

Group Editing of Documents Using Microsoft Word

There are three tools available in Microsoft Word that make group editing of the text of a document easy. These tools are called highlighter, change tracker and comment tools. These instructions are written for Office 2003.

Highlighting

This feature works like a traditional highlighter pen does with a written or printed document. It allows you to place highlighting over the text in your Word document.

How to Use the Highlighter:

- Turn on the formatting toolbar (View>Toolbars>Formatting) if it is not already checked as being on.
- Find the highlighter icon which is a slanted pen. You can click the little down arrow to choose a color.
- Drag across the text you want to highlight by clicking at the beginning of the text you and dragging the cursor to the holding down the mouse button.
- Click the highlighter icon again to exit highlighting mode.

Tracking Changes

Word's change tracker tool allows you to see, accept or reject the changes all the document editors have made. This feature is especially helpful for working on collaborative documents.

How to Use Tracking:

Go to Tools>Track Changes to open the Reviewing toolbar. This tool bar will have a Forward Arrow icon, Back Arrow icon, Check Mark icon and Red X icon; a New Comment icon, a Track Changes icon and a Reviewing Pane icon.

When document editors add, delete, change words, etc in the document, the changes will be marked in red to make them obvious. The document author will see the changes made by the editors and be able to accept or reject the changes using the yellow icons with the check mark or red X. You can move from one suggested change to another by using the forward and back arrows.

Inserting Comments

This feature is used when you want to comment on the document's contents.

How to Insert Comments:

Click to put the cursor where you would like to insert your comment. On the Insert menu choose Comment. (Insert>Comment). A window will open into which you type your comment. Type your comment, and click outside the comment box when you are finished. If each editor has a specific ink color, it is easy to see which editor added the comment.