

How to Use Microsoft Word's Editing Tools

USING THE TRACK CHANGES FEATURE

Rule: Turn ON the **Track Changes** feature in Microsoft Word as soon as you open a document that requires editing; otherwise all subsequent changes will not be tracked, and the editor will not be able to discern which additional changes, if any, were made.

To view the edits (or, alternatively, to hide them):

Under the **Tools** menu option located within the **Main File Menu**, select **Track changes** and hold your cursor until a drop-down menu box appears.

Now choose **Highlight changes** and select the **Track changes while editing** option. You have successfully instructed Word to track all your edits.

If you want to see your edits, select the **Highlight Changes on Screen** option. (This is a matter of preference.)

You can also select whether your printed document displays your edits by selecting (and deselecting) the **Highlight changes in printed document** option.

ACCEPTING & REJECTING EDITS

Select **Track Changes** under the **Tools** option located within Word's **main file menu**, as you did above.

Now select **Accept or Reject Changes . . .** beneath the **Highlight Changes . . .** option. Each edit is now available to accept or reject as you go through the document. (*Caution:* the **Accept All** feature eliminates all edits. This feature should be used cautiously and judiciously.)

Remember to use the **Save As** option, rather than **Save**, when creating a new version of your document. This allows for a paper trail of previous versions that you may need to access. It also helps to keep the accept/reject trail more manageable, particularly when a lot of back and forth occurs among the author and editor.

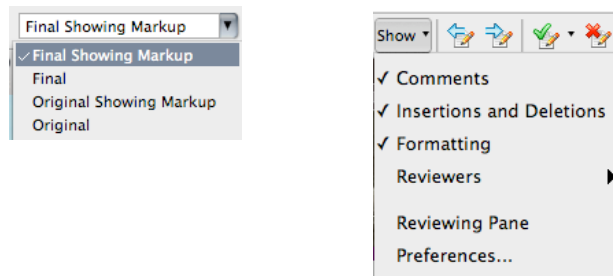
Use the same file name and add your initials, or other identifying element, to the end of the file name (but before the **.doc** extension: **gone-with-the-wind-JN.doc**). Now you have a "clean" document to work with more easily, as well as the original one before you accepted or rejected edits. (**Tip:** save all the versions you make during the editing process in an archive.)

Editors commonly review all rejected edits, so only reject when it makes sense to do so.

TO REVIEW EDITOR'S COMMENTS

The **Highlight changes on screen** option can be controlled so that you see only certain types of changes: Comments, Deletions & Insertions, Formatting, etc., as well choosing whose changes you wish to review: All reviewers or those you're working with (by name).

Visit Word's Tool bar on the far-left side of your screen and you'll see two drop-down selection menus for **Markup** and **Show**:



You'll also notice some words are either **highlighted** (previous Word versions) or are enclosed by parentheses that lead to a marginal text box. Each method indicates a comment exists. To view **Comments**:

1. Move the cursor over the highlighted text to reveal a text box.
2. Select **Comments** under the **View** option in the **Main File Menu**. A numerical list of all **Comments** will appear on the screen. (You can close the **Comments** window by clicking **Close** within its window.)

Jim Norrena 8/1/08 1:37 PM

Comment: This note pertains to the text in parentheses.

Remember, using Comments is the editor's way to query the author about unclear items. The author should address every comment.

Because you've saved the file, you can in turn respond using additional comments (either within the existing comment or by creating a new one):

Highlight the relevant text portion in the manuscript and under Word's **Insert** option in the **Main File Menu**, select **Comment**. The selected text becomes highlighted and a **Comments box** appears allowing you to type a response to the editor's query.

Be sure to **Save** your document frequently as you work. However, when you're ready to send your "final" version, use the **Save As** feature to create a so-called new document. This allows you to keep backup versions, as well as keeping the current iteration of the document "clean" for ease of readability. It's tough shuffling through dozens of comments.