

# Chapter 12

## Editing and Peer Review

---

**In this chapter, you will learn the following to World Class standards:**

- **Peer Review**
- **Comments**
- **Editing and Tracking Changes**
- **Reviewing and Accepting/Rejecting Changes**
- **Saving an Edited Document**

## Peer Review

---

When you use Word, you are creating documents that contain some type of information for the purpose of communicating that information to the reader. This means that if the reader can't properly understand or discern the meaning of your message, you have not used the program properly. In order to make sure that your ideas are sound and comprehensible, you should have someone read your work and give your feedback.

Word has a number of useful tools for proofing both your own work and the work of others. Under the Review tab, the Comments, Tracking, and Changes panels offer few simple features that will aid you in editing. Here we will consider a document we have already written (Figure 12.1).

I am going to college because I want to get a degree and a good job. I would like a degree because it will help me obtain a well-paying job and will also allow me to support my family in addition to myself. I feel that college is a great place for me to accomplish these goals because it has small class sizes and teachers who are willing to work for me to work with me to meet my ambitions. While attending college I plan to go to class every day, to be on time for class and other appointments, and to set time aside for studying so I can get good grades. When I graduate, it will be the happiest day of my life. I will get a position in my field, or I might even want to come back to school to pursue a higher degree.

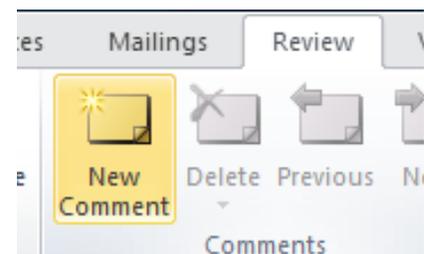
**Figure 12.1 – The Document to be edited**

## Comments

---

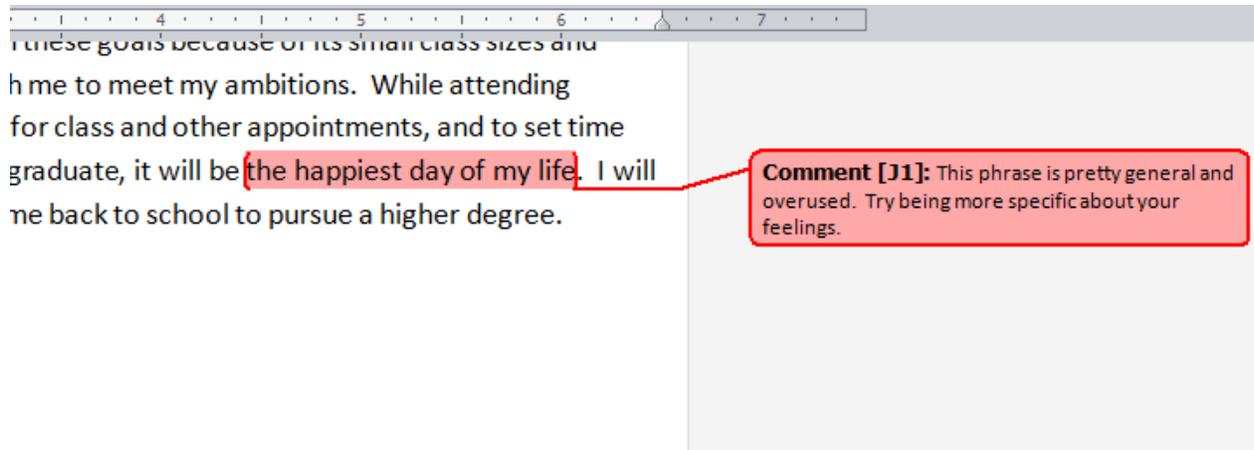
The Comment tool allows you to leave notes about specific sections a document. To leave a comment, first select the area of the document that you wish to comment on (Figure 12.2). Then select the New Comment tool from the Comments panel under the Review tab (Figure 12.3). A box will appear in an expanded section of the page with a cursor so that you can type in your note (Figure 12.4).

...to meet my ambitions. While attending  
ne for class and other appointments, and to set ti  
n I graduate, it will be the happiest day of my life.  
come back to school to pursue a higher degree.



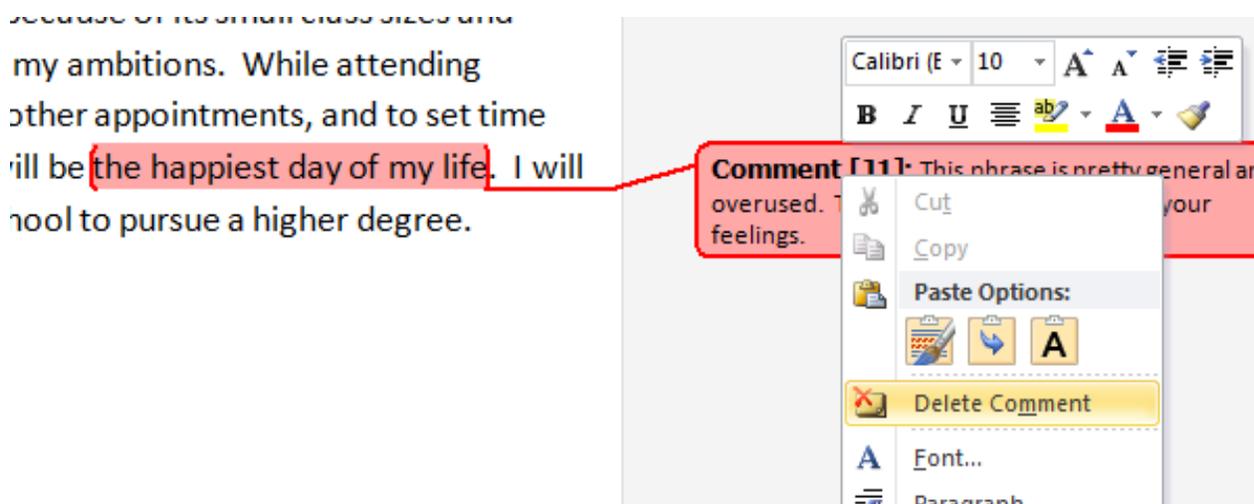
**Figure 12.2 – Selecting the Part of the Document on which to Comment**

**Figure 12.3 – Placing a New Comment**



**Figure 12.4 – The Placed Comment**

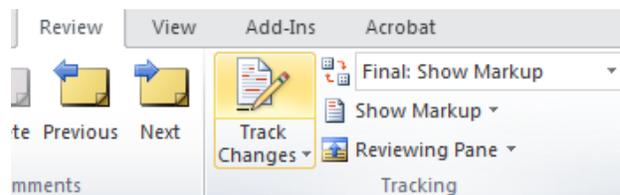
Add a comment for anything you want the author to know about his/her paper. Notice that a comment is different than a change, or edit, that we will look at next. If you change your mind and need to delete a comment, just right-click on the comment box and select Delete Comment (Figure 12.5).



**Figure 12.5 – Removing the Comment**

## Editing and Tracking Changes

Unlike comments, tracking changes in a Word Document does not allow you to add your own notes about a certain selection of the paper. Rather, the program will make automatic notes every time you edit the document. To track changes, select the Track Changes tool from the Tracking panel under the Review tab (Figure 12.6).

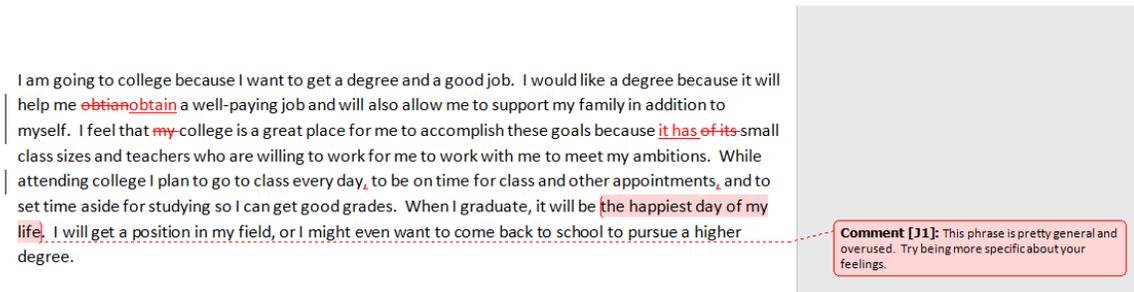


**Figure 12.6 – Tracking Panel**

After selecting the Track Changes tool, anything you add or delete to the document will appear in red. If you have added it the text will be underlined and if you deleted it the text will be crossed out (Figure 12.7). On the left side of the page you can see a vertical line signifying where the edits in the paper are (Figure 12.8). This is helpful because some edits are small and may not stand out enough to see easily.

I am going to college because I want to get a degree and a good job. I would like a degree because it will help me ~~obtia~~obtain a well-paying job and will also allow me to support my family in addition to myself. I feel that ~~my~~ college is a great place for me to accomplish these goals because ~~it has of its~~ small class sizes and teachers who are willing to work for me to work with me to meet my ambitions. While attending college I plan to go to class every day, to be on time for class and other appointments, and to set time aside for studying so I can get good grades. When I graduate, it will be ~~the happiest day of my life~~. I will get a position in my field, or I might even want to come back to school to pursue a higher degree.

**Figure 12.7 – Tracked Changes in the Document**



**Figure 12.8 – Completed Edit of the Document**

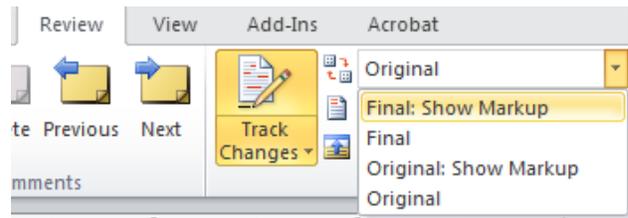
You can clarify any changes you make by highlighting them and adding a comment just like you did in an earlier section of this chapter (Figure 12.9).



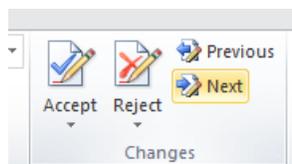
**Figure 12.9 – Commenting on an Edit**

## Reviewing and Accepting/Rejecting Changes

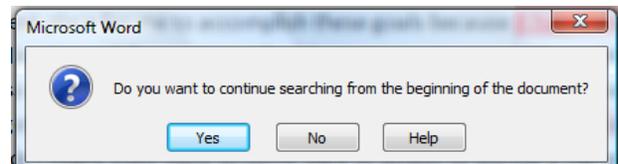
Once you have received an edited copy of your document, you can review the changes that your editor has suggested. If the changes aren't shown, select Final: Show Markup to see the final document with all of the changes highlighted (Figure 12.10).



**Figure 12.10 – Displaying Changes**



**Figure 12.11 – Next Change**



**Figure 12.12 – Change Search Prompt**

Now you want to move through the edits in your document to accept and apply them or reject and remove them. From the Changes panel under the Review tab, select the Next tool to automatically find a change in your document (Figure 12.11). If you are at the end of the document, you will be prompted to continue searching from the beginning of the document. Hit yes to find the first correction (Figure 12.12).

I am going to college because I want to help me ~~obtian~~obtain a well-paying job myself. I feel that ~~my~~college is a great

Figure 12.13 – Reviewing Edits

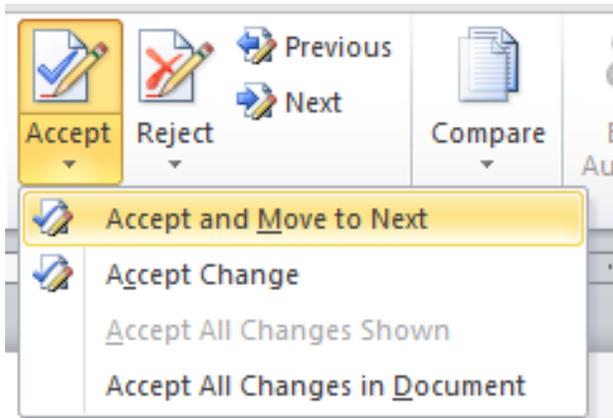


Figure 12.14 – Accepting Changes

When a change is selected, you will be able to Accept or Reject that change on the Changes tab (Figure 12.13). You can also choose to Accept or Reject the change and then automatically move on to the next change (Figure 12.14 & 12.15). This allows you to easily move through a document, checking every change as you go. Comments will also appear as changes for you to consider. To remove an edit select Reject.

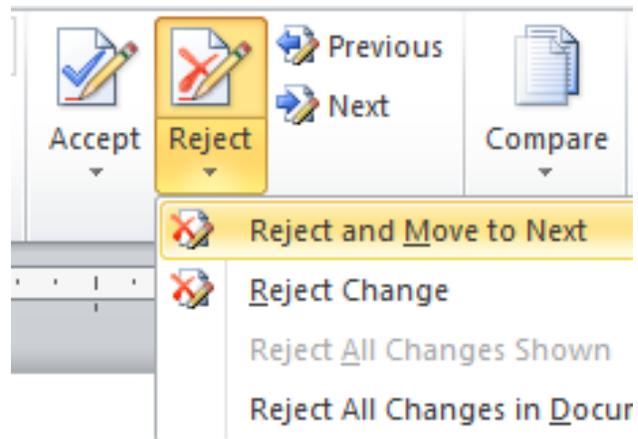


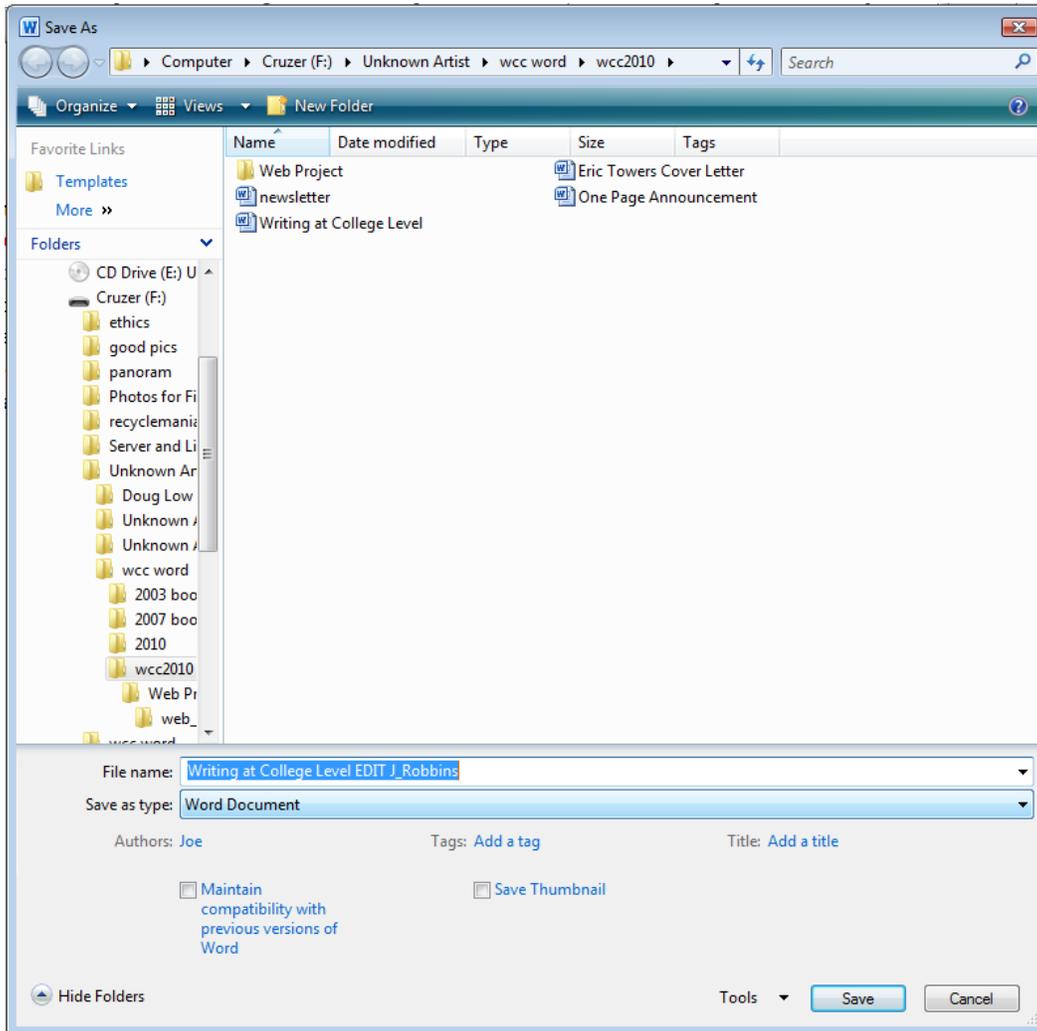
Figure 12.15 – Rejecting Changes

I am going to college because I want to help me obtain a well-paying job and want that ~~my~~college is a great place for me and teachers who are willing to work for college I plan to go to class every day.

Figure 12.16 – The Change removed

## Saving an Edited Document

Remember when you save a document that you have edited using comments or tracking changes that you must save the file as a Word document (\*.doc or \*.docx) for Word to read the changes and comments properly. Any other file (\*.pdf or \*.rtf for example) will not contain changes or comments that Word can display and track. Save the file under another filename than the original file, adding “EDIT” and your name, or something that will allow the writer to recognize their work from your own (Figure 12.17).



**Figure 12.17 – Saving the Document with a new Filename**

**\* World Class CAD Challenge 30-12 \* - Edit one of your own documents, and then peer edit two of documents written by someone else by tracking your changes and adding comments to the document and saving it as a new file.**