

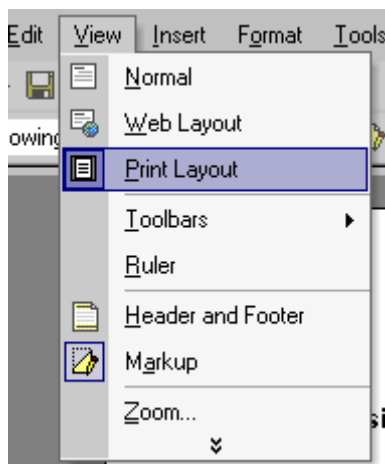


HOW TO: Track editing changes in Word XP/2003

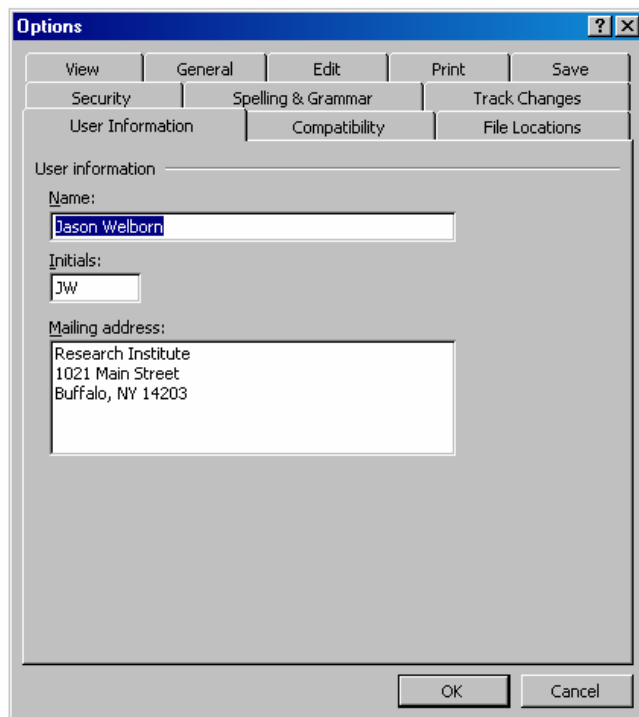
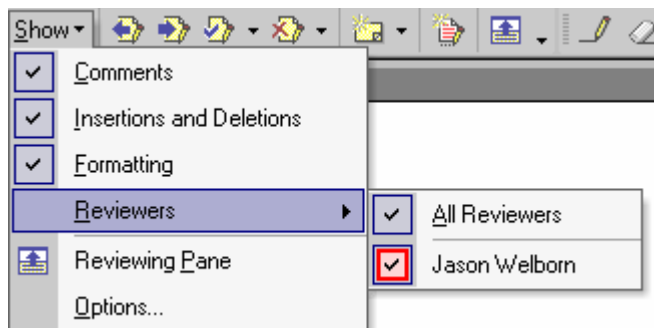
Step 1: Make sure the Reviewing toolbar is turned on. To do this click on View from the top menu, select Toolbars, and click on Reviewing (make sure there is a checkmark next to Reviewing). The Reviewing toolbar will appear at the top of the Word window and looks like this:



Step 2: Make sure you are in Print Layout view to view editing changes. To do this click on View from the top menu, and select Print Layout.



Step 3: Make sure your name appears in the User Information box so others know who is editing a document. To do this click on Tools from the top menu, and then select Options. Click on the User Information tab and enter your name in the Name box. Now, when someone else reviews a document that you've edited, they will know who made the changes.



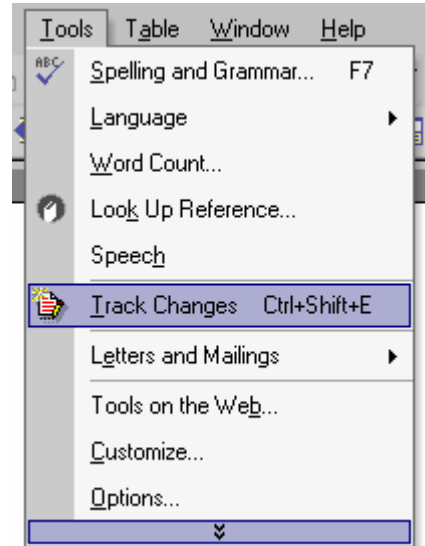


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Step 4: Now you are ready to begin tracking the changes you make to a document. To do this click on Tools from the top menu, and then select Track Changes (or press CTRL+SHIFT+E). When tracking mode is ON, you will see the letters TRK appear in bold in the status bar at the bottom of the Word window. When tracking mode is OFF, these letters will be grayed out.



Step 5: Start editing! As you begin making changes to a document (such as adding or deleting text) Word will track your changes.

Deleted: circumstances

have difficulty
~~situation~~. An
 focus on the p
 physical aggr

You can also insert comments...

Comment: Should this sentence be changed?

physical aggression toward
 conflict may become "hat
 members learn to identify
 and what other alternative

...and make formatting changes...

Formatted: Font: Bold

members learn to
and what other a

Revised: June 2006 (JPW)