

# How to Create a Microsoft Word Track Changes Document

1. Open Microsoft Word and create a new blank document.
2. Copy and paste the URL of the page for which you are requesting edits at the top of your new Word document.
3. While viewing your current Web page, select the content on the page and copy it into your Windows clipboard.
4. Paste it into your new Word document
5. On the Review tab, in the Tracking group, click the Track Changes image.  
To add a track changes indicator to the status bar, right-click the status bar and click Track Changes. Click the Track Changes indicator on the status bar to turn track changes on or off.
6. Make the changes that you want by inserting, deleting, moving, or formatting text or graphics.  
You can also add comments.

Complete instructions are located from Microsoft at <http://office.microsoft.com/en-us/word-help/track-changes-while-you-edit-HA001218690.aspx>

1. Load existing page on <http://www.apa.org>

The screenshot shows a web browser window displaying the American Psychological Association (APA) website. The address bar shows the URL <http://www.apa.org/science/programs/testing/index.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The website header features the APA logo and the text "AMERICAN PSYCHOLOGICAL ASSOCIATION". Below the header is a navigation menu with links for About APA, Psychology Topics, Publications, Psychology Help Center, News & Events, Research, Education, Careers, and Membership. A search bar is located below the navigation menu, with the text "Science Directorate" entered and a "GO" button. The main content area is titled "Testing and Assessment" and contains several paragraphs of text. The first paragraph discusses the number of testing questions and the importance of guidelines. The second paragraph provides information on purchasing the Standards for Educational and Psychological Testing. The third paragraph describes the kinds of activities APA is involved in. The fourth paragraph states that the APA's Testing Office does not maintain, sell, or endorse any tests. The fifth paragraph mentions the Task Force for Increasing the Number of Quantitative Psychologists. Below the main text is a "Reports" section with a list of links to various PDF documents. A "Related Links" sidebar is located on the right side of the page. The Windows taskbar at the bottom shows the system tray with the date and time: 11:28 AM 2/19/2014.

AMERICAN PSYCHOLOGICAL ASSOCIATION

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SEARCH  IN Science Directorate  E-MAIL PRINT

Home » Science Directorate » Programs » Testing and Assessment

» SCIENCE DIRECTORATE

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- Programs
  - Research Ethics
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Contact Science Directorate

### Testing and Assessment

APA responds to a large number of testing questions each day, ranging from "What guidelines or standards govern testing and assessment?" to "What is APA's stand or viewpoint on a particular testing issue?" Many questions can be answered by visiting our Frequently Asked Questions (FAQ)/Finding Information About Psychological Tests web page.

To obtain information about purchasing a copy of the Standards for Educational and Psychological Testing (1999), visit the Standards web page.

To learn about the kinds of activities in which APA is involved in order to facilitate appropriate test use, visit the Testing Governance in APA web page.

**APA's Testing Office does not maintain, sell or endorse any tests. However, we do try to assist the public by directing people to the available resources to help them find what they need. In addition to the material provided on this site, additional testing-related resources are available through the Testing Information Clearinghouse page and the page of links to other testing-related sites.**

The Task Force for Increasing the Number of Quantitative Psychologists. In 2006, the APA Council of Representatives authorized the formation of The Task Force for Increasing the Number of Quantitative Psychologists. This task force is charged with addressing both the pipeline of qualified students and opportunities for training in quantitative psychology.

#### Reports

- Test Disclosure Statement (PDF, 142 KB)
- Statement on Third Party Observers in Psychological Testing and Assessment: A Framework for Decision Making (PDF, 140 KB)
- The Report of the Task Force on Test User Qualifications (PDF, 418 KB)
- APA's Guidelines for Test User Qualifications: Executive Summary
- Psychological Testing on the Internet, New Problems, Old Issues: The Report of the Task Force on Psychological Testing on the Internet (PDF, 229 KB)

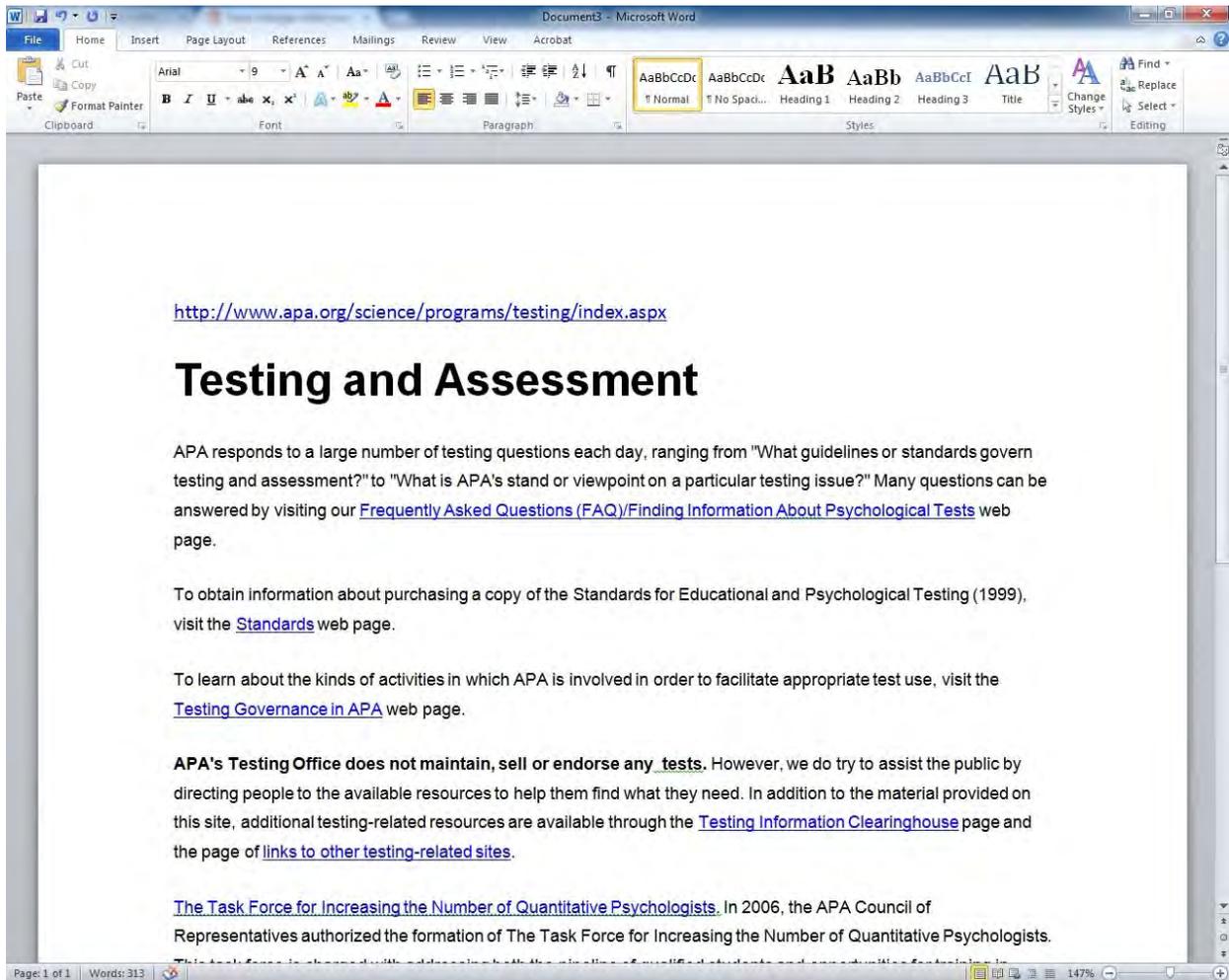
Still can't find what you're looking for? Contact the Testing Office of the APA Science Directorate at (202) 336-6000 or via e-mail.

#### Related Links

- FAQ/Finding Information About Psychological Tests
- The Standards for Educational and Psychological Testing
- Testing Governance in APA
- About the Joint Committee on Testing Practices
- Appropriate Use of High-Stakes Testing in Our Nation's Schools
- Testing Information Clearinghouse
- Links to Other Testing-Related Sites
- Rights and Responsibilities of Test Takers: Guidelines and Expectations

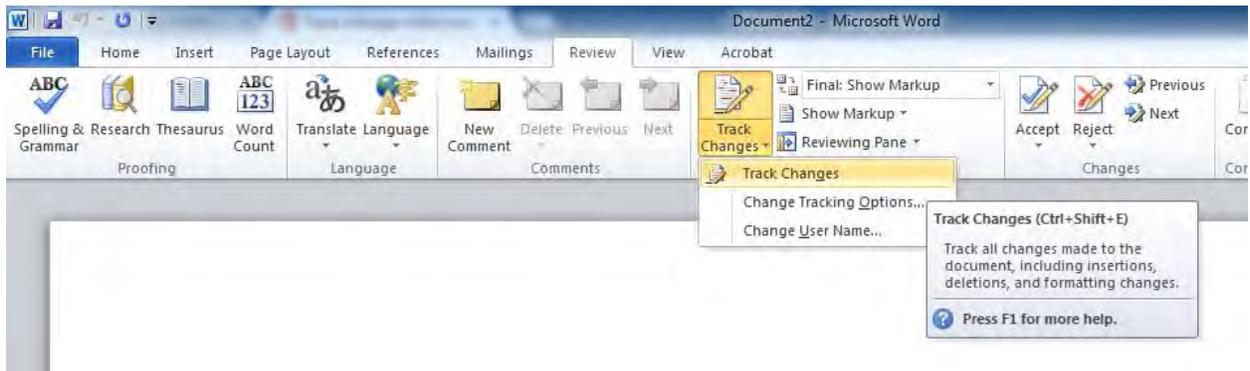
a) Hi-light and copy the content that requires edits

## 2. Create a new blank Word DOC



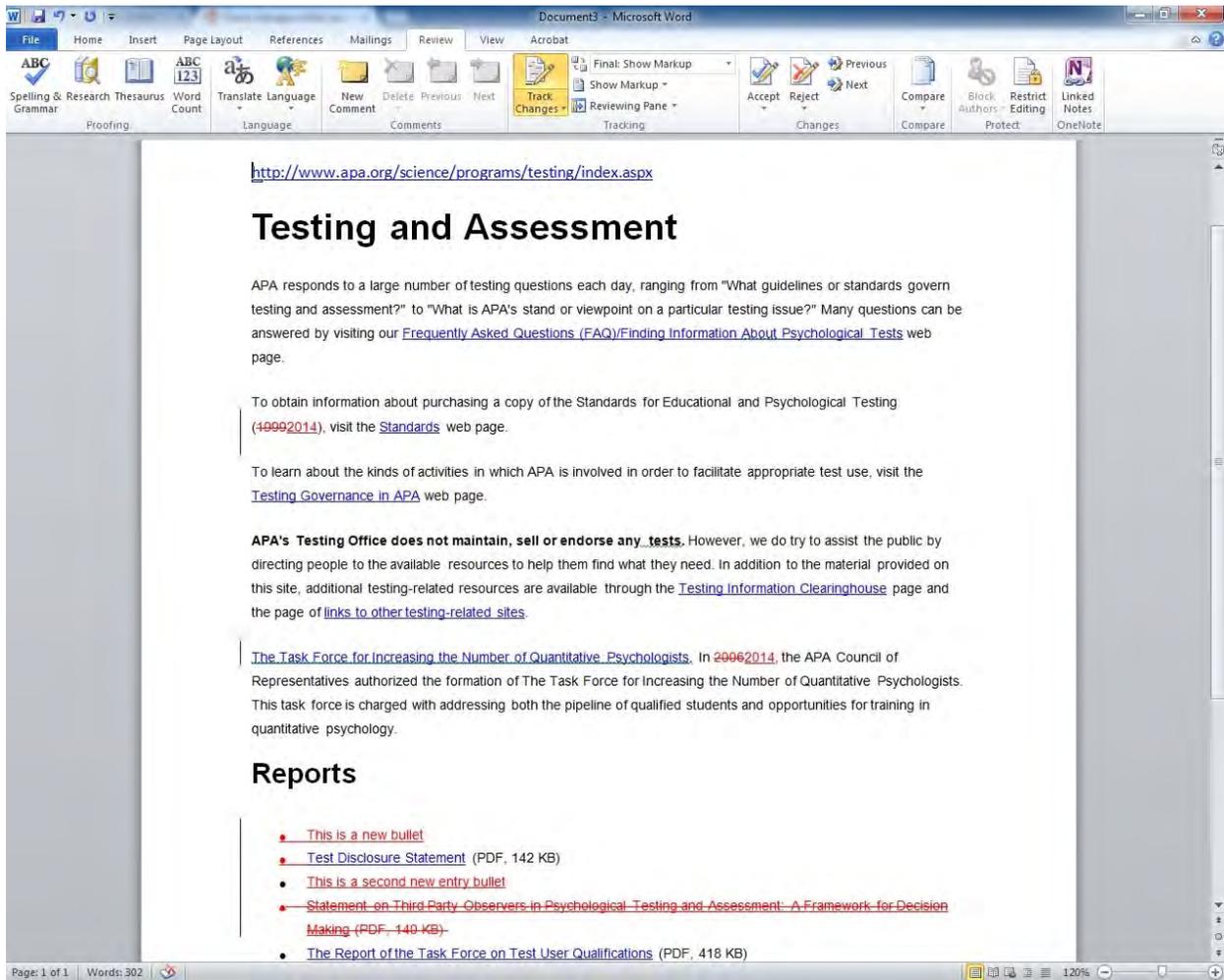
a) Paste the contents into your new Word DOC

### 3. Enable Track Changes in your new Word DOC



- a) Enable the track changes tool by selecting the “File” top menu selection, then choosing the “Track Changes.”

## 4. Edit your document



- a) As you begin editing your document, the track changes will appear as shown above.
- b) After saving your new Word DOC, it may be attached to your JIRA ticket.