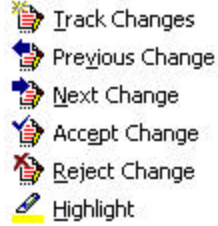
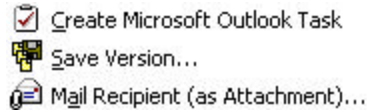


## Using Comments & Tracking Features in MS Word



**“Reviewing” Tools** -The reviewing toolbar includes the following buttons:



### To Open the Reviewing Tool bar:

- Go to “View” and “Toolbars”
- Select “Reviewing”

**To set up your identity** - MS Word keeps track of who makes comments and who uses the tracking tool:

- Go to “Tools”
- Click on “Options”
- Click the tab “User Information”
- Type in your information
- The “Initials” section is what shows up next to comments.

### Suggestions

- Save a clean-copy before playing with these tools (or consider saving a “version” of the document in the same file).
- Print out comparison copies to work from.
- If working with others, be sure to create identities.
- If working with others, consider making a “code of colors” at the top of the page using their identity and tracking color.
- Be careful if you make a comment while the tracking feature is still on.

**Highlighting**—marks sections of the text with a transparent color (just like a highlighting marker). Some colors do not print light enough to read the underlying text in a printed form.

- Select a section of the text you want to highlight
- Click the “Highlight” button



If you want to select a different color, click the down arrow button and then click on a highlighter color.

Or

- Click on the “Highlight” button
- Select a section of the text
- BE SURE to turn your highlighter back off by clicking the “Highlight” button again.

**Comments**—comments act as little “post-it” notes in the document. They are not officially a part of the document; however MS Word saves them in the same file.



### Making A Comment



- Select a section of the text you want to comment upon
  - Click on the “Comment Button”
  - Type your comment in the Second/Lower Window
- Or
- Select a section of the text you want to comment upon
  - Go to “Insert”
  - Click on “Comment”
  - Type your comment in the Second/Lower Window

### Revising A Comment




- Place your cursor anywhere in the highlighted section of text that leads to the comment you want to revise
  - Click on the “Revise Comment” Button
  - Type your revision in the Second/Lower Window
- Or
- Go to “View”
  - Click on “Comment”
  - Type your revision in the Second/Lower Window

### Voice Comment

If your computer has a sound card and a microphone, you can record voice comments



- On the **Insert** menu, click **Comment**.
- If you're inserting both text and voice comments, type the text first.
- In the comment pane, click **Insert Sound Object**  and then record the voice comment.
- If Word displays a message asking whether you want to update the sound object, click **Yes**.

### Deleting A Comment

- Place your cursor anywhere in the highlighted section of text that leads to the comment you want



to delete

- Click on the “Delete Comment” Button

### Moving Between Comments



This feature allows you to move through a long document through “next” comments.

### Viewing All the Comments

- Go to “View”
- Click on “Comments”

### Printing Comments

This will print comments at the bottom of the document, like endnotes.

- Go to “File”
- Click on “Print”
- Click on the “Options” button

- Select (check) the Comments option

**Tracking**—the tracking tool marks sections of the text that someone has altered. MS Word automatically uses a color, underlining, and a side bar to track changes in the document. Keep in mind that until the changes are accepted, both versions appear simultaneously in the document.

#### *Turning On Tracking*

- Click on the “Turn On Tracking” toolbar button
- Or
- Double Click on the “TRK” sign found at the bottom of the MS Word window
- Or
- Go to “Tools”
  - Click on “Track Changes”
  - Click on “Highlight Changes”



#### *Turning Off Tracking*

- Click on the “Turn On Tracking” toolbar button
- Double Click on the “TRK” sign found at the bottom of the MS Word window

#### *Accepting a Change*



- Place your cursor anywhere in the tracked section of text that you want to accept the suggested change
  - Click on the “Accept Change” button
- Or
- Go to “Tools”
  - Click on “Track Changes”
  - Click on “Accept or Reject Changes”
  - Use the arrow buttons to find the section you want to accept
  - Click on the “Accept” button

#### *Rejecting a Change*



- Place your cursor anywhere in the tracked section of text that you want to reject the suggested change
  - Click on the “Reject Change” button
- Or
- Go to “Tools”
  - Click on “Track Changes”
  - Click on “Accept or Reject Changes”
  - Use the arrow buttons to find the section you want to reject
  - Click on the “Reject” button

#### *Accept/Reject All Changes*

- Go to “Tools”
- Click on “Track Changes”
- Click on “Accept or Reject Changes”
- Click on either the “Accept All” or “Reject All” button

#### *Moving Between Changes*



This feature allows you to move through a long document through “next” tracked changes.