

Basic Introduction to “Track Changes” in Word 2007.

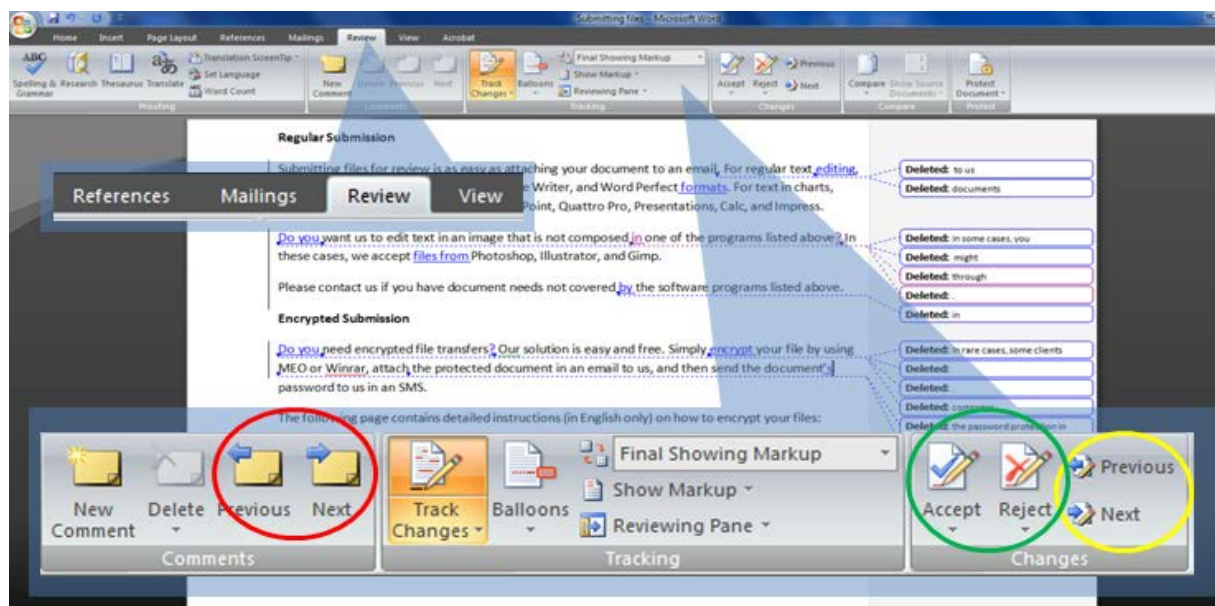
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This document contains some basic instructions that will hopefully assist in orienting you with the “track changes” functions of Word 2007. Understanding these functions will help you process the changes and the comments contained within the document you’ve just received from E2Publish.

Before starting out, be sure to make a backup copy of the received document. This is especially important if you are unfamiliar with Word’s “track changes” functions. Afterwards, open a working version of the document.

After opening the document, you will undoubtedly notice that the text is now presented in several different colors (probably red and blue). Each color represents a single stage of the editing process. It is important that you review each change and each comment and decide whether or not you want to “accept” the changes and consider the comments.

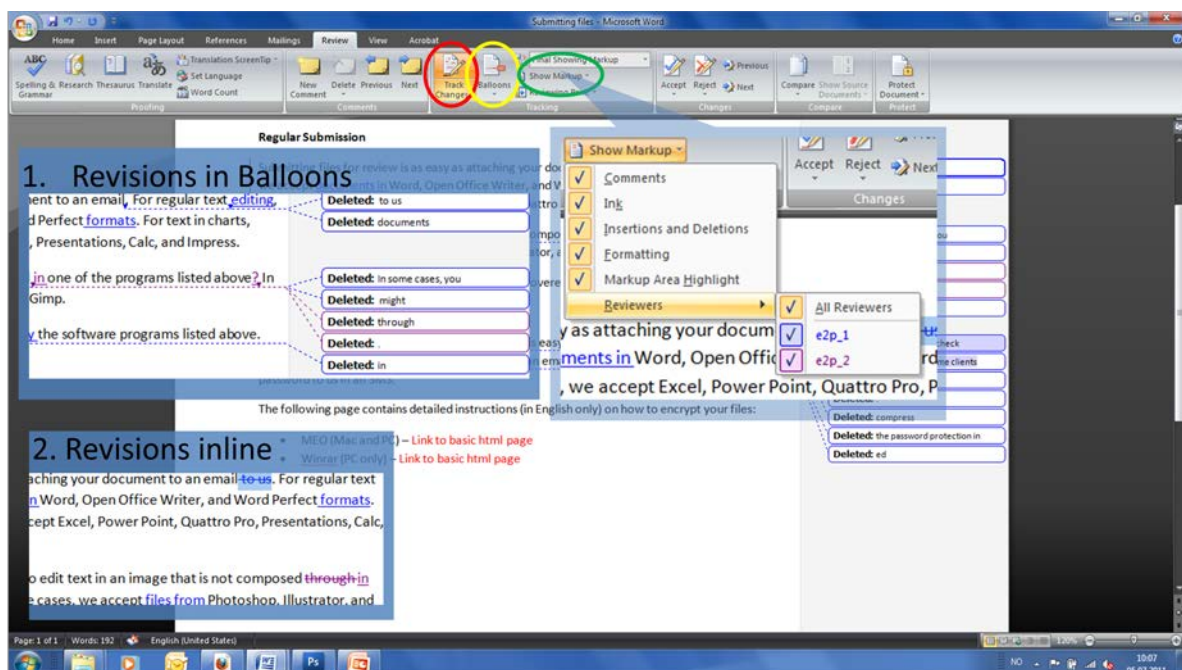
As illustrated in the picture below, the track changes functions can be found under the “Review” menu. Once the Review menu is open, a new tool bar appears. Three areas within this tool bar are the most vital for your review: “Comments”, “Tracking”, and “Changes”. The callout box in the picture below shows each of these areas.



The first area contains comment functions (see left-hand side of the callout box). These functions will allow you to review each comment within the document. Here, the two most important functions are “Previous” and “Next” (see red circle in picture above). Clicking on these will allow you to navigate through a step by step review of each comment. The comments area also contains a button called “Delete”. This will allow you to delete the currently viewed comment or delete all comments. I recommend deleting the comments only after you are entirely finished with the document review.

The second area contains the basic track changes settings (see “Tracking” area in the middle of the callout box). These settings will be explained in more detail below. The third area contains the changes functions (see right-hand side of the callout box). Here, you are able to use the “Previous” and the “Next” functions to navigate through a step by step review of each change made in the document (see yellow circle in the picture above). In this area, you can also select “Accept” and “Reject” changes (see the green circle in the picture above). These two buttons will behave differently depending on where you click on them. Clicking on the lower portion of each button will allow you to review and accept (or reject) each change step by step. You also have the option of simply accepting (or rejecting) all changes, although I do not recommend doing this until you are completely finished with your review.

Now let’s go back to the middle portion of the callout box – i.e. the basic settings area called “Tracking”. Clicking on the “Track Changes” button (see the red circle in the picture below) will allow you to switch off track changes. The “Balloons” button (see the yellow circle in the picture below) will allow you to see the document revisions in “balloons” or “inline”, as illustrated in boxes 1 and 2 in the picture below. As you can see, when revisions are in balloons, all changes are listed in the margins on the right-hand side of the document. By contrast, revisions inline lists the changes within the document’s text. You will have to decide which format is the least confusing (I find them both to be confusing, but the balloons to be the least so).



Finally, the “Show Markup” function (see the green circle in the picture above) allows you to view the changes made during each review. Hence, if you want to see only those changes made during the

first review, simply deselect the reviewer called “e2p_2”. Similarly, deselect “e2p_1” if you want to see only those changes made during the second review.

You are now ready to start reviewing the revisions and comments made by E2Publish. I wish you the best of luck in delivering your final product. As always, don't hesitate to contact us if you have questions or need additional assistance.