

## Tracking Changes and Adding Comments:

Tracking Changes and adding comments are useful tools when more than one person is working on the same document. It can be used by students who collaborate or edit one another's papers or by an instructor who wishes to provide valuable feedback for the students.

### Tracking Changes:

1. Click the **Track Changes** button on the Ribbon of the Review tab. (Figure 1)

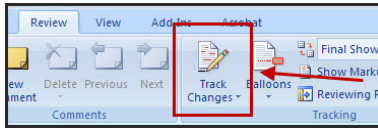


FIGURE 1: TRACK CHANGES BUTTON

2. Insert the cursor where changes need to be made and begin editing the document. As you make changes they will be tracked automatically.
  - a. Deleted items will appear in red with a strike through.
  - b. Added items will appear in red with an underline.
3. Once you have marked up the document with the desired changes you can choose to view it in four different ways by clicking the **Final Showing Markup** button on the Ribbon of the Review tab. (Figure 2)

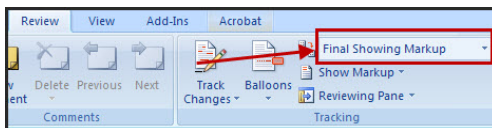


FIGURE 2: FINAL SHOWING MARKUP BUTTON

4. The four views under **Final Showing Markup** are as follows:
  - a. *Final Showing Markup*: the document in complete and will continue to show the changes that were made
  - b. *Final*: the document is complete but you do not want to see the changes that were tracked as you worked
  - c. *Original Showing Markup*: the original document is displayed with the changes that were tracked showing
  - d. *Original*: the original document appears as it did before any changes were made

### Adding Comments:

1. Insert the cursor where you would like to add the comment.
2. Click the **New Comment** button in the Ribbon of the Review tab. (Figure 3)

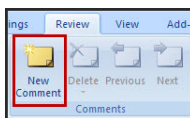


FIGURE 3: NEW COMMENT BUTTON

3. Type your comment in the box that displays for new comments.