

1

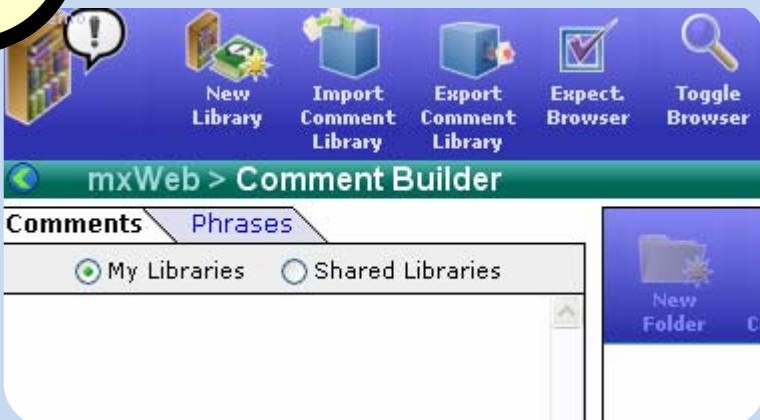


Comment Builder

Click the **Comment Builder** icon.

This will open a new window where we can get started building your comment library.

2



Click the **New Library** Icon.

This will create a new empty library for you to start entering your comments.

3

Library type:



Comment Library



Phrase Library

Name:

Enter a name for your new Library in the text box shown.

In this example we are naming our library: **"My New Library"**

4

Levels per comment: 3 ▼

Level 1:

Level 2:

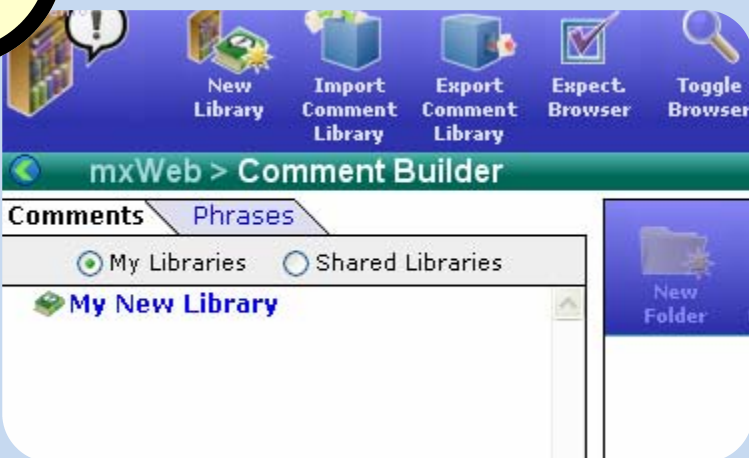
Level 3:

Choose the number of levels your comments will contain. Give each level a logical name of your choosing.

A simple example of a three level comment library:

- Level 1: Excellent**
- Level 2: Average**
- Level 3: Poor**

5

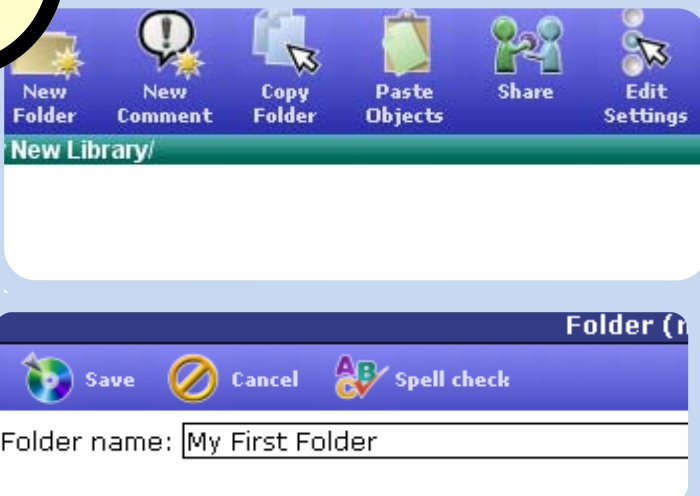


Your newly created Comment Library will now appear under the list of **My Libraries** on the left hand side of the screen.

Let's start adding comments to it.

Click on your new library name to start working on your comments.

6



Click on the **New Folder** icon to create a new folder in your library.

Folders are used to organize your comment library and find

Give your folder a name of your choosing. In this example we have chosen the name **"My First Folder"**

7



Your **new folder** will now appear below your Library.

Click your **new folder** name in order to start creating comments within it.



Click on the New Comment icon to create a new comment.

8

 A screenshot of a 'Comment (New)' dialog box. At the top, there is a menu bar with 'Save', 'Cancel', 'Insert name token', and 'Spell'. Below the menu bar, there are two input fields: 'Name: My First Comment' and 'Code:'. The main area is divided into two columns. The left column is titled 'Good' and contains a text area with the prompt 'Enter your GOOD level comment here.'. The right column is titled 'Average' and contains a text area with the prompt 'Enter your AVERAGE level comment here.'.


Enter in a name of your choosing that is descriptive of this new comment.


Enter in the appropriate comments for each level. Click **save** when you have finished entering in your comments.


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Your comment will now appear as shown within your comment library.

Use the  icon to delete a comment.

Use the  icon to edit a comment.

Use the  icon to cut a comment for pasting a comment elsewhere in your library.