

Have you ever used Track Changes or the Comments feature in Word?

Or have you ever wondered if it was possible to increase the font size in the comment bubbles? I have. And there's nothing like learning something new – especially something you've wondered about for ages!

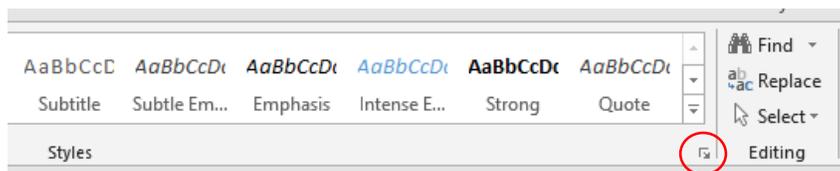
In full disclosure, I never took the time to root around and see if I could figure it out for myself, but this past week, I had a client who requested the text in the edits be at 14pt. If you recall, the default setting for Microsoft's bubble text is 9 pt.

How does one go about adjusting the default text size? It's embarrassingly simple, I admit.

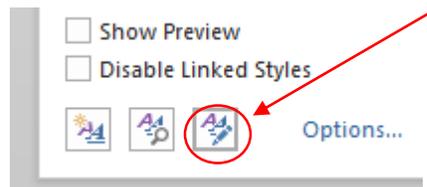
Here's where I found out how after a quick Google search:

But in a few steps, here's all it takes:

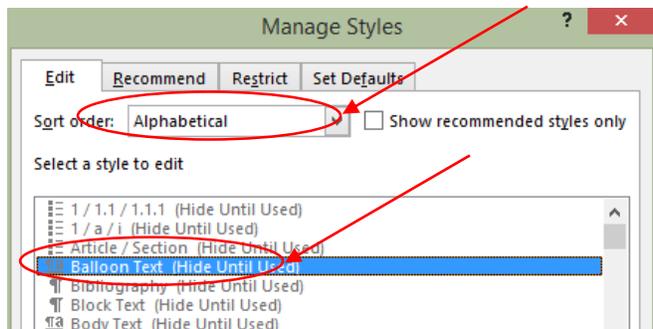
1. In the styles bar, select the little box with an arrow which drops down more styles



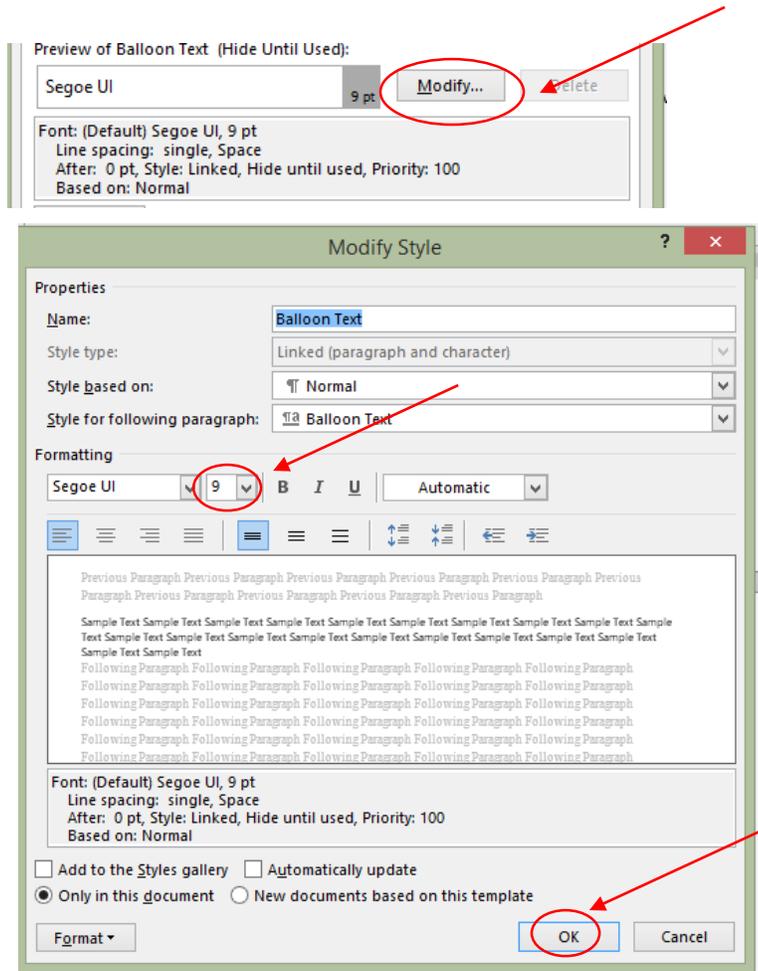
2. At the bottom, select the 'Manage Styles' button.



3. Sort the order (at the top) by alphabetical, scroll up, and select 'Balloon Text.'



4. Select 'Modify' and go to town with how you'd like your balloon text to look.



5. Once you're satisfied, select 'OK' and 'OK' again until you're back where you can work in the document.

Easy.

Now commenting in documents just got a whole lot more fun – and readable!