Customize Word to Make Commenting and Markup Easier

Two effective feedback tools when grading student documents are Microsoft Word’s Commenting and Markup (track revisions) features. These tools are normally found under the Review tab and if used frequently, having them easily accessible in the Quick Access Toolbar and the Status Bar saves time.

Adding “New Comment” to the Quick Access Toolbar
The Quick Access Toolbar is found in the upper left-hand corner of the Word editing window. It contains the Undo Typing and other icons.

1. Click the small triangle with the line above it (▼) to the immediate right of the Quick Access Tool Bar and the Customize the Quick Access Tool Bar menu (upper left, just above the tabs) will appear.
2. Select the More Commands… item from the menu and a larger menu will appear.
3. Click the drop down button [▼] to the right of the Choose commands from: box.
4. Select the Review tab item from the list.
5. Scroll through the listing below the Choose commands from: box, and click on the New Comment (Insert a Comment in Word 2013) item.
6. Click the Add >> button and the New Comment (or the Insert a Comment) item will appear in the right most listing.
7. Click the OK button and you are done.
8. To insert a comment, highlight the text to comment and click the New Comment icon in the Quick Access Tool Bar. A comment balloon will open to the right of the page. Click on the balloon and type your comment.

Adding “Track Changes” (Markup) to the Status Bar
The Status Bar is found at the bottom of the Word editing window. To enable the Track Changes tool, do the following:

1. Right click on the status bar at the bottom of the Word window (the bar that contains the page and number of words information). The Customize Status Bar pane will be displayed.
2. Click on the Track Changes item listed in the display. Click anywhere off the list and it will disappear.
3. To begin Markup, click the Track Changes: text and its status will change from off to on.
4. To stop Markup, click Track Changes: text and its status will change from on to off.

This timely tip can also be found at:
http://www.lcc.edu/cte/resources/thommen_tips/