

# Creating and editing textual comments

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## Creating textual comments


You can create textual comments for any element including its 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 the commercial license.
- You have the permission to create comments.

To create a textual comment, [commenting is allowed](#) when publishing a model

1. Click  on the bottom right corner of the [content pane](#) to enable the commenting mode.
2. On the content pane, select the item you want to comment on.

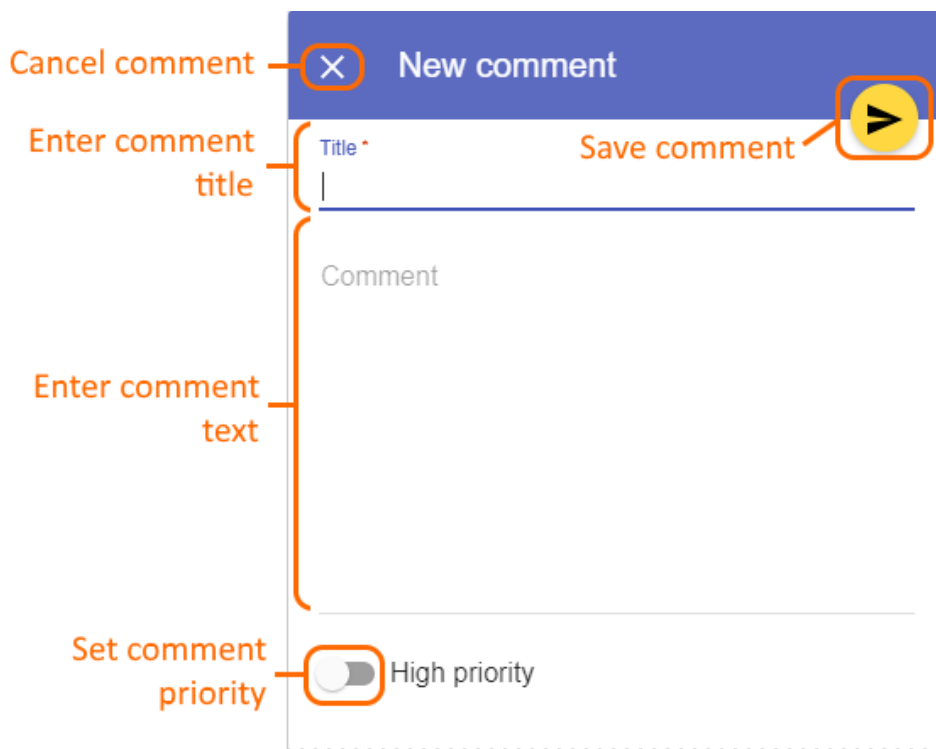


### Commentable items

Commentable items are highlighted in dark yellow when hovering over them with a mouse pointer.


- Items that already have comments are highlighted in pale yellow.

3. When the **New comment** pane (displayed below) opens, enter the comment title and comment text in the appropriate boxes.



The image shows a 'New comment' dialog box with several annotated parts:

- Cancel comment:** Points to a close button (X) in the top left corner.
- Enter comment title:** Points to the 'Title' input field.
- Enter comment text:** Points to the 'Comment' text area.
- Set comment priority:** Points to a 'High priority' toggle switch at the bottom.
- Save comment:** Points to a yellow arrow button in the top right corner.

4. If needed, click the **High priority** switch on the bottom of the new comment pane to set the comment priority to high.
5. Click  on the top right corner of the new comment pane to save the comment.




The textual comment is created and selected in the [comments pane](#). The commented item in the content pane is highlighted in yellow. You can easily [navigate between comments and commented items](#) by clicking them. 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.

## Editing textual comments

You can edit a textual comment on the comments pane of a published model portal.

To edit a textual comment

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1. In the comments pane, find the comment you want to edit.
2. Click  on the right side of the comment to show available actions.
3. Click  on the bottom of the comment and select **Edit**. The **Edit comment** pane opens.
4. In the open pane, edit the comment title and/or comment text.
5. If needed, click the **High priority** switch on the bottom of the **Edit comment** pane to change the comment priority.
6. Click  on the top right corner of the pane to save the changes.

## Discarding textual comments

If you do not want to save a textual comment after starting creation or editing, you can either exit the commenting mode or cancel the comment.

To discard a textual comment

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- If you have started creating a comment, but have not selected the item you want to comment on, click  on the bottom right corner of the content pane to exit the commenting mode.
- If you have started editing a comment, or created a comment and selected the item you want to comment on, click  on the top left corner of the **New comment** or **Edit comment** pane to cancel the comment.

### Related pages

- [Working with comments](#)
  - [Creating and editing graphical comments](#)
  - [Replying to comments](#)
  - [Resolving comments](#)
  - [Deleting comments](#)