

Using Track Changes in Microsoft Word with JAWS

Tested in Windows 10 with Office 365

In this guide, we will cover how to use the Track Changes feature in Microsoft Word with JAWS. When enabled, Track Changes allows a user to review document edits and comments made by other users. It can be a helpful feature when working collaborative on a document with classmates or when getting feedback from a teacher. Changes made to the text in a document are called **revisions**.

Note: Keys are pressed simultaneously if they are shown with a plus sign (+) between them and are pressed sequentially if shown with a comma (,) between them.

Note: The JAWS key may be either **INSERT** or **CAPS LOCK**, depending on how JAWS is configured.

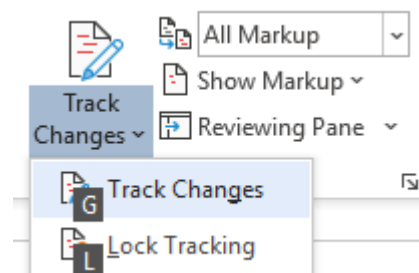
Note: All features mentioned in this guide can be accessed through the ribbon that runs along the top of the screen. Some features also have a keyboard shortcut that bypasses the need to use the ribbon, and some also have JAWS commands that accomplish the same task. When available, all three methods of accessing a feature are included in this guide.

ENABLING TRACK CHANGES

Track changes can be toggled on and off (enabled or disabled) by pressing **CONTROL + SHIFT + E**.

Track Changes can also be turned on (and off) by using the ribbon:

- Press **ALT + R** to move to the **Review** ribbon.
- Press **G** to move to the **Track Changes** split button.
- Press **G** again to select **Track Changes** from the menu.



To turn Track Changes off, press either of the above commands a second time.

Note: The above ribbon commands will not work if the Virtual Ribbon Menu feature is enabled in JAWS. If this feature is enabled, JAWS will say, "Virtual ribbons, Review tab" instead of "Upper ribbon, ribbon, Review tab," when the ribbon is activated.

TEXT REVISIONS

Once Track Changes has been turned on, Word displays revisions made to the documents as coloured text that is either underlined or has a strikethrough.

The quick brown fox jumps over
~~a the~~ lazy ~~sleeping~~ dog.

Text that has been inserted will appear in a blue, underlined font. JAWS will say "insertion" before reading the inserted text and "end insertion" after the inserted text.

quick brown fox

Text that has been deleted will appear in a blue, strikethrough font. JAWS will say "deletion" before reading the deleted text and "end deletion" after reading the deleted text.

lazy ~~sleeping~~ dog.

Text that has been changed (deleted and replaced with new text) will appear in a blue font. The original text will have a strikethrough, and the inserted text will be underlined. JAWS will say "deletion" before reading the deleted text, "insertion" before reading the inserted text, and "end insertion" after reading the inserted text.

~~a the~~ lazy

JAWS will announce revisions as they are encountered while reading or navigating a document. However, users can also jump directly from one revision to the next using the ribbon or using JAWS commands.

To use the ribbon:

- Next revision **ALT + R, H, 1**
- Previous revision **ALT + R, F**

JAWS also provides commands to move between revisions. To use the previous and next revision command, the Quick Keys feature must be enabled in JAWS.

- Toggle Quick Keys on/off **JAWS + Z**
- Next revision **R**
- Previous revision **SHIFT + R**
- List revisions **JAWS + SHIFT + R**
- Close list of revisions **ESCAPE**

When using the JAWS list revisions feature, press **ENTER** on a comment to move to it in the document text.

ACCEPTING AND REJECTING CHANGES

If working collaboratively on a document, revisions made by other users can be accepted or rejected. This can be done through the context menu or through the ribbons. Accepting a revision will add it to the document, while rejecting a revision will delete it from the document. Using the ribbon will also automatically move the cursor to the next revision.

To use the context menu:

- With the text cursor on the revision, press the **APPLICATION** key or **SHIFT + F10** to open the context menu
- Use the **DOWN ARROW** key or **E** to move to **Accept Deletion** or **Accept Deletion**
- Use the **DOWN ARROW** key or **R** to move to **Reject Insertion** or **Reject Deletion**
- Press **ENTER**

To use the ribbon:

- Press **ALT + R, A, 2, M** to accept the current revision and move to the next one
- Press **ALT + R, J, M** to reject the current revision and move to the next one.

The ribbon can also be used to accept or reject all revisions within a document. To accept all revisions within a document, press **ALT + R, A, 1, L**. To reject all revisions within a document, press **ALT + R, J, M**.

COMMENTS

Users can insert comments and review comments made by others. This can be very useful for reviewing teacher and peer feedback or for working as a group on the same document. JAWS will announce “has comment” when a word or phrase has a comment associated with it. To read the comment, press **ALT + SHIFT + APOSTROPHE** while the text cursor is within a highlighted area.

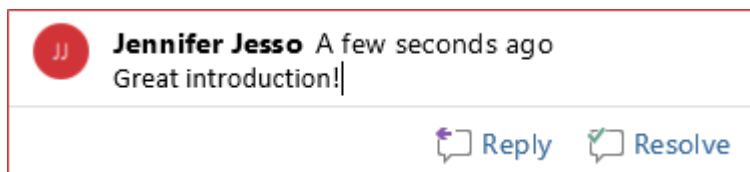
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directly or indirectly. Of

Moving between comments can either be done with the ribbon or with JAWS commands.

To use the ribbon:

- Previous comment **ALT + R, V**
- Next comment **ALT + R, N**

Using these commands will place the cursor within the comment and JAWS will read the text of the comment. Users will need to move back to the document text with **ESCAPE** to read the comment in context.



To use JAWS to move between comments the Quick Keys feature must be enabled:

- Toggle Quick Keys on/off **JAWS + Z**
- Next comment **N**
- Previous comment **SHIFT + N**
- List comments **CONTROL + SHIFT + APOSTROPHE**
- Close list of comments **ESCAPE**

When using the JAWS list comments feature, press **ENTER** on a comment to move to it in the document text.

To insert a comment, press **CONTROL + ALT + M**. The ribbon can be used by pressing **ALT + R, C, 1**.

Note: If using the Windows Magnifier accessibility feature, the keyboard shortcut **CONTROL + ALT + M** conflicts with a Magnifier command, so use the ribbon command instead.

Users can reply to comments made by others by using the **APPLICATION** key or **SHIFT + F10** to open the context menu (with the text cursor on the comment, or from within a comment) and selecting **Reply**. A comment can also be marked as resolved or deleted from the same context menu.

