

Working with Word's Track Changes

Word's Track Changes function is a way for you to see exactly what changes have been made in a file. I use Track Changes so you have the option to either accept or reject each edit I make to your manuscript. Changes are never permanent until you accept them and save the file.

Highly recommended

- ◆ Save my edited Word file to your computer before you make any changes to it. The name of the file I return to you will be in the following format:
YourLastName – Title TS edit YYYY-MM-DD
- ◆ Add your initials, the date, or another identifier to the filename to indicate that the document is your reviewed version of the edited file.
EXAMPLE: *Title - edit 2018-01-15*

The following options are found under the **Review** tab on the main ribbon at the top of the window. Note that not all versions of Word have the same configuration of panels and buttons. Feel free to ask me for help with finding and using the options on your version.

- ◆ Turn tracked changes on and off:
 - In the Tracking panel, click the **Track Changes** button.
 - Click the button again to toggle the setting off.

TIP: The button will change color when the setting is turned on.
- ◆ Hide the edits and view your original document:
 - Click the down arrow next to the **All Markup** button.
 - Select **Original**.
 - OR
 - Select **No Markup**.

- Click the down arrow again and select **All Markup** to toggle the setting back and reveal the edits.

TIP: Click on the change indicators (vertical red or gray lines) in the left margin to toggle back and forth between the markup views.

- ◆ Change what kind of edits are shown:

- Click the down arrow next to the **Show Markup** button.
- Select **Insertions and Deletions** to see what text has been added and deleted.
- Select **Formatting** to see what formatting (bold, italics, etc.) has been changed.
- Select **Balloons** to change whether edits appear within the text or in marginal balloons.

TIP: A checkmark next to each item in the list indicates what is selected.

- ◆ Accept an individual edit:

- Select the edit you want to keep.
- In the **Changes** panel, click the **Accept** button.

OR

- Click the down arrow below the **Accept** button and select **Accept and Move to Next**

TIP: The second method lets you step through the tracked changes quickly, but make sure you have selected exactly the edits you want to keep. Some edits may include multiple changes.

- ◆ Accept all edits at one time:

- Click the down arrow below the **Accept** button and select **Accept All Changes**.

- ◆ Reject an individual edit:

- Select the edit you want to reject.
- In the **Changes** panel, select the **Reject** button (page with a red X).

OR

- Click the down arrow next to the **Reject** button and select **Reject and Move to Next**.

TIP: This method lets you step through the tracked changes quickly, but make sure you have selected exactly the edits you want to reject. Some edits may include multiple changes.

- ◆ Reject all edits at one time:

- Click the down arrow next to the **Reject** button and select **Reject All Changes**.

- ◆ Amend or rewrite a tracked change:

- Turn on **Track Changes**.
- Make your edits in the document. Word should track your changes in a different color from mine. You will also be able to see who made a specific change by hovering your cursor over the edit.

Working with Comments

- ◆ Show or hide marginal comments:
 - In the **Comments** panel, click **Show Comments**.
 - Click the button again to toggle the setting off.

- ◆ Reply to a comment:
 - Put your cursor in the **Reply** text box below the comment and type your response. Be sure to post your comment when you're finished by clicking the blue arrow or pressing **CTRL+Enter**.

- ◆ Insert a new comment:
 - In the **Comments** panel, click the **New Comment** button, then type your comment in the box.

- ◆ Resolve or delete a comment:
 - Click the **More** button (3 dots) in the upper right corner of the comment.
 - Select the option you want.

TIP: Delete Thread completely deletes from the document the comment or question and any responses. *Resolve Thread* confirms that the comment or question needs no further response.

General Notes

- ◆ One way to streamline your review of the manuscript is to reject any individual edits you don't want to keep, then accept all the remaining edits. Alternatively, do the opposite if you expect to reject more edits than you accept.
- ◆ Once changes are accepted or rejected, either individually or all at once, the markup is no longer available and changes are made permanent in the document. That's why I strongly recommend you save the document with a new filename before making your review changes.
- ◆ If you accidentally accept or reject edits, either individually or all at once, immediately press **Ctrl+Z** to undo your action.

