

MICROSOFT TRACK CHANGES

After receiving your document, you will notice a number of various highlights, colors, and changes throughout the document, as well as comments in the margin.

You will probably wonder how to get rid of the red text and comments.

Our editors use the 'track changes' and 'comment' features for .doc/.docx files (Microsoft Word documents).

In the following, we provide a handy step-by-step process of how to view the changes to your document, to review the changes and comments, and accept or reject them.

STEP ONE

Your document will be returned to you in the final mark-up mode, with all changes and deletions in red; and comments will be in the right-hand margin of your screen. This will provide you with a clear view of what the editor has deleted and inserted; they will also include comments to clear up any points they are unsure about or provide pointers for clarification.

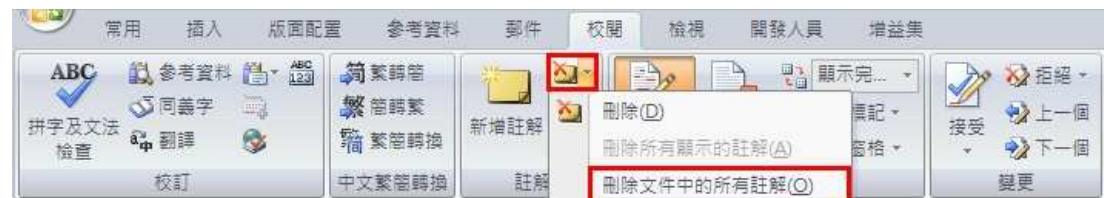
To view the document in its final form, click on the *Review Button* and scroll down the “markup” drop down menu to “Final”.



STEP TWO

You will notice comment balloons in your document, used to highlight important points where the editor is unsure of what you have written, to confirm if something is correct or to highlight a key change/concern.

To remove the comments, right click on the balloon and select 'delete comment'.



STEP THREE

Click the right button on your mouse, over any of the red words, and a short menu will appear. You can decide to either *Accept* or *Reject* the individual change by clicking on the menu. Accepting the change will integrate it into the document, whereas rejecting it will remove the change completely. This allows you to accept and reject individual items as you see fit.

If you want to accept or reject all of the changes made to the document, go to the reviewing toolbar and select the track changes drop-down menu. Scroll down to 'accept all changes in document', which will then accept all of the insertions and deletions the editor has made.

