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Research teams often share documents online. Following are links to instructions on how to use editing tools on some of the common types of documents you might encounter as a patient/caregiver investigator.

Using Track Changes or Comments in Microsoft <u>Word</u>
https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a

Using Track Changes or Comments in Microsoft <u>Excel</u>
https://support.office.com/en-us/article/collaborate-on-excel-workbooks-at-the-same-time-with-co-authoring-7152aa8b-b791-414c-a3bb-3024e46fb104

Add comments while viewing a PDF document
https://helpx.adobe.com/acrobat/using/commenting-pdfs.html#AddcommentswhileviewingaPDFdocument

Google Docs Training and Help
https://support.google.com/a/users/answer/9282664?hl=en&ref_topic=9348670