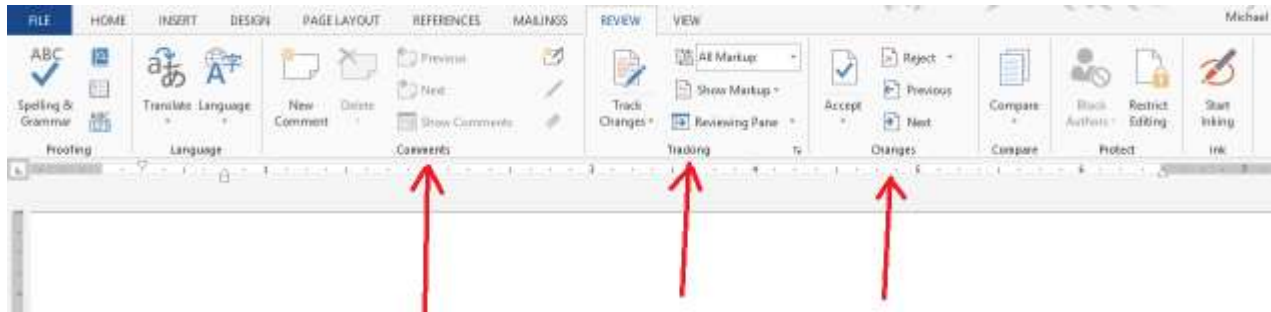


Tracking in Microsoft Word



If you select Review in Word, you'll see the menu bar above. Working from right to left:

- Changes is how you Accept and Reject changes. The little arrows by the words Accept and Reject mean you can click those for additional menus, including the Accept All and Reject All options.
- Tracking is how you turn the Tracking feature on and off, and it's also how you can change what you're seeing on the screen (Simple Markup, All Markup, No Markup, Original) without actually Accepting or Rejecting the suggested changes.
- Comments is how the editor and the author can discuss stuff without putting that conversation into the manuscript itself. Always delete the Comments before you publish.

The editor clicks a menu option in Word to turn Tracking on. Then, every time he suggests a change, deletions are marked out with a red line and insertions are created in red. Later, a different person (the author) can review the suggested changes and Accept, Reject, or Ignore each one individually. (Ignore is useful if the author wants to ask the editor "Why did you do that?" before making a decision.)

One of my authors said, "I don't want to edit my editor." That's fine. The author's always right, and for him I did not use Tracking.

A doctor in Thailand told me that he looks at all that red, concludes that it's a good edit, then clicks the "Accept All" function instead of reviewing them at all. That works too. When I'm the author, though, my editor changes nothing without my knowledge and approval, and Tracking is how we ensure I'm informed.

As the editor makes more and more redlined changes, the document can become illegible, or at the very least the spacing can become unclear. But fear not. You can toggle between seeing the manuscript with markup and without markup. That's not the same as Accept and Reject; it's just a way to change the view so you can see what's going on.

Comments are a different thing. Think of them as sticky notes. There are things you can address in the document itself, things you can ask the author about by email or phone call, and then other stuff you'd rather just draw their attention to with a Comment. The author reads your Comment, does what needs doing, and deletes the Comment. I don't use them often, but when I do, I warn the author. We don't want the document being printed or going to a formatter with undeleted Comments.