

## How to Use Track Changes

Track Changes is a very useful feature when more than one person is editing a document. The Track Changes feature allows you to see each user's edits at a glance, answer questions easily and think through content ideas together. [Track Changes is sometimes called "redlining" because of the red line that appears under the edited text, or the red characters that show up when content is inserted like in this example. Tracked Changes is sometimes called "redlining" because of the red line that appears under the edited text.](#) In the old days, newspaper editors used red pens to correct journalists' submissions, and book editors did the same. It made it easy to see what ideas need modifying or improving, just like it does now.

**There are several ways to turn this feature on and off.**

**For Word 2013,** click on the **Review** tab in the top navigation ribbon. In about the middle of the page, you'll see "Tracking". From the drop down, select "All Markup". That will show you all modifications made to the document so far – yours, ours, others'.

**For Word 2007 and 2010:** Click the **Review** tab on the top navigation ribbon. Click once on the **Track Changes** icon with the image of a piece of paper and a pencil, towards the center of the ribbon. To turn it off, click the icon again. Once you do that, everything you type will show up in a different color. That's how you'll know it is on.

**Note: Turning off track changes will not remove the redlined text. To view the document without the redlined markup, you need to accept or reject changes, or select the option "No Markup" to view without changes.**

### **HIDING TRACKED CHANGES**

If you want to keep the tracked changes, but don't want to read them right now, you can hide the changes.

In Word 2013, under the same dropdown you used previously, there is a "**Show Markup**" option. You can choose what you want to see – and don't want to see.

In Word 2007 and 2010, go to the **Review** tab, click on the drop down list next to the **Balloons** feature, and select **Final**. In earlier versions of Word, go to **Tools->Track Changes** and uncheck **Highlight Changes**.

### **ACCEPTING AND REJECTING CHANGES**

If you agree with a change to the document, simply right click the modified text and select "**Accept and Move to Next**." If you disagree, right click the text and click "**Reject and Move to Next**." There is also the option of accepting ALL changes (or rejecting them) in a given document. You can see those two icons to the right of the Tracking pane – indicated by a blue checkmark or a red X. Once you accept all changes, all previous tracked changes marks are removed and other than comments, the document is

clean again, showing the most recent version. Before your proposal is submitted to a publisher, the last step will be to Accept all Tracked Changes.

## COMMENTS

Comments are used when you have a question about something that you don't want to ask about in the text of the document. To add a comment, one clicks the speech bubble with the plus sign and label "New Comment" to the left of the Tracking box in the "Comments" box.

There are other ways of editing, but this is by far the most efficient, neatest and cleanest method so far. Be sure to save your edits in a new file name. Your publisher may use the very same method when editing your final manuscript. Following these simple tips will help you, us and your editor create the best possible project.

**Commented [L1]:** Comments make it easy to ask questions without the hassle of placing a . They'll look like this!

