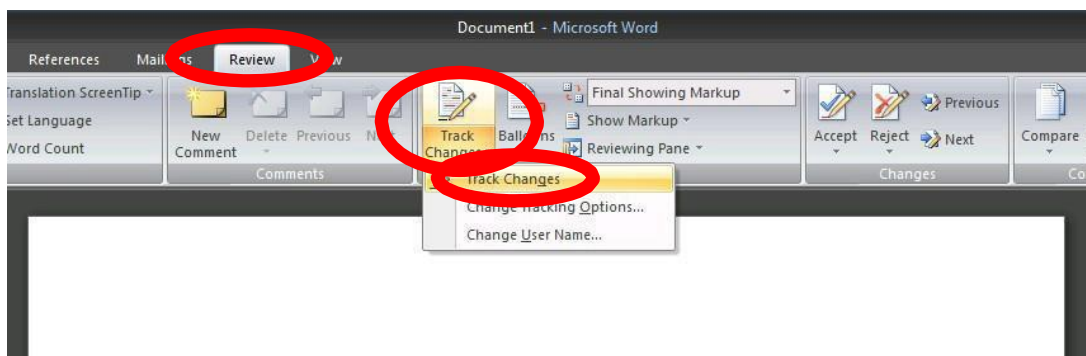


This week you will submit your revised Research Project so that your instructor can provide you with credit for integrating feedback and making improvements.

In order to receive credit for this submission, you will need to clearly indicate the changes that you have made based on the feedback you receive from your instructor in CJ525. You can do this by utilizing either the “highlighting” function or “track changes” within Microsoft® Word®.

How to Use “Track Changes”

The “track changes” feature in Microsoft Word helps you to automatically highlight changes to the document as you make them. In Microsoft Word 2007, you can activate this feature by selecting the “Review” tab at the top of the screen, opening the “Track Changes” drop-down menu, and selecting “Track Changes.”



If you plan to use “Track Changes” for your Unit 6 submission, you will need to save and submit the document while all of the changes are still highlighted in order for your instructor to see them.

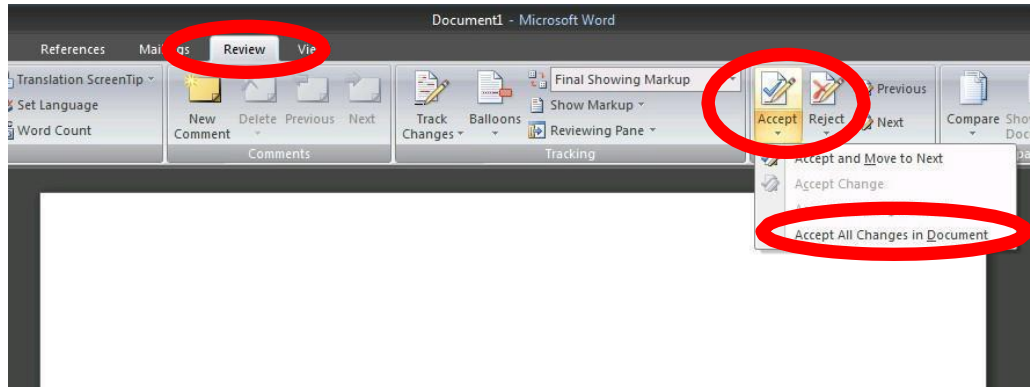
If you have Word 1997 or 2000, you can still use “track changes,” but you will access it through a different menu layout:

- Select the “Tools” menu, then “Track Changes,” and finally “Highlight Changes.” Select the option to “Track Changes While Editing.”

Eliminating the Highlighting of “Track Changes”: Preparing Your Resume for Personal Use after Submission

Once you have submitted the assignment, though, you may be wondering how to make the highlighting disappear so that you can use the resume for your own purposes. The “Track Changes” option indicated above turns the feature on and off, so you can select it again to ensure that additional changes made to the document will not be highlighted.

The next step is to accept the changes which have already been highlighted. To do this, stay on the “Review” tab, and then open the “Accept” dropdown menu (toward the right-hand side of the screen) and select “Accept All Changes in Document.”



Your document should now be in standard format, without any of your changes highlighted.