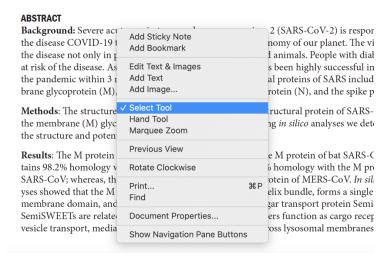
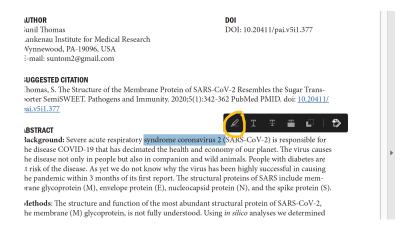
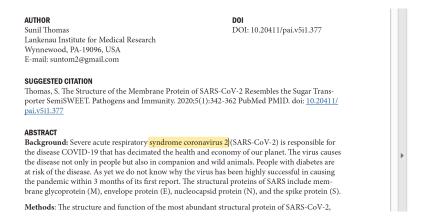
1. Right click on your document near the text you want to change. Click "Select Tool"



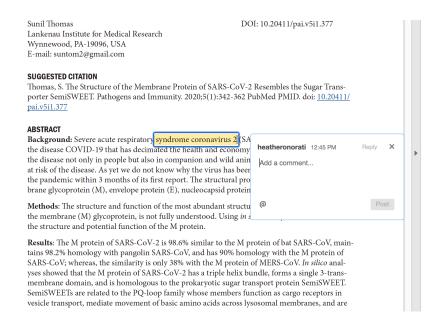
2. Then, highlight the copy you want to change and a little menu bar will pop up. Select the "highlighter tool" which is the first tool on this menu bar.



3. Drag your cursor over the copy you want to correct again so that it highlights:



4. Double click on the highlighted text and you will get a comment box. Type your correction into this comment box.



SAVE