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## **Understanding Revision Tools**

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### **A Look At Revision Tools**

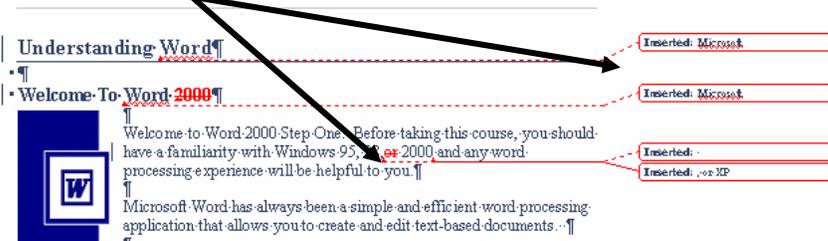
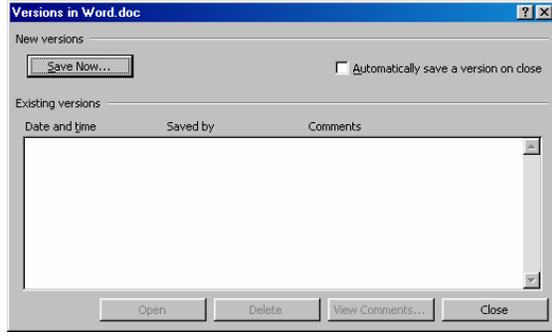
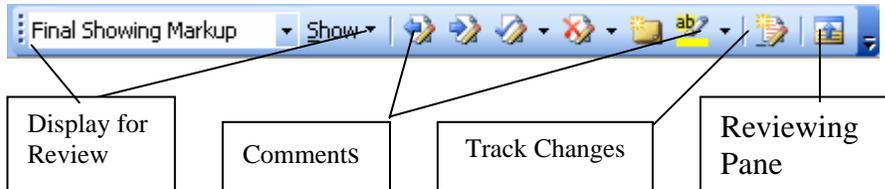
Sometimes, after a document is revised, another person may review the changes and provide feedback. Microsoft Word© provides a variety of tools to assist in this revision activity which allow communication among others who are working on the same document.

With Word© one can save multiple versions of the same document. If something is changed, but one still wants to track of the old version(s), a new copy with revisions can be saved as a version. Renaming or keep tracking the different versions is not necessary; Word© saves all of the versions of one document in one file. The user can view these versions and select a specific one to use.

The use of comments is another helpful tool in revising documents. Notations made by coworkers to a single document are usually easily identified and removed. Word© allows multiple users to place comments on one document, in essence, electronic “sticky notes.”

The Track Changes feature permits tracking of any revisions made to a document by coloring and marking added and deleted text. Also, if two separate files of a document already exist, Word© allows a comparison of these two separate files with the Compare Documents feature. Using the Compare and Merge Documents feature combines comments and revisions from multiple reviewers into a single document to see the differences. These differences can be merged into a completed document.

**New Terms**

|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Revision Mark</b></p>                                                                                            | <p>Revision marks indicate where changes or suggestions have been made in editing. Some marks appear in the document with more details shown in margin notes.</p>                                                                                                                          |
| <p><b>Versions Command</b></p>                                                                                         | <p>Use the <b>Versions</b> command on the <b>File</b> menu to save and maintain several versions of one document in a single file. After multiple versions of a document have been created, one may use the Versions command to open, edit, review, and print the different versions.</p>  |
| <p><b>Comments</b></p>                                                                                                 | <p><b>Comments</b> record the changes and insertions in a document as well as the observations and notes of an editor or author.</p>                                                                                                                                                                                                                                         |
| <p><b>Track Changes Button</b> </p> | <p>Use the <b>Track Changes</b> button on the <b>Reviewing</b> toolbar to track changes made in a document by the reviewer's name.</p>                                                                                                                                                                                                                                       |
| <p><b>Comparing Documents</b></p>                                                                                      | <p>Word© allows two versions of a document to be compared and evaluated after changes have been made, or multiple versions have been created.</p>                                                                                                                                                                                                                            |
| <p><b>Compare and Merge Documents</b></p>                                                                              | <p>Word© allows a primary author to gather comments and revisions from multiple reviewers into a single file which may be compared and evaluated for changes.</p>                                                                                                                                                                                                            |
| <p><b>Reviewing Toolbar</b></p>                                                                                        | <p>The <b>Reviewing</b> toolbar contains commands permitting different appearances of a document as well as the ability to revise and edit a document.</p>                                                                                                                               |

## Save a Version Of the Document

One can save multiple versions of the same document while working on it. If some items are changed, but the old version needs to be kept, the new copy with revisions can be saved as a version. There is no need to rename or keep track of the different versions; Word© saves all of the versions of one document in one file. Later, one may view these versions and select the one to be used. Imagine each version as a snapshot or picture in time.

When using the Versions feature, the different (older) versions are archived in one file. Earlier versions cannot be modified unless the file is opened and **File, Save As** is used to create a new and separate document file from the older edition.

Also, if a version of the document needs to be sent to another person for review and it is not necessary for them to see and review previous versions, again use **File, Save As** to create a new and separate file to send for review.

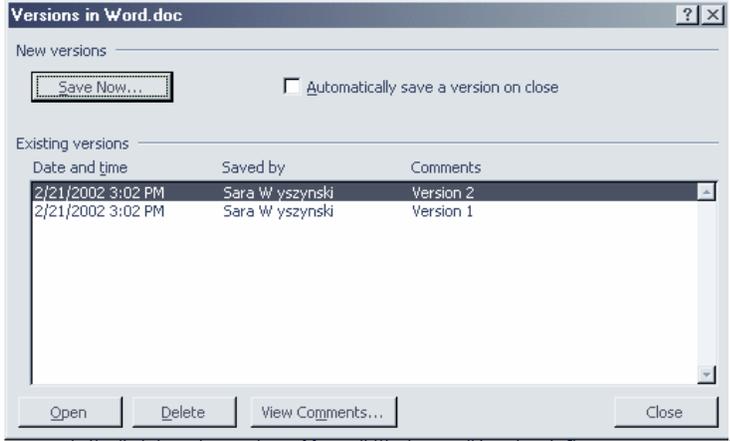
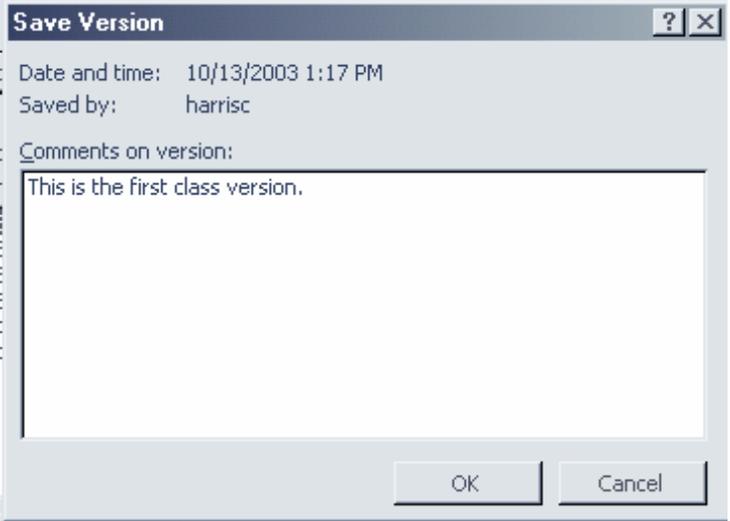
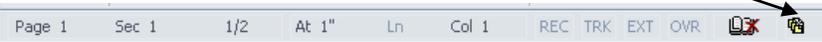
Finally, using **File, Save As** allows one to use the Compare Document feature to compare two different versions of the document together.

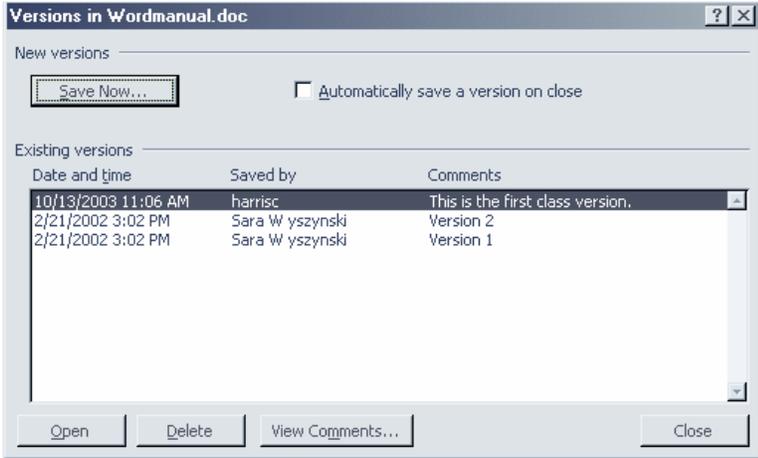
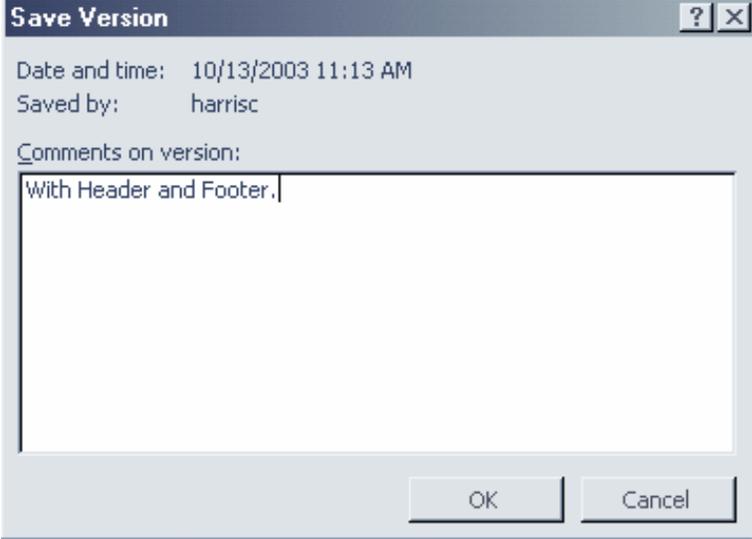
### New Terms

|                                                                                                                      |                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Save Version Button</b> </p> | <p>Use the <b>Save Version</b> button on the Reviewing toolbar to save and maintain several versions of one document in a single file.</p> |
| <p><b>Versions Icon</b> </p>      | <p>Use the <b>Versions</b> icon on the status bar to open the Version in dialog box.</p>                                                   |

### Adding Versions

| What to do                                                                                                      | What happens                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Click the <b>Open</b> button on the Standard toolbar.</p>                                                 | <p>Opens the <b>Open</b> dialog box.</p>                                                                                        |
| <p>2. Go to <b>My Documents</b>, and then to the <b>Revisions Tools</b> folder; double-click <i>Word</i>.</p>   | <p>Opens the <b>Word</b> document.</p>                                                                                          |
| <p>3. To open the Reviewing toolbar, right-click in the menu bar, then trace to and click <b>Reviewing</b>.</p> | <p>Opens the <b>Reviewing</b> toolbar.</p>  |

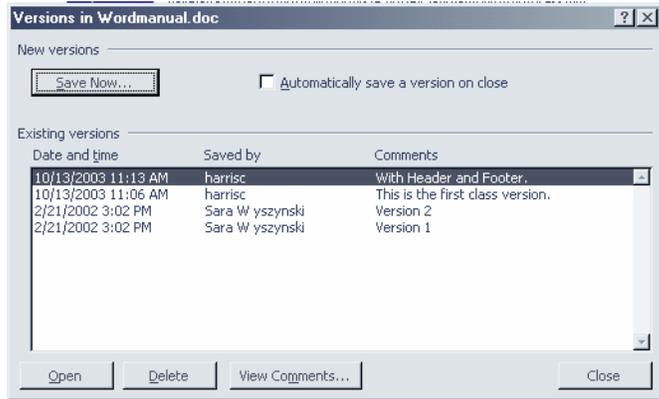
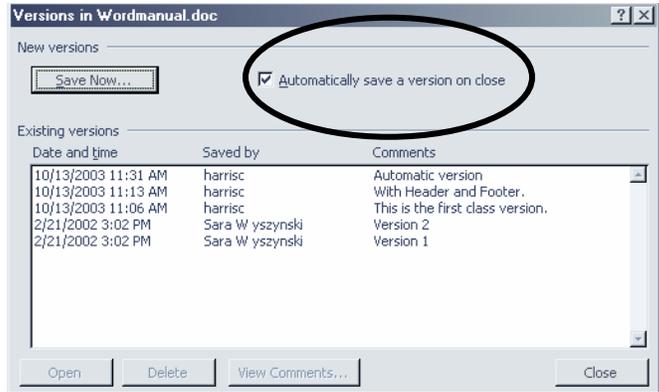
| What to do                                                                                                                                                      | What happens                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>4. Go to the <b>menu bar</b> &gt; <b>File</b> and trace to and click <b>Versions</b>.</p> <p>In the upper left corner, click the button <b>Save Now</b>.</p> | <p>Opens the <b>Versions</b> dialog box</p>                                                                      |
| <p>5. In the <b>Comments on version</b> text box type: <i>This is the first class version</i>.</p>                                                              | <p>Opens the <b>Save Version</b> dialog box. Enters the comment.</p>                                            |
| <p>6. Click the <b>OK</b> button.</p>                                                                                                                           | <p>Closes the <b>Save Version</b> dialog box and adds a versions icon to the right end of the status bar.</p>  |
| <p>7. Add a Header and Footer to the Word Document. Use <b>View, Header and Footer</b>.</p>                                                                     | <p>Adds a Header and Footer to the existing document.</p>                                                                                                                                          |

| What to do                                                                                                                                     | What happens                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8. Go to the <b>menu bar</b> and trace to and click <b>Versions</b>.</p> <p>In the upper left corner, click the button <b>Save Now</b>.</p> | <p>Opens the <b>Versions</b> dialog box</p>                               |
| <p>9. In the <b>Comments on version</b> text box in the Save Version box, type <i>With Header and Footer</i>.</p> <p>Select <b>OK</b>.</p>     | <p>The <b>Save Version</b> box returns.</p> <p>The entered comment:</p>  |

## Reviewing and Retrieving Versions

At times, one may want to retrieve different versions of a document. Some of the reasons to retrieve a version are:

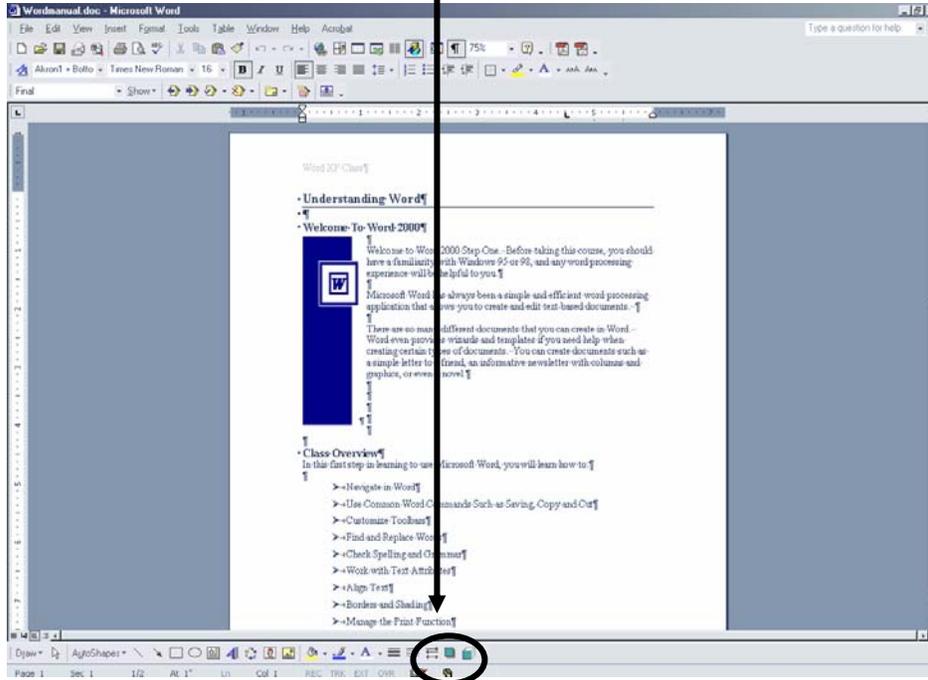
- To review what information an older version contained.
- To save an older version as a separate file to compare documents.
- To save the most recent version as a separate file to send to somebody for review.
- In order to revise an older version, one may save that version as a separate file.

| What to do                                                                                                                         | What happens                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Select from the menu <b>File, Versions</b>.</p>                                                                              | <p>Opens the <b>Versions in “XYZ.doc”</b> box.</p>  <p>This box displays the versions that have been saved. The example above shows four versions saved. The versions are in order, starting with the most recent on top.</p>                                                                                                                  |
| <p>2. To save a version automatically when a file is closed, select the <b>Automatically save a version on close</b> checkbox.</p> | <p>The Versions box with the <b>Automatically save a version on close</b> checkbox marked.</p>  <p>The saved version will be indicated by “Automatic Version” in the Comment column as seen above.</p> <p><b>Note:</b> Before closing the file, there will be a prompt to save. One must save the changes to create an automatic version.</p> |

| What to do | What happens |
|------------|--------------|
|------------|--------------|

3.

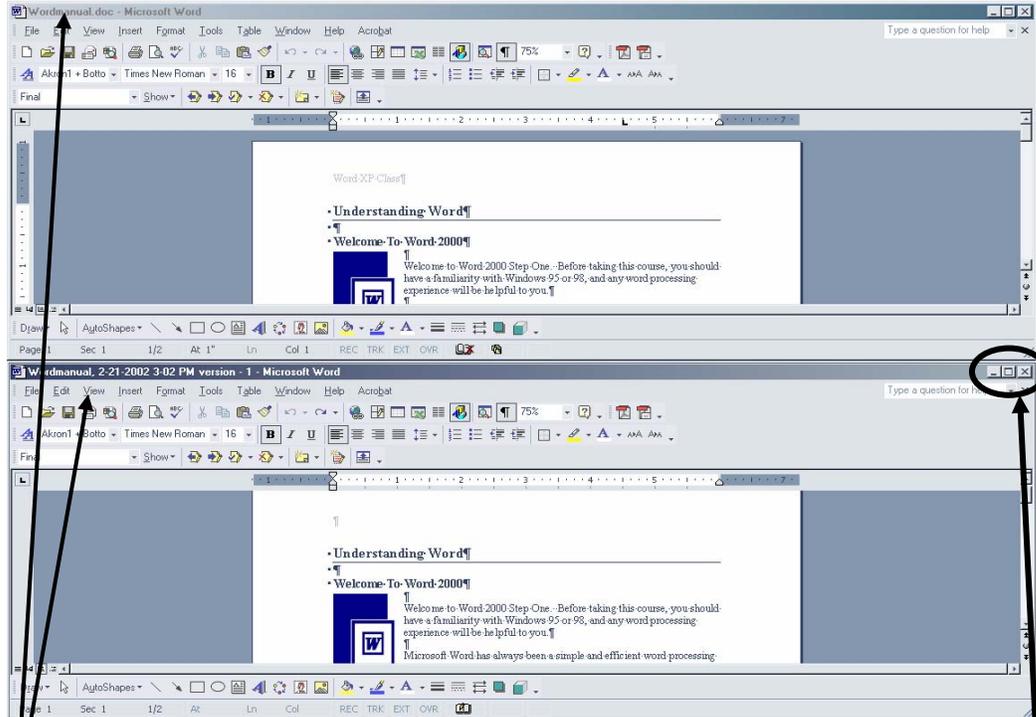
**Note:** The Versions box can also be opened by double clicking on the **Versions** icon  in the **status bar** at the bottom of the Word© Window.



| What to do | What happens |
|------------|--------------|
|------------|--------------|

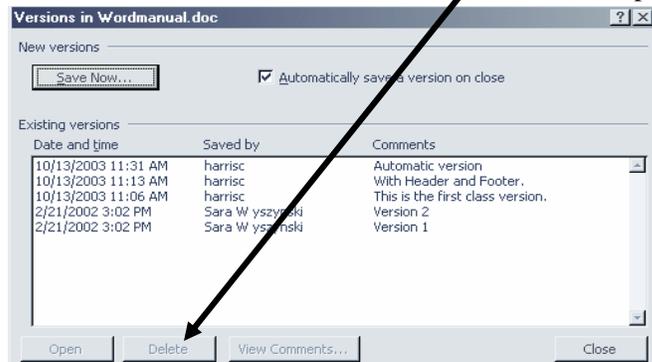
- Once one determines which version to be opened, select that item with the mouse and click the button marked **Open**. For this example, select *Version 1*.

Once an older version is selected, the Word© window automatically splits the screen; on the bottom is the version selected to open, with the original document is in the top half of the window.



The current version of the document displays in the upper portion of the screen, while the older version occupies the lower half. One can easily identify them by the information provided in the **Title bar** for each.

If one wants to view the *Version 1* document, maximize that window by using the sizing buttons for that particular screen. This will displays that version in the full window. When done reviewing the version or after using **Saved As**, the version can be closed. The version still exists, unless it is selected in the **Versions** box and the **Delete** button is pushed.



**Note:** A version can also be saved from the **Version** box. Click on the **Save Now** button; there will be a prompt for a comment as seen in the last lesson.

- Close *Version 1* and maximize the file, *Word*.

## Comments

---

Notes can be added to the document without changing the actual text by inserting **Comments**. Other reviewers can add **Comments** as well. The document author has the authority to accept or reject the comments once the changes made to the document have been reviewed. This is covered in the next section. One method to add comments is to use the **Reviewing** toolbar while another technique is to use the menu bar selection of **Insert, Comment**.

When one enters Comments into a Word© document, the Comments are automatically recorded. The Comments can be seen in either the left or right margin of the document or in the **Reviewing Pane**, which can be made to appear at the bottom of the working window. Within the document itself, there will also be an indication that a Comment is associated with specified text. The indication is that the referenced information is highlighted by colored hash lines bracketing the text, with a leader line directing one to a specific Comment in the margin.

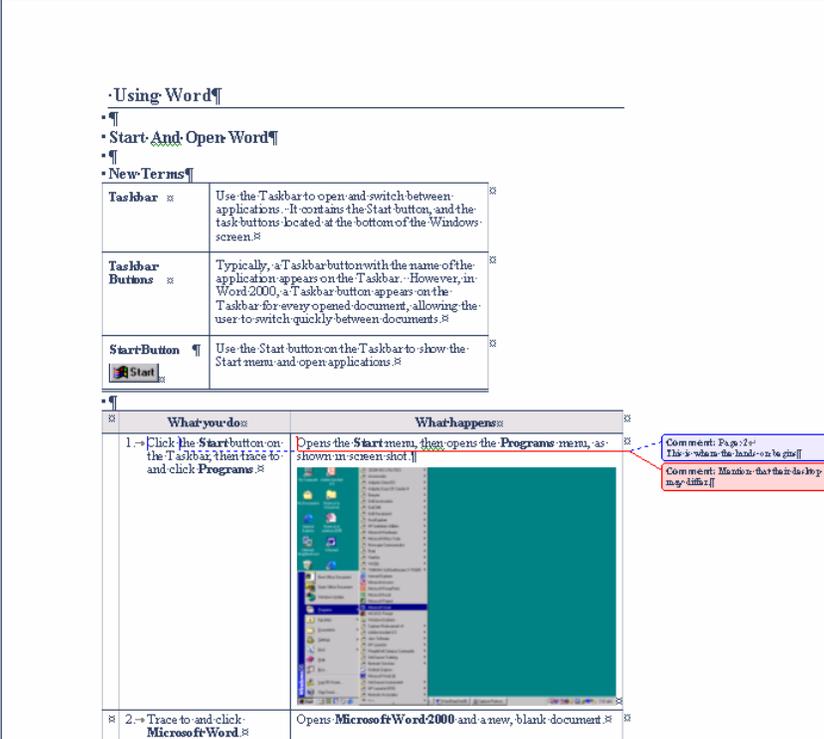
### New Terms

|                                                                                                                |                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Insert Comment Button</b>  | Use the <b>Insert Comment</b> button on the <b>Reviewing</b> toolbar to insert a suggestion or comment into the document.                                                                                |
| <b>Comment Mouse Pointer</b>  | The mouse pointer turns into a comment mouse pointer when placed over a comment.                                                                                                                         |
| <b>Comment Pane</b>                                                                                            | Use the Comment Pane in the lower section of the document to enter the comment text. The Comment Pane is also used for editing and reviewing comments previously entered.                                |
| <b>Comment Balloon</b>                                                                                         | Comment balloons indicate which reviewer or author entered the comment and what the comment was. Using the Comment Mouse pointer in conjunction with the balloons displays the reviewer's name and date. |

## Insert Comments

| What to do                                                                                                                                                                                                                                                                                  | What happens                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 1. If the <b>Reviewing</b> toolbar is not active, right-click in the menu bar, then trace to and click <b>Reviewing</b> .                                                                                                                                                                   | Opens the Reviewing toolbar.<br>   |
| 2. Make certain that the <b>Display for Review</b> area of the <b>Reviewing</b> toolbar is set to <b>Final Showing Markup</b> .                                                                                                                                                             |                                    |
| 3. Scroll down to page 2 of the document and place the cursor before the word "Opens" in Step 1, in the <b>What happens</b> column. Then click the <b>Insert Comment</b> button  on the Reviewing toolbar. | Highlights the selected text or insertion point, creates a comment leader to the right margin and a comment balloon. |
| 4. Type <i>Mention that their desktop may differ</i> in the Comment Balloon. Inserts the comment in the Comment balloon in the right margin.                                                                                                                                                |                                                                                                                      |

**NOTE:** Using **Comments** overrides any use of the **Highlight** tool which may be done to the same section.



The screenshot shows a document with a table. The table has two columns: "What you do" and "What happens". The "What you do" column contains the following text:

- 1. → Click the **Start** button on the Taskbar, then trace to and click **Programs**.
- 2. → Trace to and click **Microsoft Word**.

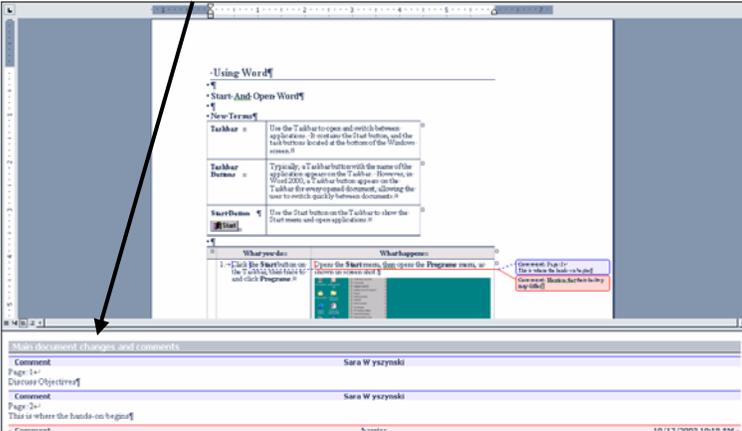
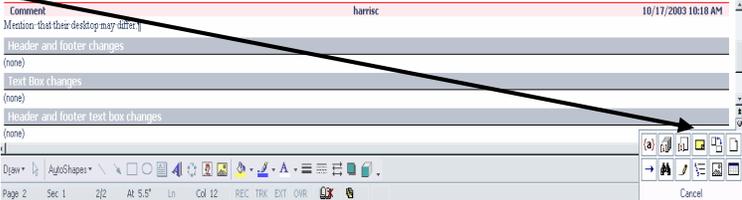
The "What happens" column contains the following text:

- Opens the **Start** menu, then opens the **Programs** menu, as shown in screen shot.
- Opens **Microsoft Word 2000** and a new, blank document.

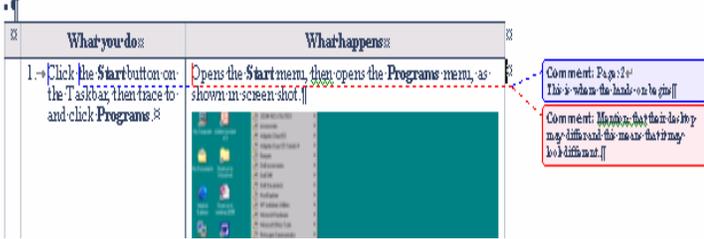
A comment balloon is visible on the right side of the table, containing the following text:

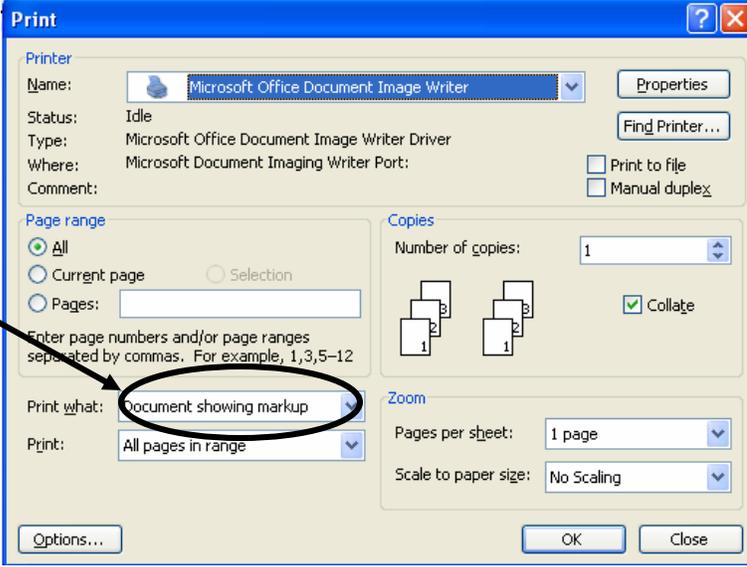
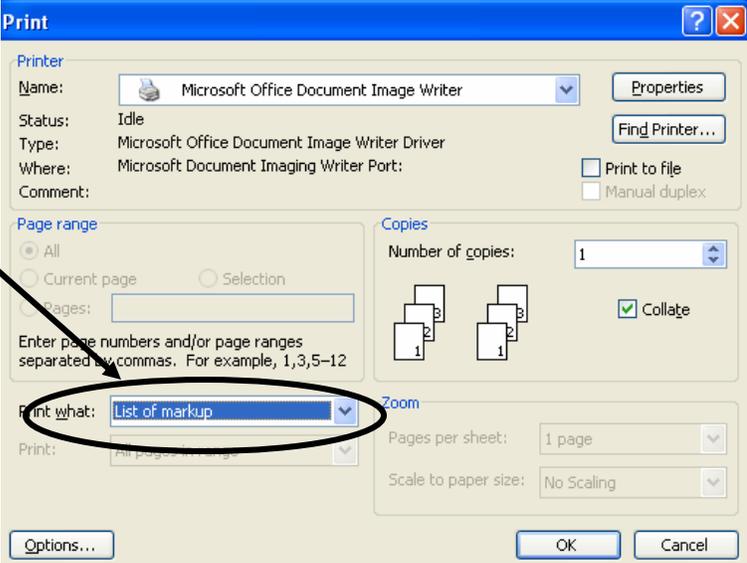
- Comment: Page 2! This is what the hands-on begins!
- Comment: Mention that their desktop may differ!

**Note:** There were two Comments already documented and shown in another color.

| What to do                                                                                                                                                                                                                                                                                                                                       | What happens                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>5. Click the <b>Reviewing pane</b> button on the <b>Reviewing toolbar</b> .</p>                                                                                                                                                                              | <p>Opens the <b>Reviewing Pane</b>.</p>                                                                                                           |
| <p>6. Move to the right scroll bar and, in the <b>Reviewing pane</b>, click the <b>Select Browse Object</b>. From the list of icons, click <b>Browse by Comment</b> (the fourth icon in the first row). Now one may navigate through the document comments using the up and down arrows on the right scroll bar.</p>                             | <p>Allows navigation from comment to comment by clicking the up and down scroll arrows in either the <b>Reviewing pane</b> or the document.</p>  |
| <p>7. To view comments one may also use the <b>Previous Comment</b>  and <b>Next Comment</b>  buttons on the <b>Reviewing toolbar</b> to move from Comment to Comment.</p> | <p>One advances to the next or previous comment.</p>                                                                                                                                                                                |

Work with Comments

| What to do                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | What happens                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. To edit a comment, move the mouse pointer over the comment balloon and double-click.</p> <p>Add the following to the comment just entered <b>“and this means that it may look different.”</b></p> <p>One may also move the mouse pointer over the comment in the <b>Reviewing Pane</b> and edit the comment from this area.</p>                                                                                                                                                                                       | <p>Opens the Comment balloon and permits editing of the comment just as one would edit text in any Word© document.</p>  |
| <p>2. To delete a Comment, select the comment mark and use the <b>Delete Comment</b>  button on the <b>Reviewing toolbar</b>.</p> <p>Another method is to place mouse pointer over the Comment and right-click with the mouse. The short menu appears. Move to the <b>Delete Comment</b> selection  and click.</p> <p>Delete the comment on page 1.</p> | <p>The Comment is deleted from the document.</p>                                                                                                                                                          |
| <p>3. To print Comments, there are two options:</p> <ul style="list-style-type: none"> <li>➤ Print the document with the comment balloons.</li> <li>➤ Print only the comments from the <b>Reviewing pane</b> on a separate page.</li> </ul>                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                           |

| What to do                                                                                                                                                                                                                                                                                                                                                                 | What happens                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p>4. To print the document with comment balloons:</p> <p>Select <b>File, Print</b>.</p> <p>In the lower left frame, make certain that <b>Print what</b> is set to <b>Document showing markup</b>.</p> <p>Select <b>OK</b> to print the document.</p> <p><i>Note:</i> Remember to return to this box and change <b>Print what</b> to print <b>Document</b> afterwards.</p> |   |
| <p>5. To print a separate the Comment Summary:</p> <p>In the lower left frame of the <b>Print</b> dialog box make certain <b>Print what</b> is set to <b>List of markup</b>.</p> <p>Select <b>OK</b> to print the comments separately.</p>                                                                                                                                 |  |

# Printing Examples

## Document with Comment Balloons

•Using Word¶

•¶

•Start And Open Word¶

•¶

+•New Terms¶

|                   |                                                                                                                                                                                                                                         |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Taskbar ¶         | Use the Taskbar to open and switch between applications. It contains the Start button, and the task buttons located at the bottom of the Windows screen. ¶                                                                              |
| Taskbar Buttons ¶ | Typically, a Taskbar button with the name of the application appears on the Taskbar. However, in Word 2000, a Taskbar button appears on the Taskbar for every opened document, allowing the user to switch quickly between documents. ¶ |
| Start Button ¶    | Use the Start button on the Taskbar to show the Start menu and open applications. ¶                                                                                                                                                     |

•¶

| What you do                                                                                                                | What happens                                                                              |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1 → Click the Start button on the Taskbar, then wait in and click Program. ¶                                               | Opens the Start menu, then opens the Program menu, as shown in screen shot. ¶             |
| 2 → Click on and click Microsoft Word. ¶                                                                                   | Opens Microsoft Word 2000 and a new, blank document. ¶                                    |
| 3 → Click the Open button, verify that Word Step One Class Materials is in the Look in list box, then double-click File. ¶ | Opens the Open dialog box, ensures that you are in the correct folder, then opens File. ¶ |

•¶

Comment: Page 10.1  
 I have to have the taskbar working as well

Comment: Step 1, step 2. I have to have the program menu open, and I have to have the start menu open, and I have to have the taskbar working as well.

## Comment or Markup Page

**Wordpractice.doc**

### Main document changes and comments

|                 |                 |                     |
|-----------------|-----------------|---------------------|
| Page 1: Comment | Sara W yszynski | 10/17/2003 11:15 AM |
|-----------------|-----------------|---------------------|

Page: 1

Discuss Objectives

|                 |                 |                     |
|-----------------|-----------------|---------------------|
| Page 1: Comment | Sara W yszynski | 10/17/2003 11:15 AM |
|-----------------|-----------------|---------------------|

Page: 2

This is where the hands-on begins

|                 |         |                     |
|-----------------|---------|---------------------|
| Page 1: Comment | harrisc | 10/17/2003 10:18 AM |
|-----------------|---------|---------------------|

### Header and footer changes

Text Box changes

Header and footer text box changes

Footnote changes

Endnote changes

## Other Reviewing Toolbar Viewing Options

### Display for Show

The **Display for Show** option located on the **Reviewing toolbar** allows the author and the reviewer to view the document with different items either revealed or concealed.

| Display for Review Settings    | What Appears                                                                                         |
|--------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Original</b>                | Original document unchanged appears. This is how the document will look if all changes are rejected. |
| <b>Final</b>                   | How the document will appear if all changes are accepted.                                            |
| <b>Original Showing Markup</b> | Shows inserted text and formatting changes in balloons; deleted text is shown in the document.       |
| <b>Final Showing Markup</b>    | Shows deleted text in balloons; inserted text and formatting changes appear within the document.     |

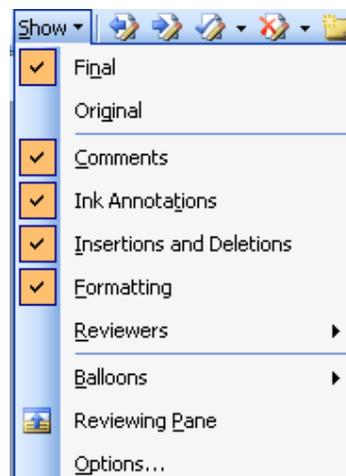
The following items are not tracked as changes:

- AutoCaptions
- Routing information
- Embedded fonts
- Some types of mail merge information (such as whether a file is a main document or a data file)
- Background color
- Some custom options or commands such as custom toolbar buttons

Formatting and position changes to pictures and shapes are shown with the picture indicated as deleted and reinserted.

### Show

The **Show** item in the **Reviewing toolbar** allows one to filter what reviewing options are shown.



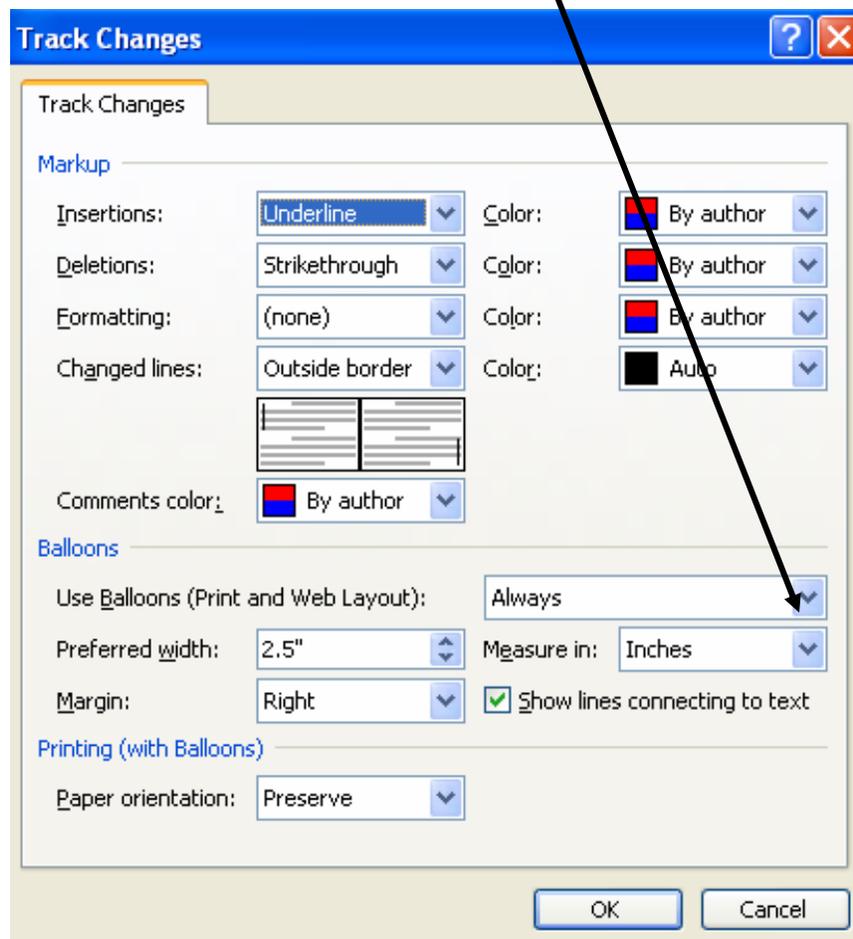
For example, one may opt to turn off formatting tracking by clicking the checkmark next to **Formatting**. The first two items in the show list toggle the document between the final and the original of the document. The second segment of the **Show** list has four items which may be turned on or off by clicking the left margin next to the item.

Under **Reviewers** one may elect to see the comments of all reviewers or only a certain individual.

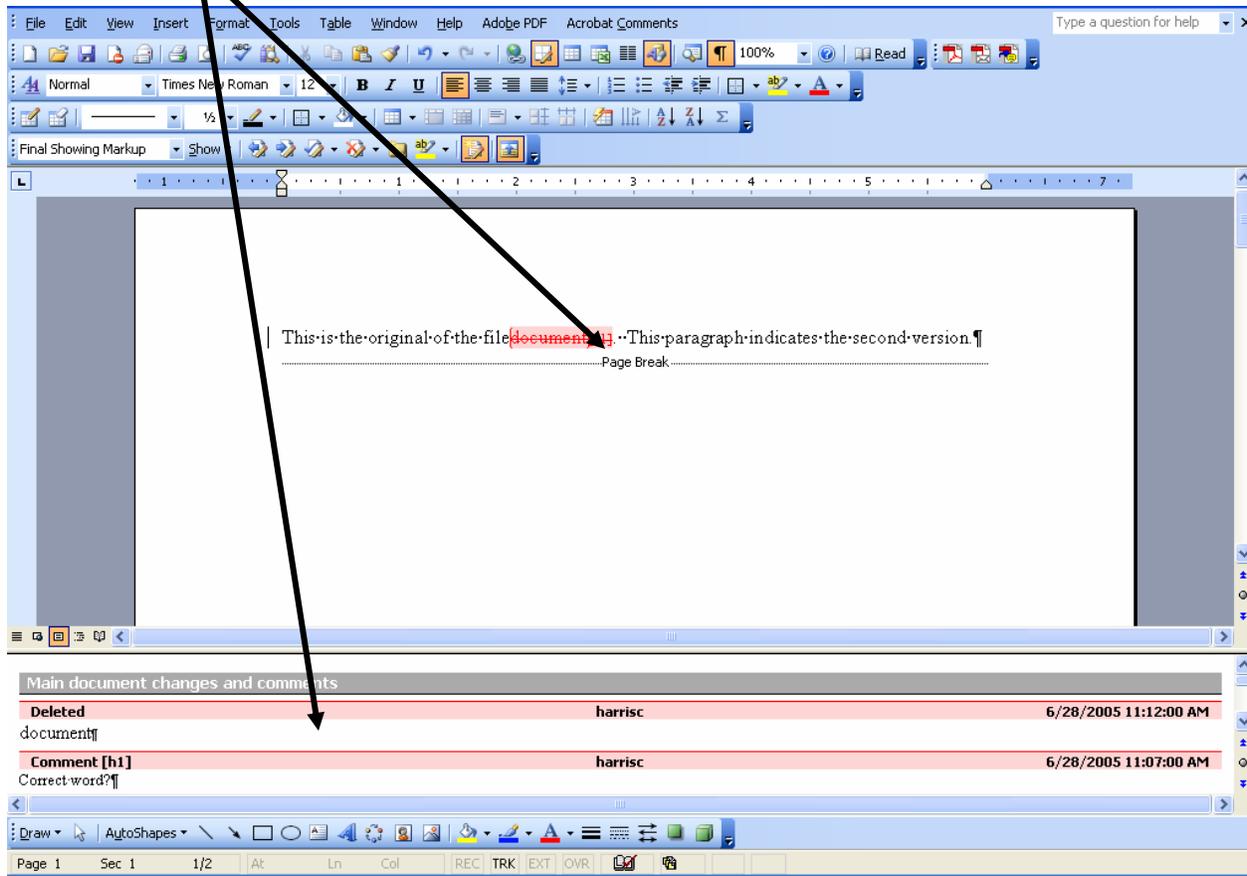
Clicking the **Reviewing Pane** button in the **Show** list opens the lower pane for comments and provides an additional or alternative way to review changes to the document.

## Show Options

Clicking **Options** on the **Show** drop-down list opens the **Track Changes** panel which will be covered in more detail in the next section. To change the appearance of a document with comments to an appearance similar to that of a Word© 2000 document, go to the middle section, **Balloons**, and use the pull-down menu to select **Never** in the **Use Balloons (Print and Web Layout)**.



This will remove the comment balloons; the reviewer will have to rely upon inserting comments and seeing them through the **Reviewing Pane**. The only indication of reviewers' comments in the text will be slight, colored hatch marks around the area where the comment is based and the reviewer's initials.



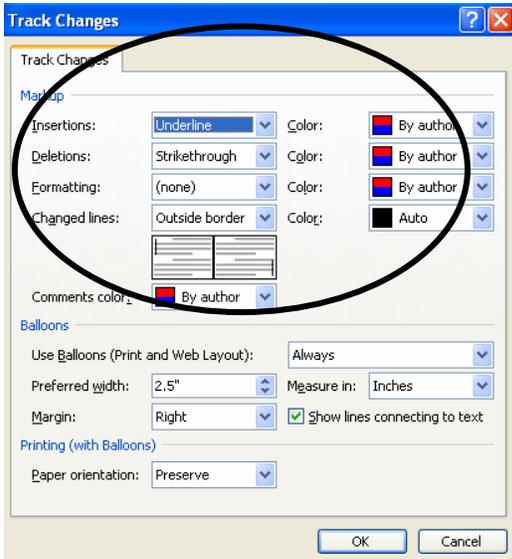
## Using the Track Changes Feature

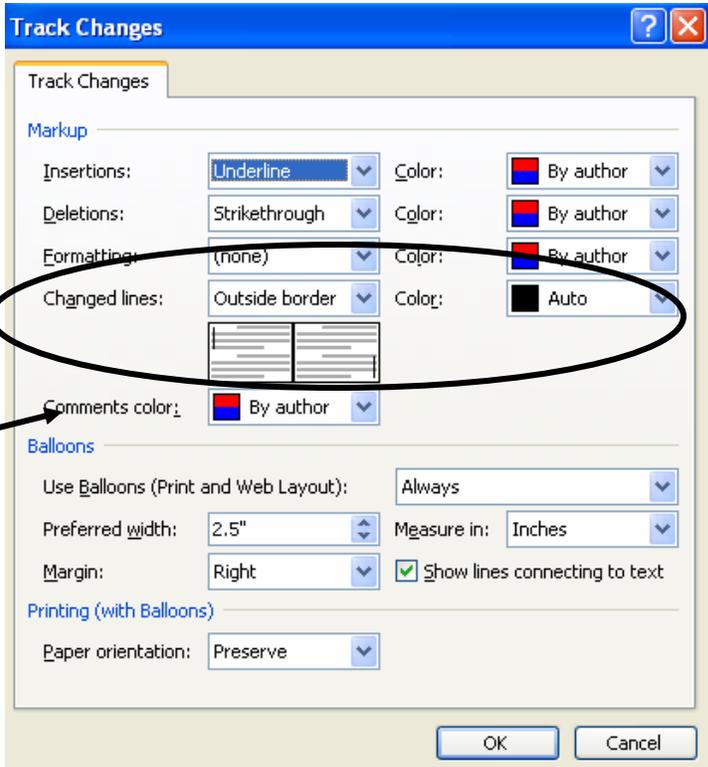
A document may be reviewed by others with the author having control over what is incorporated into the final version. When this option is on, document changes are marked visually in the comments balloons and in the text. If there are multiple reviewers, each reviewer’s changes are displayed in a different color.

### New Terms

|                             |                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------|
| <b>Track Changes Button</b> | The Track Changes button activates or stops the tracking of edits to the document. |
|-----------------------------|------------------------------------------------------------------------------------|

### Set the Track Changes Option

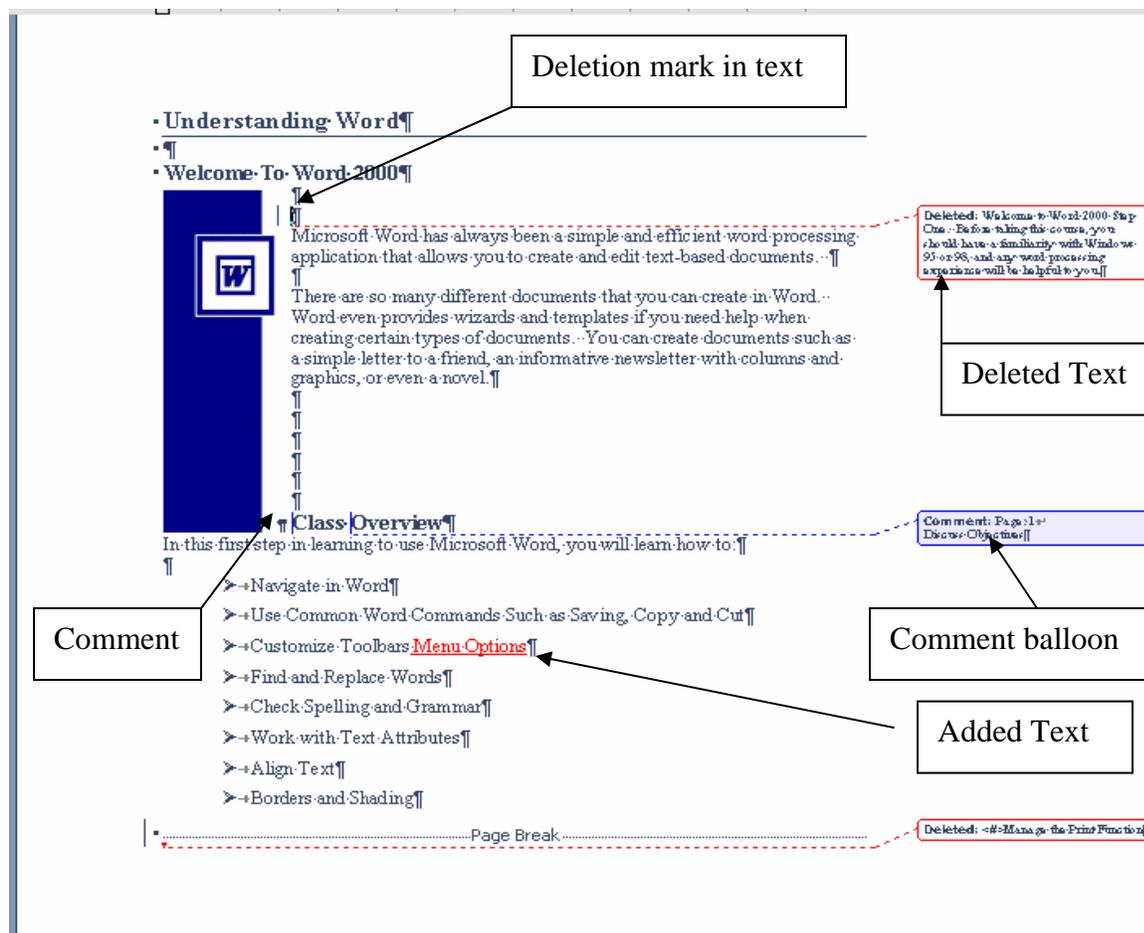
| What to do                                                                                                                                                                                                                                                                        | What happens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Double-click <b>Tools</b> on the menu bar, trace to <b>Track Changes</b>.<br/>One may also activate this by clicking the <b>Track Changes</b> button  on the <b>Reviewing toolbar</b>.</p> | <p>Turns on <b>Track Changes</b>. Note the bolded appearance of the <b>TRK</b> in the status line at the bottom of the Word© window.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>2. To set different options and appearances in tracking changes go to the <b>Reviewing toolbar</b> and click <b>Show</b>. Trace down and select <b>Options</b>.</p>                                                                                                            | <p>The <b>Track Changes</b> dialog box opens.</p>  <p>In the upper frame, <b>Markup</b>, one may select various appearance options (marks and colors) for how revision marks will appear.</p> <p><b>Insertion:</b> Allows one to select how inserted text is displayed in the document.</p> <p><b>Formatting:</b> Allows the selection of a mark to show formatting changes.</p> <p><b>Color:</b> Selects a color to associate with these changes.</p> |

| What to do                                                                                                                                                                                                                                                                                                                                                                                                          | What happens                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3. Changes are usually noted on the outside border of the text, as shown in the default setting for <b>Changed lines</b> in the lower portion of the dialog box.</p> <p>To Change where the lines appear and the color of the line, make a selection using the drop-down list for either <b>Changed lines</b> or <b>Color</b>.</p> <p>Finally, one may select different color coding of the <b>Comments</b>.</p> | <p>In the lower frame, <b>Changed lines</b>, one may set how changes are indicated to reviewers and the original author.</p>  |

## Track Changes to the Document

After the document has been set to track changes one may make alterations with the revision marks visible.

| What you do                                                                                  | What happens                                                                             |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1. On page 2, delete the text, "Word Step One Class Materials" and replace it with "Word 1." | Underlines the inserted text in and notes the deleted text in a <b>Comment balloon</b> . |
| 2. On page 1, delete the last objective about Printing.                                      | Creates a <b>Comment balloon</b> indicating the deleted text.                            |
| 3. On page 1, add to the end of the 3 <sup>rd</sup> bullet, "and Menu Options."              | Enters the text with an underline under the words and changes the color of the text.     |
| 4. On page 1, delete the first paragraph.                                                    | Creates a <b>Comment balloon</b> with the deleted paragraph of text.                     |



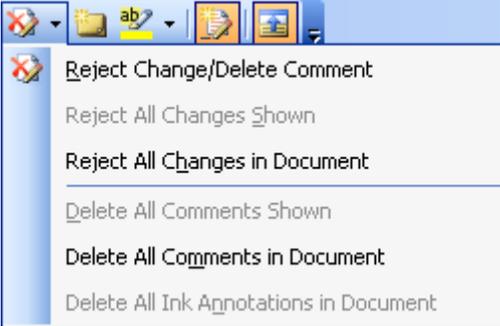
## Accept Or Reject Changes

After changes or comments have been made, the initial author will be able to review the comments and then accept or reject them. Use the **Reviewing toolbar** icons or edit the changes from within the document itself.

### New Terms

|                                                                                                               |                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Next Change Button</b>    | Use the <b>Next Change</b> button on the <b>Reviewing toolbar</b> to move to the next change made in a document.                                                                    |
| <b>Accept Change Button</b>  | Use the <b>Accept Change</b> button on the <b>Reviewing toolbar</b> to trace to the submenu asking to accept a highlighted change which was made.                                   |
| <b>Reject Change/Delete Comment Button</b>                                                                    | Use the <b>Reject Change/Delete Comment</b> button on the <b>Reviewing toolbar</b> to trace to the submenu asking to reject the selected change or to remove a comment permanently. |

| What to do                                                                                                                                                                                                    | What happens                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1. Press <b>Ctrl +Home</b> .                                                                                                                                                                                  | Moves the insertion point to the top of the document.                                              |
| 2. Click the <b>Track Changes</b>  button.                                                                                 | Turns off the track changes while editing feature.                                                 |
| 3. Click the <b>Next Change</b> button  .                                                                                  | Moves to and highlights the first change in the document.                                          |
| 4. From the menu bar, click the <b>Accept Change</b> button  drop-down arrow. From this list, click <b>Accept Change</b> . | <div data-bbox="667 1249 1105 1438" data-label="Image"> </div> Removes the text marked as deleted. |
| 5. Click the <b>Next Change</b> button.                                                                                                                                                                       | Moves to first comment in the document.                                                            |
| 6. Click the <b>Next Change</b> button again.                                                                                                                                                                 | Moves to the first inserted item in the document and highlights the text.                          |

| What to do                                                                                                                                                                                                                                                                                     | What happens                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p>7. From the menu bar, click the <b>Reject Change</b> button  drop-down arrow. From this list, click <b>Reject Change</b>.</p>                                                                              |  <p>Removes the change.</p> |
| <p>8. From the menu bar, click the <b>Reviewing pane</b> button.</p>                                                                                                                                                                                                                           | <p>Opens the <b>Reviewing pane</b>.</p>                                                                       |
| <p>9. Click the <b>Next Change</b> button.</p> <p>Click the <b>Accept Change</b> button.</p>                                                                                                                                                                                                   | <p>Moves to the next change in the document pane and displays it in the <b>Reviewing pane</b> as well.</p>    |
| <p>10. Click the <b>Next Change</b> button.</p>                                                                                                                                                                                                                                                | <p>Moves to the next change in the document pane, which is a comment.</p>                                     |
| <p>11. One may also accept or reject changes all at one time. Click the <b>Next Change</b> button.</p> <p>From the <b>Reviewing toolbar</b> go to the <b>Accept Change</b> button and click the drop-down list. Select <b>All Changes in the Document</b> to accept the remaining changes.</p> | <p>Moves to the next comment in the document and reviewing pane and highlights it.</p>                        |
| <p>12. Click <b>File</b> on the menu bar, then trace to and click <b>Save As</b>.</p>                                                                                                                                                                                                          | <p>Opens the <b>Save As</b> dialog box.</p>                                                                   |
| <p>13. Click the <b>Yes</b> button.</p>                                                                                                                                                                                                                                                        | <p>Closes the message box and saves the document.</p>                                                         |
| <p>14. Close the document.</p>                                                                                                                                                                                                                                                                 | <p>Closes the document.</p>                                                                                   |

**NOTE:** When sending or sharing a corrected file with others, make certain to navigate to and select the option “Accept all changes in the Document” prior to doing the last save and closing the file. If you do not complete this action your recipients will be able to see all the changes, comments, and edits in a document if they turn on the Track Changes mode.

## Comparing and Merging Documents

### Comparing Two Documents

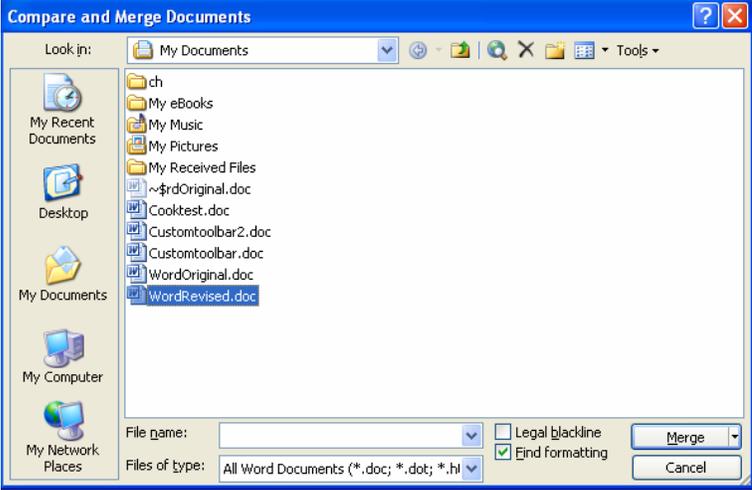
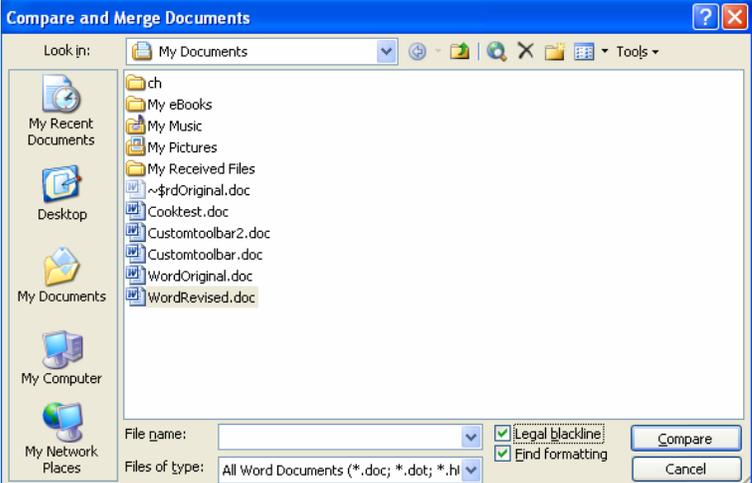
**Comparing Documents Using Legal Blackline** allows one to place two Word© documents “side by side” for comparison. One needs an “original version” and a “revised version” with a different file name or different file location to get started. This is helpful in comparing a document reviewed by another person who did not use the track changes feature. Use the originally sent version and the version which was returned. Only the changes between the documents are displayed; this comparison opens a new, third document. When comparing documents, first open the returned document (revised). Then compare it to the old document which was the original.

This feature is useful for a one-to-one comparison. *It should not be used for comparison of changes from multiple reviewers; use one of the Merge Options instead.*

### New Terms

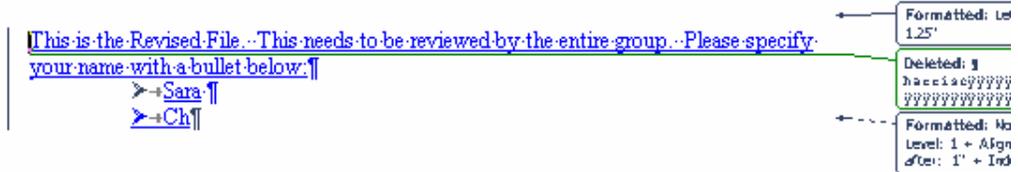
|                             |                                                                                                                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legal blackline</b>      | Use this feature from the <b>Compare and Merge</b> dialog box to compare two versions of a document.                                                                                                      |
| <b>Compare/Merge Button</b> | The appearance of this button located in the lower right of the <b>Compare and Merge</b> dialog box changes from <b>Merge</b> to <b>Compare</b> when one elects to use the <b>Legal blackline</b> option. |

| What to do                                                                                                                                                                                                                                                                                      | What happens                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. For this example select from the Word Revision Tools folder, and open the “revised” file, <b>WordRevised</b>.</p> <p>The student should add his/her name after the bullet.</p> <p>For this example the comparison will be between the “WordRevised” file and the “WordOriginal” file.</p> | <p>Opens the Revised version of the document.</p> <p><i>Note:</i> Opening the “revised” document first allows Word© to show the changes that were made to the “original” version. A new, third document displaying the changes with track changes notations and comments as seen in the track changes section of the manual will be displayed.</p> |

| What to do                                                                                                                                                                                                                                                                                                                                | What happens                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>2. Select from the menu bar, <b>Tools, Compare and Merge Documents</b>.</p>                                                                                                                                                                                                                                                            | <p>The <b>Compare and Merge Documents</b> dialogue box returns.</p>                                               |
| <p>3. Select the file to be compared, “WordOriginal,” from the displayed folder list.</p> <p>Now go to the lower right corner of the dialog box and click the check box next to <b>Legal blackline</b>.</p> <p>The button to its immediate right changes from <b>Merge</b> to <b>Compare</b>.</p> <p>Click the <b>Compare</b> button.</p> |  <p>The <b>Legal blackline</b> option is selected and the <b>Merge</b> button has changed to <b>Compare</b>.</p> |

| What to do | What happens |
|------------|--------------|
|------------|--------------|

- |    |                                                                                                                      |
|----|----------------------------------------------------------------------------------------------------------------------|
| 4. | Word© creates a separate, new document which compares changes and shows them by inserted marks and comment balloons. |
|----|----------------------------------------------------------------------------------------------------------------------|



|                                                                                                                                                                         |                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <p>5. One may now use Accept or Reject changes as illustrated in the previous lesson from the <b>Reviewing toolbar</b>.</p> <p>Accept all changes for this example.</p> |                                             |
| 6.                                                                                                                                                                      | Close the example; do not save the changes. |

## Merging Changes from Several Reviewers into One Document

An author may consider changes from multiple reviewers by placing these different pieces into a single document; the author then reviews and edits each change in the newly created file. There are three different locations where the author may have the merge results appear.

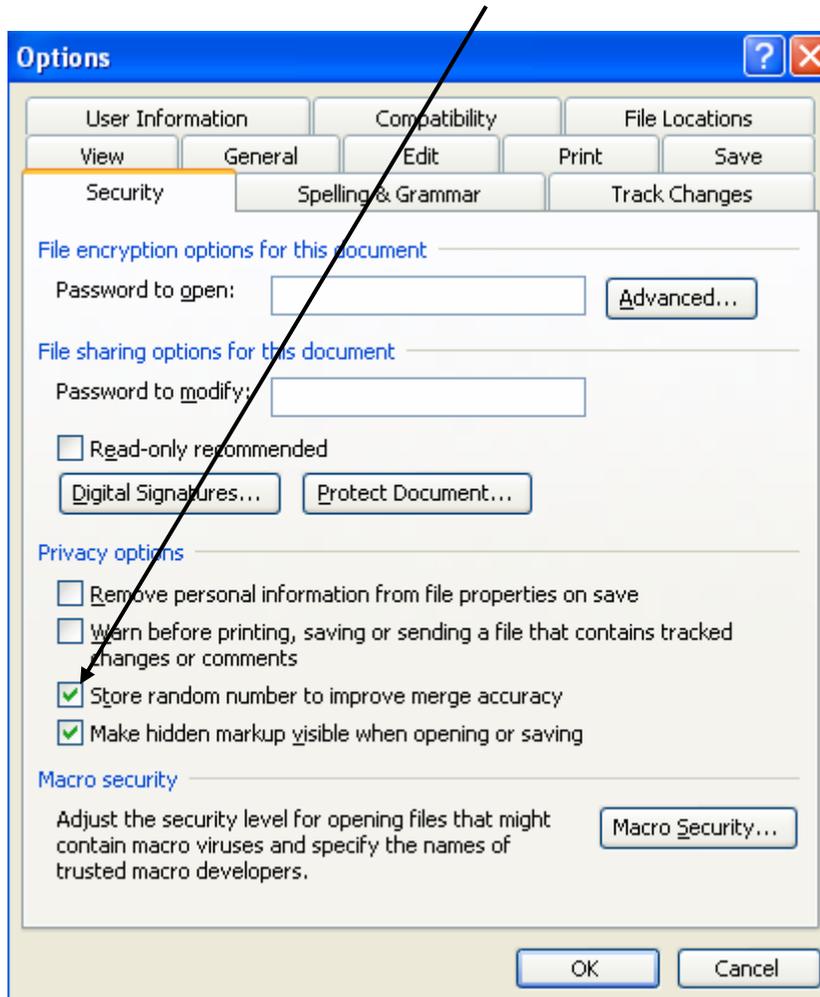
Below are the three options which are available when clicking the **Merge** button in the lower right corner of the **Compare and Merge Documents** dialog box.



### New Terms

|                                           |                                                                                                                                                                                                                                                                         |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Merge</b></p>                       | <p>Starts with the original document (target) and merges a second selected document's changes into the original. . Use the <b>Accept Change</b> and <b>Reject Change</b> buttons on the <b>Reviewing toolbar</b>.</p>                                                   |
| <p><b>Merge into current document</b></p> | <p>Starts with the currently opened document (<i>not</i> the original) and merges a second document into the open file. Use <b>Accept Change</b> and <b>Reject Change</b> buttons on the <b>Reviewing toolbar</b>.</p>                                                  |
| <p><b>Merge into new document</b></p>     | <p>Starts with either the original document or a current one(s) and creates a new document with all changes noted. Use the <b>Accept Change</b> and <b>Reject Change</b> buttons on the <b>Reviewing toolbar</b>. <i>Save this new document as a separate file.</i></p> |

Note: For best results when merging multiple reviewers' changes and comments into a single document, go to **Tools** from the menu bar and click **Options**. Click the **Security** tab and navigate to the lower third of the panel. Make certain to click the check box next to **Store random number to improve merge accuracy**.



Also, be aware that Microsoft Word© only stores one set of formatting changes at one time. If multiple documents are merged, the editor must decide whether to keep formatting from the original document or from one of the edited files. If formatting changes should not be tracked, clear the **Find formatting** check box on the lower right corner of the **Compare and Merge Documents** dialog box.

## Appendix A: Common Tools and Shortcuts

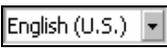
### Standard Tools

| Button                                                                              | Description                                                                                                                                                                                                               | Alternate Method |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|    | <b>Close:</b> Use the Close button to close the current document without exiting the application.                                                                                                                         | Press [CTRL+W].  |
|    | <b>Columns:</b> Use the Columns button to open a box for changing the number of columns in a document.                                                                                                                    |                  |
|    | <b>Copy:</b> Use the Copy button to place a copy of selected data on the Windows and Office Clipboards for later use.                                                                                                     | Press [CTRL+C].  |
|    | <b>Cut:</b> Use the Cut button to remove the selected item and place it on the Windows and Office Clipboards for later use.                                                                                               | Press [CTRL+X].  |
|    | <b>Document Map:</b> Use the Document Map button to show or hide the document map.                                                                                                                                        |                  |
|    | <b>Envelopes and Labels:</b> Use the Envelopes and Labels button to open the Envelopes and Labels dialog box.                                                                                                             |                  |
|   | <b>Find:</b> Use the Find button to open the Find and Replace dialog box.                                                                                                                                                 | Press [CTRL+F].  |
|  | <b>Format Painter:</b> Use the Format Painter button to copy the formatting of the selected object and apply the same formatting to other objects.                                                                        |                  |
|  | <b>Insert Hyperlink:</b> Use the Insert Hyperlink button to insert or edit a hyperlink that jumps to another Word© document, another application's file, or another Web page.                                             |                  |
|  | <b>Insert Microsoft Excel Worksheet:</b> Use the Insert Microsoft Excel Worksheet button to open a grid for creating a new Excel worksheet in the document.                                                               |                  |
|  | <b>Insert Rows:</b> Use the Insert Rows button to insert rows into the current table. This button appears in place of the Insert Table button if the insertion point is positioned in a table. (See Insert Table button.) |                  |
|  | <b>Insert Table:</b> Use the Insert Table button to open a grid for creating a new table. This button becomes the Insert Rows button if the insertion point is positioned in a table. (See Insert Rows button.)           |                  |
|  | <b>Microsoft Word© Help:</b> Use the Microsoft Word© Help button to open or activate the Office Assistant to get help or tips while working with Word©.                                                                   | Press [F1].      |

| Button                                                                              | Description                                                                                                                                                         | Alternate Method                               |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
|    | <b>New Blank Document:</b> Use the New Blank Document button to open a new, blank document. Any current documents will remain open in the background.               | Press [CTRL+N].                                |
|    | <b>Open:</b> Use the Open button to open an existing document on the computer or network.                                                                           | Press [CTRL+O].                                |
|    | <b>Paste:</b> Use the Paste button to place a copy of the object currently stored on the Windows and Office Clipboards into the document.                           | Press [CTRL+V].                                |
|    | <b>Print Preview:</b> Use the Print Preview button to activate Print Preview mode, showing what the document will look like on the printed page.                    | Press [CTRL+F2].                               |
|    | <b>Print:</b> Use the Print button to print one copy of the current document using the default print settings.                                                      | Press [CTRL+P] to open the Print dialog box.   |
|    | <b>Redo:</b> Use the Redo button to restore an action that has just been undone. Use the down-arrow to open a list of actions that can be restored simultaneously.  | Press [F4] to repeat an action just performed. |
|    | <b>Save:</b> Use the Save button to save the current document.                                                                                                      | Press [CTRL+S].                                |
|  | <b>Show All ¶:</b> Use the Show All ¶ button to toggle between showing and hiding such non-printing characters as paragraph marks, tabs, and spaces.                | Press [CTRL+SHIFT+*] (asterisk).               |
|  | <b>Spelling:</b> Use the Spelling button to initiate a spelling check of the document.                                                                              | Press [F7].                                    |
|  | <b>Tables And Borders:</b> Use the Tables and Borders button to open the Tables and Borders toolbar to create or edit tables, or select and apply borders.          |                                                |
|  | <b>Undo:</b> Use the Undo button to reverse an action that just performed. Use the down-arrow to open a list of actions that can be undone simultaneously.          | Press [CTRL+Z].                                |
|  | <b>Zoom Control:</b> Use the Zoom Control box to change how large or small the document appears on the screen. Use the down-arrow to open a list of preset options. |                                                |

## Formatting Tools

| Button                                                                              | Description                                                                                                                                                                        | Alternate Method                                                         |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
|    | <b>1.5 Space:</b> Use the 1.5 Space button to space text one-and-one-half times that of single line spacing.                                                                       | [CTRL+5]                                                                 |
|    | <b>Double Space:</b> Use the Double Space button to space text twice the spacing of a single line.                                                                                 | [CTRL+2]                                                                 |
|    | <b>Single Space:</b> Use the Single Space button to accommodate the largest font in a line plus a small amount of extra space.                                                     | [CTRL+1]                                                                 |
|    | <b>Align Left:</b> Use the Align Left button to align selected text at the left margin or indent.                                                                                  | Press [CTRL+L].                                                          |
|    | <b>Align Right:</b> Use the Align Right button to align selected text at the right margin or indent.                                                                               | Press [CTRL+R].                                                          |
|    | <b>Bold:</b> Use the Bold button to apply bold formatting to selected text.                                                                                                        | Press [CTRL+B].                                                          |
|    | <b>Borders:</b> Use the Borders button to apply the current border to a selected object. Use the down-arrow to select a different border style to apply to a selected object.      |                                                                          |
|  | <b>Bullets:</b> Use the Bullets button to add bullets to selected paragraphs.                                                                                                      |                                                                          |
|  | <b>Center:</b> Use the Center button to center selected text between the margins or indents.                                                                                       | Press [CTRL+E].                                                          |
|  | <b>Decrease Indent:</b> Use the Decrease Indent button to indent a selected paragraph to the previous tab stop.                                                                    | Press [SHIFT+TAB].                                                       |
|  | <b>Font Color:</b> Use the Font Color button to apply the current color to the selected text. Use the down-arrow to select a different color to apply to the selected text.        |                                                                          |
|  | <b>Font List Box:</b> Use the Font list box to apply an installed font to selected text. Use the down-arrow to open a list of installed fonts.                                     | Press [CTRL+ SHIFT+F], then press [ALT+DOWN] to open the font list.      |
|  | <b>Font Size List Box:</b> Use the Font Size list box to apply a font size to selected text by typing the size which is wanted. Use the down-arrow to open a list of preset sizes. | Press [CTRL+ SHIFT+P], then press [ALT+DOWN] to open the font size list. |
|  | <b>Grow Font:</b> Use the Grow Font button to increase the size of the currently used font by the pre-set sizes available in the <b>Font Size List Box</b> .                       | Press [CTRL + >] for each increment of increase.                         |

| Button                                                                              | Description                                                                                                                                                                                                                                                                                                   | Alternate Method                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
|    | <b>Highlight:</b> Use the Highlight button to apply the current highlighting color to the selected text or to remove highlighting from the selected text. Use the down-arrow to open a list of available colors that can be applied to selected text or to choose a color and activate the highlighting tool. |                                                  |
|    | <b>Increase Indent:</b> Use the Increase Indent button to indent a selected paragraph to the next tab stop.                                                                                                                                                                                                   | Press [TAB].                                     |
|    | <b>Italic:</b> Use the Italic button to apply italic formatting to selected text.                                                                                                                                                                                                                             | Press [CTRL+I].                                  |
|    | <b>Justify:</b> Use the Justify button to align selected text with both the left and right margins or indents.                                                                                                                                                                                                | Press [CTRL+J].                                  |
|    | <b>Language:</b> Use the Language box to enable Word© to detect the language of text for a number of languages when you open a document or enter text                                                                                                                                                         |                                                  |
|    | <b>Numbering:</b> Use the Numbering button to add numbers to selected paragraphs.                                                                                                                                                                                                                             |                                                  |
|  | <b>Shrink Font:</b> Use the Shrink Font button to decrease the size of the currently used font by the pre-set sizes available in the <b>Font Size List Box</b> .                                                                                                                                              | Press [CTRL + <] for each increment of decrease. |
|  | <b>Subscript:</b> Use the Subscript button to format text or numbers slightly lower than the text on the line.                                                                                                                                                                                                | [CTRL+=]                                         |
|  | <b>Superscript:</b> Use the Subscript button to format text or numbers slightly higher than the text on the line.                                                                                                                                                                                             | [CTRL++]                                         |
|  | <b>Style List Box:</b> Use the Style list box to apply a defined style to selected text. Use the down-arrow to open a list of defined styles.                                                                                                                                                                 |                                                  |
|  | <b>Underline:</b> Use the Underline button to apply underline formatting to selected text.                                                                                                                                                                                                                    | Press [CTRL+U].                                  |

**Navigation Shortcuts**

| <b>Objective</b>                         | <b>How To Get There</b>                |
|------------------------------------------|----------------------------------------|
| Move to the beginning of the document.   | Press [CTRL+HOME].                     |
| Move to the end of the document.         | Press [CTRL+END].                      |
| Move to the beginning of a line.         | Press [HOME].                          |
| Move to the end of a line.               | Press [END].                           |
| Move one screen up.                      | Press [PAGE UP].                       |
| Move one screen down.                    | Press [PAGE DOWN].                     |
| Move one page up.                        | Press [CTRL+ALT+PAGE UP].              |
| Move one page down.                      | Press [CTRL+ALT+PAGE DOWN].            |
| Move one character in a given direction. | Press the [LEFT] or [RIGHT] key.       |
| Move one word in a given direction.      | Press [CTRL+LEFT] or [CTRL+RIGHT] key. |
| Move one line in a given direction.      | Press the [UP] or [DOWN] key.          |
| Move one paragraph in a given direction. | Press [CTRL+UP] or [CTRL+DOWN] key.    |