

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.

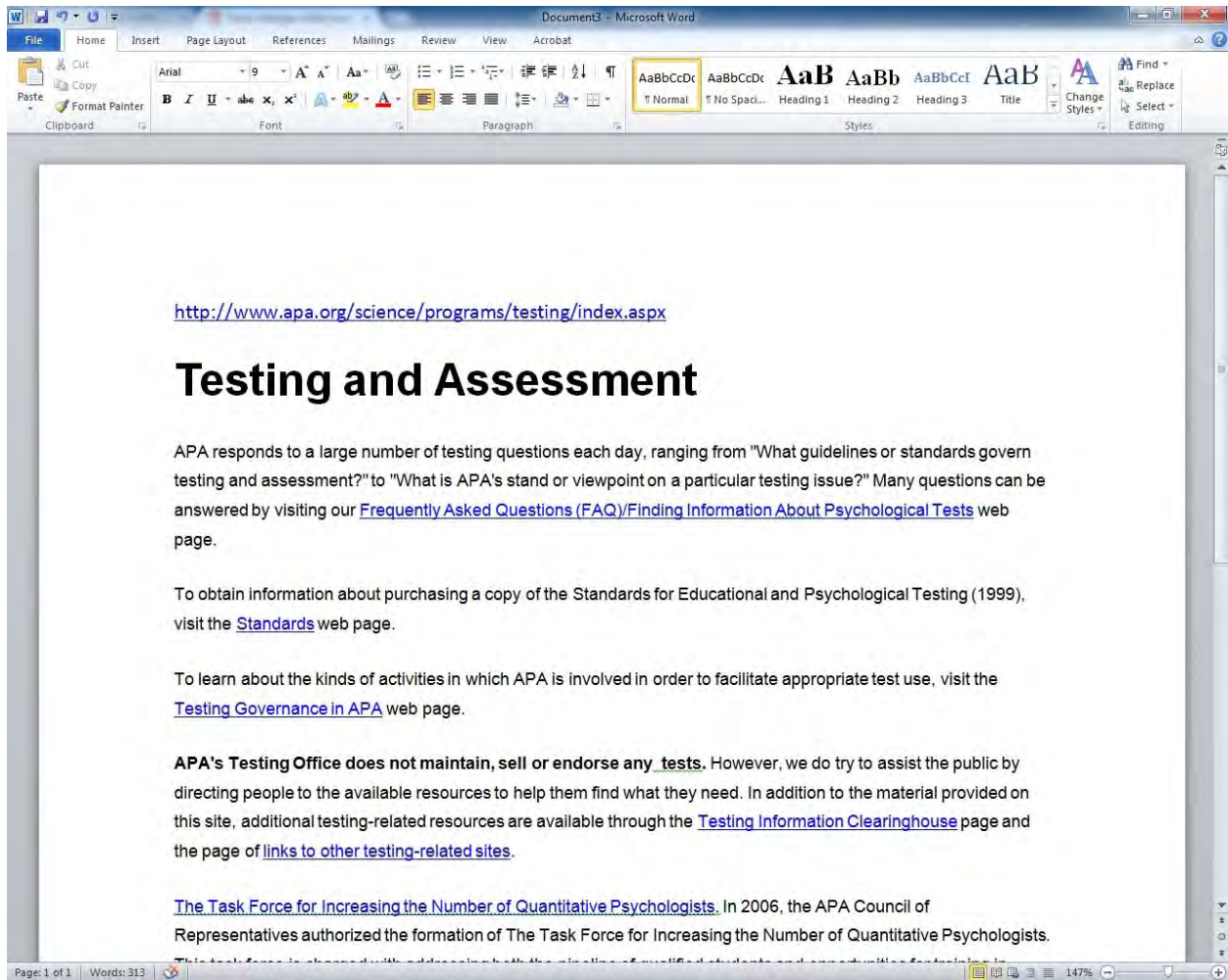
Complete instructions are located from Microsoft at <http://office.microsoft.com/en-us/word-help/track-changes-while-you-edit-HA001218690.aspx>

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" section is also present 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.

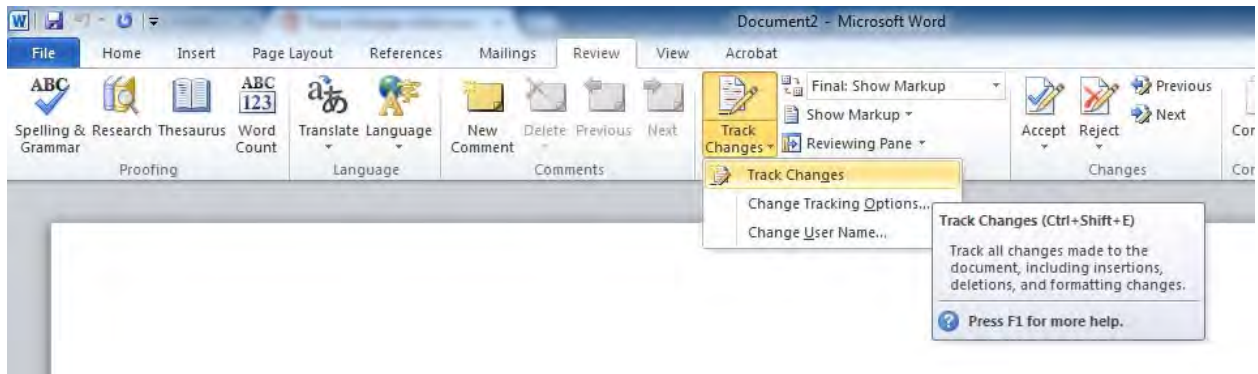
a) Hi-light and copy the content that requires edits

2. Create a new blank Word DOC



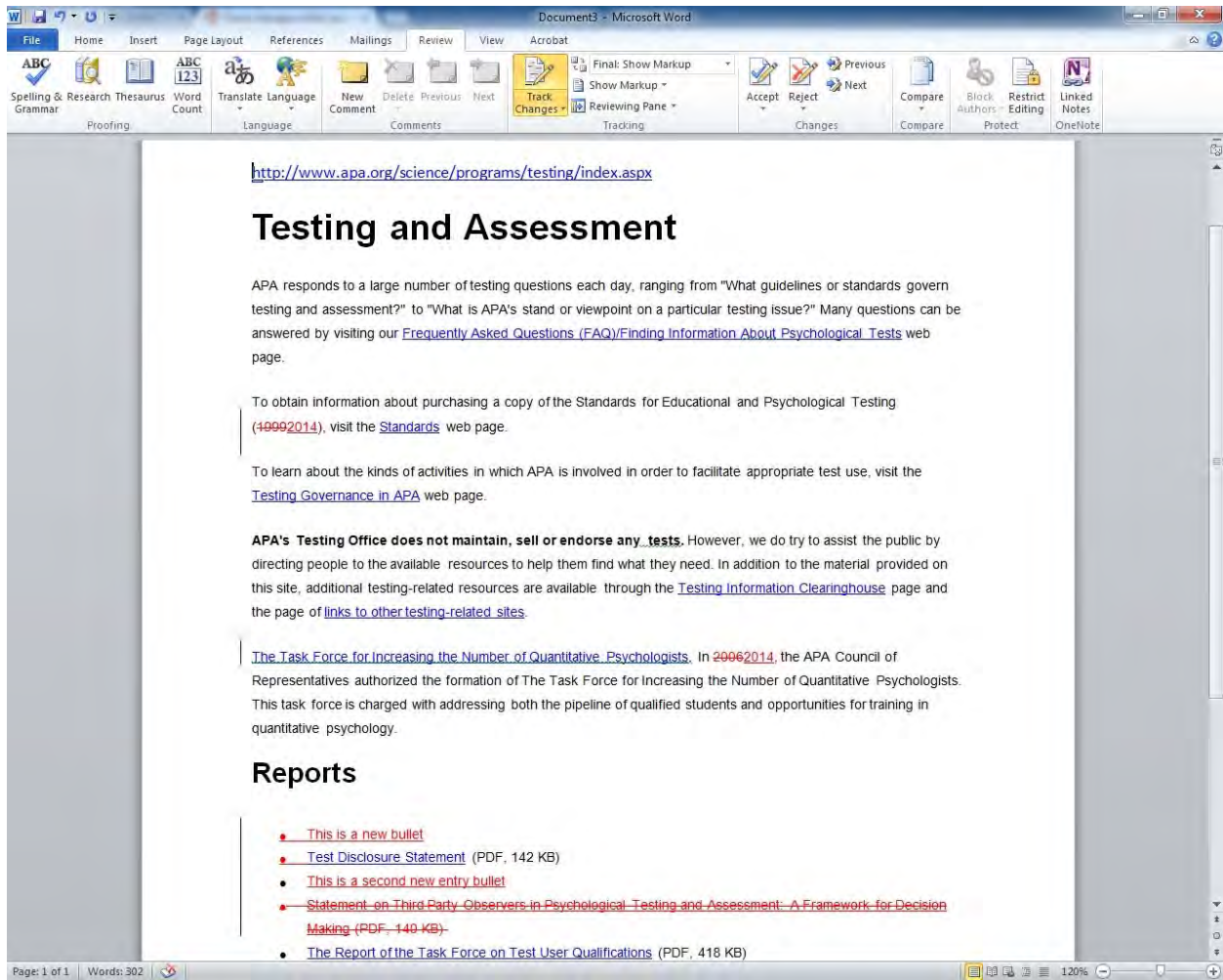
a) Paste the contents into your new Word DOC

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



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