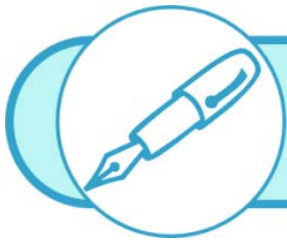


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Proofreading & Copy Editing Service

Using
Track Changes
in Microsoft Word
3^d Edition

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Using Track Changes in Microsoft Word

The Microsoft Office Track Changes system is used on every document in both proofreading and copy editing services. This means that when you receive the document back, you will be able to see all corrections, changes and suggestions. You can then decide which of these to accept or simply refuse.

If you are not familiar with Microsoft Word's track changes facilities, this document will help you learn all you need to know in order to make the best of the service provided.

Markups

Markups show where all the additions, deletions and other changes are made to a document. These are not part of the document content itself, and they can appear either within the text (*inline*) or in the margins. This service provides colour-coded markups for clear reference.

Markups can be:

- hidden
- accepted
- rejected

As the author of the document, it is up to you to decide what to do with the corrections and changes suggested by the proofreader. No markup on your document is permanent until you decide so.

Markup examples

This sample document shows you how markups work.

Words that are ~~deleted~~ are shown on the right margin outside the text marked with a red vertical line. A grey vertical line appears on the left margin to indicate a change in the document.

Words that are inserted in the document appear inside the text (inline). They have a different colour from the original document text, usually red or green. The inserted text is underlined, and a grey vertical line appears on the left margin of the verse where new text is inserted.

Change in fonts and formatting style, like **bold** and *italics*, appear in markups too.

Occasionally, your proofreader may insert a comment linked to a part of the text to suggest a change or draw your attention to a point that is not clear. The comment appears on the right margin of the document, and is linked to the relevant text, which is highlighted. Comments are numbered and bear the name/initials of the author/proofreader.

Norman C. Borg
Deleted: deleted

Norman C. Borg
Formatted: Font: Bold

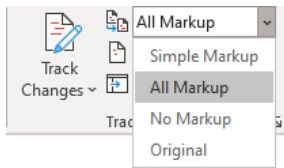
NC Norman C. Borg
This is a short comment.

When you receive your proofread document markups should appear as in the figure above. Deletions and format changes should be with a **red line** on the right of the page, insertions should be in **green** and comments should be in **light blue**. If you can't see any markups, or the markups are not in the colours described above, you can manage them on your PC by following some easy steps.



I can't see any markups

Your proof reader/copy editor will always keep markups visible. However, if you do not see any markups when you receive your document, switch them on as follows:



1. Click on the **Review** tab.
2. In the **Tracking** group, open the **Markup display** menu (next to the large **Track Changes** button).
3. Select the option **All Markup**.

How does the Markup display work?

You have four options to view your document from the Markup display menu. This is how you see the document when you choose these options:

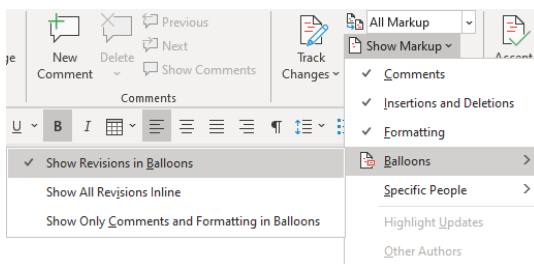
- **Simple Markup** Only the lines on the left margins will appear, together with any comments.
- **All Markup** All markups will be shown as in the illustration on page 1.
- **No Markup** You will see the final version of your document, but all corrections (markups) are hidden.
- **Original** You will see the original version of your document, but all corrections (markups) are hidden.



Whichever option you choose here, corrections will **never** be deleted, but only hidden from view. To remove the corrections completely so that the document is permanently finalised, you must either **accept** or **reject** the proof reader's corrections.

Deletion markups appear inline, not in the margin on the right

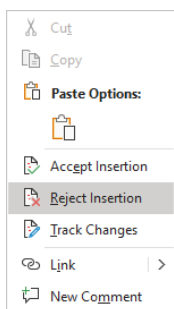
This is another way Microsoft Word displays deletions. If you would like to see deletions outside the text, do the following:



1. Click on the **Review** tab.
2. In the **Tracking** group, click on the **Show Markup** button to display the sub-menu.
3. Click on **Balloons**.
4. Select **Show Revisions in Balloons**.

Switch this option off to see the deletions inline.

How do I reject corrections?



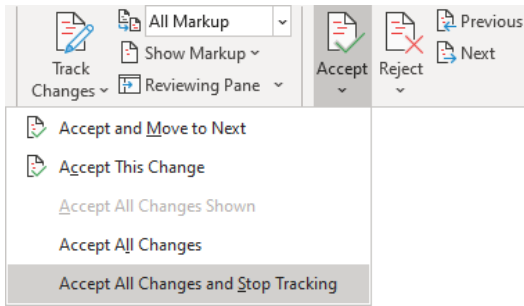
If you need to reject any corrections suggested by your proofreader:

1. **Right-click** on the markup you wish to reject.
2. From the drop-down menu that appears, select **Reject [Insertion/Deletion/Formatting]**, as applicable.

It is recommended that you should first start by rejecting any corrections you don't want to appear in the final version of the document, before accepting the rest. This is because cases of rejection are often less in a document, and are usually rejected individually, one by one.



How do I accept corrections?



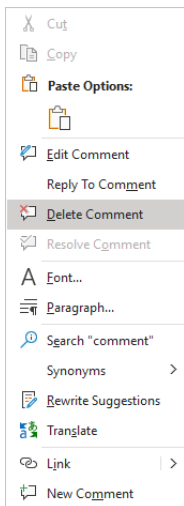
You can accept changes in a document all at once:

1. Click on the **Review** tab.
2. In the **Changes** group, click on the drop-down arrow under the large **Accept** button.
3. Select the option **Accept All Changes in Document**. This will confirm all the changes in the document at once.



Once you accept or reject changes, these will become an integral part of the final document. When you re-save and close the document **the markups are lost and cannot be displayed again**.

How do I remove comments?



To remove a single comment:

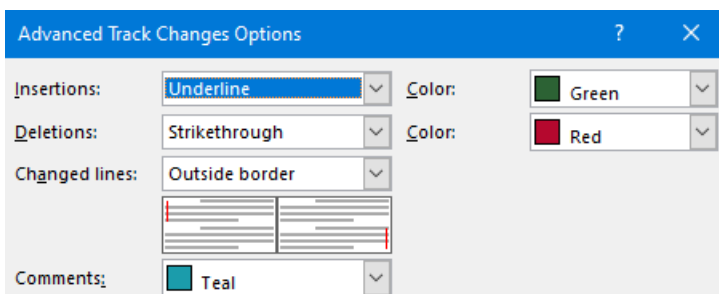
1. **Right-click** inside the comment you want to remove.
2. From the drop-down menu that appears select **Delete Comment**.


To remove all comments in a document at once:

1. Click on the **Review** tab.
2. In the **Comments** group, click on the drop-down arrow under the large **Delete** button.
3. Select **Delete All Comments in Document**.

How do I change the markup colours in my document?

Markup colours can help you identify at a glance the kind of corrections made in the document. If you would like your computer to show the markup colours as shown in the examples above, do the following:



1. Click on the **Review** tab.
2. In the **Tracking** group, click on the little arrow at the bottom right of the **Tracking** group .
3. Select **Advanced**.
4. Change the **Insertions** colour to **Green**.
5. Change the **Deletions** colour to **Red**.
6. Change the **Comments** colour to **Teal**.

More technical help

For further technical assistance or more information regarding track changes write to:

proofreading@normancborg.net