



## Guide to using and reviewing tracked changes in Word 2007

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## About this Guide

### Why do we use Track Changes?

At Uni-edit, we use the Track Changes function in Microsoft Word for all editing. The benefits are:

- you can see exactly what the editor's changed
- you can choose to accept or reject each individual change

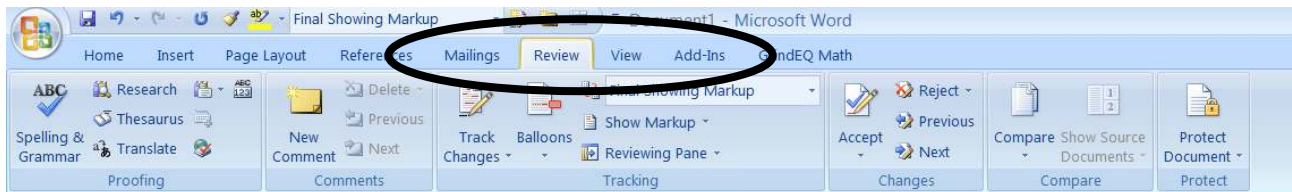
### We also use the Comments function. The benefits are:

- editor comments are kept separate from the text of your manuscript so there is no confusion
- you can easily see the part of your manuscript to which the comment refers

This guide explains how to review your manuscript using the Reviewing functions of Microsoft Word: how to handles the changes we made using Track Changes and how to handle to Comments we inserted.

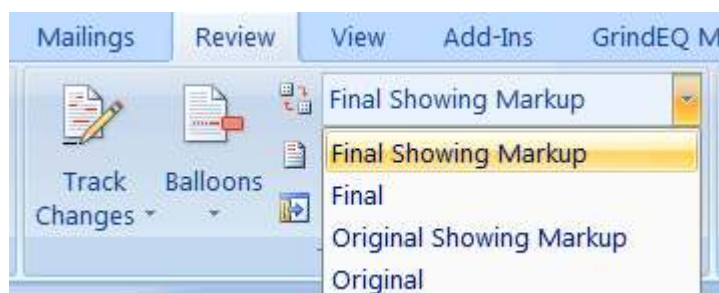
## Display the Review Panel

Select the **Review** panel from the Ribbon. All the required buttons are displayed in the **Review** panel.



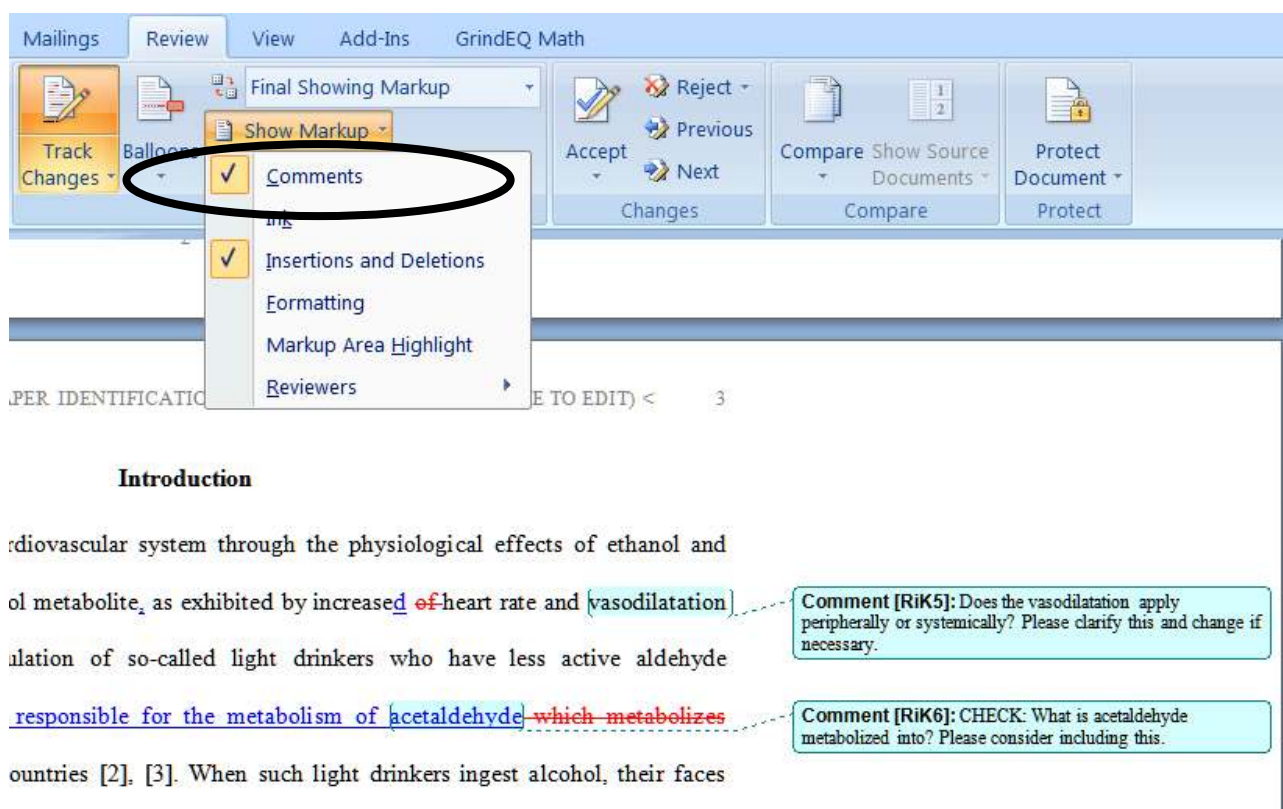
## View the document and all changes

Choose **Final Showing Markup** to display the document with all changes showing.



## Display balloons to see comments

Under **Show Markup**, select or deselect **Comments** to display or hide the balloon comments on the right-side of the screen.



**Introduction**

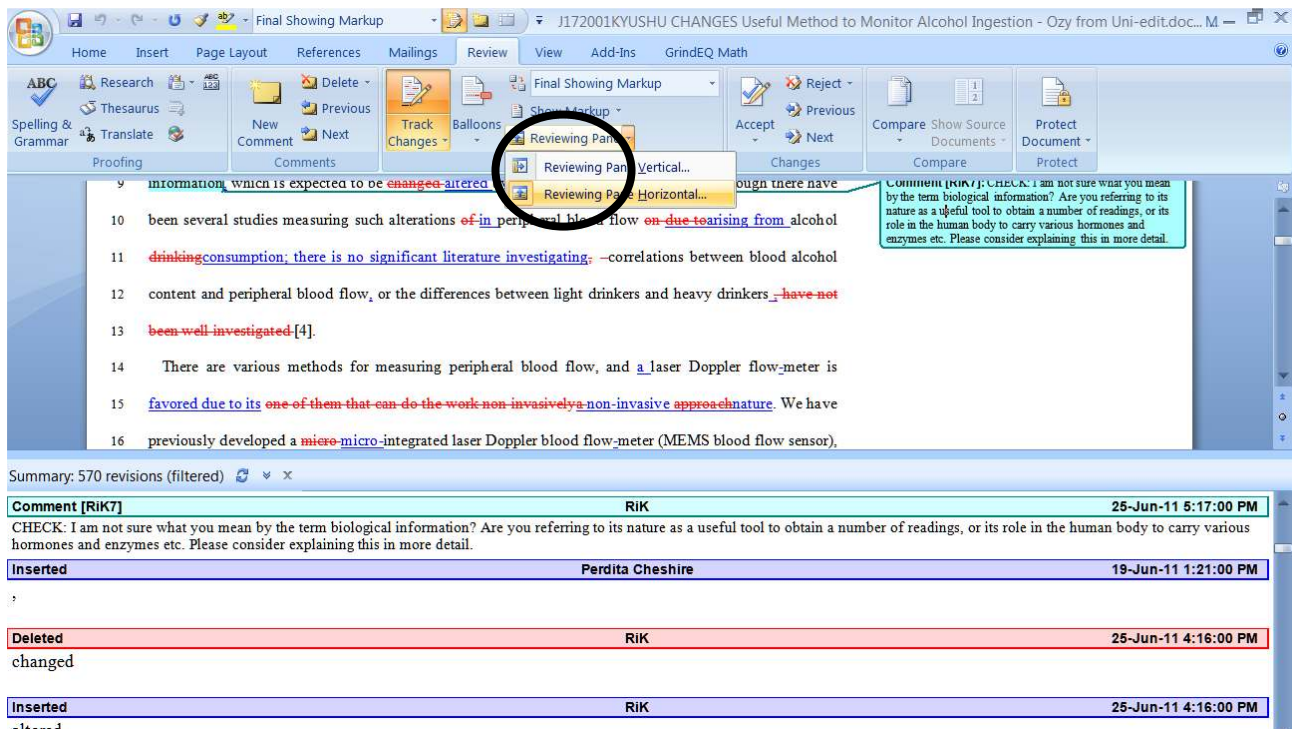
cardiovascular system through the physiological effects of ethanol and  
of metabolite, as exhibited by increased ~~of~~ heart rate and vasodilatation  
dilatation of so-called light drinkers who have less active aldehyde  
responsible for the metabolism of acetaldehyde ~~which metabolizes~~  
ountries [2], [3]. When such light drinkers ingest alcohol, their faces

**Comment [RiK5]:** Does the vasodilatation apply peripherally or systemically? Please clarify this and change if necessary.

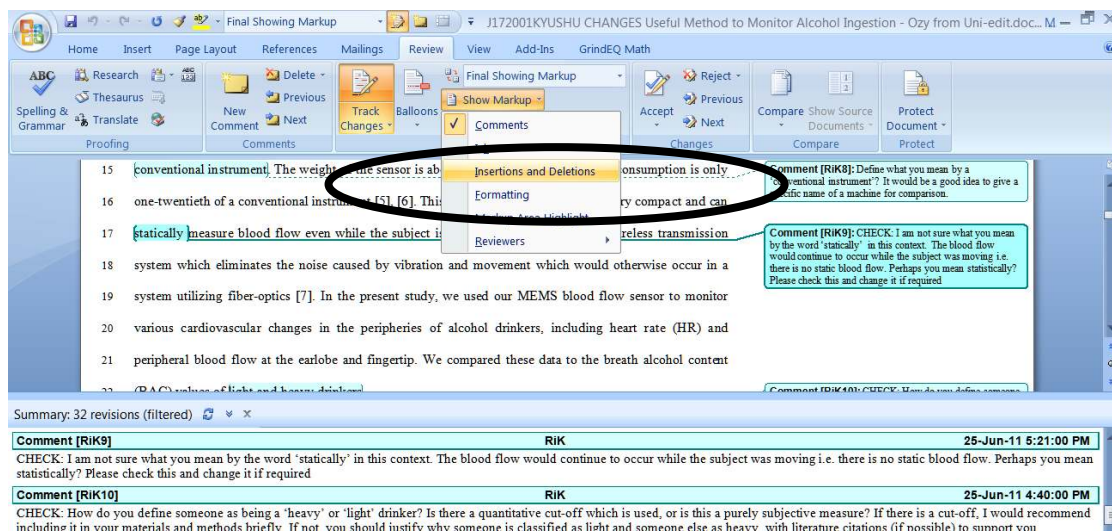
**Comment [RiK6]:** CHECK: What is acetaldehyde metabolized into? Please consider including this.

## Or use the Reviewing Pane instead of balloons

If the comments are very long, the reviewing pane is more practical. Click on the **Reviewing Pane** button to display the reviewing pane. You can choose for it to display horizontally or vertically.



When viewing the reviewing pane, you may like to not display formatting changes and insertions and deletions. From the **Show Markup** menu, deselect these options. Then only comments will display in the reviewing pane.

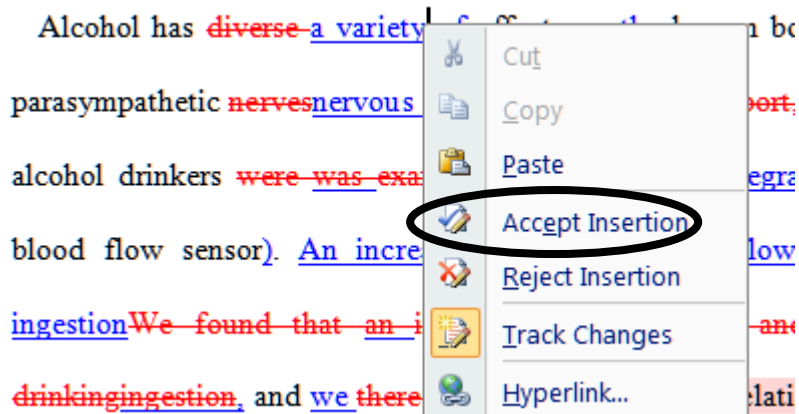
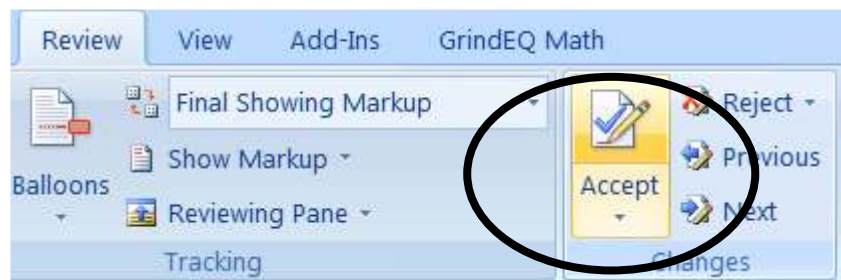


## Accept or reject changes

There are three ways to accept a change: (1) one change at a time, (2) a block of text, and (3) the whole document.

### (1) Accept or reject one change at a time

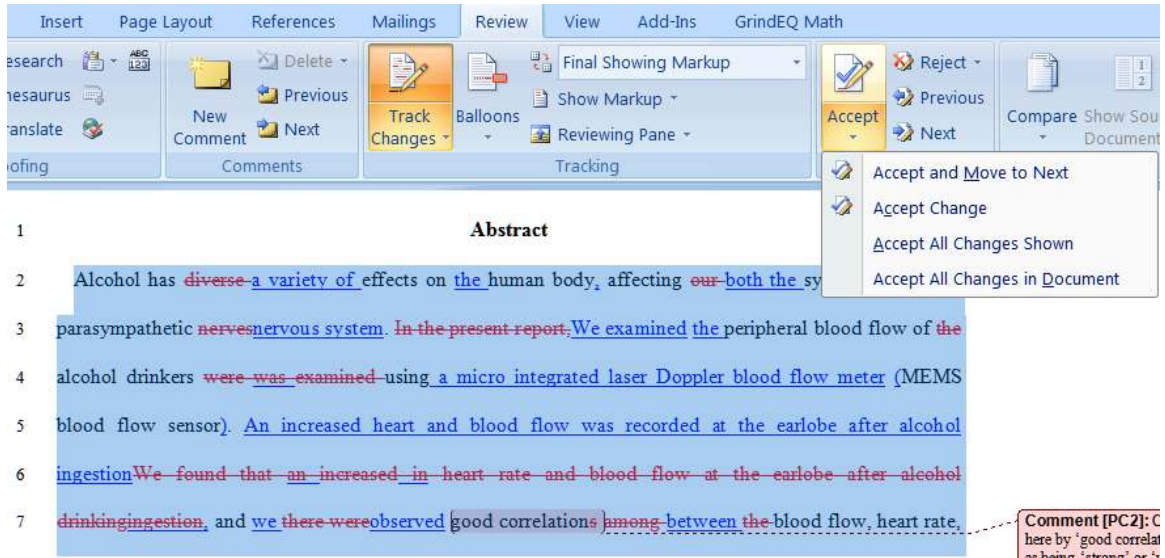
Place the cursor on the change then click on the tick button. The tick button is in the Reviewing toolbar. If you right-click the mouse you can also find the tick button.





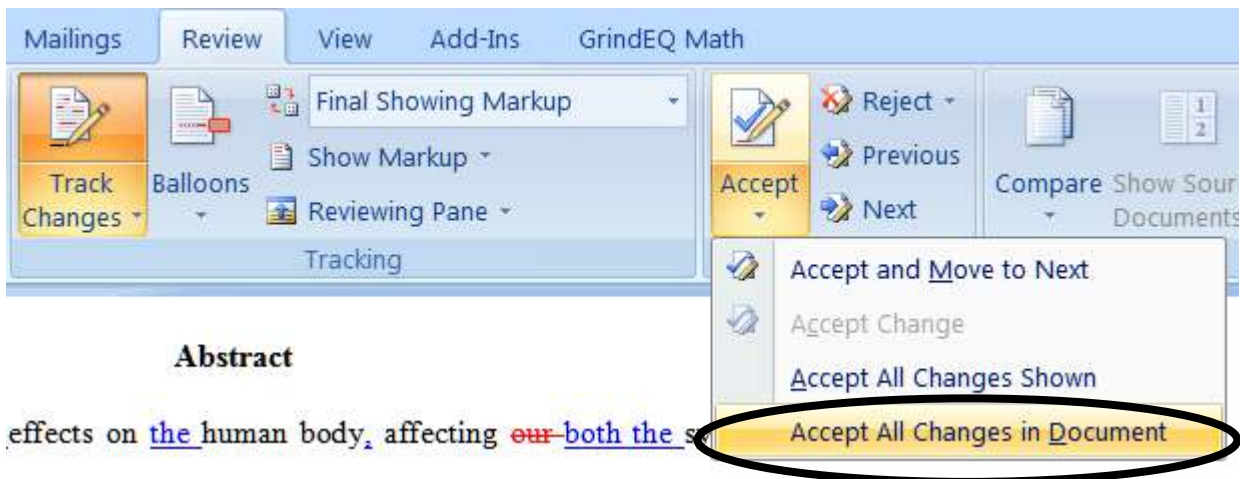
## (2) Accept or reject a block of changes

Select the block of text. Then click the tick button. All the changes in the selected block are accepted. You may need to click the tick button a few times.



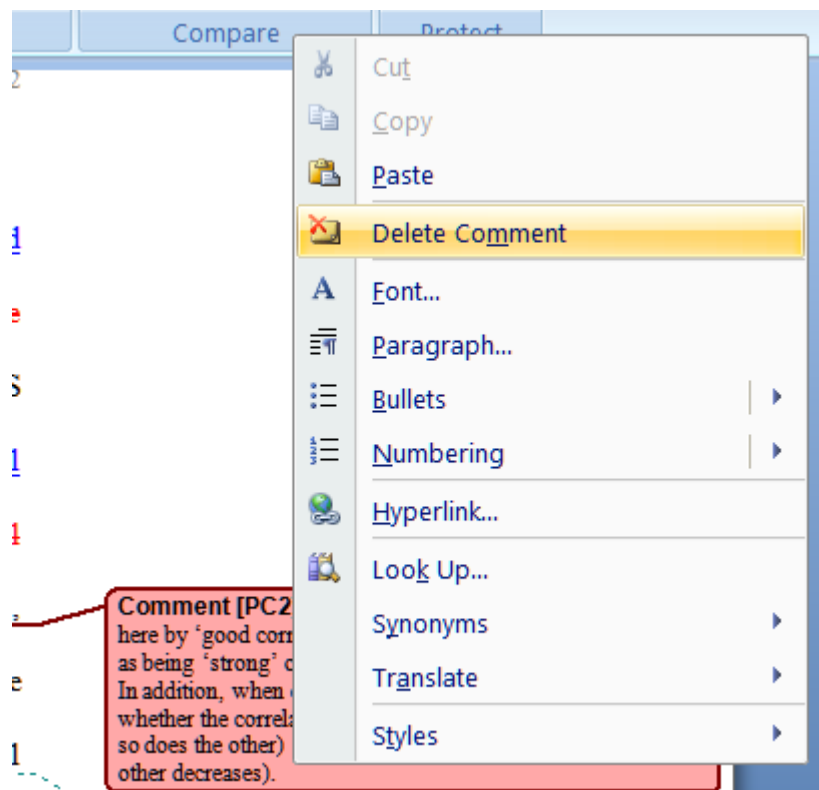
## (3) Accept or reject all changes in the document

You can accept all the changes in the document at once:

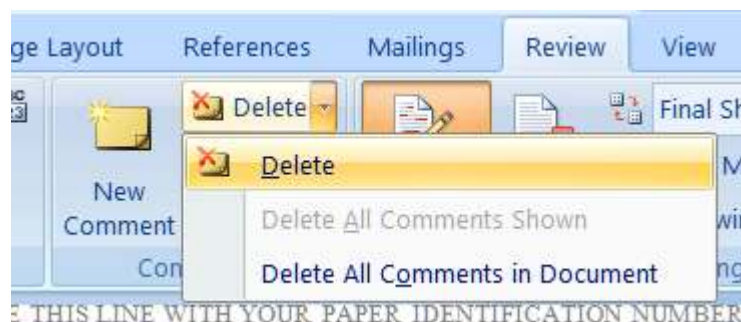


## Remove CHECK, TUTOR or IDEA comments

To remove a comment, right-click on the comment and from the menu select Delete Comment (M).

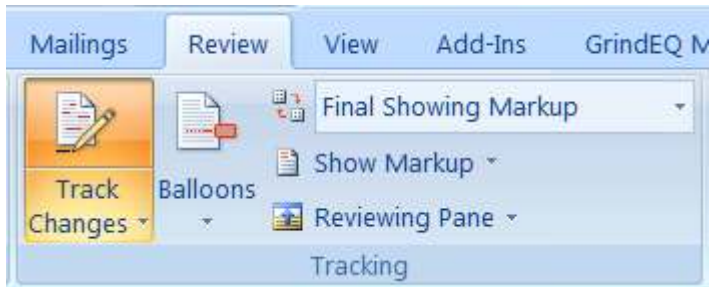


Another way to delete a comment is to use the button shown below. By using this menu you can also delete all comments from the document.



## Turn Track Changes off or on

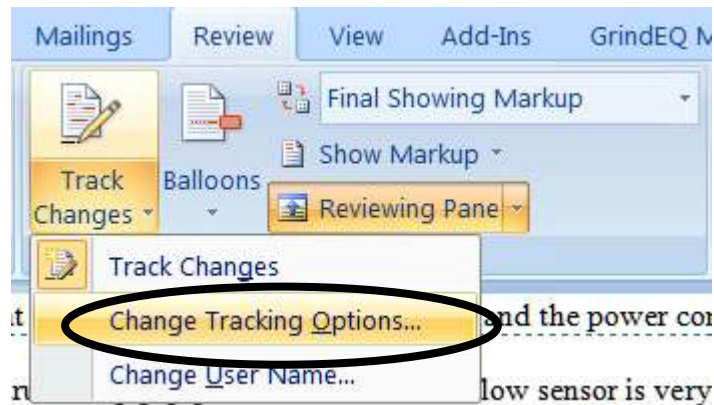
You will most likely make further changes to your document. If you want these new changes to be tracked, then leave Track Changes turned on. This is useful if you want to show your new changes to someone else, eg. your professor, your colleague, or Uni-edit editors. They can be accepted later. If you want these new changes to not be tracked, then click Track Changes to turn off the function.



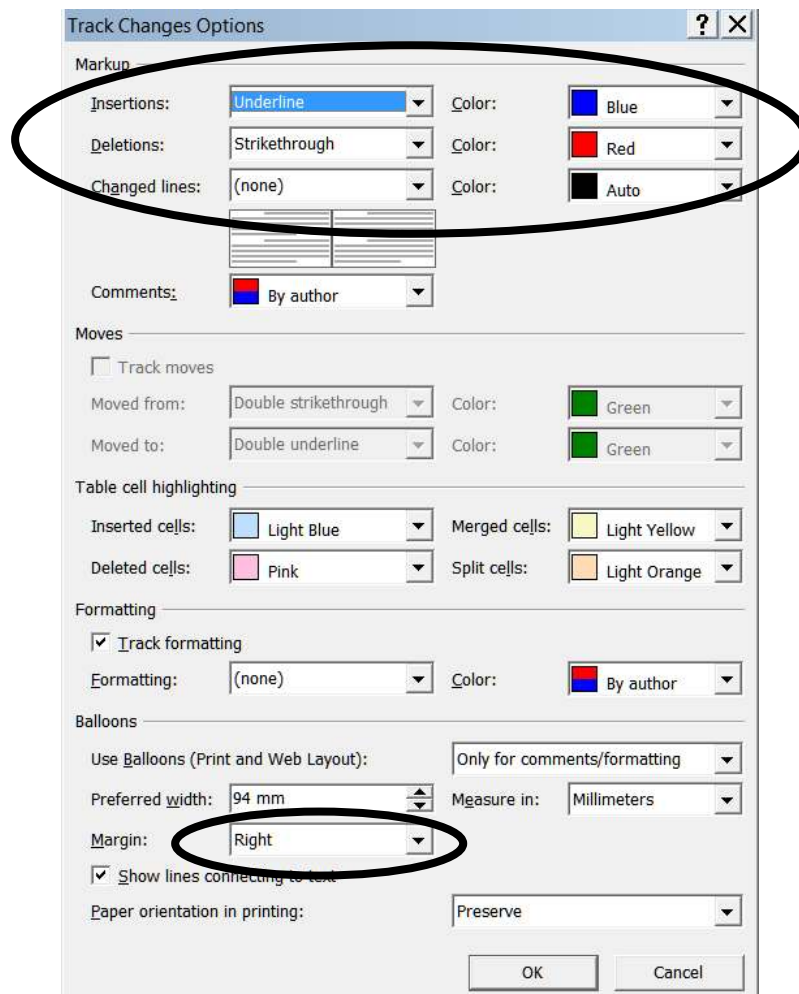


## Change how changes are displayed

Select the **Track Changes** menu, and then select **Track Changes Options**.



Here you can change how the Tracked Changes are displayed. Changing the size of balloons is very useful.



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