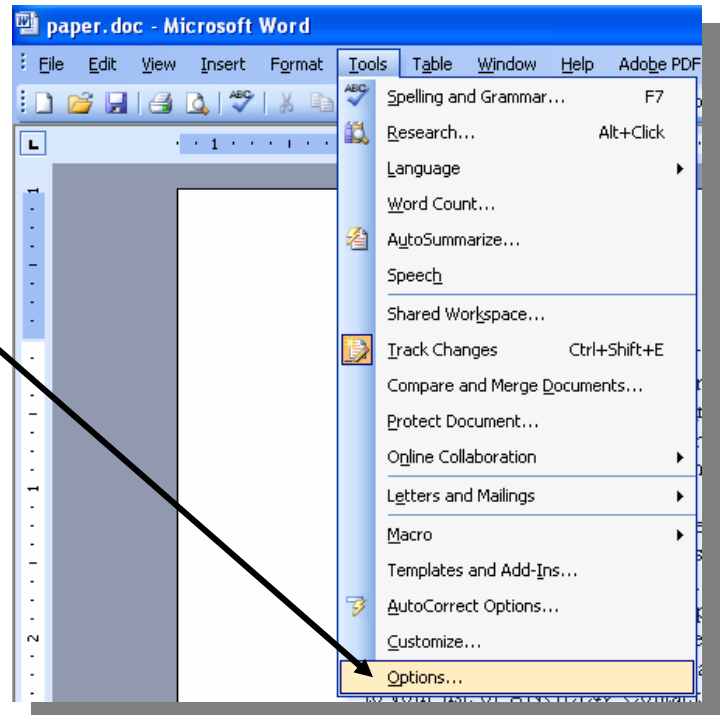


Track Changes and add Comments in Word

Word allows users to track their changes and add comment balloons when multiple users are working on the same document. Your name or initials will be displayed next to the changes you made. The first step is setting up Word to display your name.

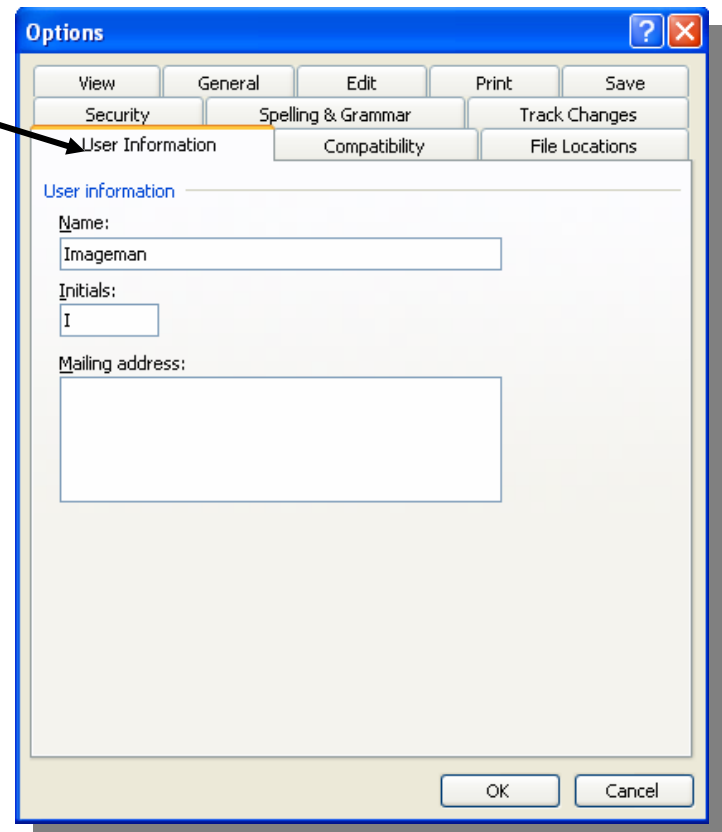
From the **Tools** menu choose **Options...**



In the *Options* window click the **User Information** tab.

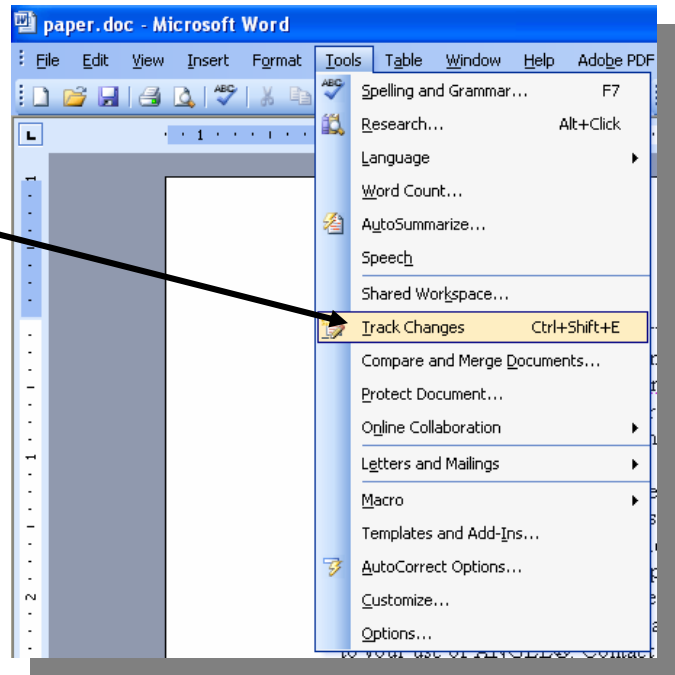
Type your own name and initials as you want it to display in Track Changes.

NOTE: ODU campus computers use "Imageman" as the default name. If you are using a public computer, you may want to remove your own name when you are done working and replace it with something else, such as "Imageman" or "Ohio Dominican".

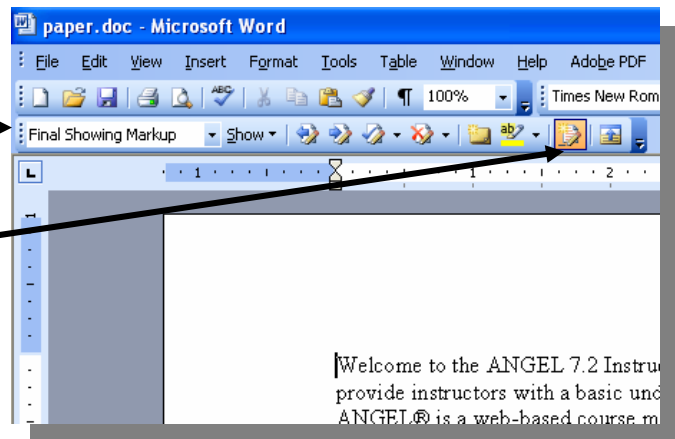


Track Changes (Continued)

From the **Tools** menu choose **Track Changes**.

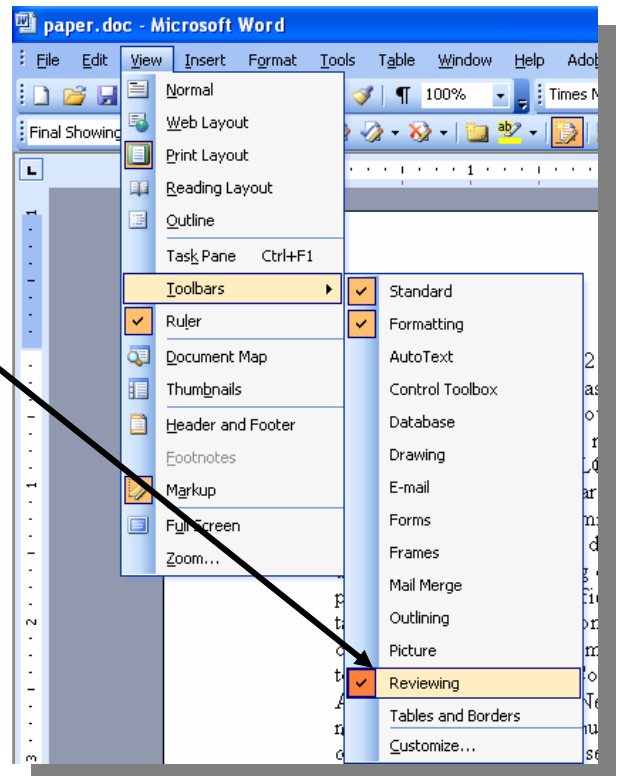


The **Reviewing Tool Bar** appears.



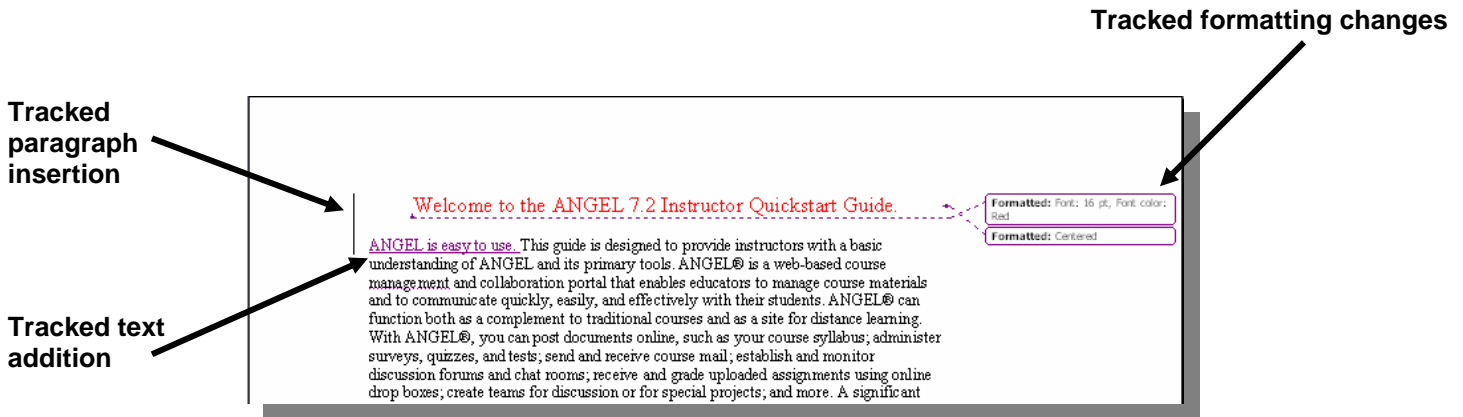
Track Changes is turned **On** when this button is Orange. Turn on the Track Changes when you are ready to begin.

You can also display this toolbar from the **View** menu. Point to **Toolbars**, and choose **Reviewing**.

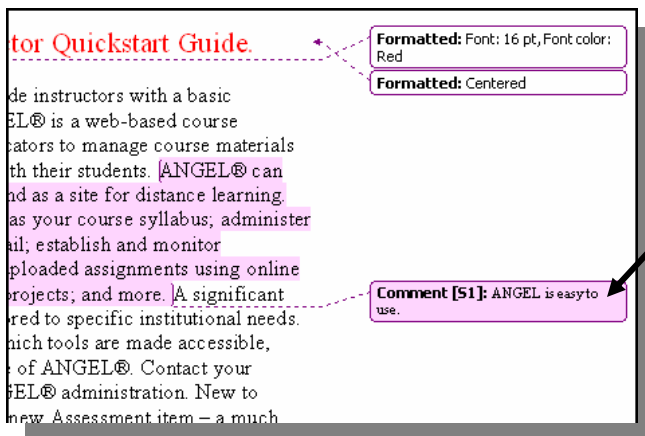


Track Changes (Continued)

Make sure the **Track Changes** button is Orange on the Reviewing Toolbar. If it is not Orange, click the button to turn it on. Begin typing to see your changes being tracked.



Highlight an area of text and click the **Insert Comment** button. Type your comment into the balloon.



Click the **Reviewing Pane** button. Changes made to the document, and the user who made them, are shown in the pane below the document.

