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Track changes

1   Overview

This document gives a brief explanation of what 'Track Changes' does and how to use it. The settings and instructions I've given here are the settings I recommend in general for my editing clients. Other editors might work in different ways and prefer you to use different settings. You can also change the settings depending on what you're trying to do, but I hope this will be a start. I recommend you play around with different settings to familiarise yourself with Track Changes and what it can do for you.

There's some more information here: https://oxen.tech/blog/using-track-changes-microsoft-word/

2   Settings to use to respond to editing

There are different ways in which you can display the tracked changes.

Use the following settings: Review tab> Track Changes on, 'All Markup' showing.

Click the little arrow beside 'Show Markup' to display the drop-down menu and make sure 'Comments', 'Insertions and Deletions' and 'Formatting' are ticked.

Different versions of Word will have slight variations (as you'll see in Figures 1 & 2), but it should look something like this (Figure 1):
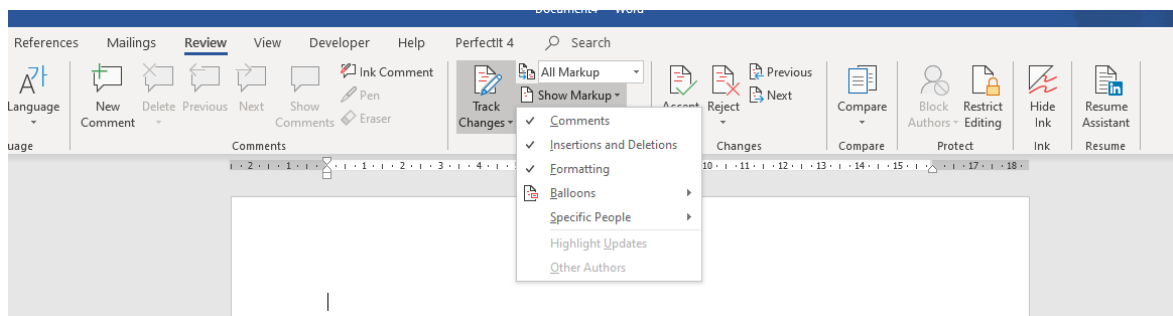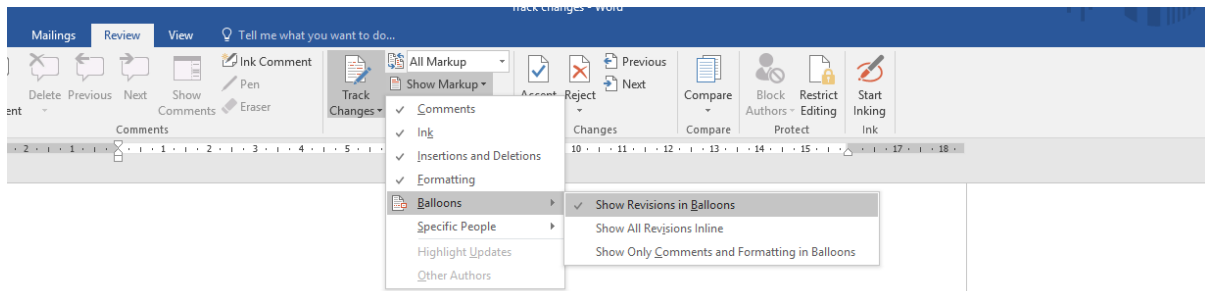

Figure 1

Again, click on the drop-down arrow beside 'Show Markup'. Hover your mouse over 'Balloons' and then select 'Show revisions in Balloons' (See Figure 2). This will show all the comments and deletions in the right margin.

Figure 2

3   Accepting and rejecting changes

3.1   Addressing each change individually

1. Right-click on the change. (If it's an insertion, you will see the change within the text. If it's a deletion, it will be in the right margin)
2. Click 'accept insertion' or 'reject insertion' as desired (see Figure 3).
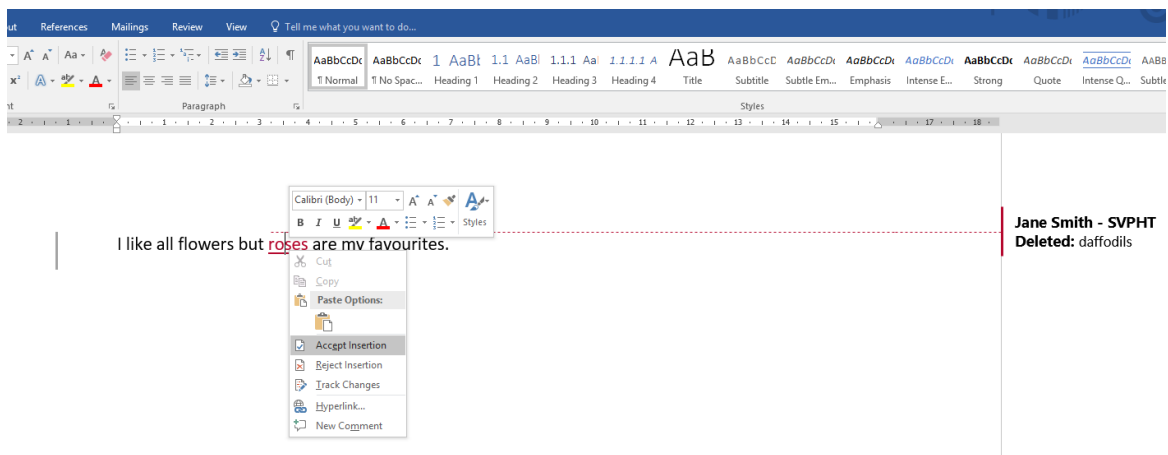

Figure 3

If you wish to reject a change, it is best if you give a reason in a comment, so I can understand your thinking. It will also show me that you haven't just not noticed the change.

3. In the example given in Figure 3 above, the original text read *I like all flowers but daffodils are my favourite.* I deleted *daffodils* and inserted *roses* in its place. The word 'roses' appears underlined in the text. If I right-click on it and accept the insertion, the text will now read *I*

like all flowers but roses are my favourite. However, you will still need to accept the deletion of the word *daffodils.* To do this, right-click on the word *daffodils* in the right margin and select 'accept deletion'.

Figure 4

3.2   A quicker way of moving through the changes

Make sure Track Changes is on and all Markup showing as in step 1. If you use the ribbon at the top to accept the changes, you can move more quickly from start to finish and you're less likely to miss changes.

Put your cursor on or just before the first change. Then up the top of the screen, click the down arrow under 'Accept'. Select 'Accept and move to next'. (See Figure 5). This will take your cursor to the next change. Continue accepting changes until you get to the end of the document or until you find one you want to query or reject. To reject a change, you'll need to right-click on it and then click 'reject' from the drop-down menu.
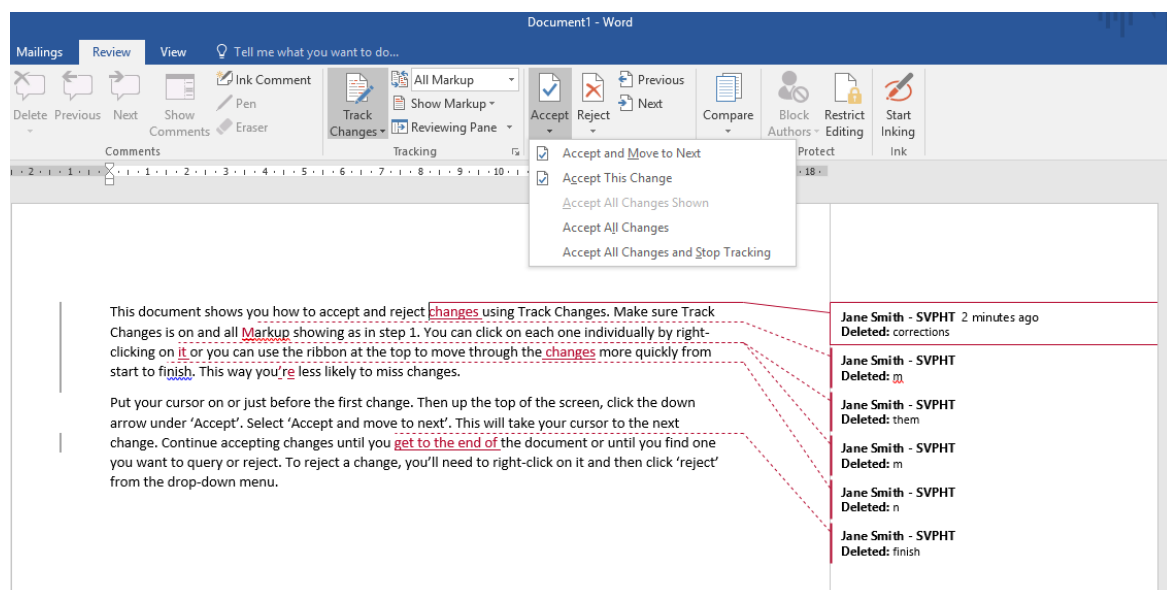

Figure 5

4 Commenting

I will often use Word's commenting tool to explain a change I have suggested or to clarify or query something. Where the comment is simply an explanation and you have no questions about it, you may delete the comment. To do this, right-click on the comment in the right margin and click 'Delete comment'.

If you wish to ask a question about the comment or if you need to respond to a query, click 'Reply to comment' instead, and type your response.

5 Saving

Please ensure you leave 'Track Changes' ON when you save your document. This will enable me to see all your changes.