Advanced Word Tools: Insert Comments, Track Changes, Synonyms, Translate

Insert Comments
This is good for writing comments on shared documents or for comments on student essays - either by the teacher or by a peer. The document or essay needs to be in electronic form. This may be as an emailed attachment, on a disk, or on a flash drive.

1. Open the essay that you will comment on.
2. Find a place where you want to comment. Highlight the word that will anchor your comment.
3. Pull down the Insert menu and select Comment or pull down View to Toolbars and choose Reviewing - that will let you see, edit, and delete comments from the toolbar.
4. You will either see a place at the bottom of the page or on the side to type your comment. If it’s at the bottom, you can choose View => Print Layout to see the comment on the side.
5. Type your comment, then close the comment window.
6. Check your comment by moving the mouse over the highlighted text - after a moment, the comment should pop up.

To edit or delete a comment, right-click on the highlighted word and choose Edit comment or Delete comment.

You can also add audio comments. The first time, you will need to click on the Reviewing Pane, then click on Reviewing, then choose Audio comments.

After that, you can select Audio Comments from the Comment menu.

Track Changes
This is an important tool if you are going to write or review articles for publication. It is also helpful if you are creating a document with a partner or a group. Track Changes lets you see what has been changed between revisions of a document.

Inserted text is colored and underlined; deleted text is marked with strikeouts. A line will show up in the margin everywhere there has been a change.

Step 1: Open the document.
Step 2: Pull down the Tools menu to Track Changes, and choose Highlight Changes.
Step 3: Click on the Track Changes WhileEditing box.
Alternative method: If you pull down View to Toolbars and choose the Reviewing menu, it will give you a menu where you can click to turn Track Changes on or off.

Now when you add or delete, you will see those changes marked. Additions are in color.

To accept or reject the changes:
Right-click on a change, then select Accept Change or Reject Change.
Synonyms
Right-clicking on a highlighted word will bring up a menu that offers synonyms and a link to a thesaurus. The synonyms for "highlighted" are shown at the right.

The thesaurus is not particularly good, but it's built-in. It is important to remember that you need to think about the grammar of a synonym. Still, it's easier than using a separate thesaurus for common words.

Translate
The same menu that you use for synonyms and a thesaurus also offers a Translate function. Dictionaries have to be installed for each language you want to translate to and from.

Word will translate an individual word, highlighted phrase, or the entire document. The translation can be helpful in some cases; especially with individual words or short phrases.

The translation of a whole document will not be very good, but it can give you an idea of what the document says.