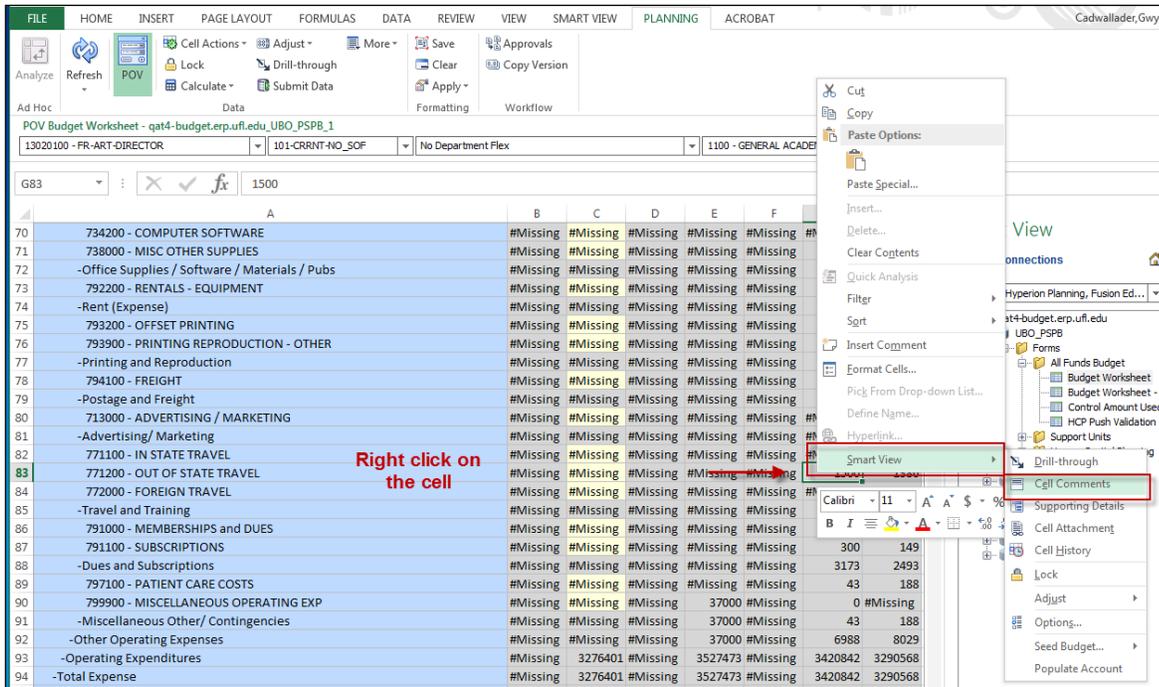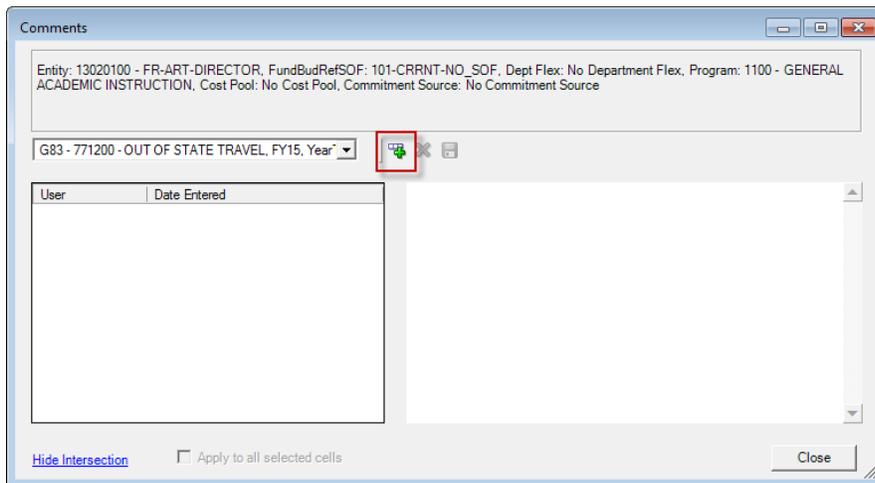## Smart View: Adding/Deleting Comments

You can add **Comments** to cells in Smart View. Adding **Comments** is a simple, non-calculating way to elaborate on the content of a cell.
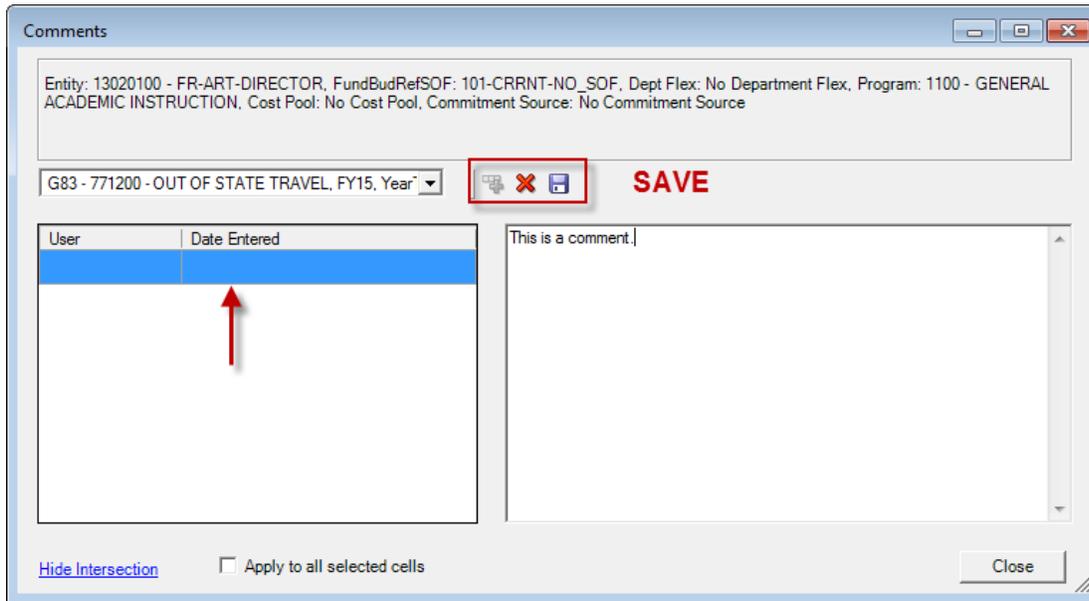
1. To attach a Comment, simply **right click the cell** to which you want to attach the comment.

2. Hover over the **Smart View** menu item and select **Cell Comments**.


3. Click Add Comment button.

4. On the right side box, enter "**This is a comment.**"

Adding a Comment offers a history record feature that keeps track of changes made to the comment. You cannot edit a comment but when you add a new comment you will be able to see the prior versions.

5. Click the **Save** button in the middle of the popup window. You should see your name, timestamp and the comments show up on the left side.
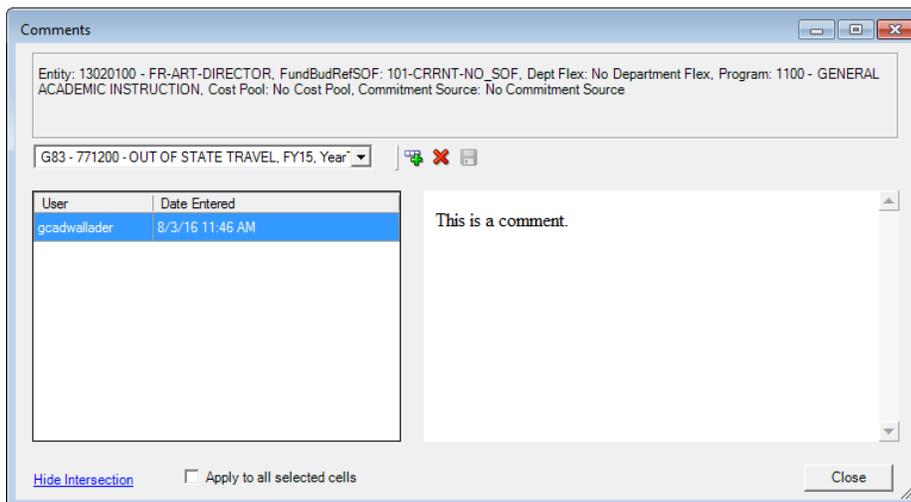
6. Click Close.

7. Note the cell is outlined in blue.

-Advertising/ Marketing	#Missing	130
771100 - IN STATE TRAVEL	#Missing	160
771200 - OUT OF STATE TRAVEL	1500	1386

8. To delete the comments, simply go back to the comment window and remove the text.

9. **Right-click** the cell again.

10. Hover over **Smart View** and select **Cell Comments** from the menu.

11. Select the text and click delete button. Click Yes on the "Delete selected rows from table?" message. Click Save button in the middle of the popup window.
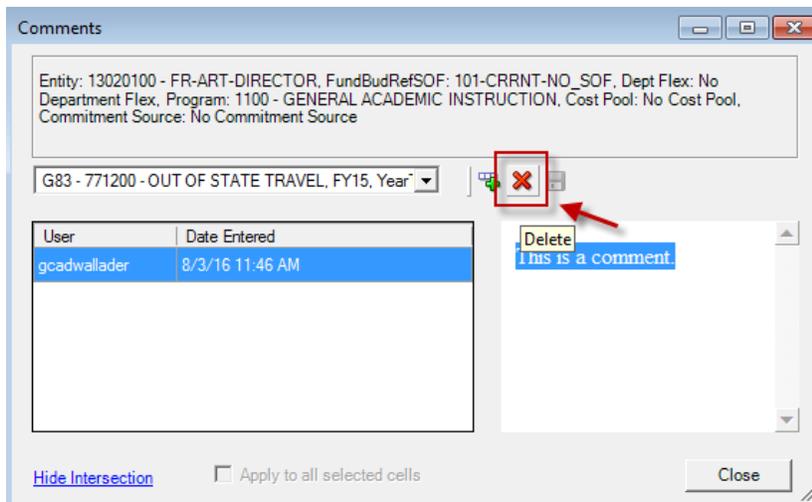
12. Click the **Close** button.

- Note the blue frame around the cell is now gone.

If you need help with...
 • Technical issues, contact the UF Help Desk:
     - 392-HELP
     - helpdesk@ufl.edu

• Policies and Directives, contact the UF Budget Office at (352) 392-2402 or
http://cfo.ufl.edu/administrative-units/budget/