



Microsoft Word 2003

The Easy Way of using Track Changes

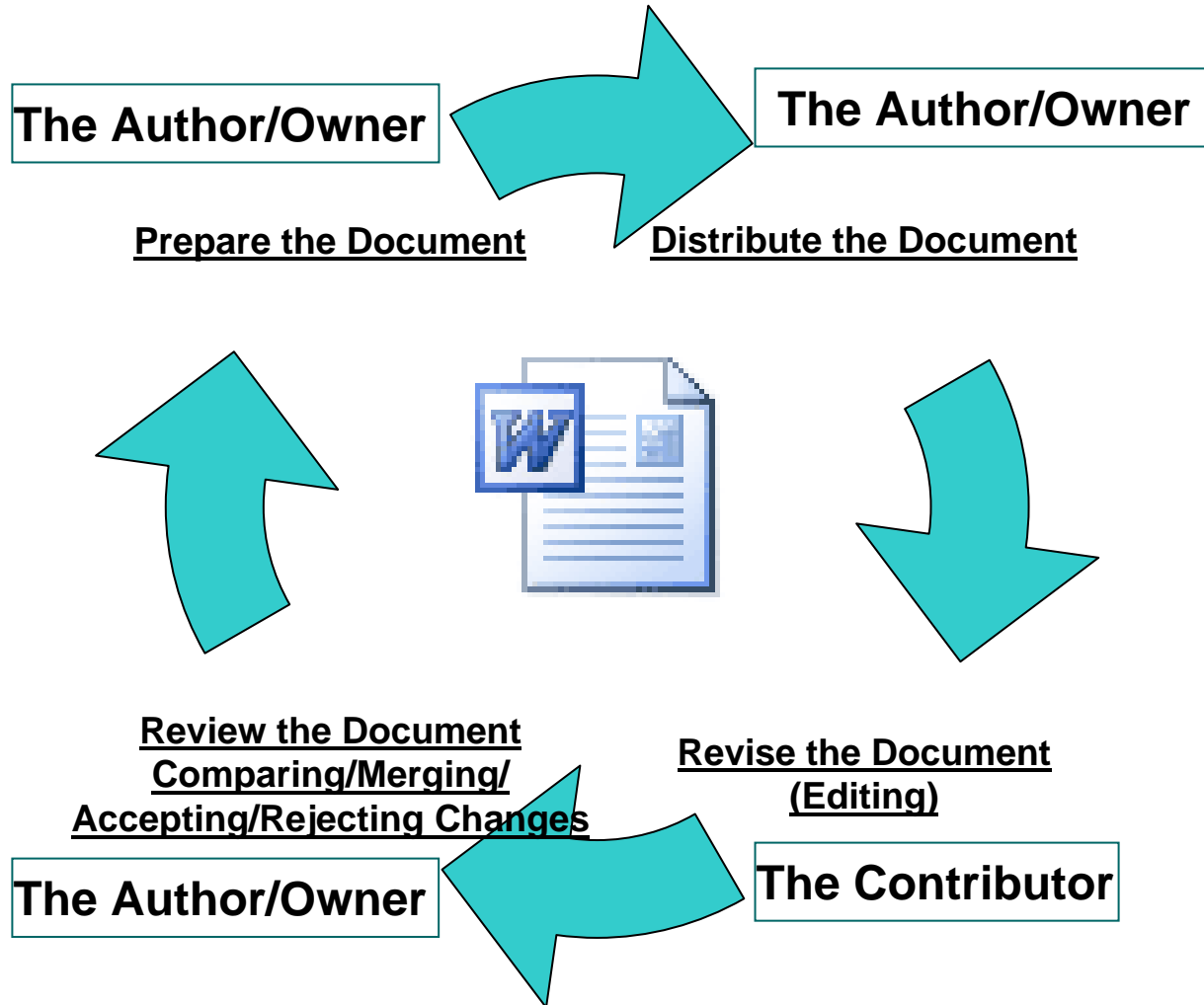
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Summer '07

Session Breakdown

- Handouts
- The Parts
 - The Collaboration Process
 - Sending a Document for Review
 - Editing a Document
 - Finalizing the Review

The Collaboration Process



The Collaboration Process

- What Microsoft wants you to do...
 - Merge Multiple Documents
- What you can do...
 - Just use one document!

Sending a document for Review

- Identify yourself
 - Tools>Options>User Information
- Types of Review
 - Using Comments Only
 - Using the full Track Changes function
- Start the Review
 - Options:
 - If using comments only, send file as a regular attachment

Using Comments

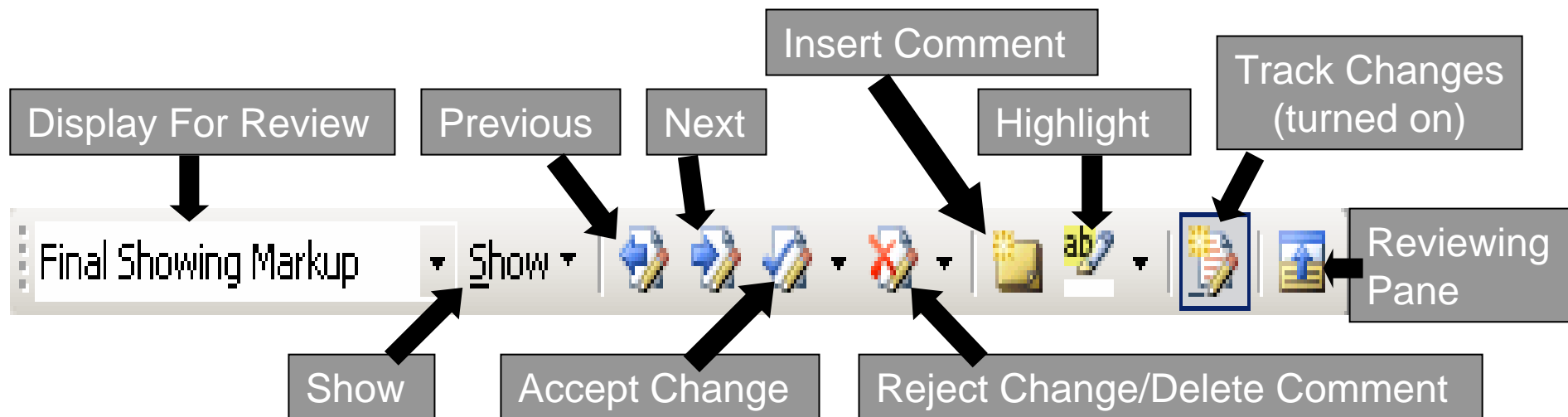
- Choose the text you in which you want to comment
 - Choose Insert>Comment
- Comment Properties
 - Your Info
 - Text
 - Replying to a Comment
 - Deleting Comments

Sending a document for Review

- If you want to use the full track changes function...
 - File>Send To>Mail Recipient (For Review...)
- Or...
- Send the file as a regular attachment
 - But the user must turn on track changes when they get it

Using the Full Track Changes Function

- Turning Track Changes on and Off
 - What turning track changes on and off does and does not do...
- The Toolbar
 - View > Toolbars > Reviewing



Using the Full Track Changes Function

- Making Changes
 - Just like you are doing normal editing
- Sending the document back to the Author/Owner
 - Turn off Track Changes
 - Save the document

Reviewing final documents

- Accepting and Rejecting changes
 - Use the Previous and Next buttons on the reviewing toolbar to scroll through all changes
- Completing your review
 - Display drop down box
 - Turn off Track Changes
 - Save your document

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Track Changes

- Questions??
- Training Survey!
 - <http://data.fairfield.edu/cns/workshop>
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

Thank You!!