



Guide to using and reviewing tracked changes in Word 2007

About this Guide	2
Why do we use Track Changes?	2
We also use the Comments function. The benefits are:	2
Display the Review Panel	2
View the document and all changes	3
Display balloons to see comments	3
Or use the Reviewing Pane instead of balloons	4
Accept or reject changes	5
Remove CHECK, TUTOR or IDEA comments	7
Turn Track Changes off or on	8
Change how changes are displayed	9

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.

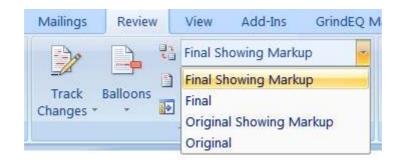
Display the Review Panel

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

	🚽 🤊 - (°' - U 🍼	👻 🕞 Final Showing Marku) = 9 - meent1 - Microsoft W	lord		
	Home Insert Pag	e Layout References	Mailings Review	View Add-Ins G indEQ M	vlath		
ABC Spelling a Gramma		New Comment	Track Balloons	Show Markup * Show Markup * Reviewing Pane *	Accept	Compare Show Source	Protect Document *
Grantina	Proofing	Comments	changes L	Tracking	Changes	Compare	Protect

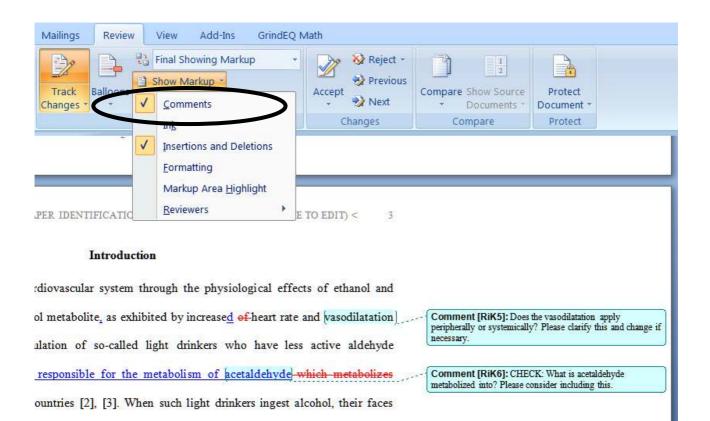
View the document and all changes

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



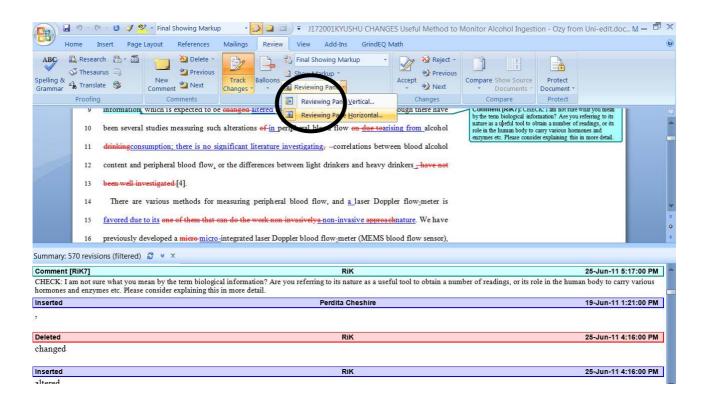
Display balloons to see comments

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



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.

ABC a	Iome Insert Page Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Contraction Con	Layout References	Mailings Review	v View Add-Ins G Image: Show Markup Image:	rindEQ Math	Compare Show Source	Protect Document * Protect	
	 16 one-twentie 17 fetatically m 18 system whi 19 system utili 20 various car 21 peripheral b 	zing fiber-optics [7]. I diovascular changes in	true = [5] [6]. Thi a while the subject i caused by vibration in the present study, a the peripheries of be and fingertip. We	Eormatting	ry compact and can reless transmission puld otherwise occur in a d flow sensor to monitor ing heart rate (HR) and	Comment [RiK9]: CHE by the word tabelay! would comine to occur w there is no static blood flor Please check this and chan	It would be a good idea to give a e for comparison. CK: I am not sure what you mean this context. The blood flow hile the subject was moving i.e. w. Perhaps you mean statistically?	
ummary: 3 comment l	32 revisions (filtered)	C × ×		RiK			25-Jun-11	5-21-00 PM
	am not sure what you r		ally' in this context. "		nue to occur while the subjec	t was moving i.e. there is		
	? Please check this and	change it it required						

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.

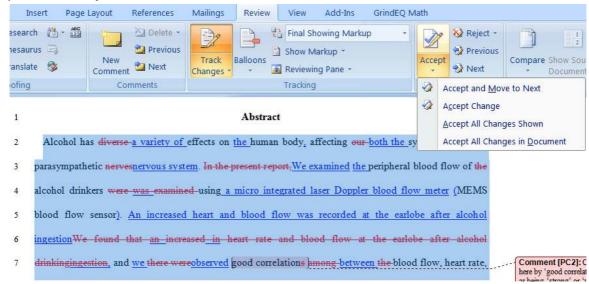
(1) Accept or reject one change at a time

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.

Review	View	Add-Ins	GrindEQ	2 Math	
1	Final Sh	owing Markı	ab 🗸	- 72	😽 Reject 🔹
	Show M	arkup -	(Accept	🐏 Previous
	Reviewir	ng Pane 👻		T	🤣 Mext
	Tracking				anges
Alco	hol has d	l iverse <u>a</u> va	riety 🐰	Cu <u>t</u>	- 1 bc
parasyr	npathetic	nerves <u>nerv</u>	ous 🗈	<u>С</u> ору)ort,
alcohol	drinkers	were was	exa: 🛍	<u>P</u> aste	egra
blood flow sensor). An incre				Acc <u>e</u> pt Inse	rtion
		<u>&</u>	<u>R</u> eject Inser	tion	
ingestio	on <mark>We fo</mark>	und that	an_i 🝺	Track Chan	ges and
drinkin	gingestio	n , and <u>we</u> ŧ	here 😣	<u>H</u> yperlink	:lati

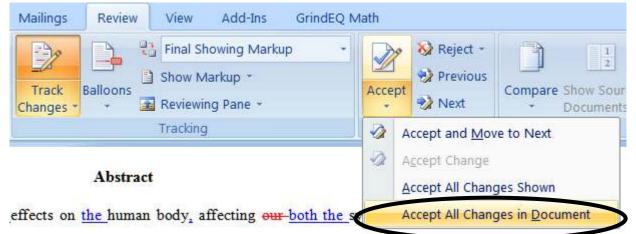
(2) Accept or reject a block of changes

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.



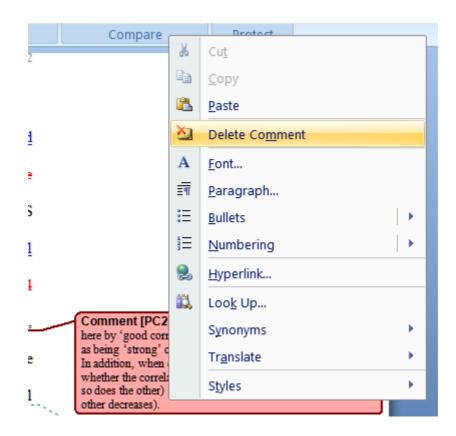
(3) Accept or reject all changes in the document

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

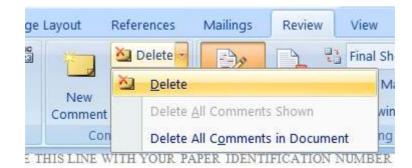


Remove CHECK, TUTOR or IDEA comments

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

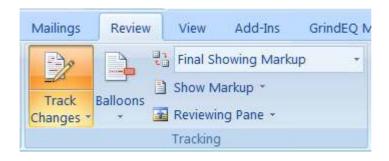


Another way to delete a comment is to use the button shown below. By using this menu you can also delete all comments from the document.



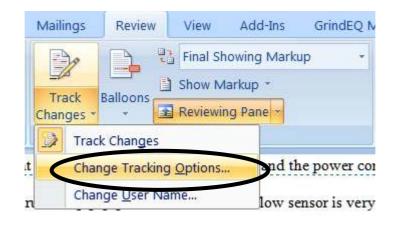
Turn Track Changes off or on

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.

Insertions:	Underline	•	<u>C</u> olor:	Blue	•
<u>D</u> eletions:	Strikethrough	•	<u>C</u> olor:	Red	-
<u>Changed lines:</u>	(none)	•	<u>C</u> olor:	Auto	ž
Comments <u>:</u>	By author				
Moves	5-5-				
Track moves					
Moved from:	Double strikethrough	*	Color:	Green	¥
Moved to:	Double underline	*	Color:	Green	¥
Table cell highlight	ing				
Inserted ce <u>l</u> ls:	Light Blue	•	Merged cells:	Light Yellow	•
Deleted ce <u>l</u> ls:	Pink	•	Split ce <u>l</u> ls:	Light Orange	•
Formatting					
Track format	ting				
<u>F</u> ormatting:	(none)	•	<u>C</u> olor:	By author	•
Balloons					
Use <u>B</u> alloons (Pri	nt and Web Layout):		Only for comments/formatting		
Preferred width:	94 mm	•	Measure in:	Millimeters	•
Margin:	Right	•	>		
Show lines of	onnecting to text				

END OF DOCUMENT