Creating and Submitting Documents with Tracked Changes

Any submission which includes updated catalog content, whether it goes through UCC approval or is directly sent to the catalog publisher, should be done in Microsoft Word with Tracked Changes turned on. This not only ensures that all of the edits that you wanted are carried out, but is also the best way to inform UCC members of what is being added and what is being removed, which facilitates their UCC role.

Start with an open Word document with Tracked Changes turned OFF.

Naming your Document

It seems a simple thing, but how documents are named can be a great help or a great hindrance when it comes to future discovery. If you're creating a document for a program, please use the full and actual major/minor/or certificate name. If you're doing a course, please include the prefix and number of the course.

Saving your Document with the Appropriate Name

Save the document on your local computer.

Selecting and Copying the Content you want to Edit

Selecting Content from Correct Source

The next step is to go to the source to copy out the current verbiage. **It is very important to ALWAYS go to the latest/current version of the catalog to copy your content.** If you use content saved on your own computer that may be out of date, it makes the approval and implementing processes much more difficult.

Copying the Content

When you find your desired content in the catalog, select all of the content that you want to edit (in a submission for a program change, you would copy over everything but the Academic Learning Contact portion (ALC)). The easiest method is to drag select all of the content you want with your mouse.

After that, you can right click the selected text and select COPY on the menu, or you can use a keyboard shortcut. CTRL+C will copy all of the selected text onto your Windows clipboard.

At this point, Tracked Changes should still not be turned on.

Copying the Content into your Properly Named Word Document

Insert your cursor into your blank document at the top, then right-click your mouse and select PASTE, or simply hit CTRL+A on your keyboard to paste the content from your clipboard. SAVE your content.

Turn Tracked Changes On

Now that we have all of the most up to date content copied into your saved Word document, we want to turn on Tracked Changes. This way the document will capture all of your editing changes.

To turn on Tracked Changes, go to the Review tab at the top of your Word toolbar. Then click Track Changes. That's it! Now everything you change will have a record of what it was and what you want it to be.

TIP: If you want to undo something, use the UNDO button at the top of the toolbar, or alternately, use CTRL+Z to undo your last change. It may take several times to undo all that you want to undo. This is the preferable method as if you just correct your edits in the normal way, this could clutter up the tracked changes and make it harder to accurately discern your intent.