Electronic Response in Word for Windows Users

When you edit or comment on a text using the **Insert Comment** or **Track Changes** functions in Word, a record is kept of the original document and any changes made to that document. Before you start this process, save the document under a new name so it's stored separately from the original, unmarked document.

To insert a comment

(1) It's important that your name or initials appear with your comments. This will let the author of the paper know who made the comments. To set the username or initials stamped on your comments, go to the **Track Changes** pull-down menu, then select **Change User Name**. Under **Personalize your copy of Microsoft Word**, type in your name and initials.

(2) Highlight the text you want to comment on.

(3) Under the **Review** tab, click **New Comment.**

(4) Type your remark in the new balloon or comment line that appears.

(5) To edit a comment you've already made, just start typing in that comment's balloon or comment line. To delete a comment you've already made, position the cursor on the comment, right-click, and select **Delete Comment**.

To edit the text (there may be no need for editing, but if you do please use this function):

(1) Click on the **Review** tab, then click on the **Track Changes** icon.

(2) If you want to add text to the body but don't want to delete anything, you can put your cursor anywhere in the text and start typing.

(3) To replace text in someone's document, highlight the text you want to change and begin typing your correction. Your correction will appear, and Word will indicate that the old text is deleted.

(4) You can choose how Word displays changes: go to the **Track Changes** pull-down menu, then select **Change Tracking Options**. Modifications can be made here. Experiment with various settings to see which format you prefer, but for the sake of uniformity, it's best that everyone choose **Always** under the **Use Balloons** option.

(5) Edit text you've added like you'd edit any other text. If you want to un-delete some text you've deleted, click on the deleted text's balloon and then on **Reject** under the **Review** tab. To delete the new text you added, select the text then right-click and choose **Reject Insertion**.