

CFD's Tuesday Tech Tips #2



Welcome

Commenting on student work can be a challenge, as can creating a document with multiple authors or editors. Here's a way to insert comments into a MS word processing document which may help you with both responding to student writing and editing documents of your own.

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Inserting a comment in a MS word processing document

This tip may be helpful to you IF

1. **your students submit work online.** (I tend to say more of meaning to students when I type than I do when I handwrite comments. Also, I type much faster than I write!)
2. **you and others are editing writing.**

How to do it

1. Open the word document on which you will make comments.
2. Select the text or item on which you want to comment on, or click at the end of that text.
3. On the **Insert** menu, click **Comment**. A balloon will appear.
4. Type the comment text in the comment balloon.
5. If the comment balloons are hidden, you can type the comment in the Reviewing Pane. Microsoft Word cannot always display the complete text of a tracked change or comment in a markup balloon. To see these items, and to see items such as inserted or deleted graphics or text boxes, use the Reviewing Pane.

On the **Reviewing toolbar**, click **Reviewing Pane** 

6. You can rest the insertion point over the balloon to display the name of the reviewer, should you have multiple reviewers/writers on a paper.
7. To respond to a comment, click in the comment you want to respond to, and then click **Comment** on the **Insert** menu. Type your response in the new comment balloon.
8. To monitor changes to a document, on the **Tools** menu, choose **Track Changes**.

