

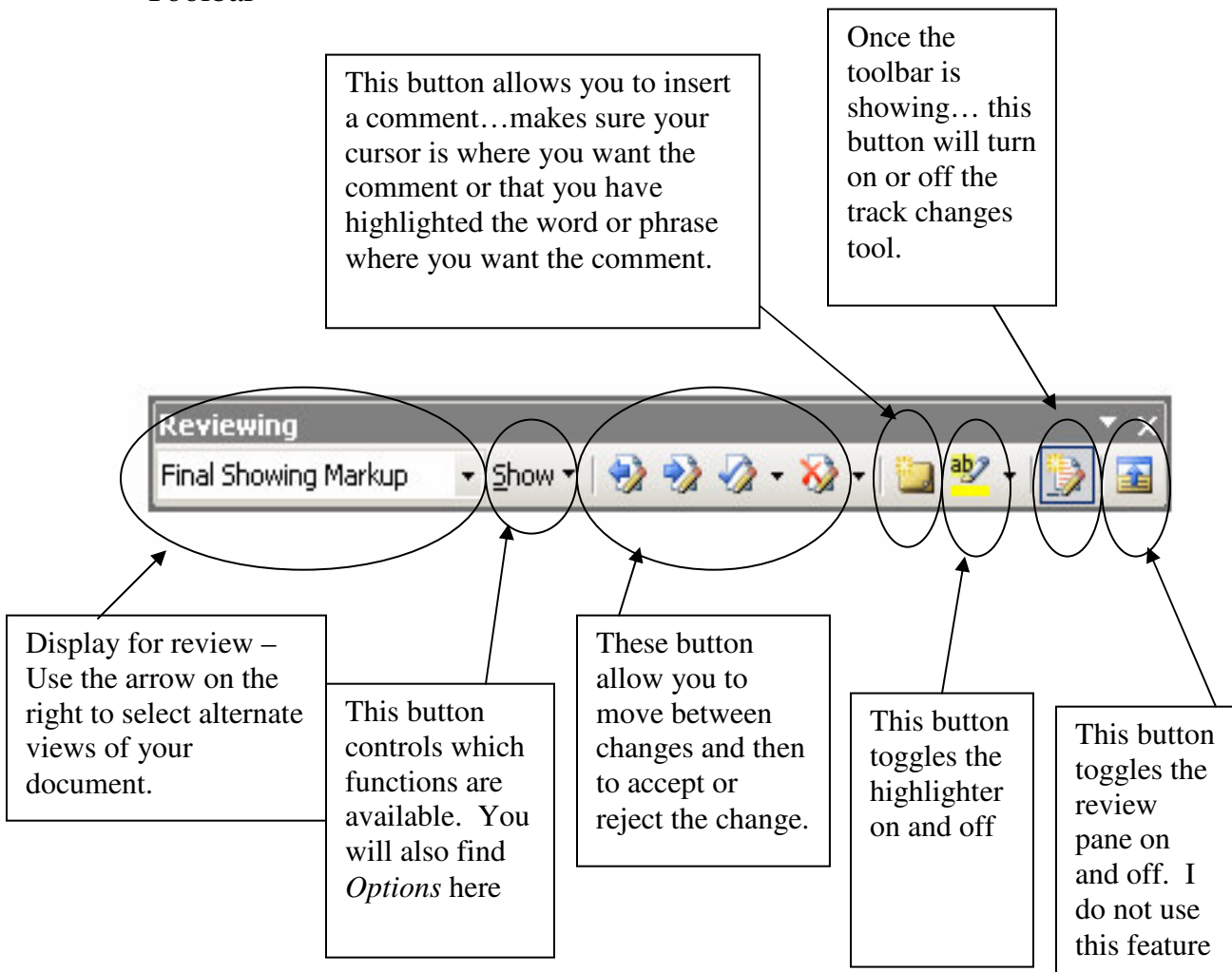
Steps for using the Track Changes Feature in MS Word 2003

1. Begin by opening the document that you intend to edit.
2. Go to *View* on the File menu bar and choose “*Print layout*”
3. Go to *Tools* on the File menu bar and choose “*Track Changes*”
4. The last step engages the “*Track Changes*” feature and displays the tool bar seen below.



5. At this point you may begin to edit the document.

Explanation of Toolbar



Peer Editing Activity – The following is a brief overview of a potential activity you can do with your students using this editing tool.

1. Have your students compose and type a document in MS Word. (This document can be part of any type of assignment.)
2. Explain to your class why peer editing is a valuable activity for all involved. Set expectations for student participation in this activity.
3. When you are ready to begin Peer Editing, Have students switch seats with a neighbor. (Peer editing is often most effective when the peers are able to interact during the process, so you may want to make sure that your peer groups are side by side).
4. Have students engage the *Track Changes* tool and begin editing.
5. When they have finished students should go back to their original seats and begin looking at the changes which have been made.
6. Students can use the Accept/Reject buttons on the toolbar to evaluate each of the edits on his or her document.
7. Students can use the Display for Review drop down menu to look at or print their final document.