Creating and editing textual comments

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Creating textual comments

You can create textual comments for any element, including standard properties and relations. Textual comments can be edited as many times as necessary.

Prerequisites

You can create textual comments if:

- Cameo Collaborator is installed with a commercial license.
- You have permission to create comments.
- Commenting is not disabled when publishing a model

To create a textual comment:

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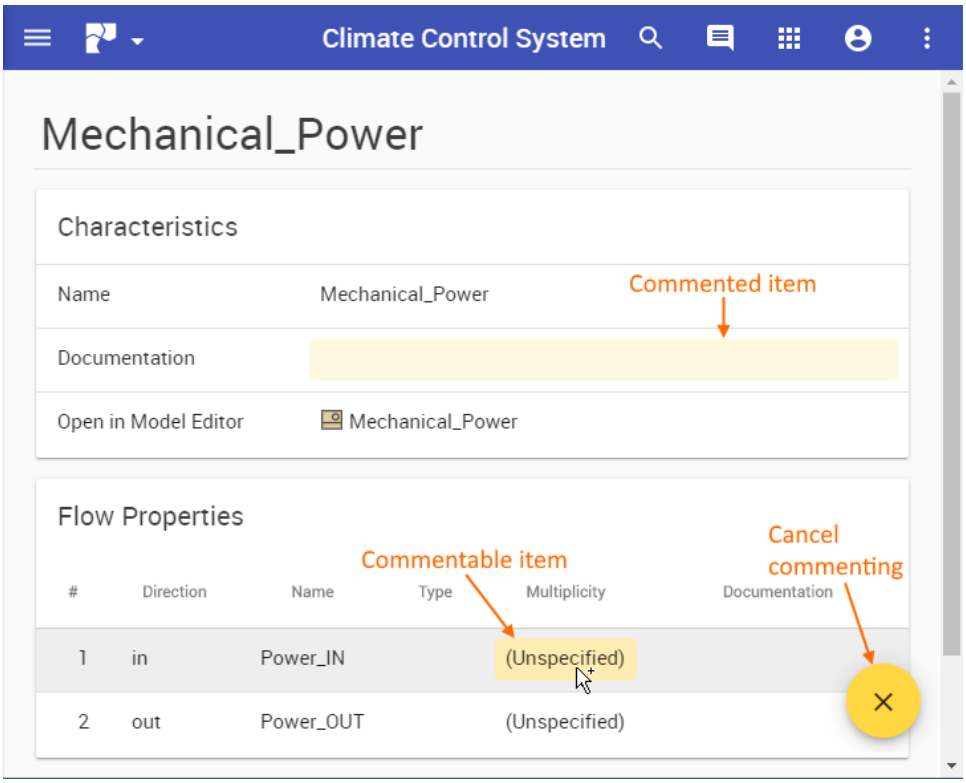
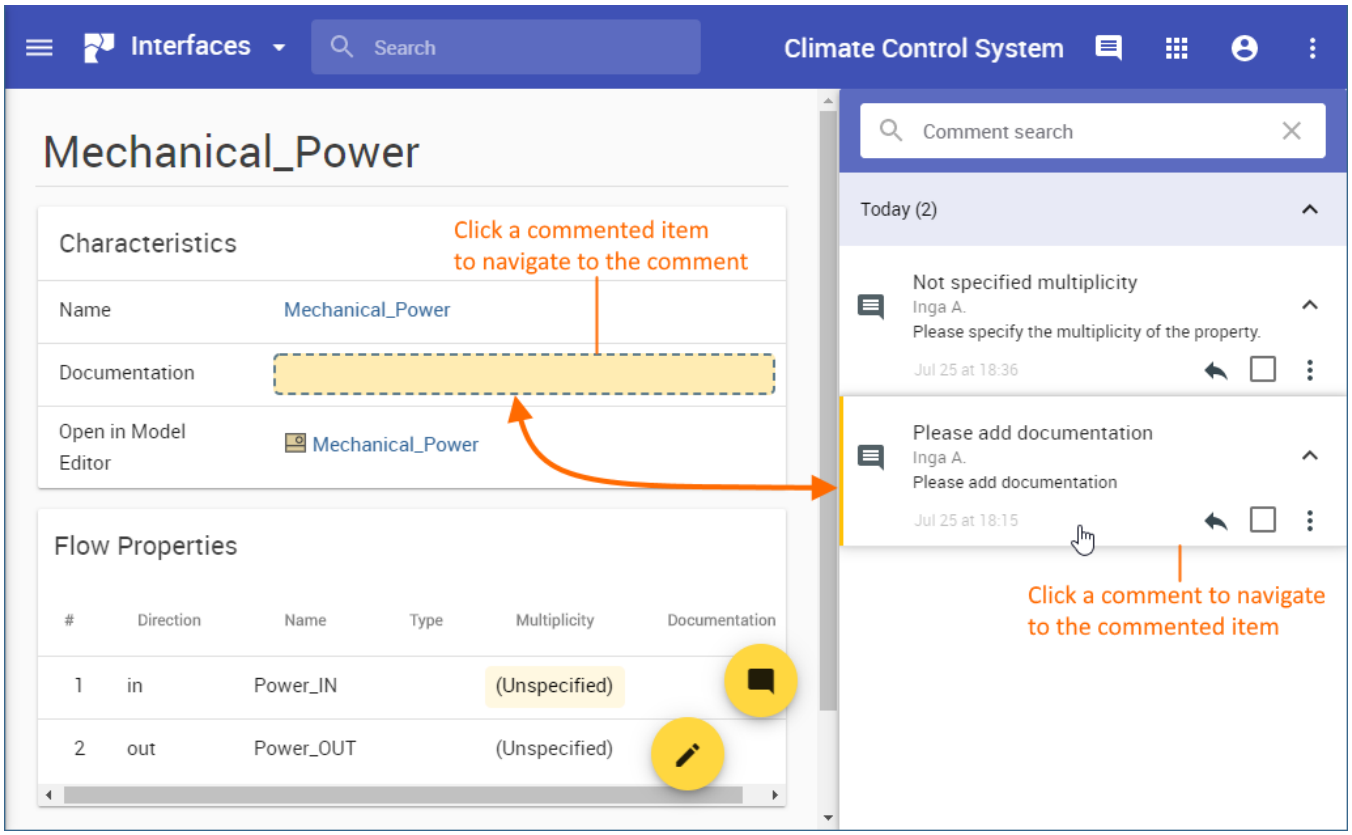
1. Open a Cameo Collaborator document.
2. Click on the bottom right corner of the content pane.
3. On the content pane, select the item you want to comment on. Commentable items are highlighted in yellow when hovering over them with a mouse pointer, as displayed below.



4. When the **New comment** pane opens on the right side of the document portal, enter the comment title and comment text in the appropriate boxes.
5. If needed, click the **High priority** switch on the bottom of the new comment pane to set the comment priority to high.
6. Click on the top right corner of the new comment pane to save the comment, or click to cancel comment creation.

The textual comment is created and displayed in the comments pane. The commented item in the content pane is highlighted in yellow. You can easily navigate between comments and commented items, as shown below. If an item has more than one comment, clicking it opens the list of comments, allowing you to choose the comment you want to navigate to.



Navigating from comments to commented items and vice versa.

Editing textual comments

You can edit any textual comment displayed on the comments pane of a published model portal, as described below.

Prerequisites

You can edit textual comments if:

- Cameo Collaborator is installed with a commercial license.
- You have permission to create comments.
- You are the author of a comment. Only users with the Administer Resources permission (or the Index Manager, Resources Manager, or Resource Synchronization Manager role) can edit all existing comments.
- Commenting is not disabled when publishing a model.

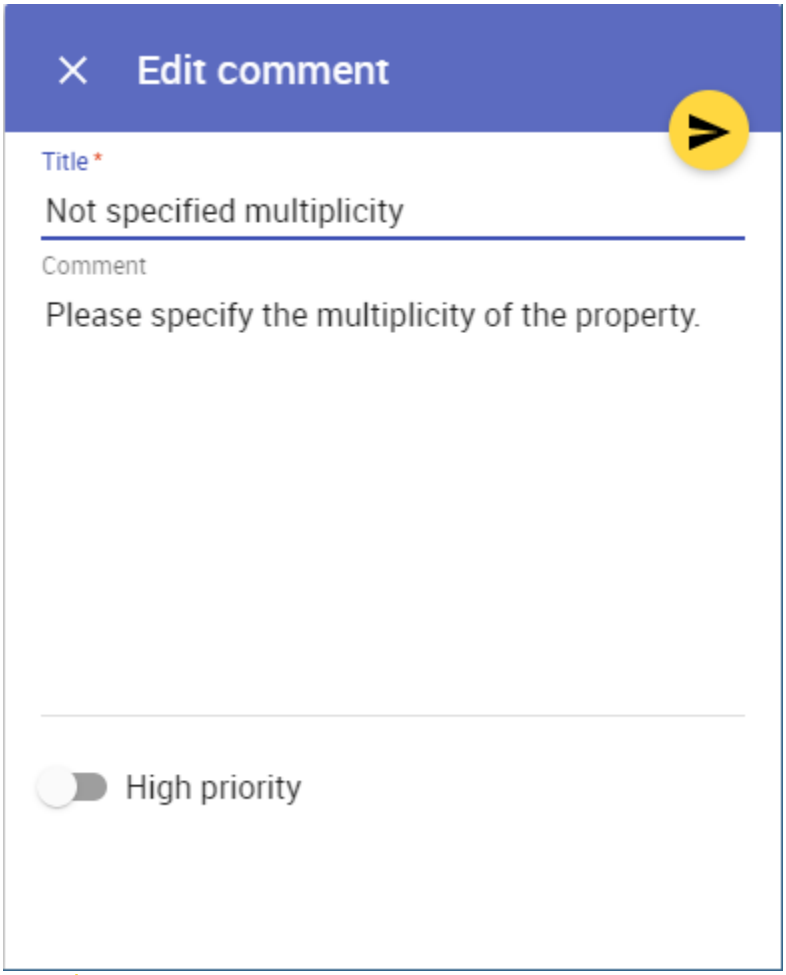
To edit a textual comment:

1. Click on the bottom right corner of a comment and select **Edit**.

   Displaying comment related actions

   If you do not see the icons of comment-related actions, click on the bottom right corner of a comment.

2. When the **Edit comment** pane (displayed below) opens on the right side of the document portal, do one or more of the following:
   a. Edit the comment title.
   b. Edit the comment text.
   c. Click the **High priority** switch on the bottom of the **Edit comment** pane to change the comment priority.



3. Click on the top right corner of the pane to save the changes.

After completing the above steps the comment is updated and displayed on the comments pane.

Related pages

- Working with comments in Cameo Collaborator
  - Creating and editing graphical comments
  - Replying to comments
  - Resolving comments
  - Deleting comments