

Electronic Editing for Word 2007 & Word 2010

- Log in to the secure website and open the feedback report. The feedback report will open in Microsoft Word and will be named FB12xxxB.docx (FB12 + the 3-digit applicant number + the letter B). Before beginning, rename the document; save as [FB12xxxB tech edit.docx](#)
Save the document to your desktop for editing.
- **Before beginning the tech editing process, enable Track Changes:**

On the **Review** tab, in the **Tracking** group, click the **Track Changes** image, and click the **Track Changes** indicator on the status bar to turn track changes on (the item will be highlighted orange after selected).

- If you wish to see your changes as colored underlines, balloons, etc., choose **Final Showing Markup**.
 - If you wish to work without viewing the changes you make as colored underlines, balloons, etc., you can change the view by choosing **Final** on the Reviewing toolbar.
 - Do not use the “comment” feature in track changes. If you wish to provide additional information to the program about the report, create a separate Word document with these comments and upload it to n:files along with your feedback report.
- When the editing is complete, **DO NOT ACCEPT CHANGES!** The electronic version with your editing changes becomes part of our permanent records.
 - Save your work as *FB12xxxB tech edit.docx*. Log back into the secure website, <https://nfiles.nist.gov>, upload the feedback report, and send it back to examdepo@nist.gov.