

# Collaborate and track changes in Microsoft Office Word 2007

Learn how to track changes and use review tools in documents, such as student papers, with Microsoft Office Word 2007.

For years, the ubiquitous red pencil has been the primary tool for written communication between teacher and student. By using the Review tools in Microsoft Office Word 2007, you can turn cursory one-way feedback into a collaborative experience. **Watch the video**

## How it works

First, students write and hand off their assignments digitally, using Office Word 2007. Then, you add comments to the document and return it with a grade. On long-term projects, students can use your comments to improve their documents with **Track Changes** turned on. You can then review their changes and return the finished document with a final grade or continue to collaborate.

Take collaboration to another level by assigning writing projects to student teams. Using revision tracking and comments in Office Word 2007, each student can contribute to a document individually, and then, the team can work together to collaborate on a final version. You can even add feedback to that version and send it back to the team for further work.

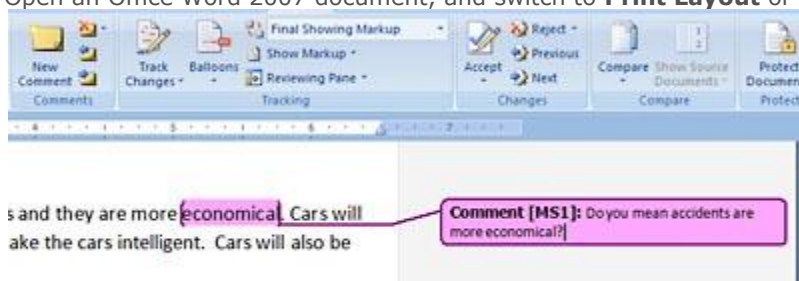
With the Review tools in Office Word 2007 and networking tools, such as email and workspace sites, a document can continue to grow and evolve through multiple revisions as students learn new skills and contribute new information.

## Review tools

With the Review tools in Office Word 2007, class assignments, such as essays and complex math problems, can become more effective learning tools. You have the time and resources to provide quality feedback. The Review tools help you to add comments and keep track of changes.

## Add comments

1. Open an Office Word 2007 document, and switch to **Print Layout** or **Web Layout** view.



2. Select the section to which you would like to add a comment.
3. On the **Review** tab, click **New Comment**. A comment balloon opens to the right of the document.
4. Type your comment in the balloon.
5. The student can then act on your comment, by rewriting a section. Or he or she can respond by sending the document back with a reply to your comment.

## Track changes

1. Open a document.
2. On the **Review** tab, click **Track Changes**. Make sure **Display for Review** is set to **Final Showing Markup**.

3. Edit the document. As you add or delete text, your changes are tracked using revision marks.

Cars in the future will be more intelligent so accidents are ~~less~~ fewer and ~~they cars~~ are more economical. Cars will have more computer chips in them ~~that are like small computers that~~ make the cars intelligent. Chips will also make driving more fun. Cars will also be more fun to drive because the chips will make it more fun.

4. After saving the document with the changes, the student writer or other collaborators can open the document and add their own edits. Edits from other contributors will appear in different colors, along with the contributors' names.
5. When the document is finished, turn off **Track Changes**, and then use the **Accept** and **Reject** buttons to move through the document and choose whether to make a change permanent or to reject it.

### Set up tracking and comments

1. Click the arrow on the **Track Changes** button to change tracking options, such as the colors or user name.
2. Click **Balloons** to change how comment and revision details are displayed.
3. Click **Review Pane** to view comments and revisions in a pane on the left or at the bottom of the document window.