

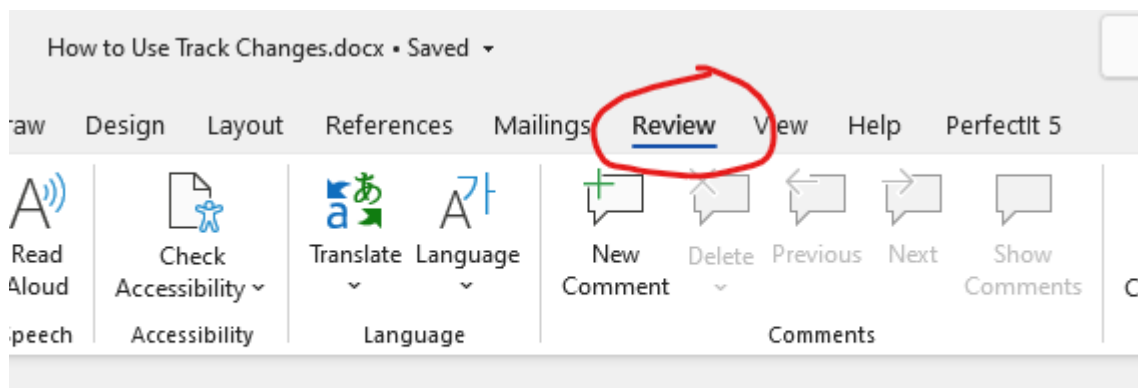
How to Use Microsoft Word's Track Changes

Most editors use Microsoft Word's Track Changes to edit or proofread documents. Track Changes is a great feature that allows the author to view the editor's suggestions without missing any in-text suggestions. The author is then able to either accept or reject the edit.

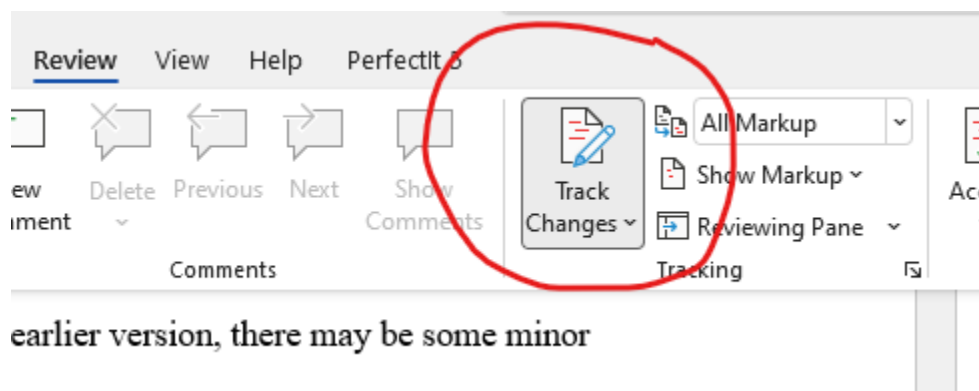
Avodah Editorial Services uses Microsoft Word 365. If you use an earlier version, there may be some minor differences in how to use Track Changes.

After a document has been edited:

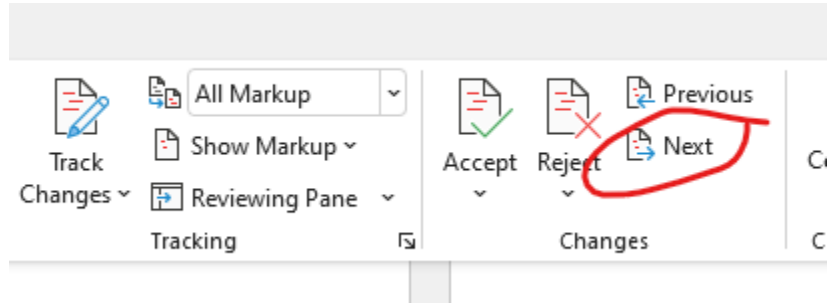
1. Place your cursor at the top of the document. At the top of the Word file, click on the Review pane.



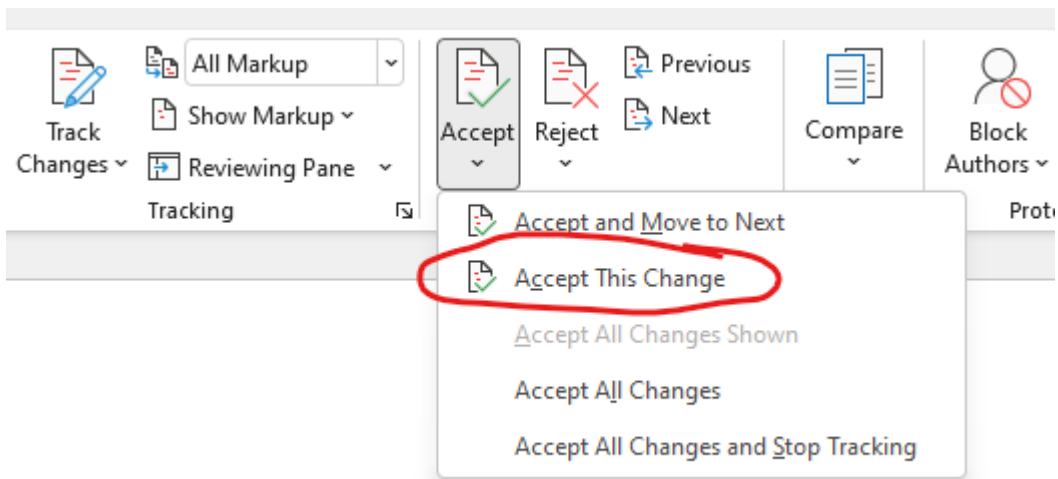
2. In the center, you will see the Track Changes icon. If it's not highlighted, click on Track Changes. The feature is on when the icon is highlighted.



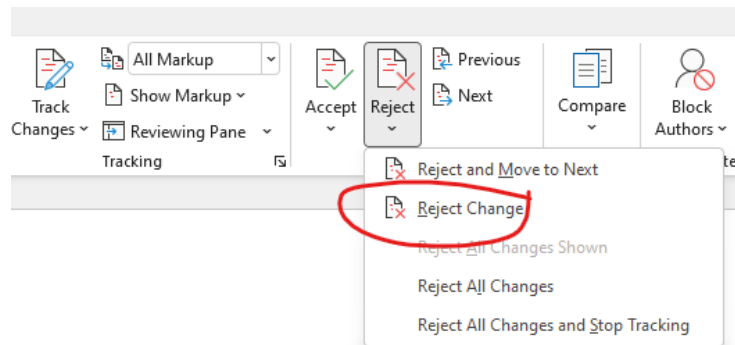
3. In the Review pane, on the right, click the Next icon. This will automatically take you to the first suggested fix.



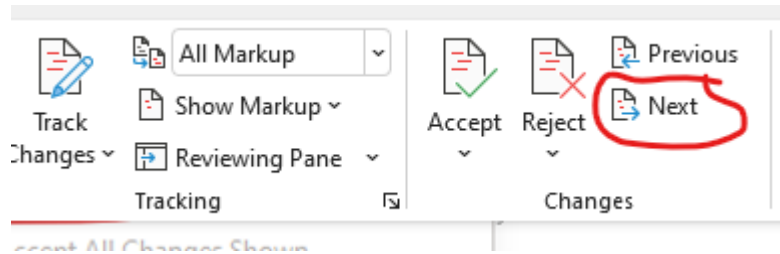
4. Review the suggestion and decide whether you want to keep the change. If you want to accept the change, at the top, click the drop-down menu for the Accept icon, and select the second choice (Accept This Change). Check the change in the document to make sure it went through correctly.



If you want to reject the change, at the top, click the drop-down menu for the Reject icon and select the second choice (Reject Change). Check the change in the text to make sure it went through correctly.

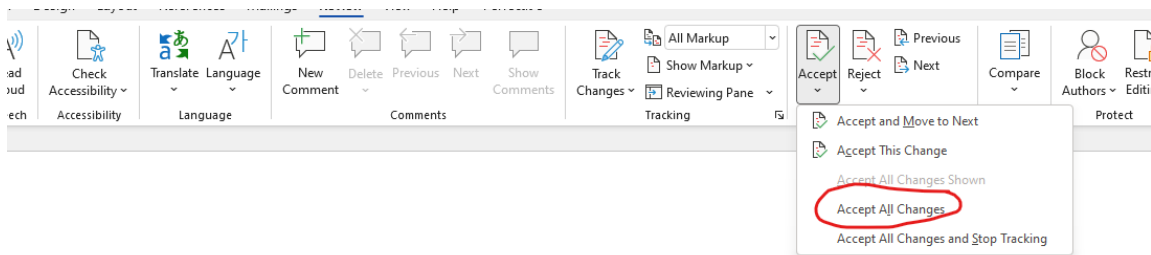


5. Click the Next icon again, and Track Changes will take you to the next suggestion. Follow the same steps as above.



MAKING MULTIPLE CHANGES AT ONCE

To save time, you can make multiple changes at once. One option is to highlight several suggested changes and accept or reject them all. (Use the drop-down menus for Accept and Reject.) If you want to accept (or reject) the changes in an entire paragraph (or on an entire page), highlight the paragraph (or page), then click either Accept All Changes or Reject All Changes, whichever is appropriate. (The example below shows accepting the changes, but the drop-down under Reject works the same way.)



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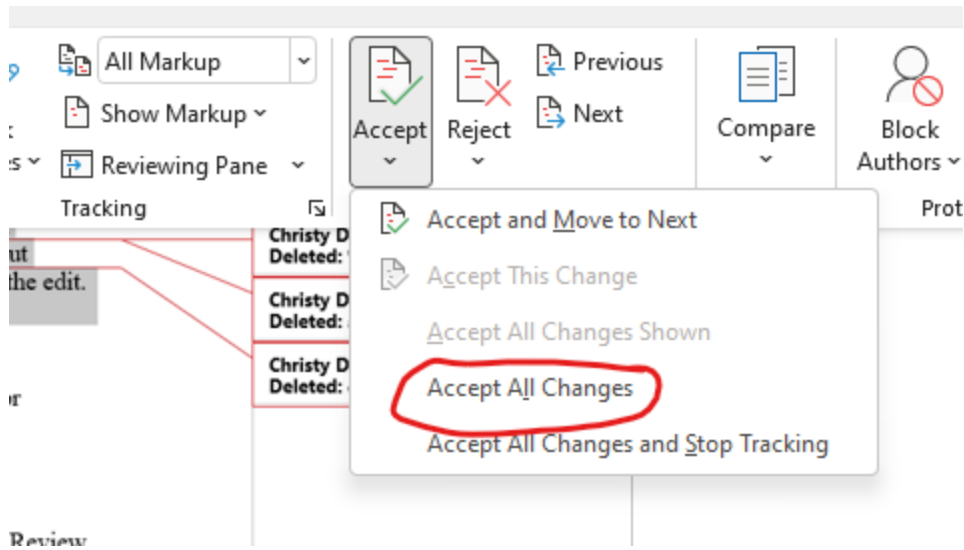
Most editors use Microsoft Word's Track Changes to edit or proofread documents. Track Changes a great feature that allows the author to view the editor's suggestions without missing any in-text suggestions or margin comments. The author is then able to either accept or reject the edit.

USING THE ACCEPT AND REJECT ICONS ONLY

You can just hit the Accept or Reject icon, and Word will automatically advance you to the next fix. But if you do this, you will not be able to preview the change if the next suggestion is too far down, so I do not recommend this option. Please use the drop-down menus for Accept and Reject to make sure the revisions insert or delete correctly.

ACCEPTING ALL CHANGES

You may choose to leave in all the changes you wish to keep, but reject—one by one (using the drop-down menu as described above)—the suggestions that don't suit you. When you finish looking over the manuscript, click the Accept icon and select Accept All Changes.



DELETING COMMENTS FROM THE DOCUMENT

To delete the comments in the right margin, click on the Review pane, then click on the drop-down arrow below Delete. To delete one comment, click on that comment and then click on the drop-down arrow on the Delete button, then click Delete. To delete all comments in the document, click on the drop-down arrow on the Delete button, then click on Delete All Comments in Document.

