

Using “Track Changes”

If you use Microsoft WORD, „track changes“ is a useful tool. Read on for more information about using “track changes.”

What does “track changes” do?

“Track Changes” keeps track of what you add to a document and what you delete from a document. Document additions are automatically displayed in color and underlined. Document Deletions are automatically displayed in color with a strikethrough.

When is “track changes” useful?

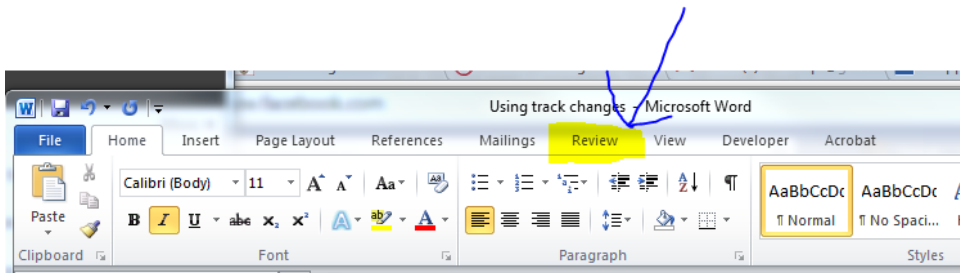
“Track Changes” is useful when you are working on a document with a writing or editing team. It is easy for each team member to see which changes have been made to the original document.

“Track Changes” is useful when you are giving students feedback on their work. Students are able to see their original submission and at the same time, they are able to see corrections that you made to their submission.

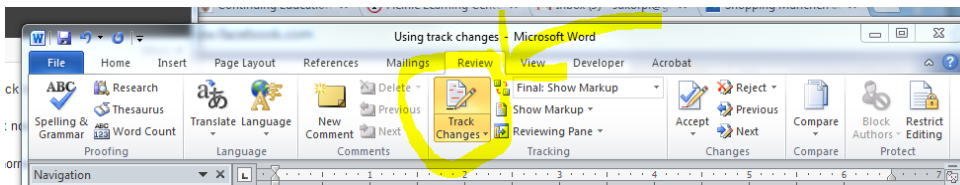
“Track Changes” is useful when you are making edits to a document you wrote, but you are not yet ready to commit to the edit. You can use “track changes” to make changes to your document while preserving your original wording.

How do I find “track changes”?

When you open a WORD 2010 document, click on the “Review” tab.



Then click on “Track Changes”

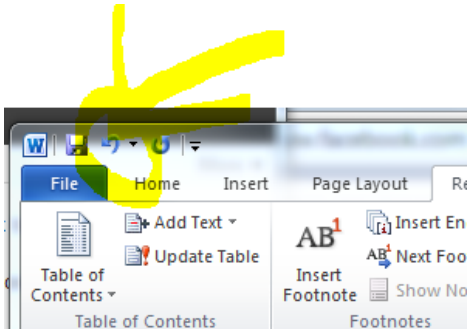


Word will automatically track any and changes you make to your the document.

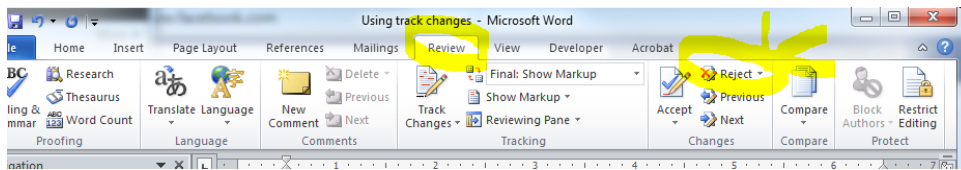
Using “Track Changes”

What if I make a change that I didn't mean to make?

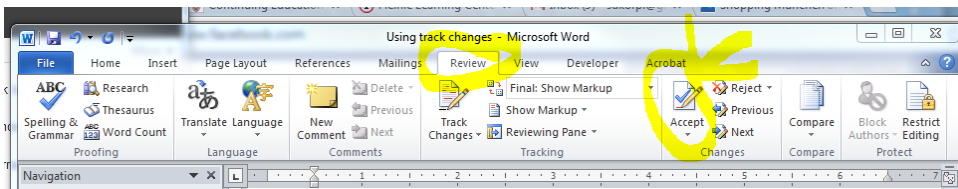
If you make a change that you didn't mean to make (or do not want to keep) you have 2 options. You can click “undo” above the “home” tab (or use Ctrl Z)



Or, you can go to the “review” tab and click “Reject”



If you are editing your own document and you like a change you made and intend to keep it, you can put the cursor on the change in the word document and then click “accept” in the Review menu. This will remove the deleted text from your document and change the color of your added text to black.



Using “Track Changes”

What is a “comment”?

A Comment is like a post-it note that you can leave in the WORD 2010 document.

When is leaving a “comment” useful?

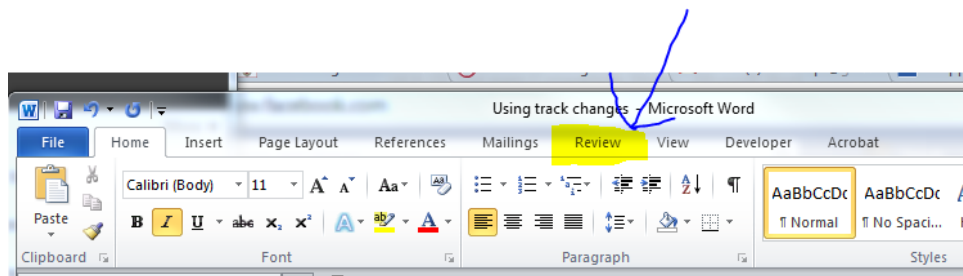
“Comment” is useful when you are working on a document with a writing or editing team. It is easy to leave questions or comments for other team members to see when they are looking at the document without making those questions or comments a part of the document.

“Comment” is useful when you are giving students feedback on their work. Students are able to see their original submission and at the same time, they are able to see “notes” that you made to their submission. Sometimes, a student has an error that is corrected in the document with “track changes,” but needs more explanation or clarification. Putting these notes in a “Comment” helps call the student’s attention to an explanation of a change.

“Comment” is useful when you are making edits to or writing a document. If you have something to add or something you want to come back to, leaving a comment is a great way to remind yourself to do so.

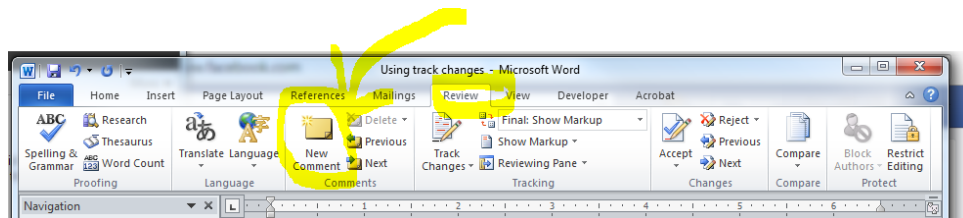
How do I find the “comment” tool?

When you open a WORD 2010 document, click on the “Review” tab.



*Highlight the word or words in the document that the comment pertains to. (You can highlight one **word** by double clicking your left mouse button. You can highlight **multiple words** by placing your mouse before the word you wish to highlight, holding down the left button, and with the left button held down, drag your mouse to the end of the last word you wish to highlight.)*

Then click on “New Comment”



*Word will automatically shade the **word or words** you highlighted and open a post-it like note for you.*

Comment [WU1]: This is what a comment looks like. Notice it is titled “comment”. If your name is associated with your word program, your name will appear in the brackets. This is useful when multiple people are leaving comments in one document.

Notice as well that when you add a comment to the document, your document will display the “Markup Area” automatically. Your document will continue to display the markup area until you have accepted or rejected all comments and “track changes” events. If you are using comments or track changes to give students feedback or collaborate with a writing or editing team, the Markup Area will and should remain open. You only need to worry about getting rid of the mark-up area before you print a final draft of a document that is not meant to include comments or feedback for others.

Using “Track Changes”

What if I don't like my comment and want to delete it?

If you want to get rid of a comment you made place your cursor on the shaded words in the word document, go to the “review” tab and click “delete.”

