Using track changes

Spoken Tutorial Project
National Mission on Education through ICT
http://spoken-tutorial.org

Tutorial by
IT for Change
Video Production by
Spoken Tutorial Team, IIT Bombay

17 September 2014

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- ▶ **Peer review of documents**

Learning Objectives

- **Peer review of documents**

- **using Record Changes**

Benefits

By using this feature a reviewer can -

- **make comments**

Benefits

By using this feature a reviewer can -

- **make comments**
- **add text,**

Benefits

By using this feature a reviewer can -

- **make comments**

- **add text,**

- **delete or modify existing text**

Benefits

By using this feature a reviewer can -

- ▶ **make comments**

- ▶ **add text,**

- ▶ **delete or modify existing text**

- ▶ **which is clearly visible as such in the same document.**

Benefits

This can be easily seen by the author

- ▶ **who can accept or reject these changes**

Benefits

This can be easily seen by the author

- **who can accept or reject these changes**

- **and thus incorporate these edit comments**

Benefits

This can be easily seen by the author

- **who can accept or reject these changes**

- **and thus incorporate these edit comments**

- **without the effort of making the same changes once again.**

OS and versions

Here we are using:

- **GNU/Linux**

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OS and versions

Here we are using:

- **GNU/Linux**
- **LibreOffice Suite version 3.3.4**

Files being used in this tutorial

I will be using some documents -

1. **Seven-reasons-to-adopt-FOSS.odt**

Files being used in this tutorial

I will be using some documents -

1. **Seven-reasons-to-adopt-FOSS.odt**

2. **Government-support-for-FOSS-in-India.odt**

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LO Writer

More than one person can edit the same document.
LO Writer -

- ▶ **will show each edit in a different colour**

LO Writer

More than one person can edit the same document.
LO Writer -

- ▶ will show each edit in a different colour

- ▶ to help the reader distinguish one reviewer's work from another.

Comprehensive Assignment

Open a document and correct its spellings using Record Changes option.

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About the Spoken Tutorial Project

The video available at

- **http://spoken-tutorial.org /What_is_a_Spoken_Tutorial**

- **Summarises the Spoken Tutorial project**

- **If you do not have good bandwidth, you can download and watch it**

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About the Spoken Tutorial Project

The Spoken Tutorial Team

- ▶ **Conducts workshops using spoken tutorials**

- ▶ **Also gives certificates to those who pass an online test**

- ▶ **For more details, write to contact@spoken-tutorial.org**

Acknowledgement

- **Spoken Tutorial Project is a part of the Talk to a Teacher project,**

- **supported by the National Mission on Education through ICT, MHRD, Government of India**

- **More information on the same is available at http://spoken-tutorial.org /NMEICT-Intro**

About the contributor

IT for Change

- **This tutorial has been contributed by IT for Change**

- **www.itforchange.net**

- **Thank you**