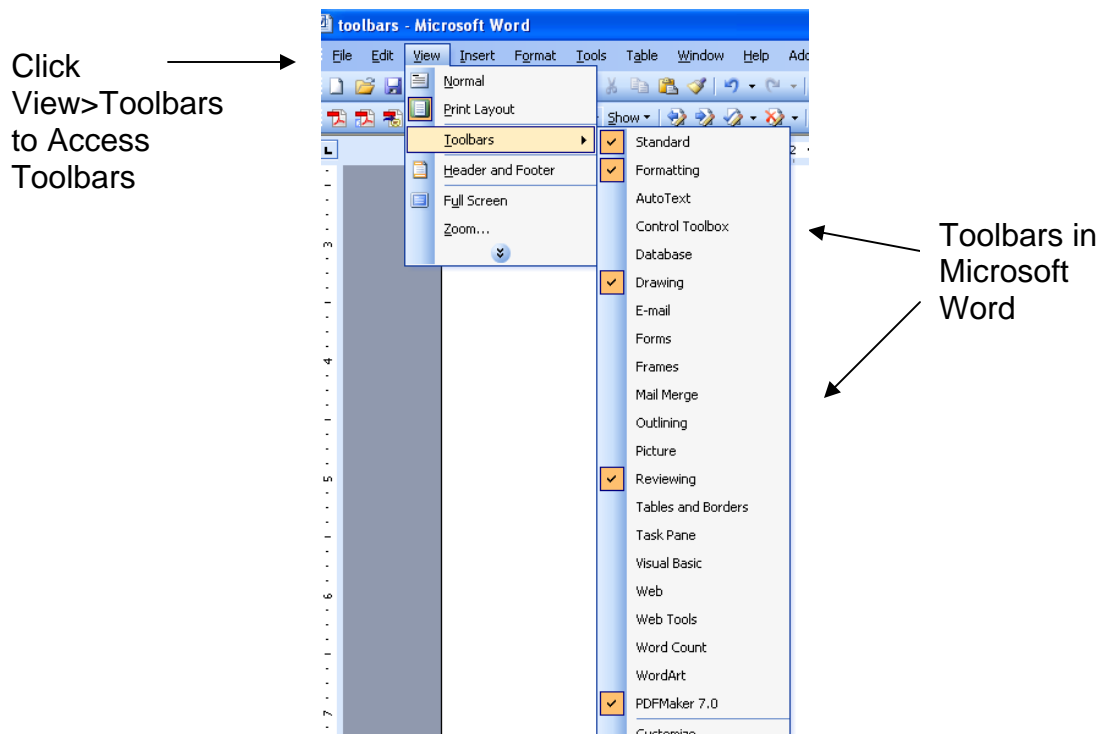


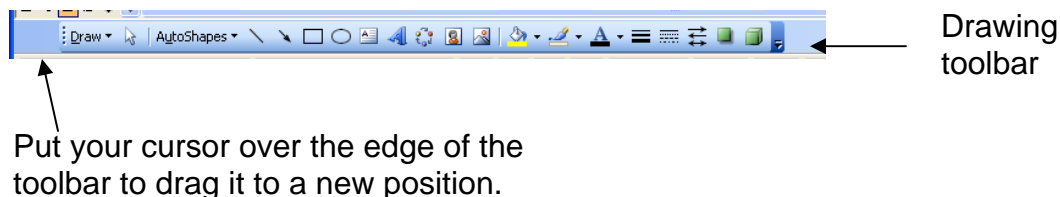
Toolbars

Toolbars are easy-to-use, visual shortcuts to specific functions within a software program. Most toolbars are specific to a certain need, such as working with pictures. Not only are toolbars user friendly, but because Microsoft has standardized its software where possible, some toolbars are duplicated in Microsoft software. Therefore, your ability to use a certain toolbar in one program transfers to another program.

Find the toolbar you need. Toolbars are not necessarily shown on your computer screen. To access a certain toolbar, go to the top of your computer screen and click View>Toolbars. A list of toolbars will appear. Click on the toolbar you'd like to access.



The toolbar will “pop up” at the top or bottom of your screen. You can move the toolbar by placing your cursor over the left edge until “cross-hairs” appear. When they appear, drag the toolbar to the top or bottom of your screen. If you drag the toolbar to the left of your screen, the toolbar icons will appear with a vertical orientation.



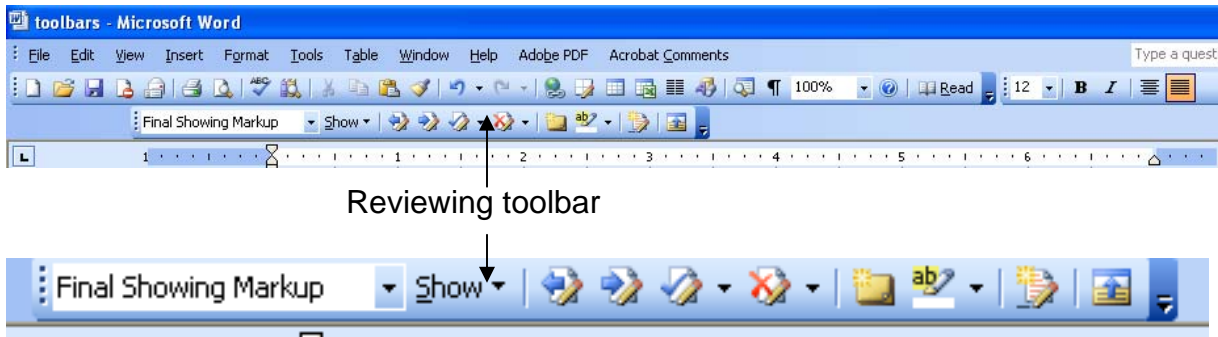
To make certain toolbars appear each time you open a program, click View>Toolbars>Customize (bottom of list) >Toolbars, Check the box next to each toolbar that you would like to appear automatically.

Note: Toolbar icons may vary slightly in software programs that are older or newer versions. Just scroll your cursor over the toolbar icons to determine the function.




Toolbar > Reviewing

The reviewing toolbar is an asset to the writer who writes collaboratively or simply desires editorial feedback on a document. This toolbar can be accessed in Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. The toolbar allows a reader to make suggestions in your document without actually changing your text. For example, you email a document to a colleague and ask the colleague to check your experiment results. The colleague determines that a section under methods is missing. The colleague can type recommended changes or “delete” sections and send the document back to you. When you open the text, the recommendations (even deletions) are clearly visible. If you agree with one of your colleague’s recommendations, you accept the change and it becomes part of your document. If you prefer to write the section yourself, you decline the recommendation, and your text reverts to your original document. This toolbar can be used to review content, check numbers or statistics, or simply check for spelling or typographical errors. A reviewer can even ask questions or make comments that appear in “balloons” in the margin. Finally, if you hold your mouse over an area of change, a box will pop up with the name of the person who made the suggested change and the date it was made.

The Reviewing Toolbar To activate the reviewing toolbar, click View>Toolbars>Reviewing.



Toolbar icon	Purpose	Note:
	Changes document view among versions- Final showing markup, Final, Original showing markup, Original	Use arrow key to access options
	Changes document view while document is being edited: show comments, insertions/deletions, formatting, access reviewing pane, show reviewers by color, access and color and formatting options	See explanation below; Use arrow key to access options
	Go to previous change	
	Go to next change	
	Accept change	Arrow allows author to accept all changes in the document
	Reject change/delete comment	Arrow allows author options such as delete all changes and delete all comments
	New comment: allows reader to type a comment which will appear in the margin	Arrow allows reader to edit or delete the comment
	Highlighting tool: click once on the icon and	Arrow allows reader the

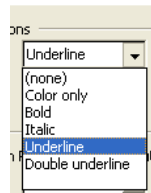
	then drag your cursor over the text you'd like to highlight. Highlighting must be manually changed by author.	change highlight color:
	Track changes- This icon "turns on" the reviewing tool. A reader must click this icon once to begin reviewing function.	
	Reviewing pane- A window will pop up that summarizes the changes that have been made to the document.	Click once to activate. Click again to deactivate.

Getting Started:

So, a colleague has emailed you a document to review.

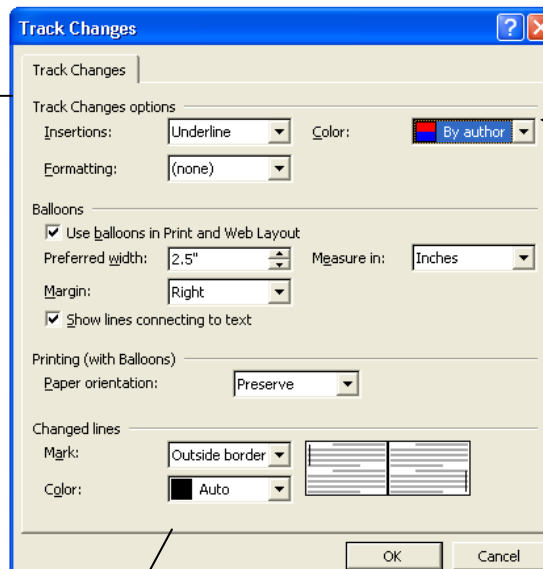
- Step 1: Open the document, save it to your computer or removable storage device, and then access the reviewing toolbar.
- Step 2: Click the **Track Changes** icon.
- Step 3: Determine the way you'd like your changes to be presented. Click the arrow key next to the **Show** icon. If you want all of your changes (comments, insertions/deletions, formatting) to show as you review, check the box next to the option. Next, click **Options**. A window will pop up, and you should select the options of your choice. See below.

Menu for tracking changes: You select whether you want changes to be noted in a different color, in bold, in italic, or underlined.



Menu for formatting balloons that present comments and deleted text: If you simply want the program to place a line through the middle of the deleted text changes, uncheck the box next to the line that begins *Use balloons*.

Menu allowing you to change print orientation to better accommodate balloons



Menu for selecting color in which suggestions are made: The color changes automatically with each reviewer.

Menu for identifying changed (edited) lines: if you select this option, the program will automatically place a graphic line (of any color) in the margin next to any text line that has been changed. This function prevents the author from overlooking any changes.

- Step 4: Edit text. Use **Comment** icon to insert comments. Save document.

Step 5: Email newly “revised” document to author.

Receiving an Edited Document:

Step 1: Just as the reviewer has the option to make choices concerning the way the changes are presented, the author can make the same choices even after the document has been reviewed. Click the arrow next to the **Show** icon, click **Options**, and make choices that meet your needs. See image above.

Step 2: Place your cursor at the beginning of your document. Click the **Next Change** icon. The program will take you to the next (first) change or comment.

Step 3: After evaluating the change, click the **Accept Change** icon or the **Reject Change** icon. Note: Added text and deleted text are considered two changes, and you will have to accept or reject each.

Note: You may also read through all of the changes and accept or reject all changes at once. Click the arrow next to the **Accept (or Reject) Change** icon, and select **Accept (or Reject) All Changes in Document**.

Step 4: Save the document as your most recent version. (You will have to overwrite the original document that may be saved on your computer or rename the document.) If at any time the document opens with editorial changes in view, click the arrow next to **Final Showing Markup** and click **Final**. Save the document.

Email cpharned@umes.edu (Courtney Harned, SANS Faculty Technology and Support Center) with any questions.