Each Emtrain Content script has tracked changes enabled through Microsoft Word. As you mark-up your content script, tracked changes will capture and highlight any edits you make. This makes it easy to distinguish your organization's desired content changes.

Please note: Tracked changes in Microsoft Word are LOCKED in each Emtrain content script, you are not able to turn off this feature as it is imperative to each Content Customization production process.

How to Use Tracked Changes

1. Begin typing anywhere in the content script, making changes (deleting, adding, editing, reorganizing content). You'll notice changes will be formatted differently than the rest of the document and will contain a mark in the margin to indicate that a change has been made.

How to Make a Comment within the Script

2. To make comments in the document without adding to the text, use your mouse to highlight the text you want to comment on, and then click "New Comment" in the "Review" tab. A bubble will appear in the document's margin, containing your name and text color assigned to you. Once the comment bubble appears, type your comment.

3. To reply to a comment, click "Reply" on the comment you want to respond to, and type your response. You can click anywhere outside of the comment bubble when you're finished.