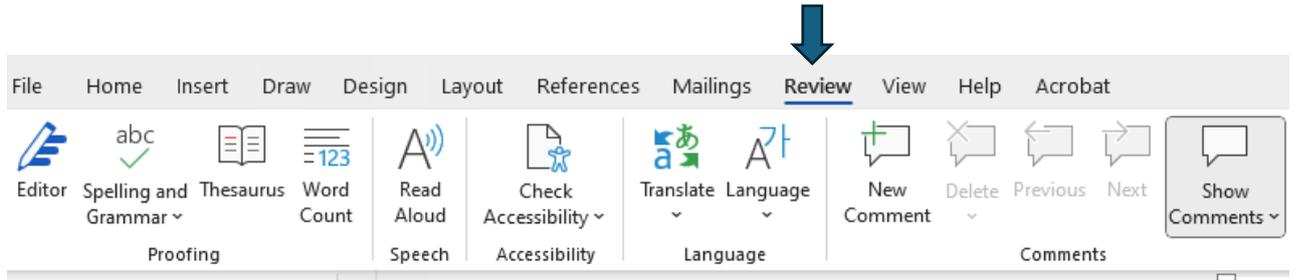


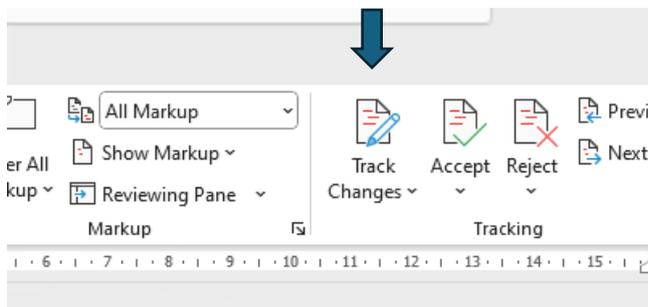
# Let's Write!

## How to Track Changes in Word

Click on the 'Review' tab at the top of the document.



Go to 'Track Changes'



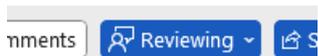
Click on the top part of the icon



You will notice the top right of the screen will change from 'Editing'



to 'Reviewing'



Then, anything you type will come up as a correction.

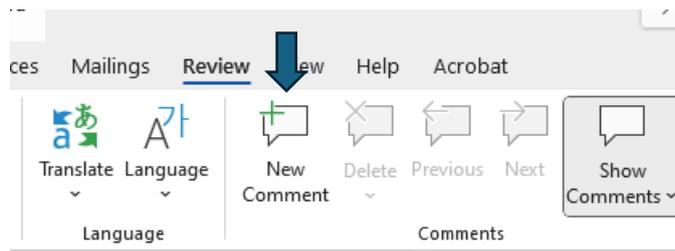
# Let's Write!

## How To Add a Comment in Word

Highlight the text you wish to comment upon.

It was bad enough that it was their first Christmas since Dad died. Graham Dean, aged just forty-two, had arrived at work one Monday morning in May, parked his car and before he could get open the driver's door, out of the blue, no previous diagnosis, had a massive heart attack. He died there and then in the car, his sandwich box and hard hat lying on the front seat, the keys still in the ignition.

In the 'Review' tab, click on 'New Comment'.



This will create a text box to the right-hand side of your page. Your name/log in will appear. Type in the box and press the blue arrow/send button to input your comment.

