



Tracking Changes in Word

Microsoft Word 2003 for Windows and Word 2004 for the Macintosh make it relatively easy for an instructor to comment on a student's written work, send it back to the student for revisions, and then compare the original document with the revised document—all the while keeping the instructor's comments accessible. The entire process is done electronically and uses a feature called Track Changes.

Here's how it works:

1. The student writes his paper and saves it with the file name student.doc (with the student's name being substituted). The extension allows the file to be used on both platforms.
2. The student e-mails the file student.doc as an attachment to you, the instructor.
3. Before you read and make comments to the file, make sure you are set up to do so in the correct manner. Under the Tools menu, select **Track Changes**. A new toolbar will appear at the top of the screen, which allows you to show or hide changes, move between the changes, and highlight them.
4. Read the student's paper, and when you want to make a comment, highlight the text you want to comment on, and then click the Insert Comment button on the Reviewing toolbar. A colored box opens to the right, where you can enter comments.
5. Make sure your initials are showing next to Comment. (If your initials are not showing, add your name by going to the Tools menu, clicking Options, and then selecting the User Information tab. Enter your information and click OK.) Add your comments in the box and continue reviewing the document.
6. When you are finished making your comments, go to File and choose Save As. Name the file studentjs.doc (with the js being my initials; you will want to use yours), then e-mail it back to the student as an attachment. Note 1: If you want a hard copy of the student's work with your comments, you can print this out by going to File, then Print. Click the down arrow next to Print What and select Document Showing Markup. Click OK. The comments will be printed on the same page as the student's text, and the page will look much the same as the on-screen version. Note 2: If you don't want the student to revise and submit his or modify modify her work again, simply make comments, grade the paper, and return it.
7. With ScreenTips activated the student reads your comments on the studentsv.doc file. He then saves it as student2.doc and makes the necessary revisions on that student2.doc file. When finished, the student saves his work and e-mails student2.doc back to you.
8. Open student2.doc, then under the Tools menu, select Compare and Merge Documents. The Compare and Merge Documents dialog box opens. Locate studentjs.doc, and click Merge. You will see the student's deletions highlighted and typically with a line, or strikethrough, through them, and the insertions typically will be a different color and underlined. Your comments will be visible and you can modify them.

9. Word provides some tools to use when reviewing the final document. You can use any or all of these if you'd like, or you can use none of them. It's your preference.
 - To review one change at a time, click the Next Change or Previous Change button from the Reviewing toolbar.
 - To accept a change, highlight the revised text, and click the Accept Change button. The text becomes regular text.
 - To reject a change, highlight the revised text, and click the Reject Change button. The revision is deleted.
 - To accept or reject all of the changes in one pass, go to the Tools menu, select Track Changes, and then click Accept All or Reject All. You can click Undo under the Edit menu if you change your mind.
 - To see how the document will look if you accepted all the changes, go back to the Tools menu again. Select Track Changes, click Accept or Reject Changes, then click Changes, Without Highlighting.
 - To see the original, unchanged document so you can view how the document would look if you rejected all the changes, go to the Tools menu one more time. Select Track Changes, click Accept or Reject Changes, then click Original. However, if the document contains formatting changes, Word displays the changed formatting, not the original formatting.