Reviewing and revising a document

If you are sent a document to review, mark or provide feedback on, there are a number of different ways to do this in different programmes.

If you are interested in learning how to assess and give feedback in Moodle, try our course which is available in the panel to the right. This training covers key aspects of online assessment, including marking and feedback. We also offer an online course for PDFs. This training teaches you how to edit PDFs, including text, links and images and how to review PDFs using the various tools.

Instructions for reviewing documents with Microsoft Word are below.

Tracking Changes

Turning on Track Changes gives you a way to make changes to either your own document or someone else's document. The changes are not permanent, they are suggestions that can be reviewed by the document owner, which can then be removed them or made permanent.

How to toggle Track Changes on and off

To turn Track Changes on or off go to Review > Track Changes.

When Track Changes is turned on, anything that has been changed will be shown by default, with a red line in the left margin of the page.

When Track Changes is turned off, any previous changes will still be shown in the document, but no new changes can be made.

How to review the suggested changes

To review any changes that have been made, go to Review > Tracking > Reviewing Pane.

The markup display style that is visible can be changed using the drop down menu. There are four markup options available.

Simple Markup

Any changes made in the document will be indicated in the left margin of the page with a red line.

All Markup

Any deletions will be shown by a strikethrough of the selected selection. Any additions made will be underlined to highlight the section.

No Markup

This is a preview of how the document will look if you keep the changes and make them permanent.

Original
How to accept or reject changes

When you display the Reviewing Pane, a summary of the change will be shown. This is to ensure you know exactly what changes have been made, for example, if a deletion was made or if both a deletion and addition was made.

To accept a revision, go to Review > Accept.

You can accept one change and move onto the next revision, by simply clicking Accept. If you wish to accept all changes at once, you can click the Accept drop down menu and select the relevant option.

To reject a revision, go to Review > Reject.

You can reject one change and move onto the next by simply clicking Reject, or you can reject all changes at once by using the Reject drop down menu to choose a relevant option.

Creating comments

Comments can be attached to a specific part of a document to make feedback more clear. If someone else is commenting on the same document, comments allow you to reply to each other and discuss either the document or feedback even if you’re not accessing the document at the same time.

How to create or edit a comment

Highlight the content that you wish to comment on.

Go to Review > New Comment.

Type your comment.

You can edit your comment at any time by simply clicking on the comment.

To reply to a comment, select the comment and then select the icon in the top right corner (Reply), or right click the comment and select Reply To Comment.

How to delete comments

To delete a single comment, right click the comment you wish to delete, then select Delete Comment.

To delete all comments in the document, you need to go to the Review tab and select the relevant option from the Delete drop down menu.

Go to Review > Delete > Delete All Comments in Document.

How to view all comments

Go to Review > Show Comments.
You can then use the **Previous** and **Next** buttons to navigate through all of the comments in the document.