

Tracking in MS Word – A Very Brief Tutorial

For The Editor:

You want to create a file in which the author could, hypothetically, accept all your changes and have a document that's ready to publish, as is. What should actually happen is the author should Accept some and Reject others. That will, if you do your job right, still create a ready-to-publish document. Once the author has no more suggested changes to click, the document should be finished, edited, ready, with no bad formatting or extraneous text to clean up.

If you (for example) make a change with Tracking on, and then you highlight the changed text in yellow, and the author agrees with you, he's still got to Agree to the changed text and then separately Reject the highlighting. If you've also made it bold and italics, he's got to Reject the bold and Reject the italics. So the author must click Accept once and Reject three times *every single time* he agrees with you. That gets old. Don't do it.

Also, when you make your changes, don't enter comments about the manuscript within the body of the manuscript itself. Insert Comments if you feel the need to comment. After the author addresses all the issues you've raised in his manuscript, he should not have to delete your words from his document. That's why you so nicely put them in Comments.

Tracking is very easy to use, if you let it be easy to use. Don't fight the computer and don't create more work for everybody, because that's just aggravating.

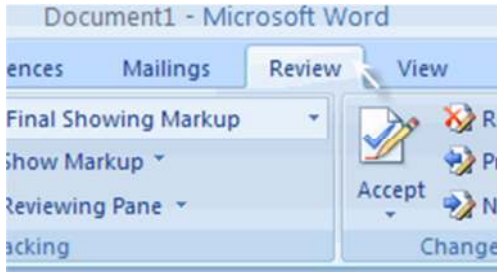
For The Author:

For reasons known only to the geniuses (*cough*) at Microsoft, every version of Word handles Tracking differently than its predecessors. Click one of the links below to see instructions for your version of MS Word/Office. (If clicking or control-clicking doesn't work, just scroll down the old-fashioned way.)

[Office 2007](#) | [Office XP](#) | [Older Versions of Word/Office](#)

Office 2007

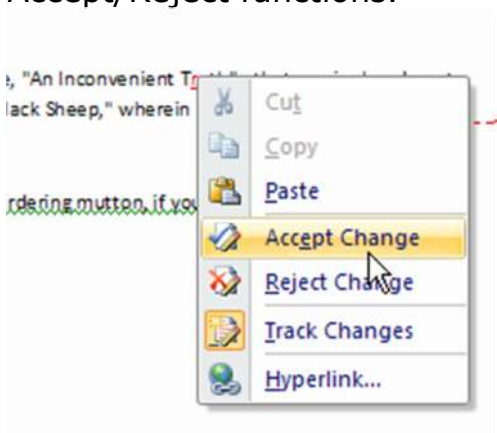
If you're using Word/Office 2007, you can access the *Track Changes* and *Comments* tools by clicking on the *Review* tab.



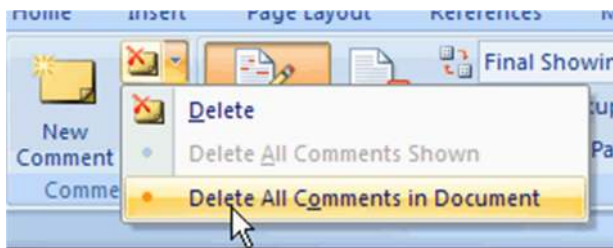
You can use the tools on the *Review* tab to Accept or Reject changes one by one, or Accept or Reject all at once.



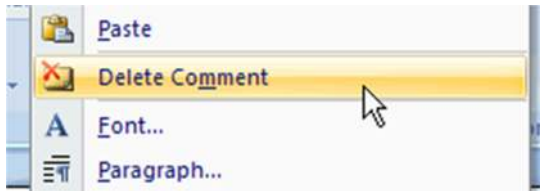
You can also right-click on individual changes in the document to access Accept/Reject functions.



You can delete comments via the *Review* tab as well.



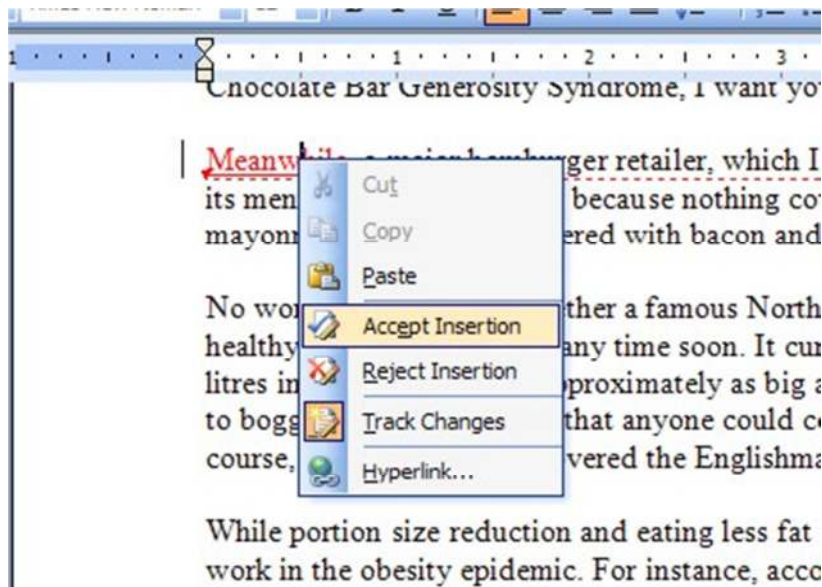
Right-clicking on a comment balloon also brings up a *Delete Comments* function in the fly-out menu.



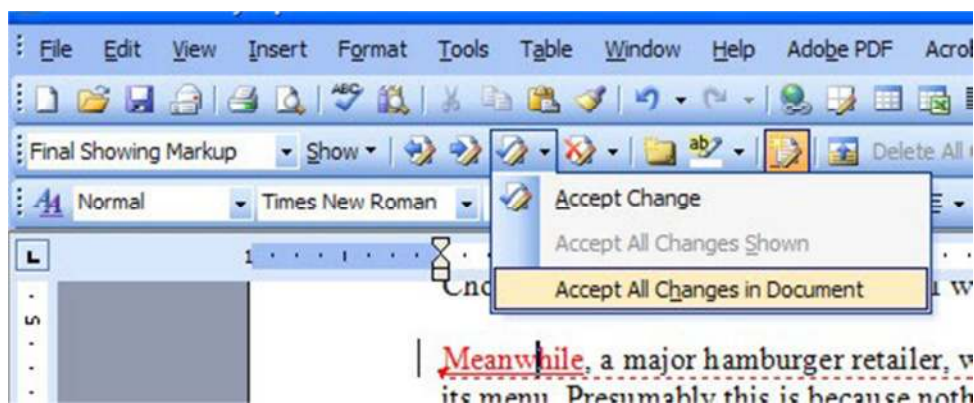
Word/Office XP Accept/Reject Changes

If you're using **Word/Office XP**, there are three ways to accept or reject changes. (Scroll down to find instructions on comments.)

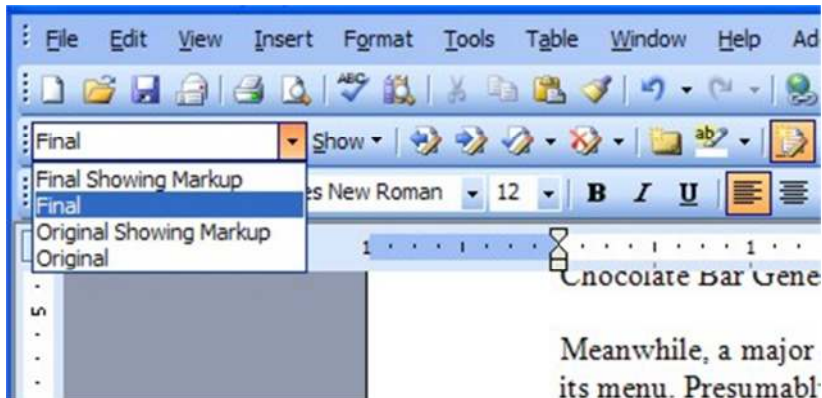
1. Right-click on the red/changed text, and a fly-out menu will appear. Select *Accept* or *Reject* from that menu. Accepting it will integrate that revision into your document. Rejecting it will make the revision disappear. This will allow you to accept/reject individual changes as you see fit.



2. If you want to accept (or reject) all the changes in your document at once, and/or get rid of the lines in the margins, go to the *Review* tab, find the *Accept Changes* button, and click the arrow beside that button. A short menu will come down, and you can select *Accept All Changes in Document*.



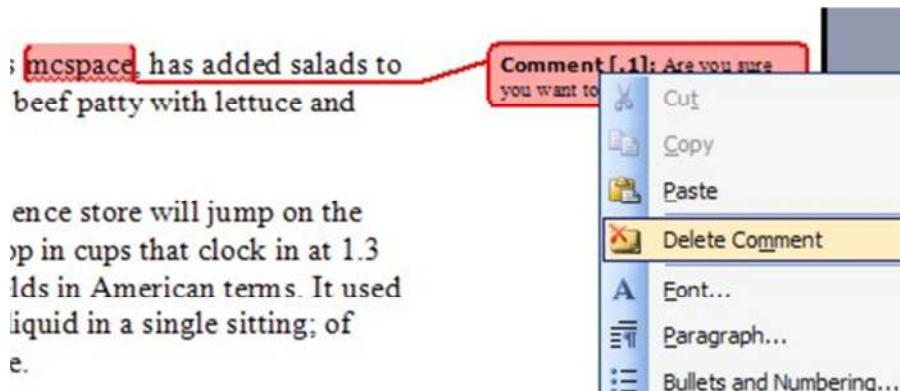
3. To see the document in its final form, change the Reviewing drop-down menu to *Final* (see below).



Word/Office XP Read/Delete Comments

If you're using **Word/Office XP** (scroll down to find instructions for older versions of Word), there are two ways to delete **comments**. Comments in XP show up in red balloons off to the right of your text.

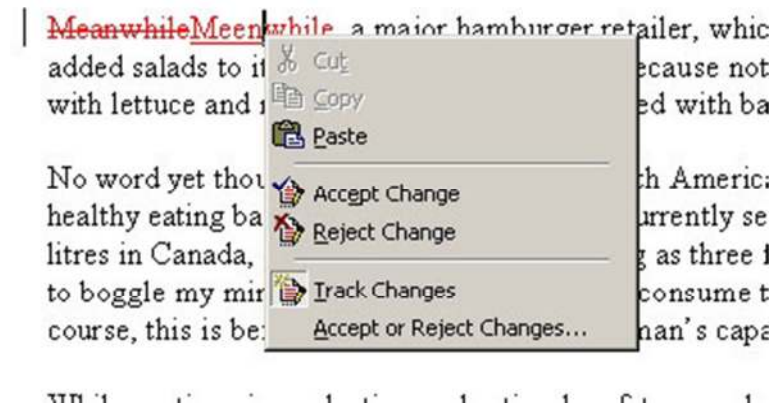
1. Right-click on the comment, and a fly-out menu will appear. Select *Delete Comment* from that menu.



Older Versions of Word Accept/Reject Changes

If you're using an older version of Word, there are two ways to accept or reject changes. (Scroll down for instructions on how to get rid of yellow highlighted comments.)

1. Right-click on the red/changed text and a fly-out menu will appear. Select *Accept* or *Reject* from that menu. Accepting it will integrate that revision into your document. Rejecting it will make the revision disappear. This will allow you to accept/reject individual changes as you see fit.



2. If you want to accept (or reject) all the changes in your document at once, and/or get rid of the lines in the margins, go to the *Tools* menu, select *Track Changes*, *Accept or Reject Changes*, and then select the *Accept All* or *Reject All* option.



Older Versions of Word Read/Delete Comments

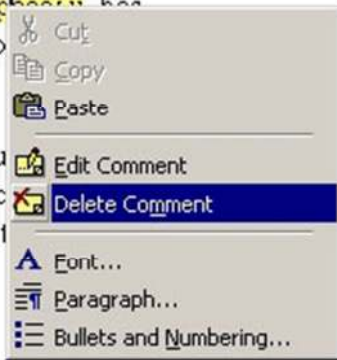
If you're using an older version of Word, there are two ways to delete comments. Comments in Word are marked with yellow highlight. First, hover over the yellow text to have the comment appear.

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Once you've read the comment:

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2. You can also go to the *Reviewing* tool bar and select *Delete Comment*.

