

BSCW explanations - track changes



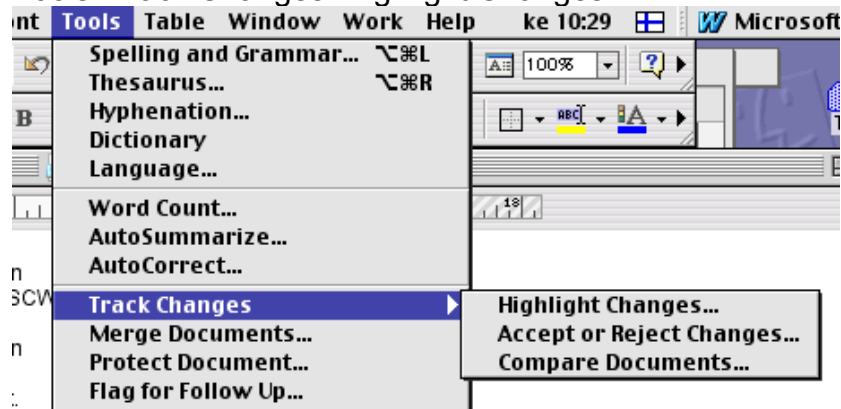
Seppo Tella

- 1) Using the Word “Track Changes” function**
- 2) Uploading the commented file to the BSCW**

1) Using the Word Track Changes function

1. Open the Word document you want to edit.

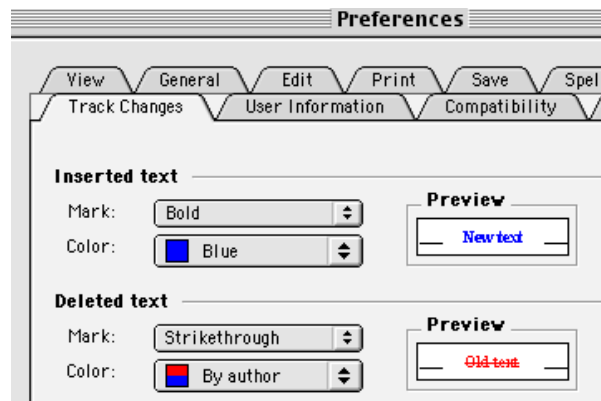
Tools: Track Changes: Highlight Changes



2. Tick the “Track changes when editing” box.



(If you want to change the way the changes are shown on the screen, go to Word’s Preferences and modify the options.)



3. Once you have edited the text, it might look like this:

The notion of a virtual school can be approached through several gateways. We will ~~shortly~~ **briefly** present two of them, viz.

Tella 29.1.1999 12:33
Inserted

1) ~~1) —the~~ **The** Virtual School as an information **exchange** system, focusing on ~~asynchronity~~ **asynchronous communication** (e.g., Paulsen 1987; Blystone 1989; Tella 1992b; Tella 1995; **Tella, Kynäslähti & Husu 1998**)

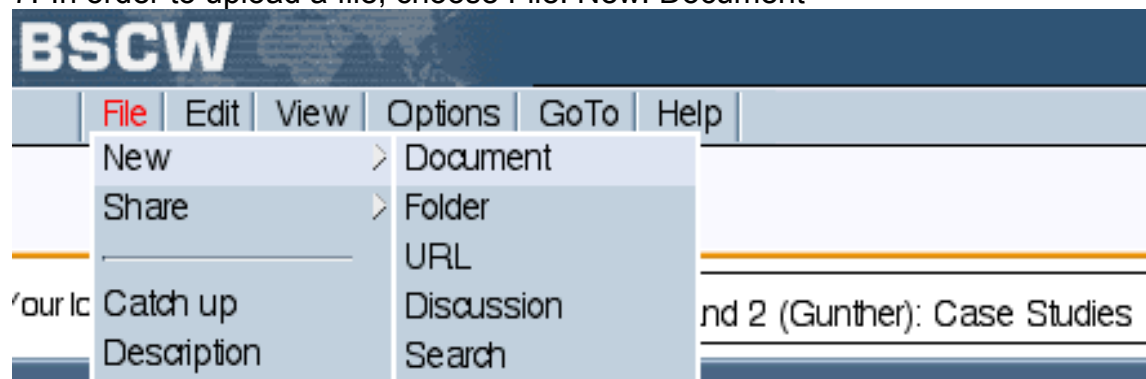
4. Save the file (Save As ... to change the name while saving) on your hard disk.

2) Uploading the commented file to the BSCW

5. Log on to the BSCW server, e.g., <http://kaljaasi.it.helsinki.fi/bscw/>

6. Go to the folder to which you would like to add a file (a document), e.g. **Strand 2 (Gunther)**

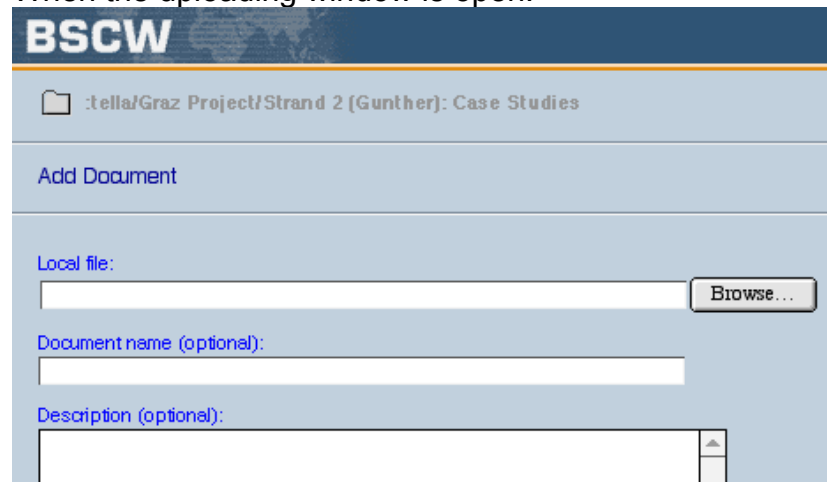
7. In order to upload a file, choose File: New: Document



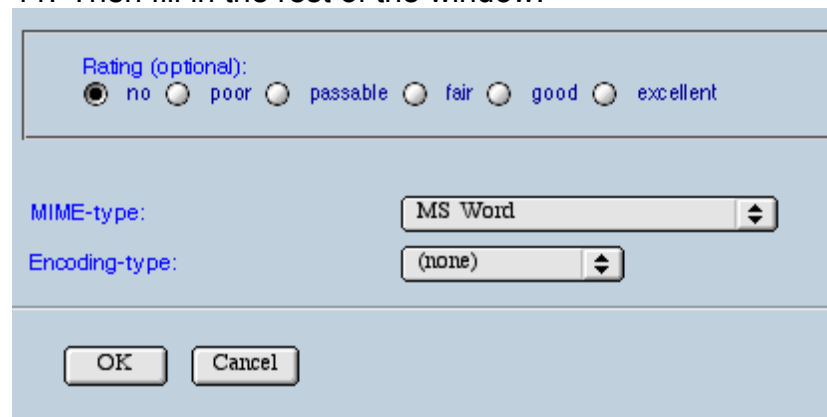
(or you can simply click the Document Icon, which is the last icon on the right in the icons menu):



When the uploading window is open:



8. Browse to find your local file (on your computer)
9. Give a name to the file (this is the name that other people will see)
10. Describe the file if you wish
11. Then fill in the rest of the window:



12. You might wish to skip rating this time, if so, just leave it at that. (You may also want to rate your file as good or even excellent)
13. Choose the appropriate MIME type from the opening list, e.g., MS Word.
14. Click OK

And the file will be uploaded.

Please note that once you have downloaded a file from a BSCW folder and made changes to it, it will be saved on your computer, not directly on the BSCW. You need to upload it yourself. This is in order to avoid awkward situations of several people editing the same file at the same time.