If an item carries any comments, the **Comments** tab is displayed below the item by default; otherwise the **Question Metadata** tab is displayed by default.

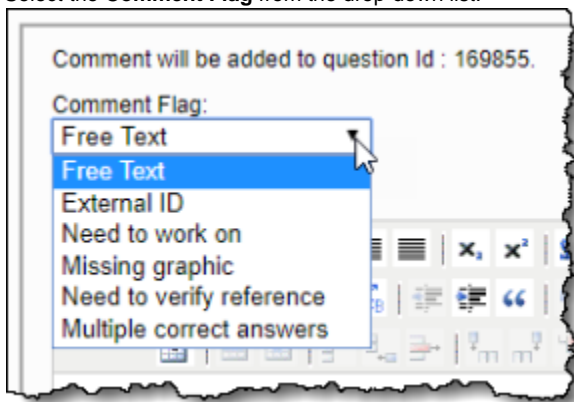



### Add a Comment

1. Click the **Add Comment** button to access the **Add Comment** dialog box.



2. Select the **Comment Flag** from the drop-down list.



 The default Comment Flags are Free Text and External ID.  
An item can have more than one comments and any type of references.

3. Enter **Comment**.
4. Click **Save Comment**. The comment is added to the top of the list. The comments are listed newest to oldest.

