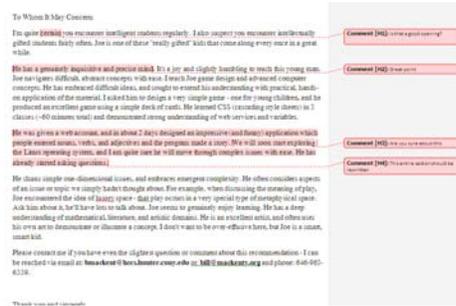


HOWTO annotate documents in Microsoft Word



Introduction

This guide will help new users markup, make corrections, and track changes in a Microsoft Word document. These instructions are for Word 2007. The benefits of electronically markup are:

- 1) Date and time stamps for files
- 2) Friendly to the environment
- 3) It's easy to compare different files to see changes

HOWTO

There are 4 different ways to annotate or markup a paper in word.

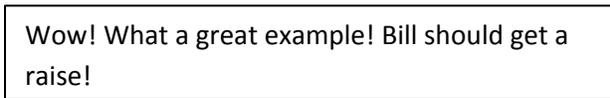
- 1) Use callouts
- 2) Track the changes
- 3) Insert comments
- 4) Use standard text-coloring with formatting changes

You can use a combination of the above techniques, or only one.

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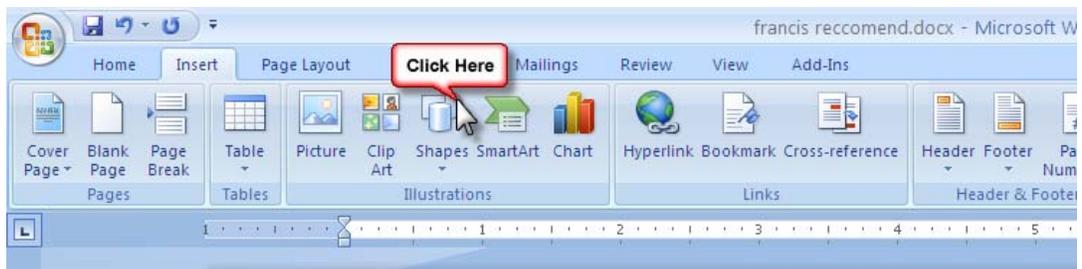
A callout is a graphic with a pointer and a place for a comment. Here's an example.



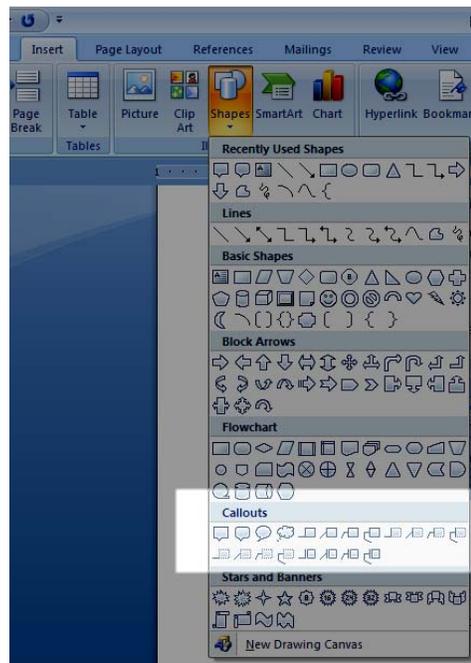
The neat thing about callouts is you can change the color and font inside the callout, making them easier to read (perhaps you would use a red callout for a serious error, a yellow callout for a caution, or a green callout for a suggestion).

To make a callout:

- 1) Click on the insert tab and then click the shapes icon.

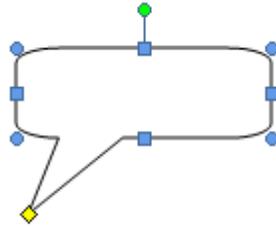


- 2) Choose a callout that you think would look good. It's probably a good idea to always use the same shape callout.



Using Callouts, continued

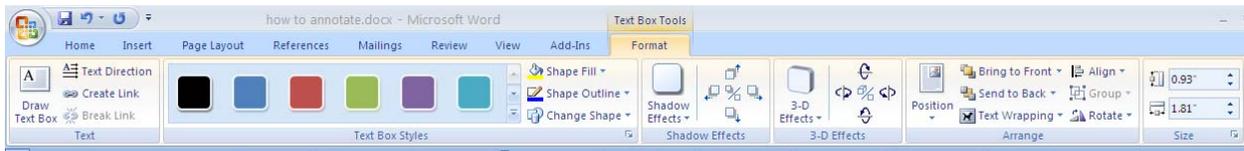
- 3) Once you have selected a callout, click and drag your mouse. You may, if you want, gasp in delight as you draw a callout. Don't worry about precise location and shape of your callout; you can change this easily.



- 4) There are 4 different controls on a callout.
 - a. to change the shape of a callout, click and drag on the blue dots
 - b. to change the direction of the callout, click and drag the yellow diamond
 - c. to rotate the callout, click and drag the green ball at the top of the callout
 - d. to move the entire callout, click on a line of the callout, and while holding the mouse button, drag the callout
- 5) You can type inside a callout – offering suggestions or improvements. You can format the text the same way you can when you type normally in Word.

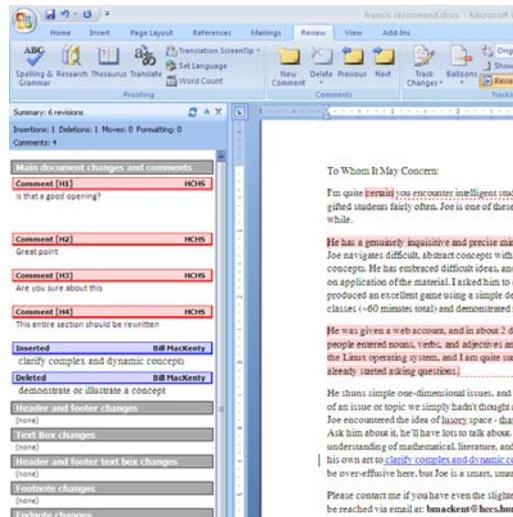
Great idea Bill,
you really need a
raise!!!

- 6) You can change the color of a callout by clicking the colored boxes at the top of the screen. You can also change the fill, 3-d effects, and more.

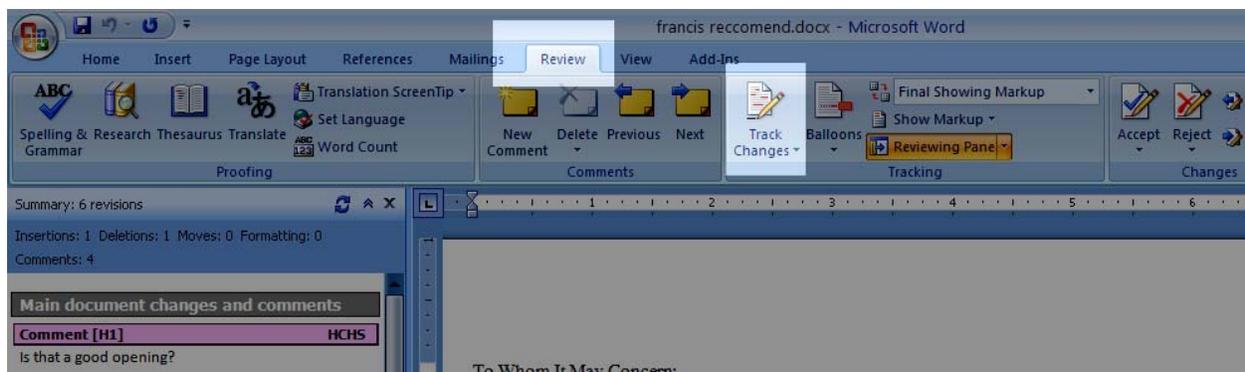


Tracking changes

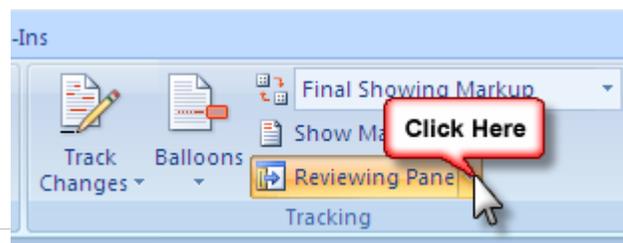
Tracking changes allows you to see who made what changes in a document.



- 1) To enable Track Changes, click on the Review tab, and then click on the Track Changes. **Once you enable track changes ALL changes you make will be recorded!!!!**



- 2) Click on the Reviewing Pane to see a helpful list of changes on a document.



Inserting Comments



Comments allow you to insert a comment at a specific location or in relation to a selected block of text.

- 1) To insert a comment select the block of text you want to comment, and click the New comment icon (which can be found in the review tab).



- 2) You will note a comment box opens, where you can type your comment.
- 3) See below an example of a document with commenting

To Whom It May Concern:

I'm quite **ertain** you encounter intelligent students regularly. I also suspect you encounter intellectually gifted students fairly often. Joe is one of these "really gifted" kids that come along every once in a great while.

Comment [H1]: Is that a good opening?

He has a genuinely inquisitive and precise mind. It's a joy and slightly humbling to teach **this young man.** Joe navigates difficult, abstract concepts with ease. I teach Joe game design and advanced computer concepts. He has embraced difficult ideas, and sought to extend his understanding with practical, hands-on application of the material. **He is an excellent speaker.** I asked him to design a very simple game - one for young children, and he produced an excellent game using a simple deck of cards. He learned CSS (cascading style sheets) in 3 classes (~60 minutes total) and demonstrated strong understanding of web services and variables.

Comment [H2]: Great point

He was given a web account, and in about 2 days designed an impressive (and funny) application which people entered nouns, verbs, and adjectives and the program made a story. **(We will soon start exploring** the Linux operating system, and I am quite sure he will move through complex issues with ease. He has already started asking questions.)

Comment [H3]: Are you sure about this

Comment [H4]: This entire section should be rewritten

He shuns simple one-dimensional issues, and embraces emergent complexity. He often considers aspects of an issue or topic we simply hadn't thought about. For example, when discussing the meaning of play, Joe encountered the idea of **ludic space** - that play occurs in a very special type of metaphysical space. Ask him about it, he'll have lots to talk about. Joe seems to genuinely enjoy learning. He has a deep understanding of mathematical, literature, and artistic domains. He is an excellent artist and often uses

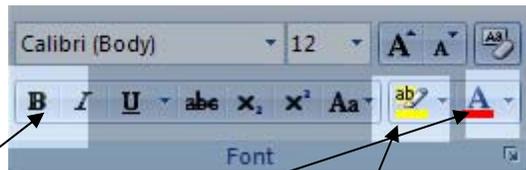
Using Standard Text Formatting

One of the easiest ways to annotate a document is to simply include some text that is styled differently. We can change the size, color, highlighting, and background of text so it stands apart from the students work. Here's an example.

To Whom It May Concern:

I'm quite certain you encounter intelligent students regularly. I also suspect you encounter intellectually gifted students fairly often. Joe is one of these "really gifted" kids that come along every once in a great while. **Is this a good opening? How are you engaging the reader?**

We used the following common text formatting tools to create this effect:



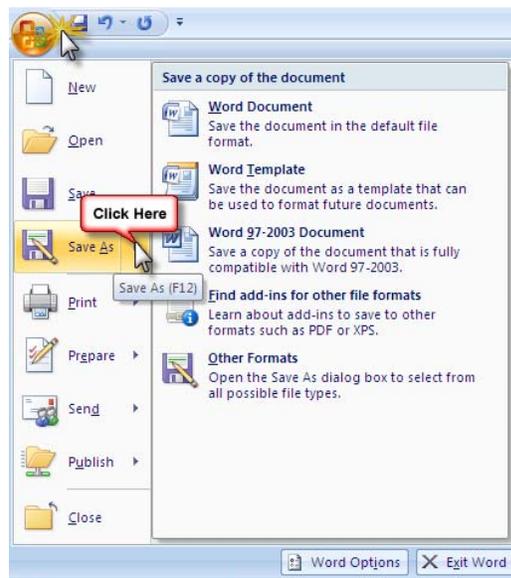
Change the text to bold, change the color of the text, and once we are done typing, we simply highlighted the text and then clicked on the highlight icon.

This is an easy, no-frills way to include a comment, suggestion, or correction. Of course, you can use other colors, increase the font size, or anything like that.

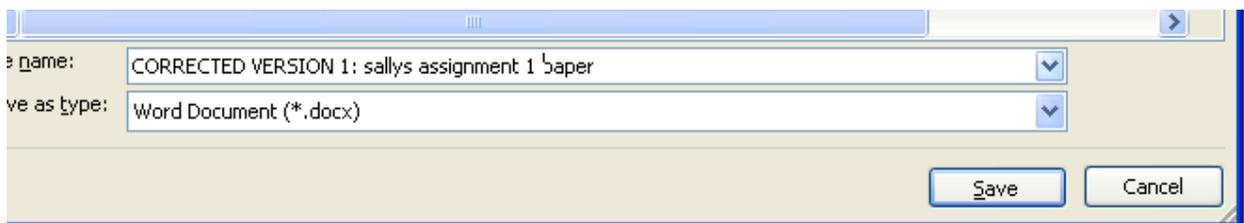
Saving and naming

Whenever you correct a student's paper, it is very important to save the paper with a different name.

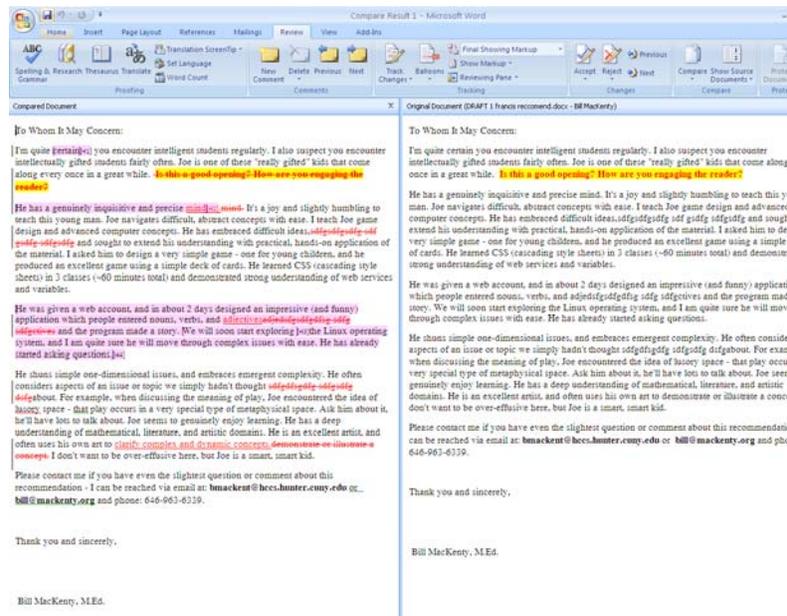
- 1) To save a file with a different name in Word, simply click the stupid ball in the upper-left corner, and click Save As....



- 2) I like to use either a DRAFT or VERSION prefix on the file name, as it helps me to keep track of changes.

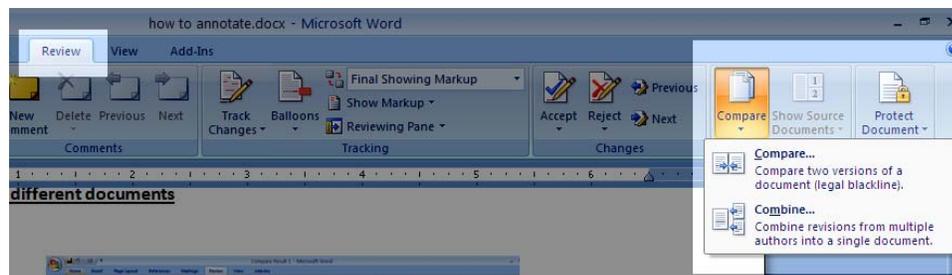


Comparing 2 different documents

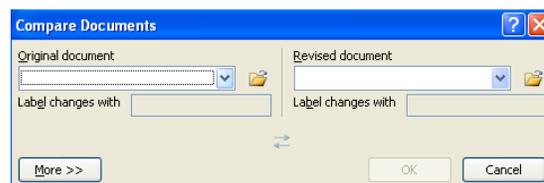


This is one of those **really cool** features in Word. Basically, you can open 2 different documents, and compare them side-by-side to see what's different.

- 1) Click on the review tab, and click on the compare icon

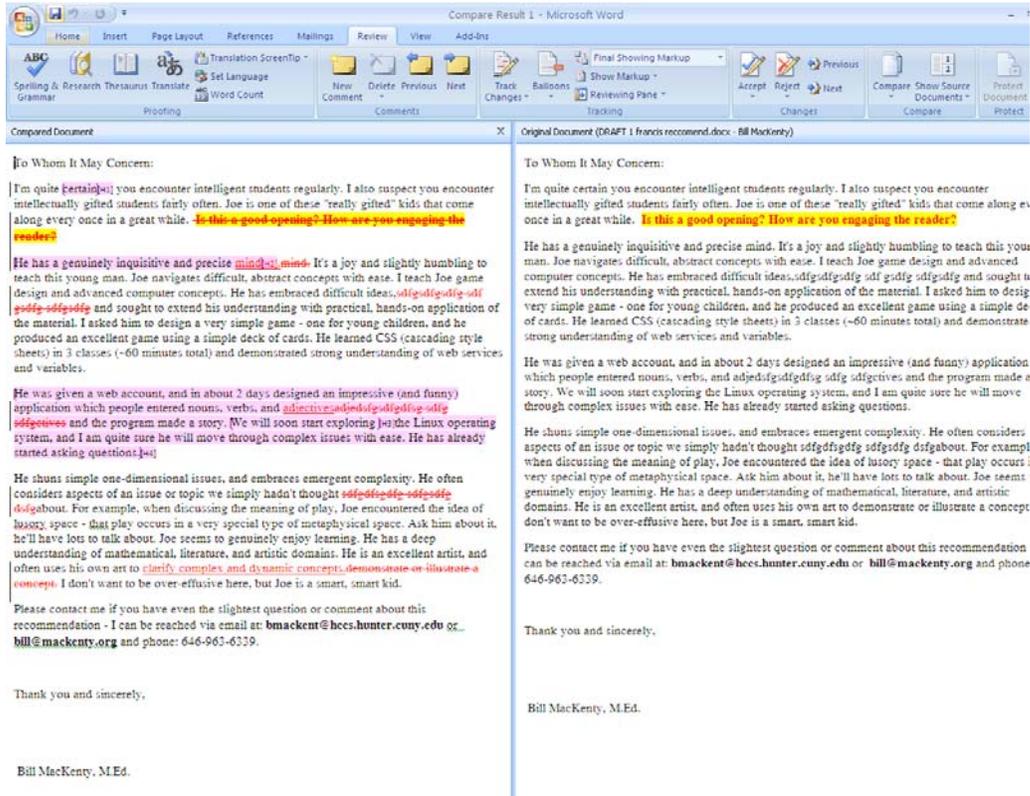


- 2) Choose the 2 files you want to compare and click OK (this can take a few moments, so please be patient).



Comparing 2 different documents (continued)

3) Then you can see the compared files.



The screenshot displays the Microsoft Word interface in 'Compare Result 1' mode. The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, and Add-Ins. The 'Review' tab is active, showing options for Comments, Track Changes, and Changes. The 'Compare' group includes 'Compare Show Source Documents' and 'Protect Document Protect'. The window title is 'Compare Result 1 - Microsoft Word'. The document is split into two panes: 'Compared Document' on the left and 'Original Document (DRAFT 1 Francis recommend.docx - Bill Mackenty)' on the right. Both panes contain the same text, which is a recommendation letter for a student named Joe. The text describes Joe's intellectual abilities, his interest in computer science, and his skills in web development and mathematics. The letter concludes with contact information for Bill Mackenty, M.Ed.

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He was given a web account, and in about 2 days designed an impressive (and funny) application which people entered nouns, verbs, and adjectives and the program made a story. We will soon start exploring the Linux operating system, and I am quite sure he will move through complex issues with ease. He has already started asking questions.

He shuns simple one-dimensional issues, and embraces emergent complexity. He often considers aspects of an issue or topic we simply hadn't thought about. For example, when discussing the meaning of play, Joe encountered the idea of history space - that play occurs in a very special type of metaphysical space. Ask him about it, he'll have lots to talk about. Joe seems to genuinely enjoy learning. He has a deep understanding of mathematical, literature, and artistic domains. He is an excellent artist, and often uses his own art to clarify complex and dynamic concepts. I don't want to be over-effusive here, but Joe is a smart, smart kid.

Please contact me if you have even the slightest question or comment about this recommendation - I can be reached via email at: bmackent@hccs.hunter.cuny.edu or bill@mackenty.org and phone: 646-963-6339.

Thank you and sincerely,

Bill MacKenty, M.Ed.

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