

# Leaving a comment

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To leave a comment, scroll to the bottom of your page. Between the page content and the navigation links at the bottom, there is a box that says "write a comment".



### Lab Notebook

This is a place to re-type and post your notes as you go through your project. Notes from design sessions, discoveries, problems or roadblocks encountered, those overcome, conversations with experts or mentors, new ideas - anything at all! This way your team mates can refer here no matter where you are, and seemingly insignificant details can be recorded for when they suddenly become vital down the road.

To make an entry, simply start typing a comment. The comment function allows you to upload files or images, format your text, and so on.



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Click in that box.

This will expand a full comments box with a standard set of word processing tools. In your comment, you can choose between a number of font sizes, bold /italic/underline, text colors, bullet points, alignment, links, tables, and [attachments](#).

The image shows a rich text editor window. At the top left is a small profile picture icon. The toolbar contains the following elements from left to right: a dropdown menu set to 'Paragraph', buttons for Bold (B), Italic (I), Underline (U), Text Color (A with a color swatch), Background Color (A with a color swatch and a diagonal slash), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Left Align, Center Align, Right Align, Link, Table, a plus sign for more options, Undo, and Redo. On the far right of the toolbar are search and help icons. The main area is a large, empty text box. At the bottom right, there are three buttons: 'Preview', 'Save', and 'Cancel'.

Type your comment, add whatever formatting or other elements you wish, then click either Preview, to see how your comment will appear, or Save to post your comment.