

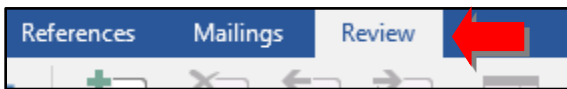
Word: Markup Text

Marking Up Text in a Document

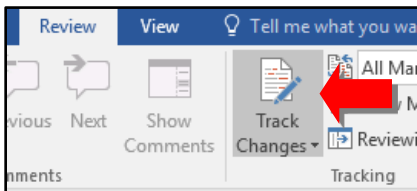
Turn on Track Changes

When you turn on Track Changes, Word marks up new changes made to the document.

1. Select the **Review** tab.



2. Select **Track Changes**.

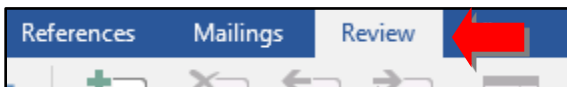


3. To turn Track Changes off, select **Track Changes** again.

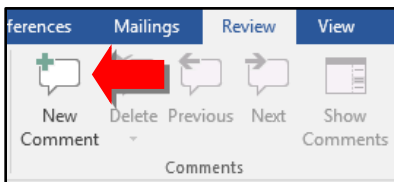
Add a Comment

Comments can be added so that they are visible to users but not showing in the middle of the paper.

1. Select the **Review** tab.



2. Select the text the comment should be aligned with.
3. Select **New Comment** from the menu.



4. A comment box will appear to the right of the page. Click on the box and begin typing comments.
5. Select the **Save** icon in the upper left corner to save the document.

