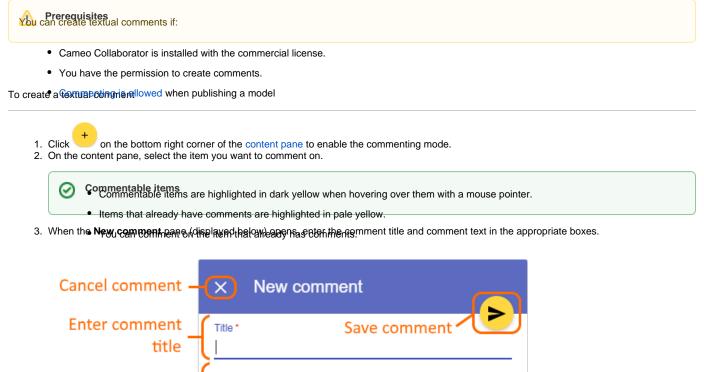
# Creating and editing textual comments

On this page

- Creating textual comments
- Editing textual comments
- Discarding textual comments

## **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.



title	
	Comment
Enter comment text	
text	
Set comment priority	High priority
l	

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 Circk 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 navig ate 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

- 1. In the comments pane, find the comment you want to edit.
- 2. Click  $\checkmark$  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.
- Click Of 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 to create or edit it, you can either exit the commenting mode or cancel the comment.

To discard a textual comment

- 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 X on the top left corner of the New comment or Edit comment pane to cancel the comment.

#### **Related pages**

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