

Electronic Response in Word for Mac Users

When you edit or comment on a text using the **Insert Comment** or **Track Changes** 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 **Word** menu and select **Preferences**. Under **Personal Settings**, select **User Information**. In the **First**, **Last**, and **Initials** boxes, type the first name, last name, and initials that you want to appear in your comments.
- (2) Highlight the text you want to comment on.
- (3) Under the **Review** tab, click **New**.
- (4) Type your remark in the new balloon that appears.
- (5) To edit a comment you've already made, just start typing in that comment's balloon. To delete a comment you've already made, click within the comment then click on **Delete** under the **Review** tab, or just delete the comment balloon by clicking on its "x".

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 and turn on **Track Changes**.
- (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. Your new text should appear in a different color than the original.
- (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 fiddle with the settings (colors, etc.) if you'd like: Go to the **Word** menu and select **Preferences**. Under **Output and Sharing**, select **Track Changes**. Modifications can be made here, but for uniformity, it's best that all of us check **Use balloons to display changes** and **Include reviewer, time stamp, and action buttons** (I believe these are checked by default).
- (5) Edit text you've added just as you'd edit any other text. If you want to un-delete original text you've deleted, select that deleted text and click the **Reject** button under the **Review** tab, or just delete the balloon by clicking on its "x".