How to Print Your Paper with Comments and Corrections

Step 1: Log on to Office 365 (www.cbsd.org/365).

Step 2: Click on the “waffle” and select “One Drive.”

Step 3: Click on the folder labeled “Jardine” (or wherever else your paper is saved).

Step 4: Click on the title of your paper so that it opens.

Step 5: Select “Edit Document.”
Step 6: Click “Edit in Word.”

Step 7: Wait for Microsoft Word to open.

Step 8: When Microsoft Word opens, click “Review” at the top of the page.
Notice: It says “No Markup.” You need to change this. (Proceed to Step 9)

Step 9: Click the drop down arrow and select “All Markup.”

Notice: Now you should see comments in the margins, as well as corrections within your writing.

Step 10: Click “Print.”