Tech Quick Guide

Annotating Text in Microsoft Word

Annotating text is a strategy that teachers and students use to explain, provide feedback, edit and revise written work. Microsoft word has many tools and options that allow teachers and students to annotate test. This quick guide will provide directions for four options.

- Highlighting
- Adding digital Text
- Adding Comments
- Inserting annotations through a voice file

Highlighting Text

Highlighting is an appropriate option for student note taking – selecting different colors for to represent different elements of the text. Teachers may also use highlighting to provide feedback for student work.

1. To highlight text select the icon on the image, then select the desired color.
2. Consider using different colors for different purposes as in this example, green for the setting and pink for mood.
3. Remember to select "Stop Highlighting" when you have finished by selecting the same icon then the stop highlighting prompt.

> **Stopping by Woods on a Snowy Evening by Robert Frost**
> Whose woods these are I think I know.
> His house is in the village, though;
> He will not see me stopping here
> To watch his woods fill up with snow.
>
> My little horse must think it queer
> To stop without a farmhouse near
> Between the woods and frozen lake
> The darkest evening of the year.
>
> He gives his harness bells a shake
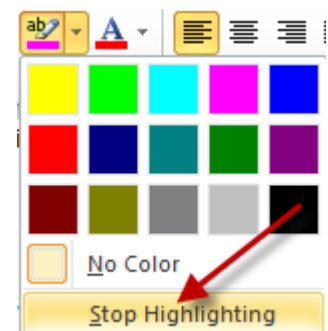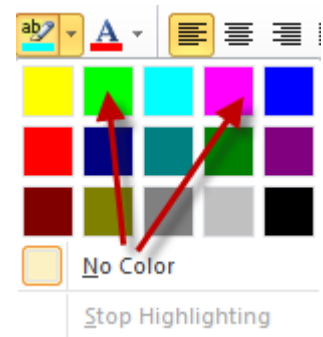> To ask if there is some mistake.
> The only other sound's the sweep
> Of easy wind and downy flake.
>
> The woods are lovely, dark, and deep,
> But I have promises to keep,
> And miles to go before I sleep,
> And miles to go before I sleep.

Adding Digital Text

Providing text in a digital format rather than paper allows students and teachers use MS Word features to annotate text by simply adding text in a variety of different ways. Teachers and students may choose to edit student work or provide feedback by adding text in a contrasting color, in this case green.

To change the color of text:

1. Select the text you wish to change.
2. Select the large A underlined in color in the tool bar.
3. Then select the desired color.
4. The selected text will change to the desired color.
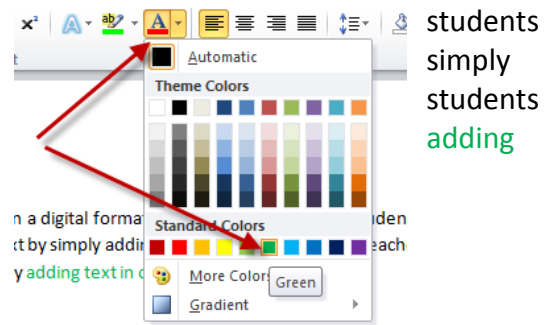
Teachers and students may also choose to annotate text by adding digital text that is **Bold,** Underlined or *Italic.* All of these choices make it clear that the additions are not part of the original work. To select any of these choices, highlight the desired text and select the desired method of annotation from the top toolbar.
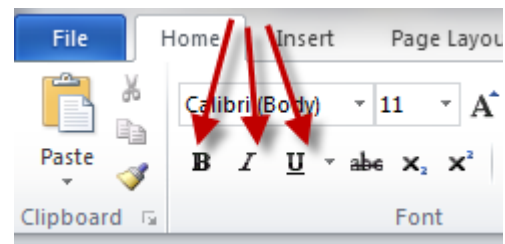
Adding Comments Feature
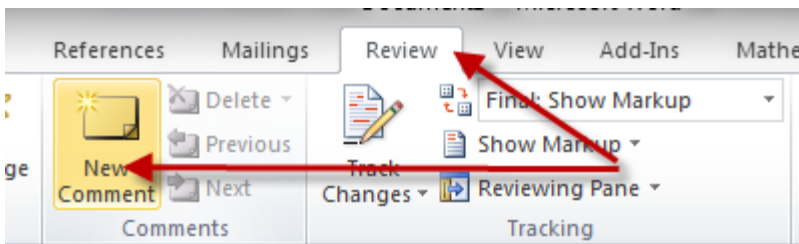
Teachers and students may also prefer to provide feedback through the "Comments" feature in the "Review" tab. To select this feature navigate the "Review" and select "New Comments" as illustrated in this image.

Using the "Comments" feature in MS word creates an additional pane beside your document. The added comment is linked to selected word in the original document via a red line with the comments written in a red box in the side pane

1. Place your cursor over the word for which you want to add an additional comment.
2. Select "New Comment"
3. The word is highlighted and bracketed in red.
4. As you type the comment the text appears in a red box in a pane on the right of the text
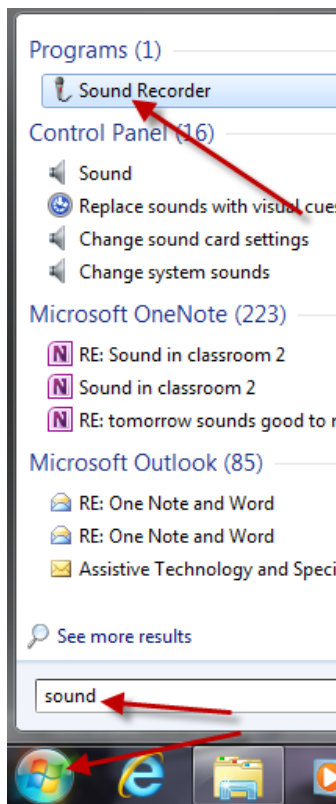5. Keep adding comments by selecting "New Comment" each time.

Comment [WU1]: Do you really need the word additional in this sentence?

6. The writer can elect to "delete" the comments, or delete all comments through selecting from the delete menu as illustrated in this image or incorporate the comments in their document.
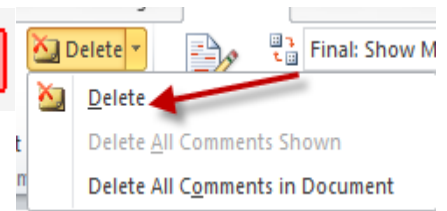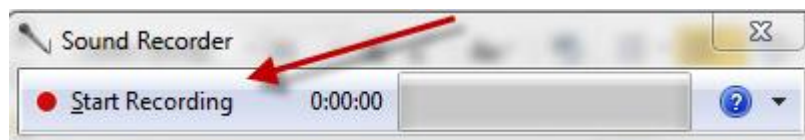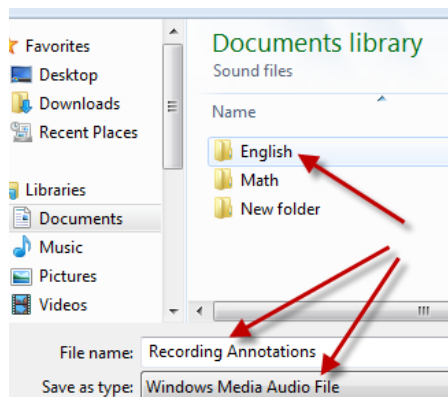
Annotating with Voice Comments

Some students or teachers prefer to add voice comments when annotating. To locate the sound recorder feature there are two options

    a.   Enter the word "sound" in the explorer search bar and select "Sound Recorder"OR

    b.   Select "All programs" open the accessories folder, select "Sound Recorder"

    1.   Select the sound recorder option.

2.   The above window opens.

3.   Select "Start Recorder" and "Stop Recorder" when finished.

4.   Begin speaking and your voice note is created

5.   Save your voice comment in the desired folder.

6.   To insert the voice comment in a document navigate to the saved file and "copy" from this location.

Voice Annotations.wma

7.   Paste in the desired loaction within your document.

8.   Your voice comment will appear as a "wma" file.

9.   To play the voice note double click on the wma icon and the voice note will play

> *Note: If this Quick Guide is printed the icon associated with the "Voice Annotation.wma" file will not appear.*