



Using MS Word to support revising and editing

High Incidence Accessible Technology Team



Montgomery County Public Schools, MD

Formatting shortcuts

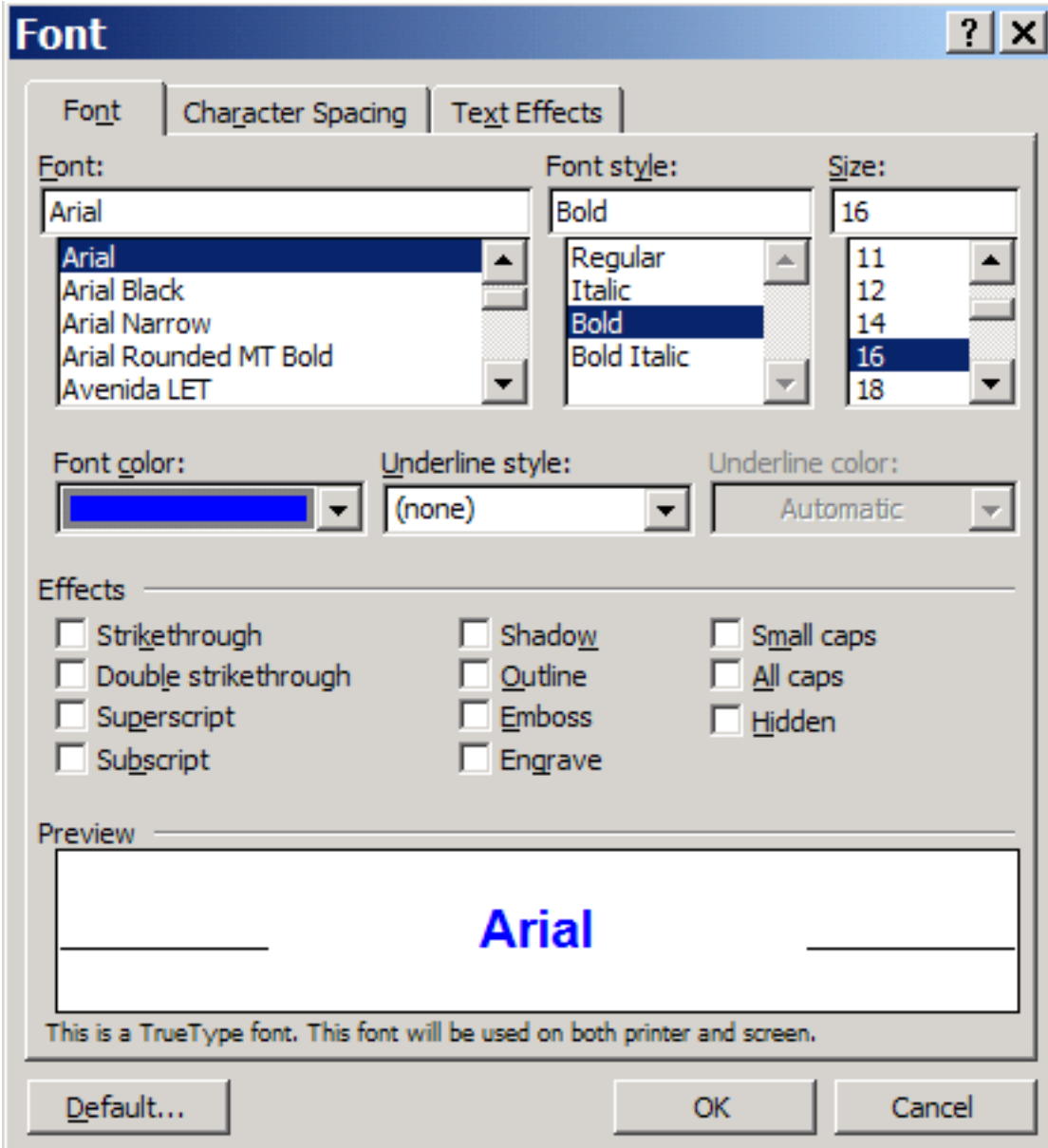
Creating a writer's template

Set the following to meet individual student needs:

1. Go to Format > Font

- to change:

- font
- bold
- font size or color



Change line spacing

Changing the line spacing increases the readability for some students.

Go to Format > Paragraph > Line spacing

- In the line spacing pull down menu, increase to 1.5 or double

Paragraph



Indents and Spacing

Line and Page Breaks

Alignment: Left

Outline level: Body text

Indentation

Left: 0"

Special: (none) By:

Right: 0"

Spacing

Before: 0 pt

Line spacing: Double At:

After: 0 pt

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
The rain in Spain falls on the plain .
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
Following Paragraph Following Paragraph

Tab...

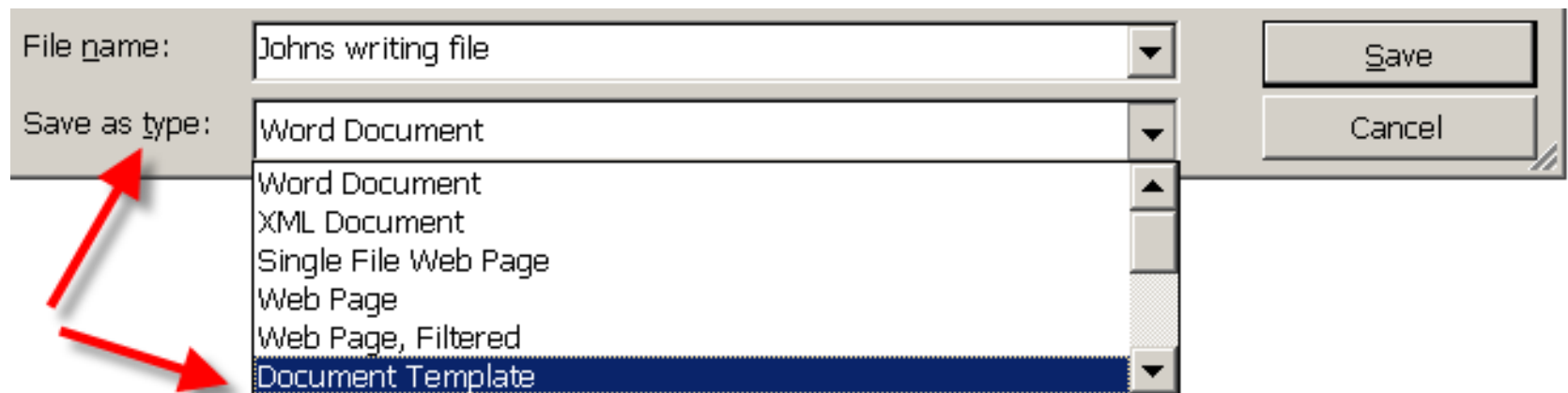
OK

Cancel



Save as a “Template”

- Save personalized formatting as a template:
- File > Save as
- > e.g., “Johns writing file”
- > Save as type
- > Document Template



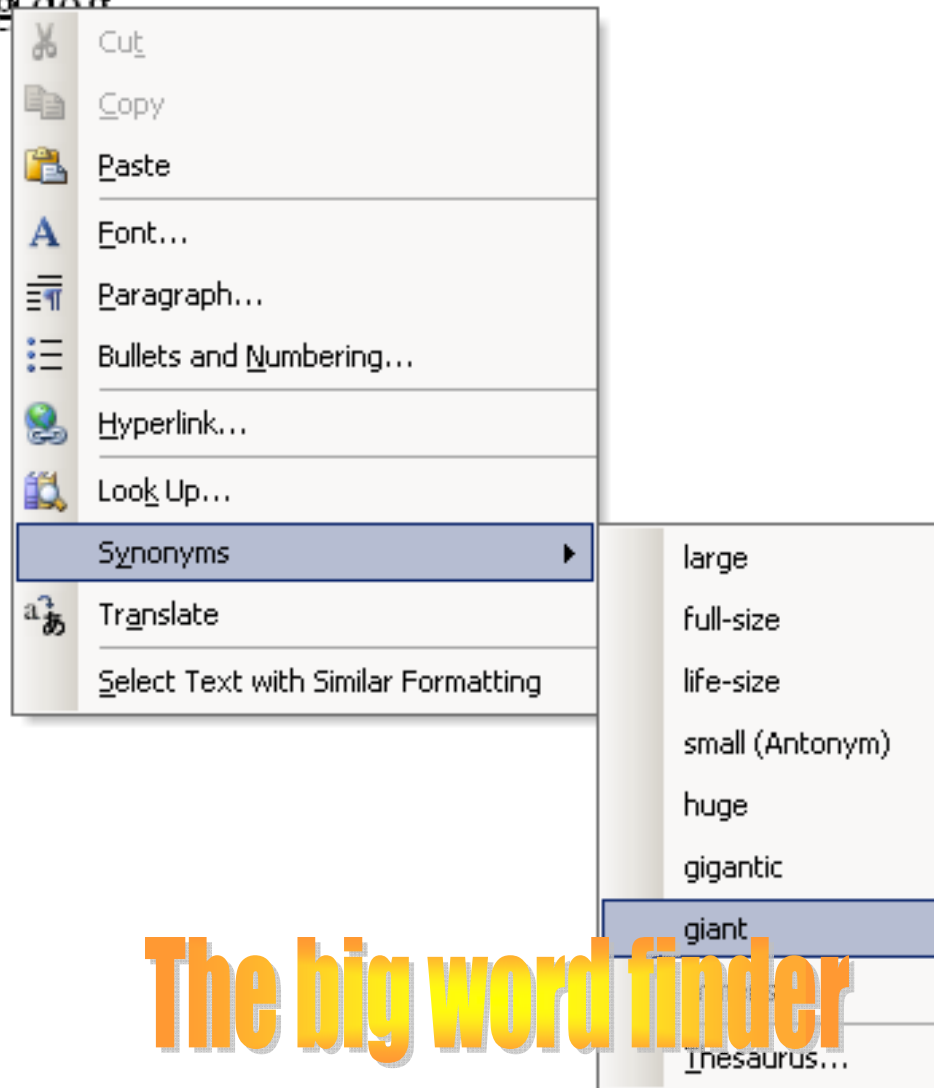
- Teach student to open up the saved template file

Helpful MS Word Tools

MS Word: Synonyms and Thesaurus

- The thesaurus helps refine writing as well as expose students to a multitude of new vocabulary words.
- Students with learning disabilities have great difficulty looking up a word in a thesaurus
- Right click at the end of any word and it will give you synonyms
- Or click on Thesaurus to get other suggestions.

It was a big dog



The big word finder

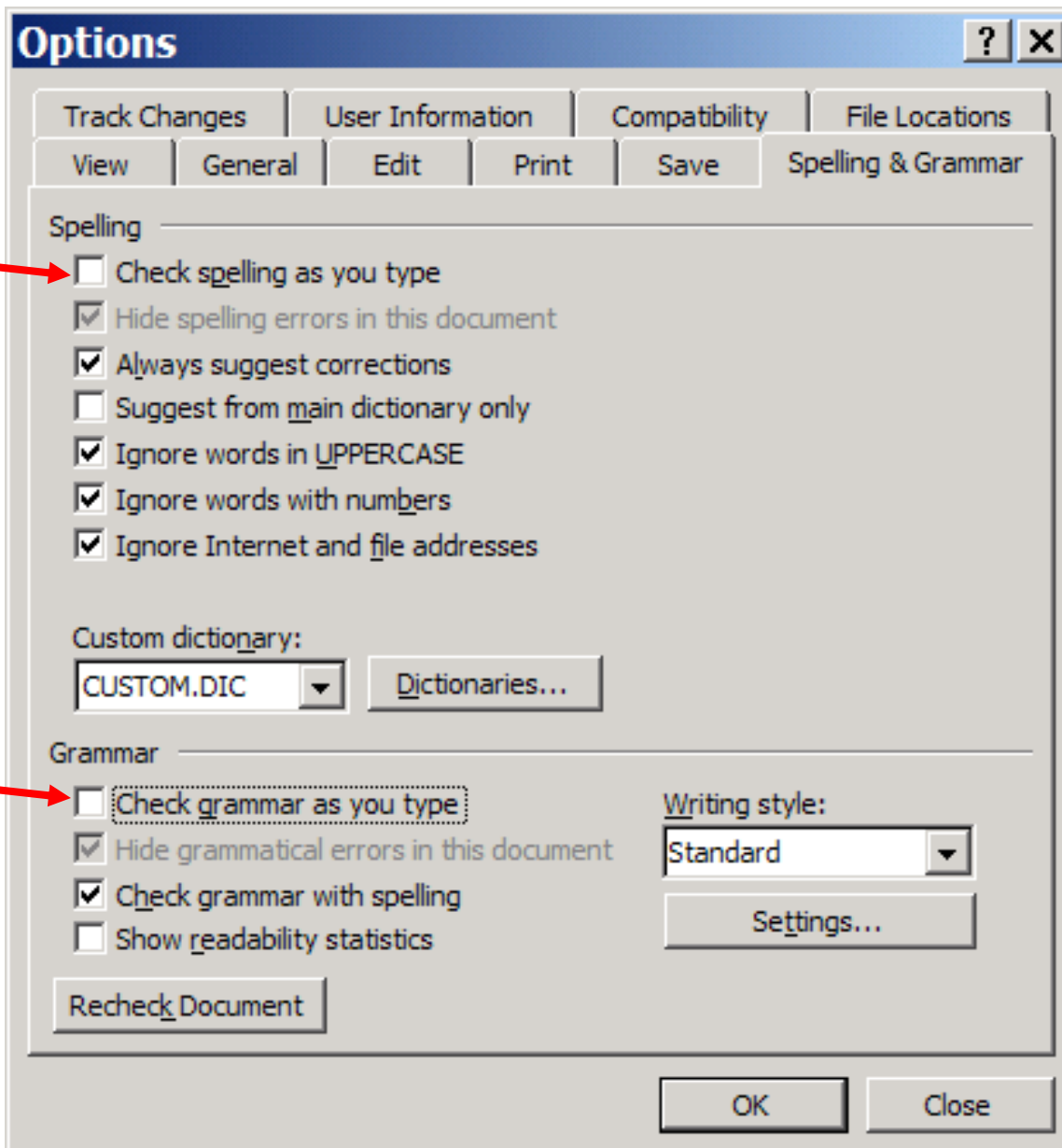
Right click on the word > Synonyms

This can help students substitute over used words

OR insert better vocabulary; bigger or better words.

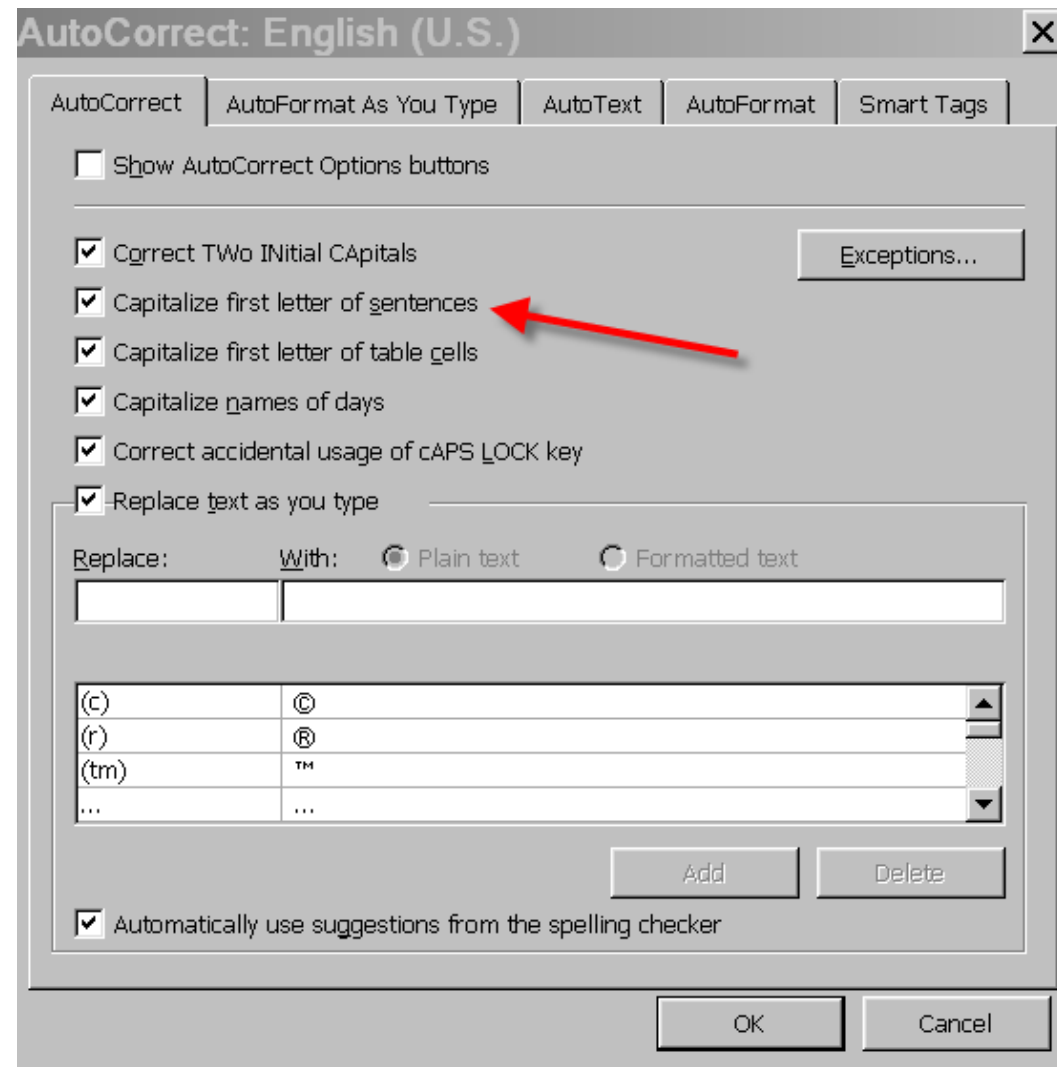
You can turn off automatic spell and grammar checks, and automatic capitalization for reluctant writers

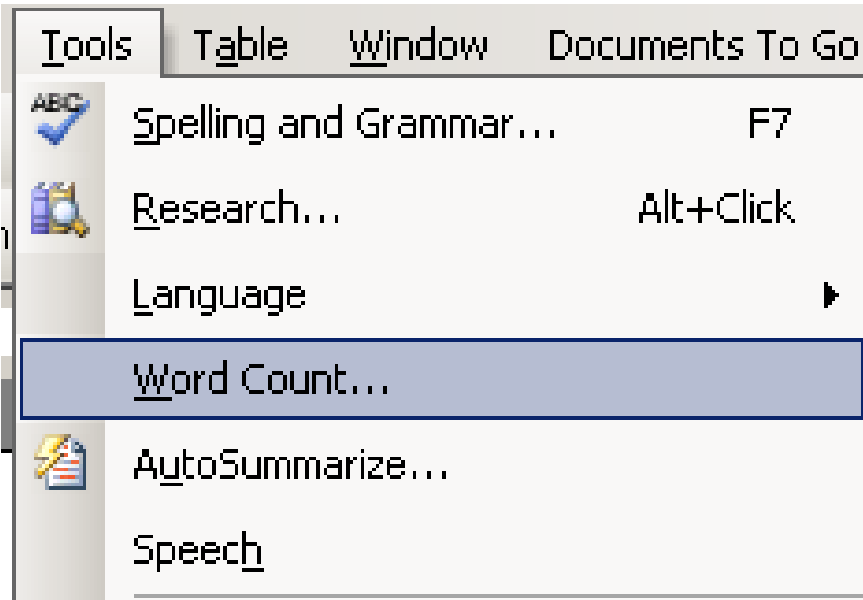
- So reluctant writers don't get bogged down every time they see the squiggly red or green line.
- To avoid interrupting the flow of ideas
- Tools → Options → Spelling and Grammar
- Tools → autocorrect



Turning autocorrection of capitalization on/off

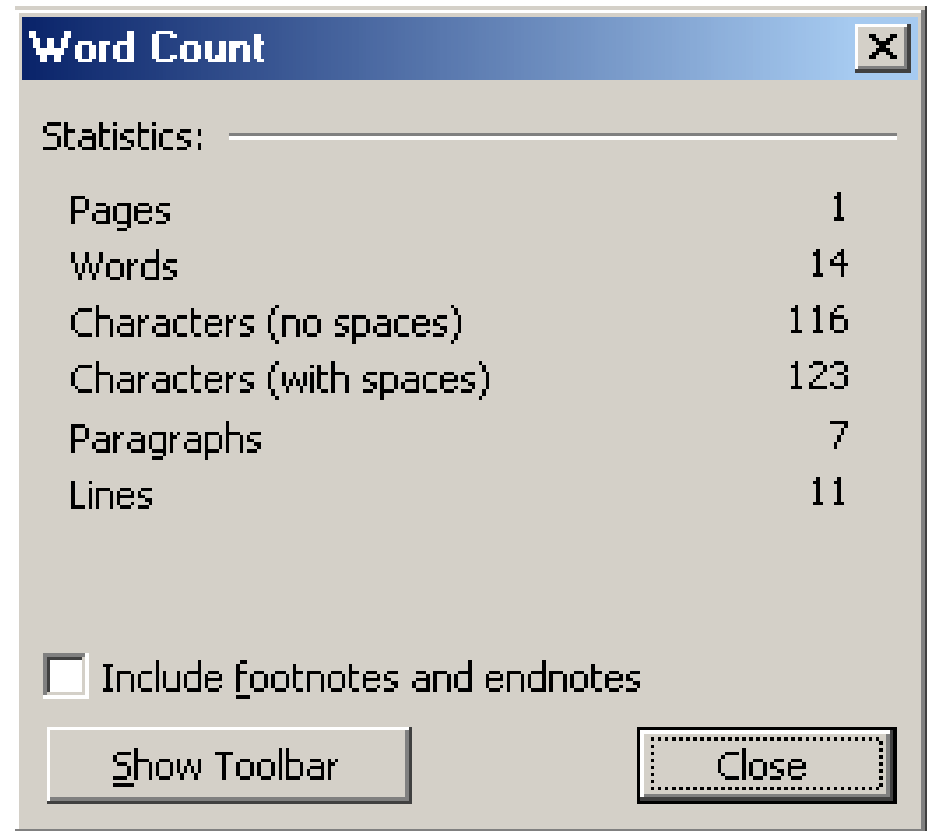
Tools > Autocorrect



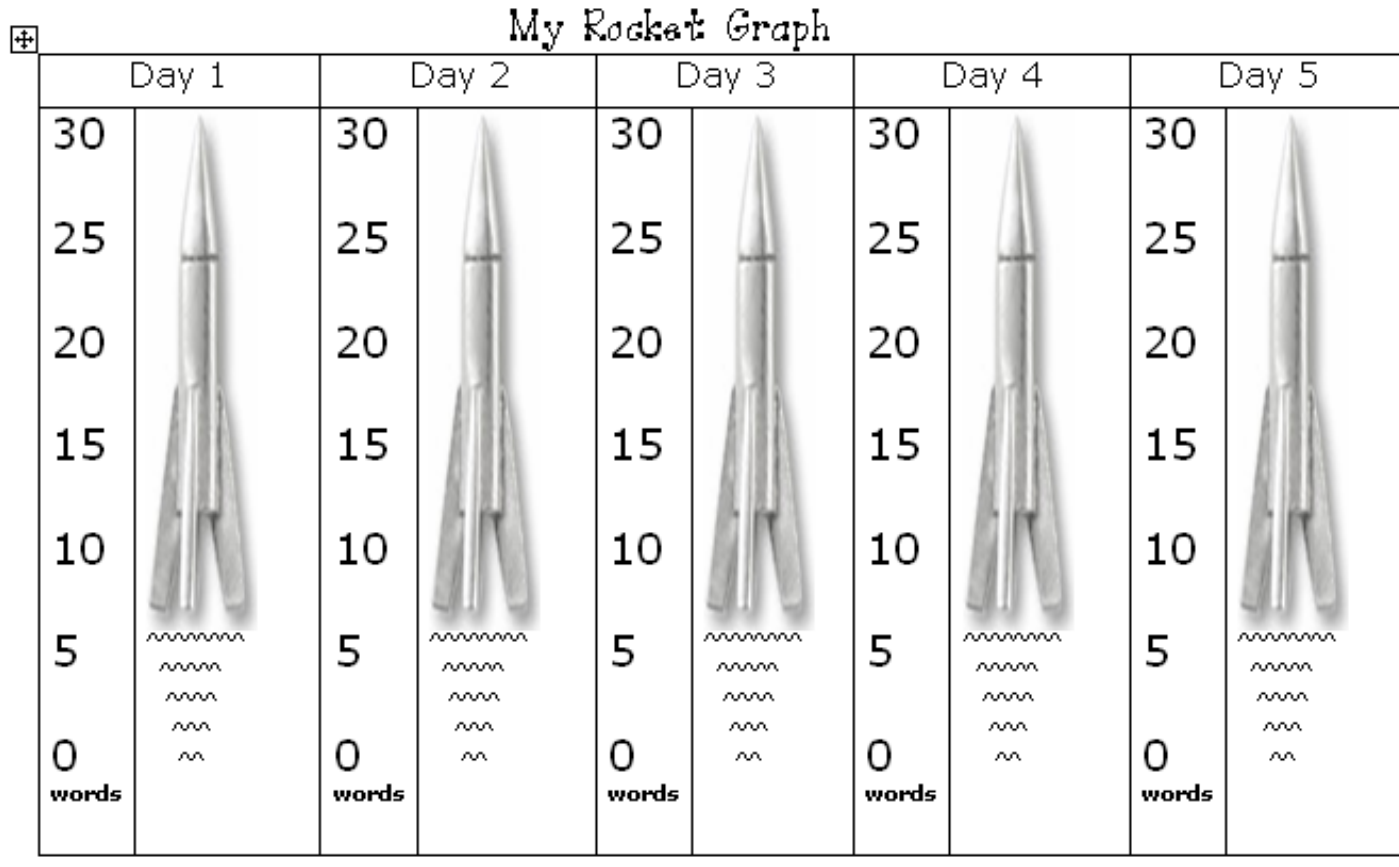


Highlight the text,
then go to Tools →
Word Count.

To help students to
know how many
words they've
written thus far.



NAME: _____



Rocket Word Graphs on the HIAT webpage

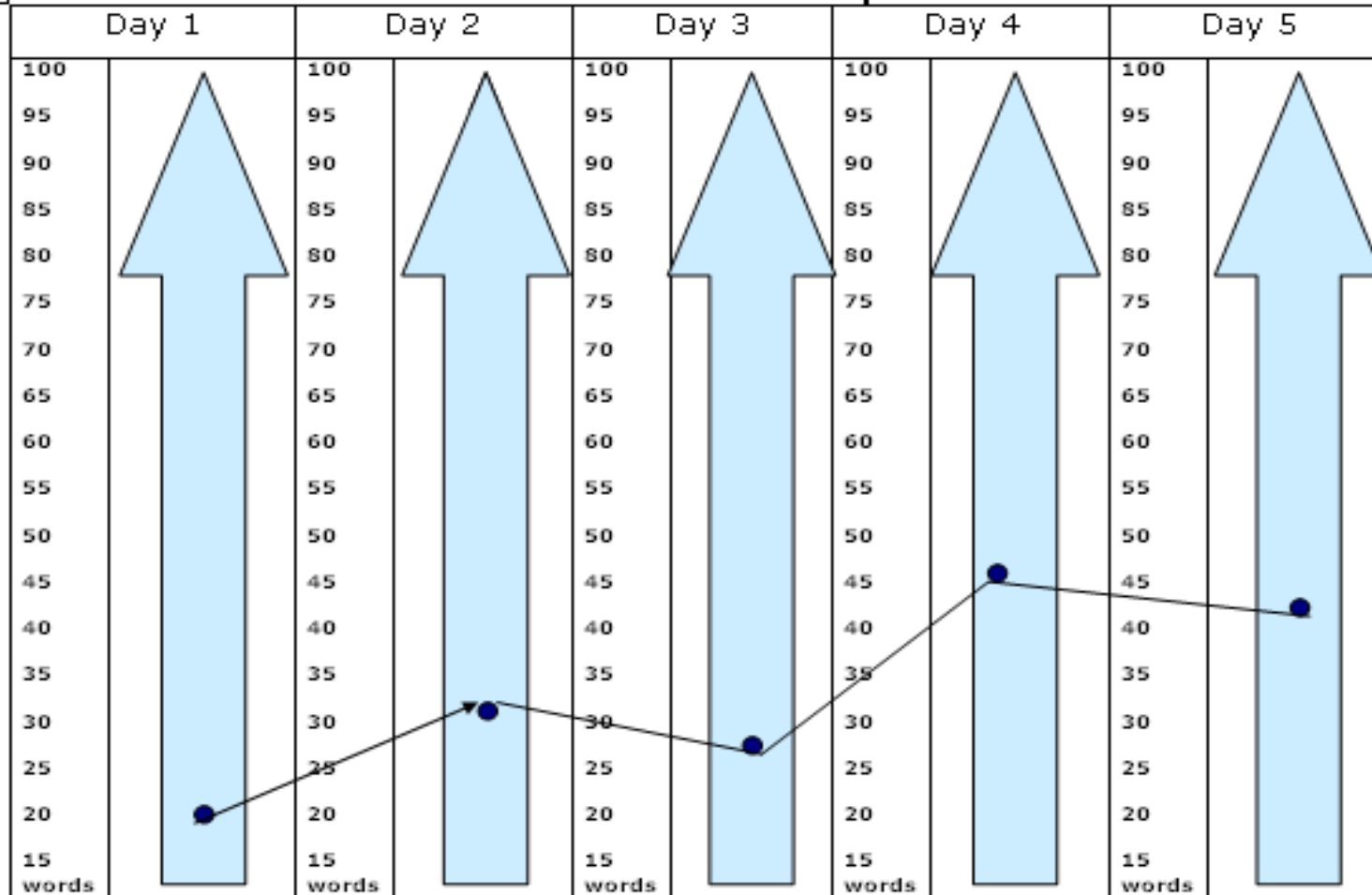
<http://www.montgomeryschoolsmd.org/departments/hiat/resources/downloads/RocketWordGraphs.pdf>

NAME: _____

Starting date: _____



Word Count Graph



HIAT/MCPS MD/2009

Word Count Graphs on the HIAT webpage

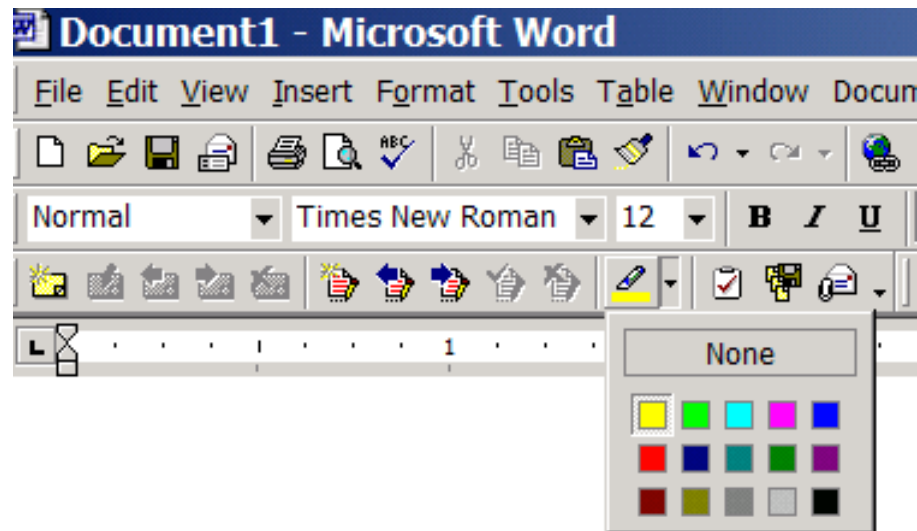
http://www.montgomeryschoolsmd.org/departments/hiat/resources/downloads/word_count_graph.doc

Helping students edit and revise

Using highlighting and
strikethrough

How to highlight text that you want to be revised

- Go to View > Toolbars > Reviewing
- Click on the highlighter icon pull down window and select your highlight color.



Highlight Text that you want to be revised

My Life Goals

I learned that I can do **want** I want to and who I want to be. I want to play football until I **_____** sixty years old when I'm going to slow down. I will get married **at the age 25** and I will get a home. **At the age 62** I plan on getting a mansion and a jet and a limousine.

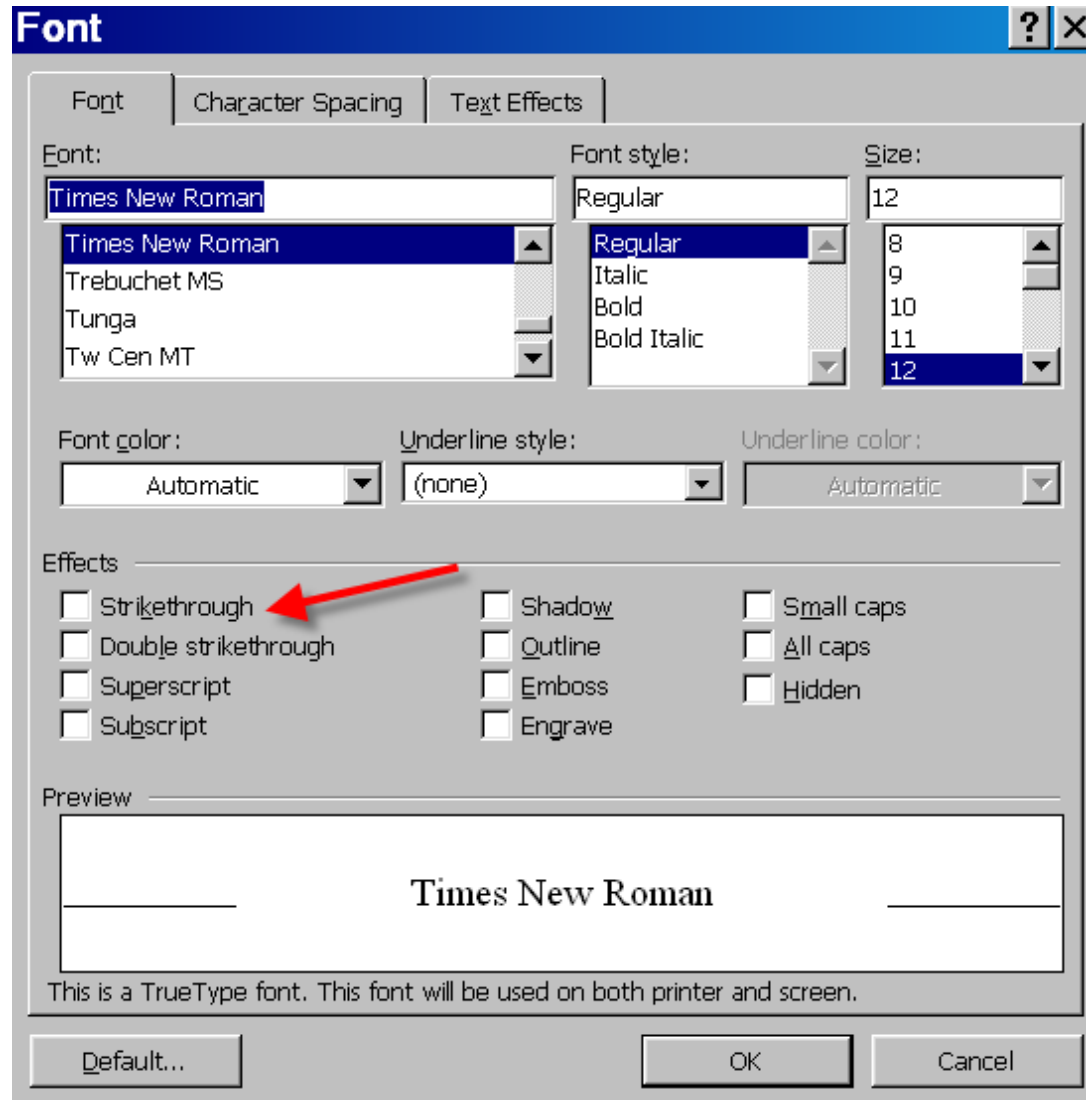
I will not **fell** asleep in class. I will go get breakfast. I will try to grow up. I will read at home. I will not give up when things get hard.

Crossing out words

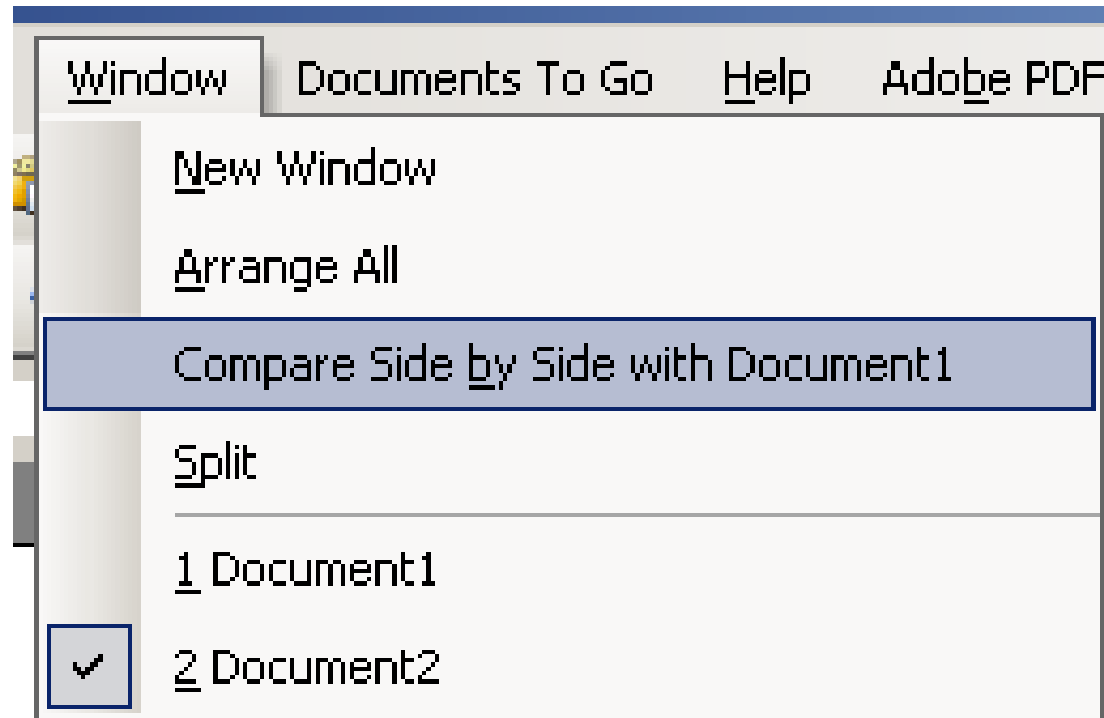
Select the word
you want to
cross out

Format > Font >

Effects:
Strikethrough



Comparing two documents: Gives students a side by side comparison.

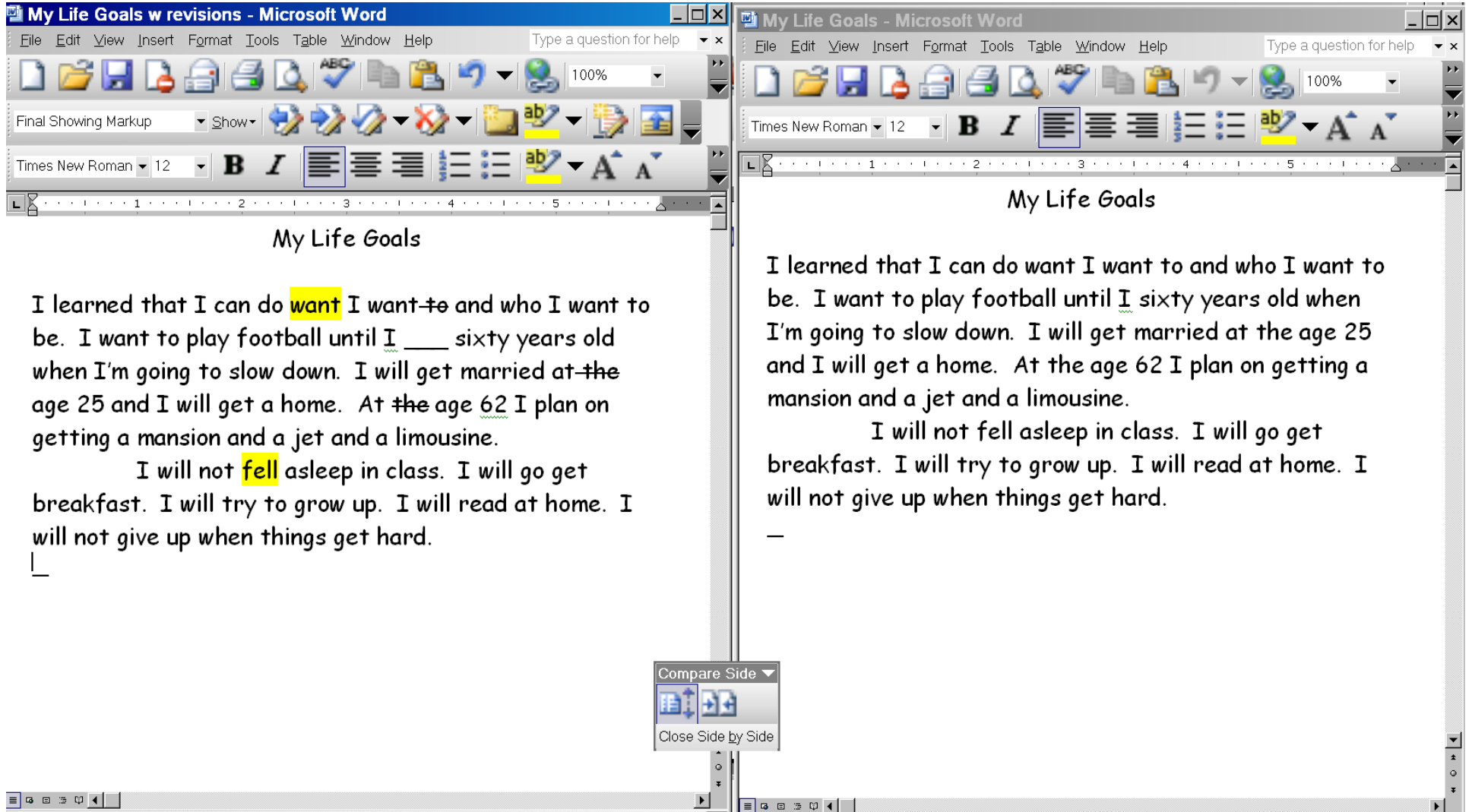


Be sure to have the two documents open.

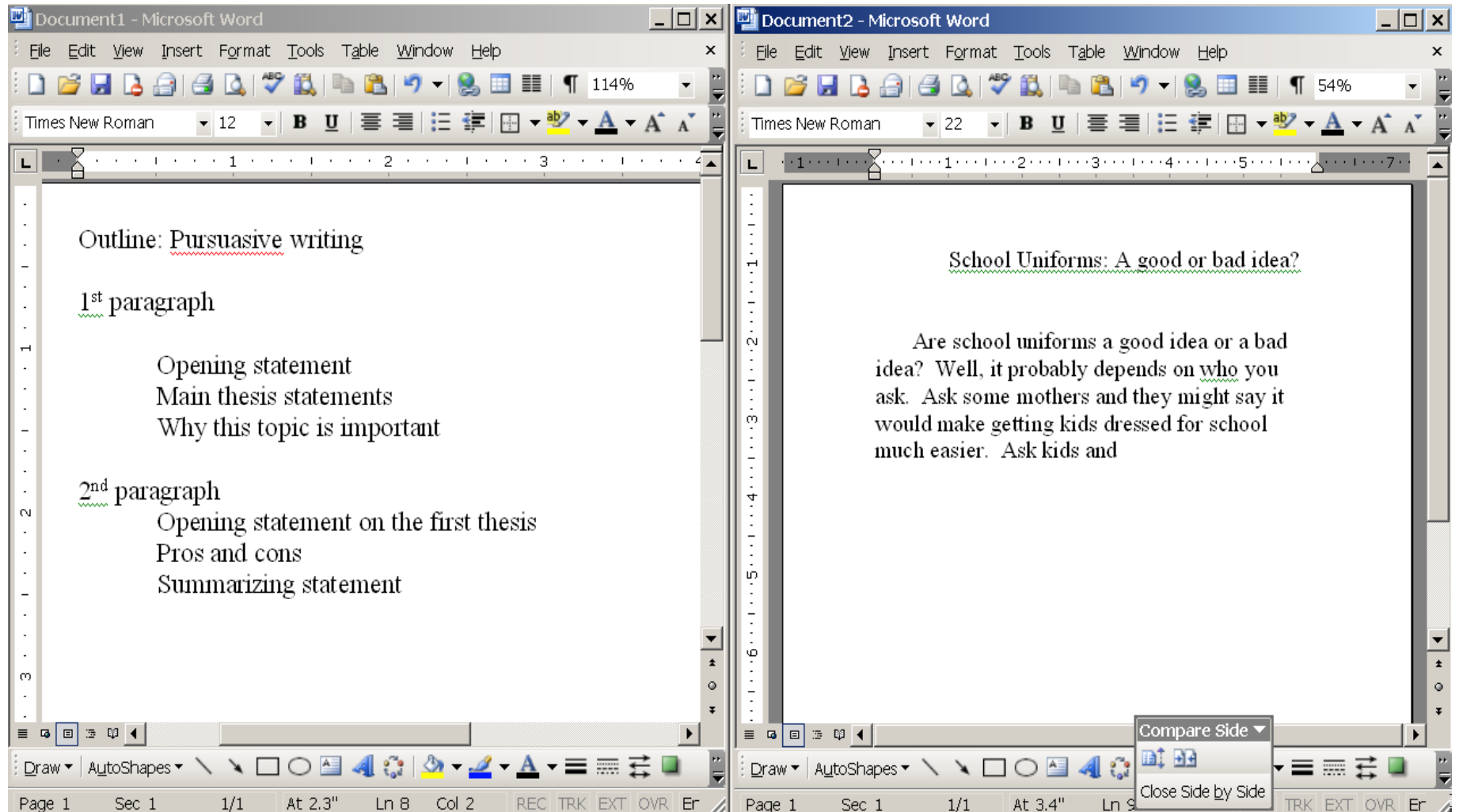
Go to Window > Compare side by side

Use this to view a model paper, an edited version, or an outline

Comparing two documents, such as the original and the edited version



Outline and draft



Helping students edit and revise

Inserting comments

Inserting comments to provide specific feedback

The screenshot shows the Microsoft Word interface with a document titled "Document1 - Microsoft Word". The text in the document is as follows:

One time I was at my mom's house I saw a carpet it was a magic carpet I said it is a magic carpet. I asked my mom if I could keep the magic carpet she said yes. Then I want aroud my mom's house. The magic carpet was great. I had so much fun. Later I went home to sleep.

Four comments are inserted into the text:

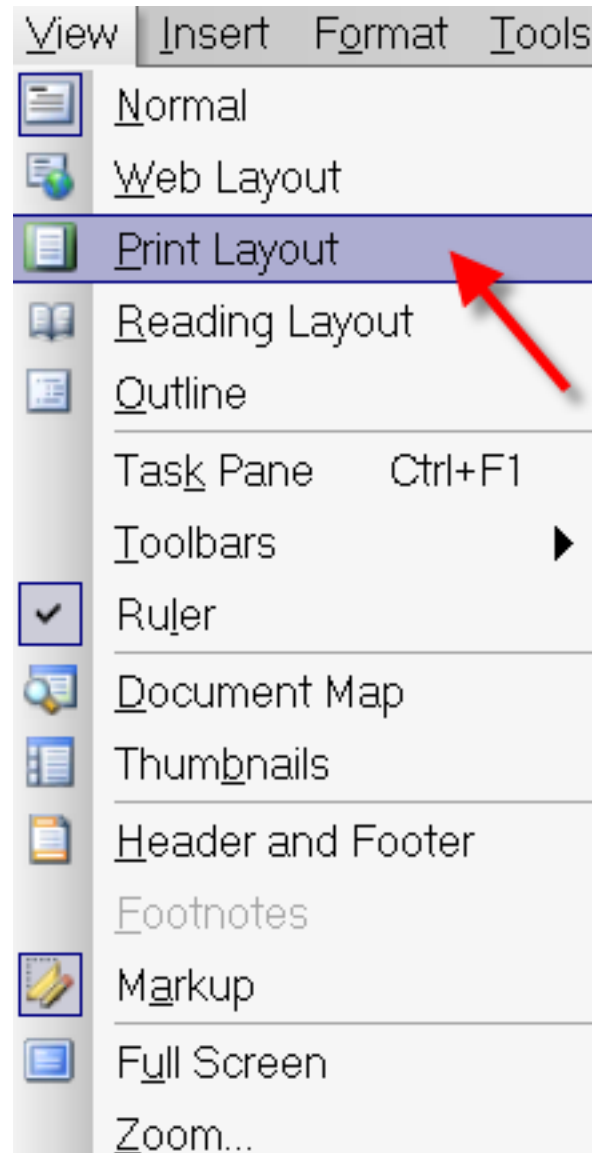
- Comment [DCD1]:** Tell me more about the capet. What did it look like>
- Comment [DCD2]:** How did you know it was a magic carpet?
- Comment [DCD3]:** Add more about your ride on the magic carpet.
- Comment [DCD4]:** Use a srother word other than "great".

The comments are connected to the text by dashed lines. The words "carpet", "house", and "great" are highlighted in pink. The status bar at the bottom shows "Page 1", "Sec 1", "1/1", "At 4.5\"", "Ln 10", "Col 1", "REC", "TRK", "EXT", "OVR", and a red X icon.

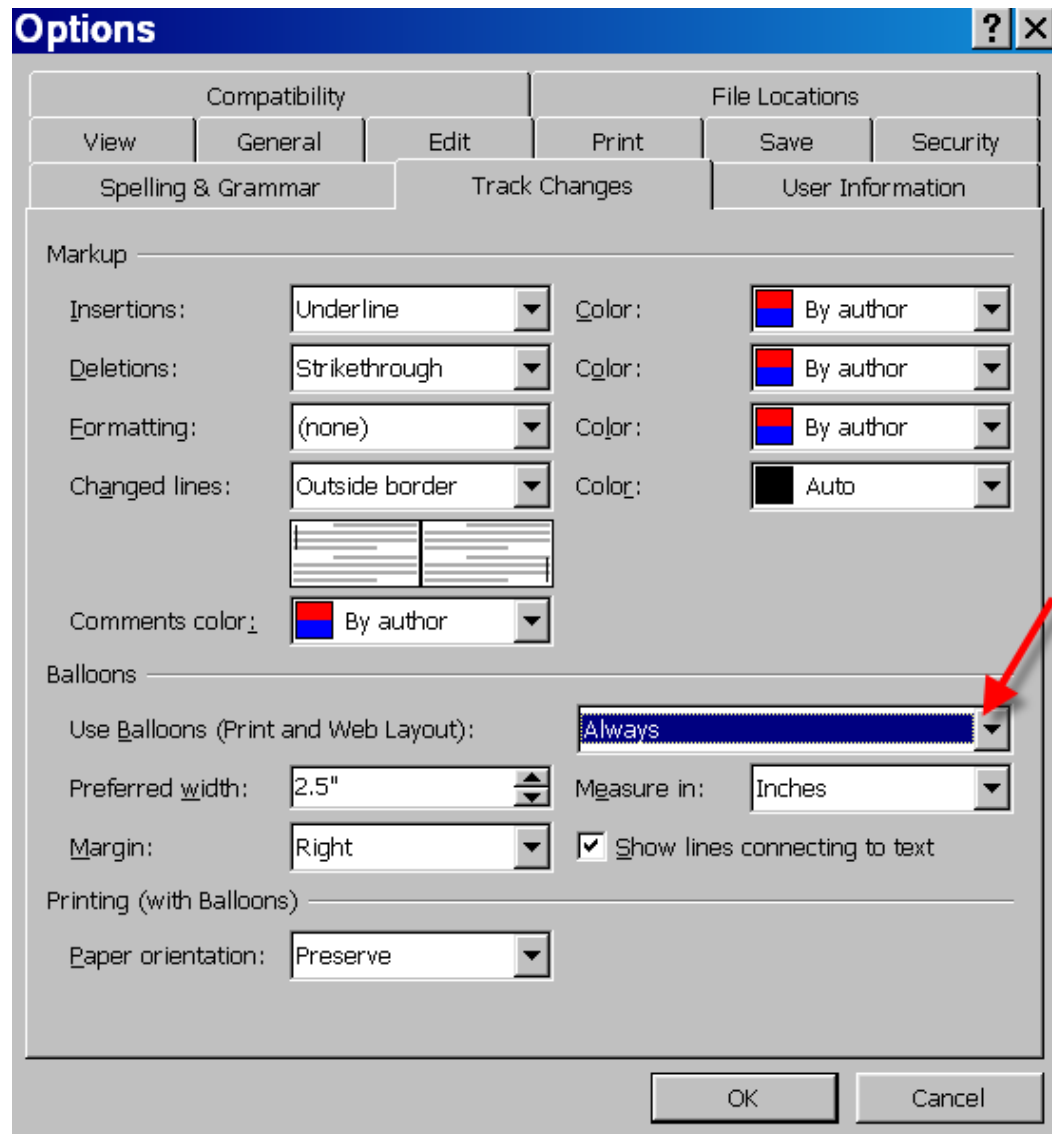
To see balloons, you usually* need to be in a “Print Layout” view

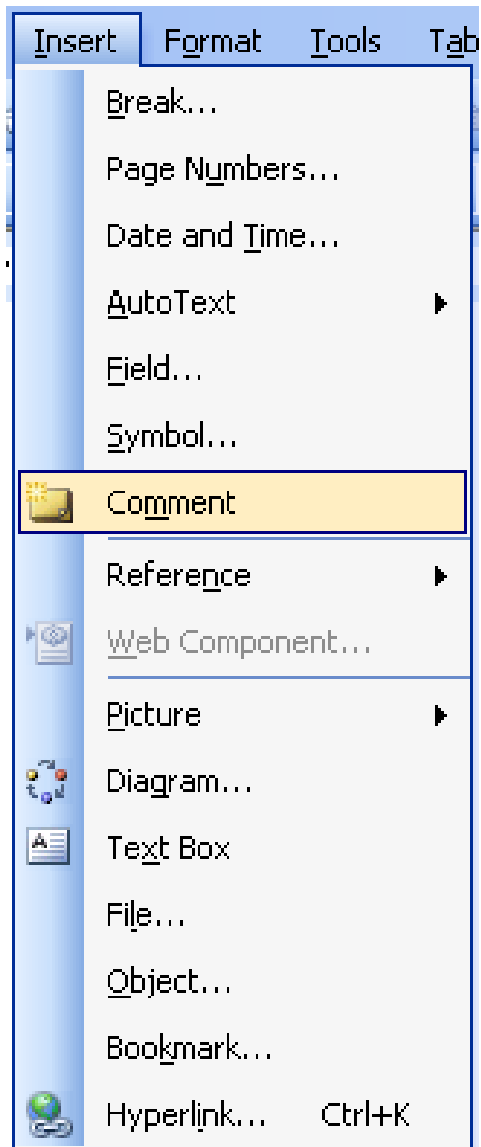
On the main toolbar, go to View >Print Layout

*Depends on the version of MS Word



To see just the balloons, you may need to go to Tools > Options > Track Changes > Use Balloons “Only for comments”





How to Insert Comments

- Highlight text
- Insert > Comment
- Type your comment

Here is some text that requires a comment

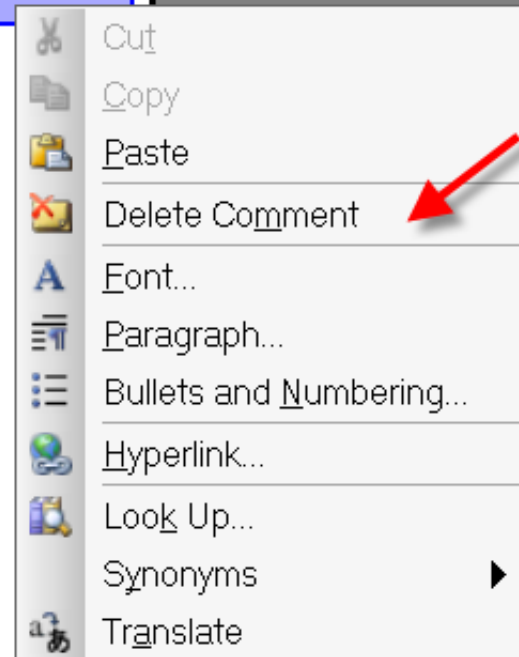
Comment [SE1]: Type here

To delete a comment, right click on the comment balloon and click on “delete comment”

d who I want to
ears old when
at the age 25
n on getting a

will go get
ad at home. I

Comment [Denise1]:



**To change the initials of the editor:
Tools > Options > User information, and
then change the name and initials.**

Spelling & Grammar | Track Changes | User Information

User information

Name:
HIAT

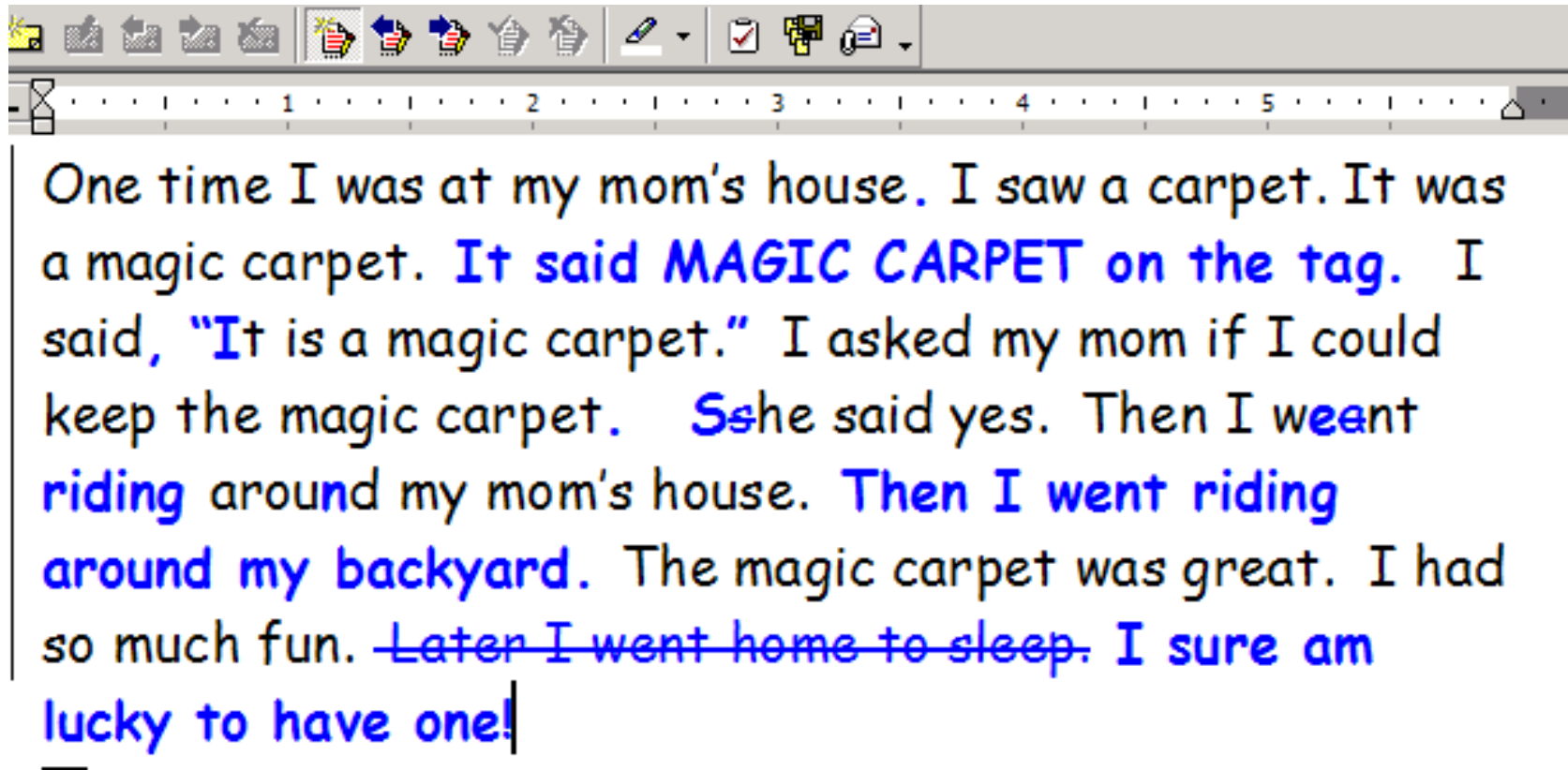
Initials:
Denise

Mailing address:

Helping students edit and
revise

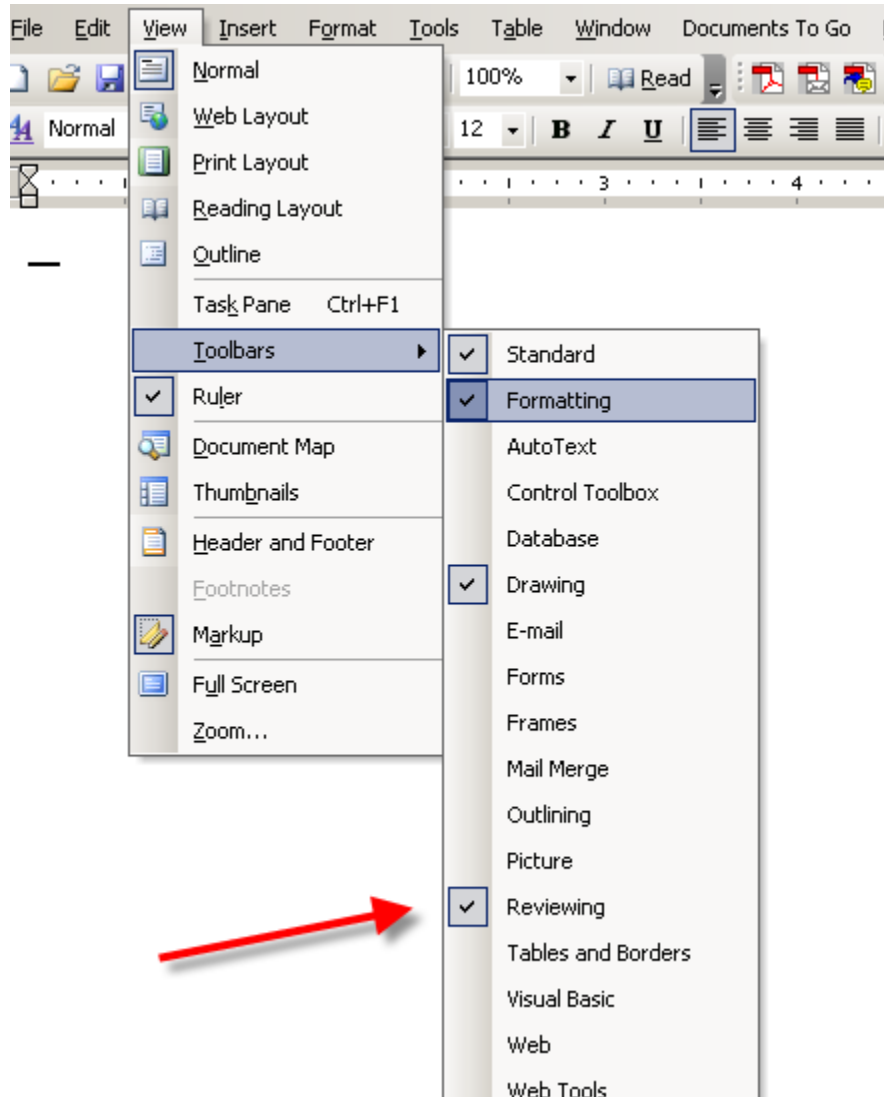
Using “Track Changes”

Using Track Changes: Example



One time I was at my mom's house. I saw a carpet. It was a magic carpet. **It said MAGIC CARPET on the tag.** I said, **"It is a magic carpet."** I asked my mom if I could keep the magic carpet. **S**she said yes. Then I **w**ent **riding** around my mom's house. **Then I went riding around my backyard.** The magic carpet was great. I had so much fun. ~~Later I went home to sleep.~~ **I sure am lucky to have one!**

**Check to be sure your Reviewing Toolbar is on.
Go to View > Toolbars > Click on “Reviewing”**



click on this icon to
turn track changes on

To change Track Change features, go to Tools > Options > Track changes (tab).



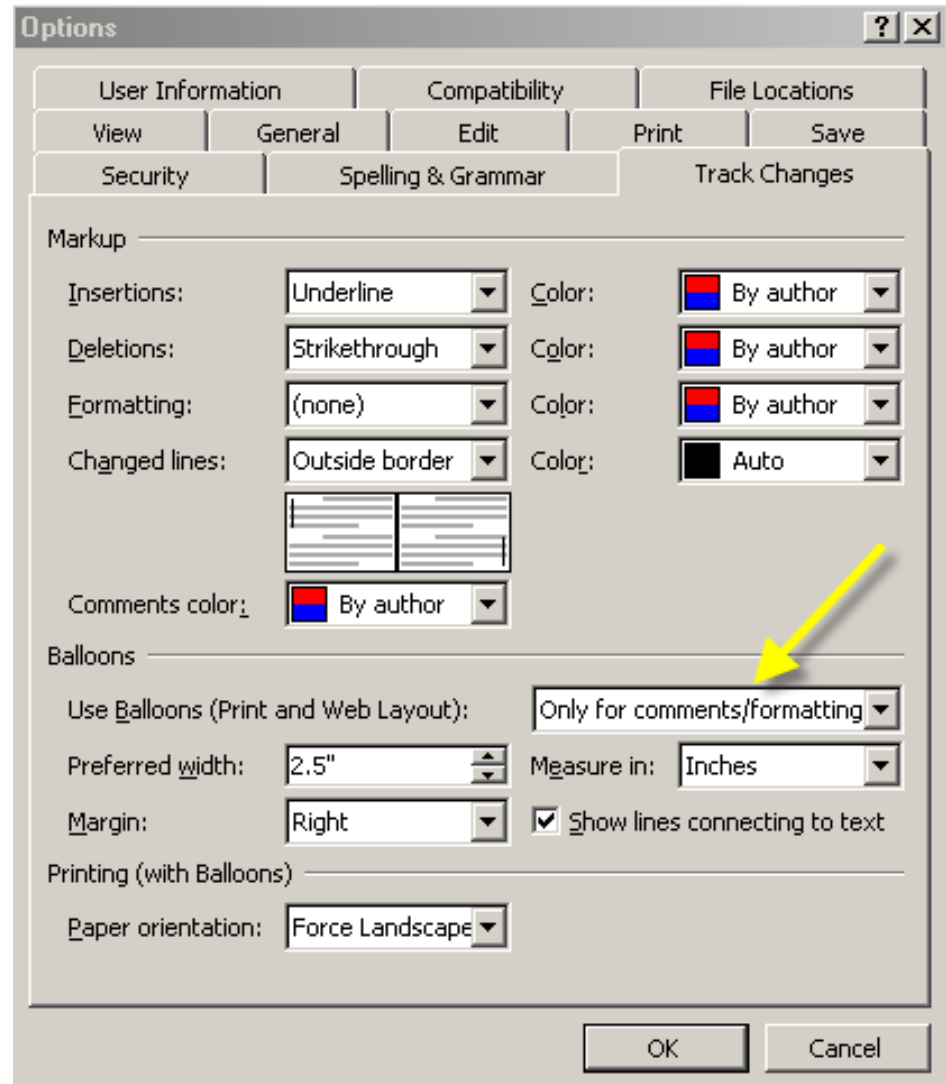
The screenshot shows the 'Options' dialog box with the 'Track Changes' tab selected. The dialog is divided into several sections:

- Markup:** Contains settings for Insertions (Underline, Color: By author), Deletions (Strikethrough, Color: By author), Formatting ((none), Color: By author), and Changed lines (Outside border, Color: Auto). There is also a preview window and a 'Comments color' dropdown set to 'By author'.
- Balloons:** Contains settings for 'Use Balloons (Print and Web Layout):' (Only for comments/formatting), 'Preferred width' (2.5"), 'Measure in' (Inches), 'Margin' (Right), and a checked checkbox for 'Show lines connecting to text'.
- Printing (with Balloons):** Contains 'Paper orientation' (Force Landscape).

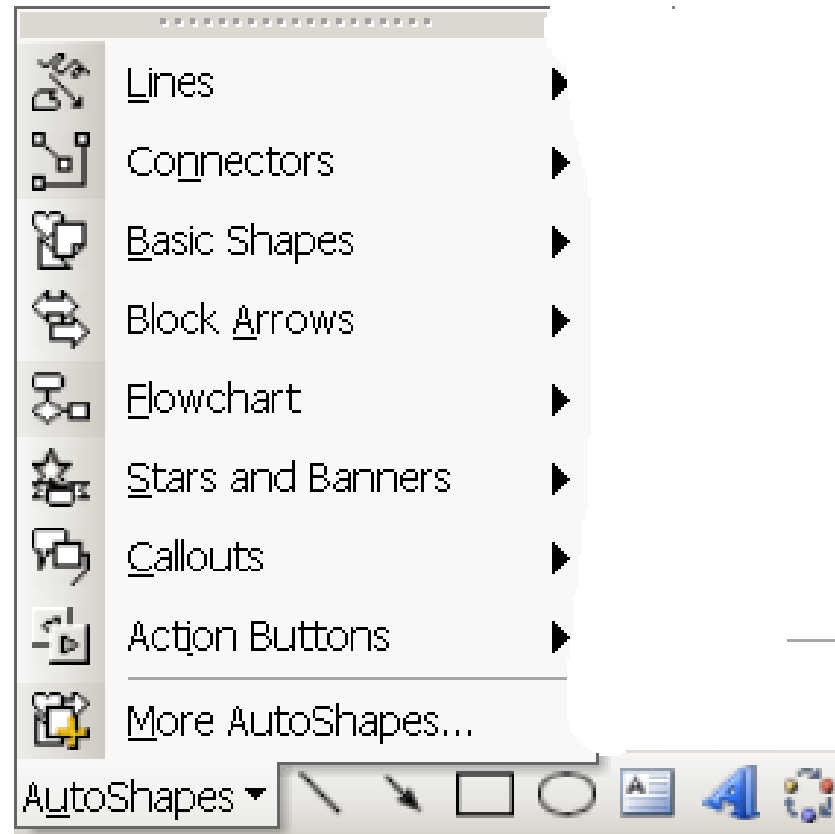
At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red arrow on the right points to the 'Use Balloons' dropdown menu.



To make sure the changes are visible within the text (and not in the comment balloons,) you will need to go to Tools > Options > Track Changes> Use Balloons “only for comments/formatting”



Friendly feedback!
Use AutoShapes to provide some
positive feedback.
View > Toolbars > Drawing



Using AutoShapes to make encouraging comments



You will need to add a text box to some autoshapes in order to add text.

Two more tips!

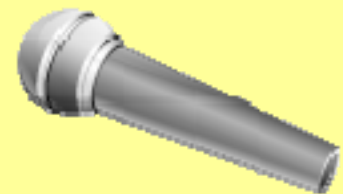


Autoshapes



and

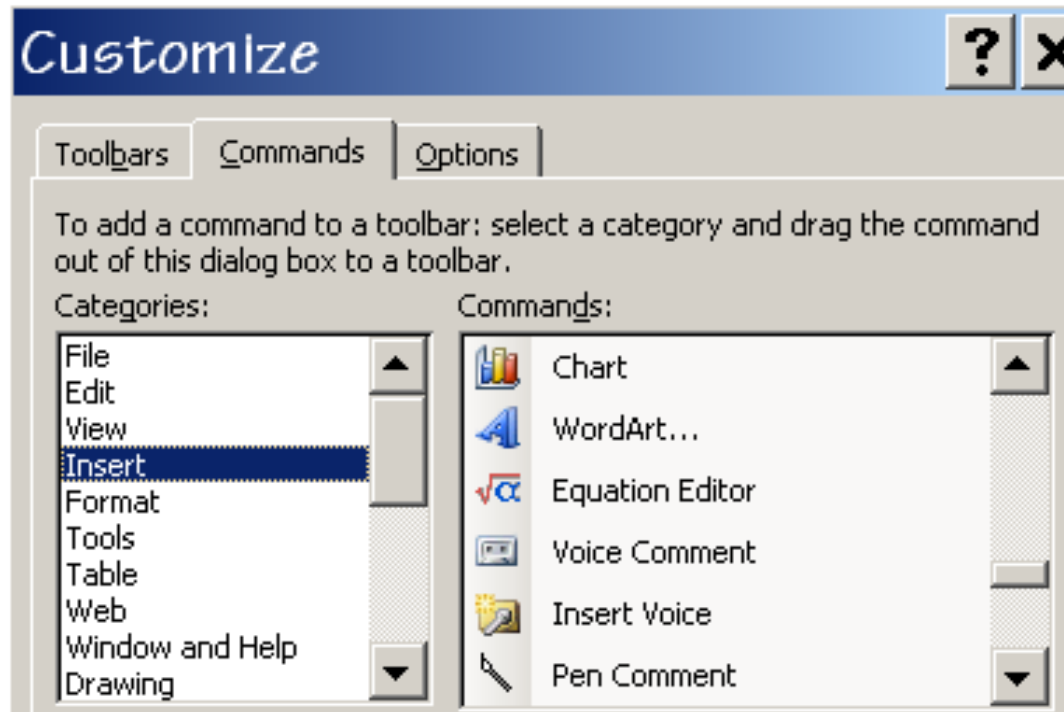
Audio comments

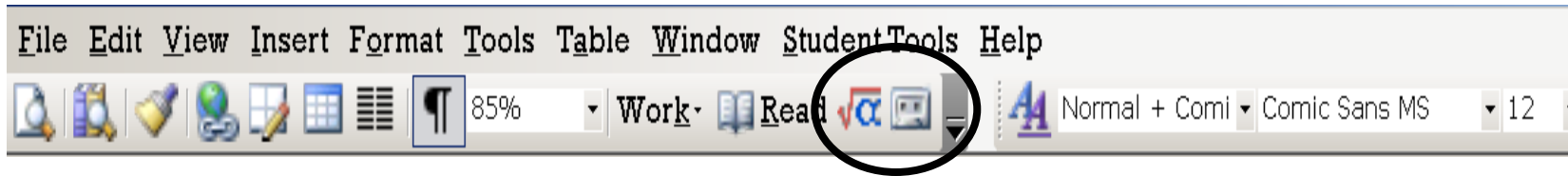


Insert Audio comments: Add the Voice Comment icon to your toolbar

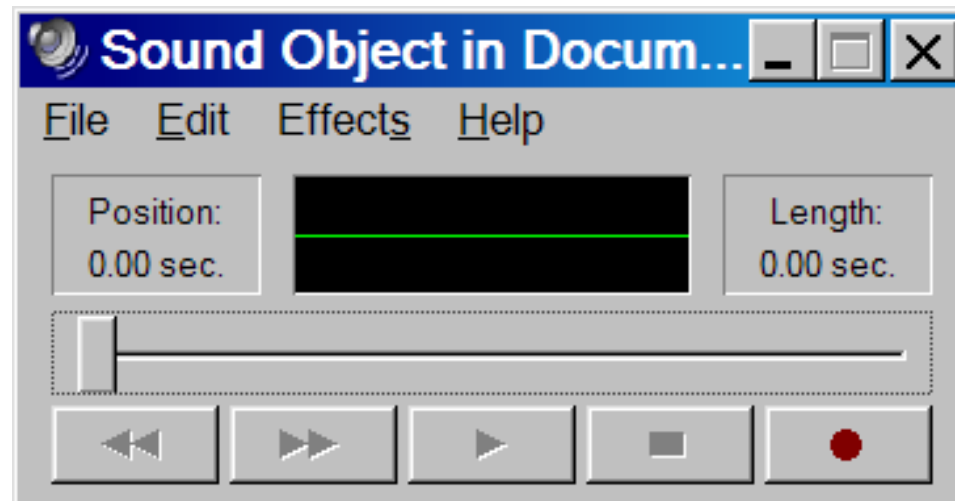
View > Toolbars>Customize>Commands,
Insert

Drag the Voice Comment to your Toolbar





- Click on the Voice Comment icon and record your comment (You will need a built-in mic or one attached to your hard drive) .
- Close the window. Click on the megaphone to hear the comment



THE END



And we hope you find these Parent
TIPS to be helpful.