How to Create a Microsoft Word Track Changes Document

1. Open Microsoft Word and create a new blank document.
2. Copy and paste the URL of the page for which you are requesting edits at the top of your new Word document.
3. While viewing your current Web page, select the content on the page and copy it into your Windows clipboard.
4. Paste it into your new Word document
5. On the Review tab, in the Tracking group, click the Track Changes image.
   To add a track changes indicator to the status bar, right-click the status bar and click Track Changes. Click the Track Changes indicator on the status bar to turn track changes on or off.
6. Make the changes that you want by inserting, deleting, moving, or formatting text or graphics. You can also add comments.

Complete instructions are located from Microsoft at http://office.microsoft.com/en-us/word-help/track-changes-while-you-edit-HA001218690.aspx
1. Load existing page on http://www.apa.org

a) Hi-light and copy the content that requires edits
2. Create a new blank Word DOC


Testing and Assessment

APA responds to a large number of testing questions each day, ranging from "What guidelines or standards govern testing and assessment?" to "What is APA's stand or viewpoint on a particular testing issue?" Many questions can be answered by visiting our Frequently Asked Questions (FAQ)/Finding Information About Psychological Tests web page.

To obtain information about purchasing a copy of the Standards for Educational and Psychological Testing (1999), visit the Standards web page.

To learn about the kinds of activities in which APA is involved in order to facilitate appropriate test use, visit the Testing Governance in APA web page.

APA’s Testing Office does not maintain, sell or endorse any tests. However, we do try to assist the public by directing people to the available resources to help them find what they need. In addition to the material provided on this site, additional testing-related resources are available through the Testing Information Clearinghouse page and the page of links to other testing-related sites.

The Task Force for Increasing the Number of Quantitative Psychologists. In 2006, the APA Council of Representatives authorized the formation of The Task Force for Increasing the Number of Quantitative Psychologists.

a) Paste the contents into your new Word DOC
3. Enable Track Changes in your new Word DOC

a) Enable the track changes tool by selecting the “File” top menu selection, then choosing the “Track Changes.”
4. Edit your document

- As you begin editing your document, the track changes will appear as shown above.
- After saving your new Word DOC, it may be attached to your JIRA ticket.