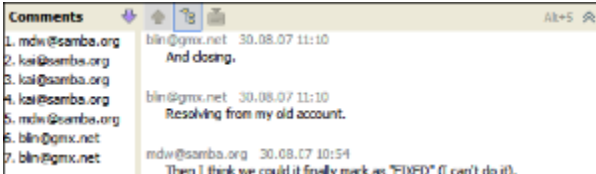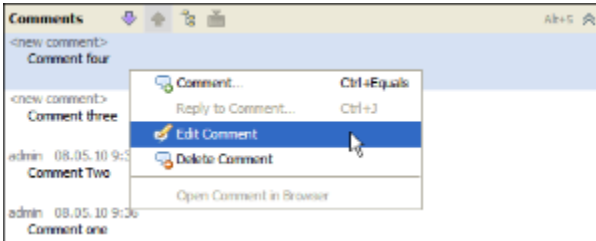# Comments

There are several ways to add a comment:

- Select the bug in the **Bug Table** and click the **Comment** button 🔲 on the **Bug Toolbar**. Provide your comment in a dialog. Click **Upload** to upload it to Bugzilla immediately or **Save Draft** to save it locally.
- Select the bug in the **Bug Table** and open the **Edit Bug** dialog. Provide your comment in the **Additional Comment** field. Click **Upload** to upload it to Bugzilla immediately or **Save Draft** to save it locally.
- Right-click one of the comments in the **Bug Details** area and select **Comment**. Provide your comment in a dialog. Click **Upload** to upload it to Bugzilla immediately or **Save Draft** to save it locally.

The comments are displayed in the **Bug Details** area. The **Comments Toolbar** provides additional functionality for working with comments.

The comments which are saved locally have the <new comment> tag instead of the comment author label and can be modified or removed. To do that, right-click the comment and select **Edit Comment** or **Delete Comment**.

Once a comment is uploaded to Bugzilla the <new comment> tag is changed to the comment author label and the comment cannot be modified anymore. Instead, the **Reply to Comment** option becomes available. Right-click the comment to select this option.

The **Comments Toolbar** provides the following functions:

- Arrange comments by creation date. Use the 🔽 **Oldest First** and **Newest First** 🔼 buttons.
- View comments in a thread. Click the **Threaded Comments View** button 🔳 to see the thread structure.
- Expand all comments. For the first ten comments the full text is shown. For other comments you can see only a fixed number of symbols and you need to click the comment to see full text. To expand all comments at once, use the **Expand All Comments** button 🔳.