

## Using the Track Changes Tool in MS Word

by Frank Sholedice, Assistant Editor

Track Changes is a tool in Microsoft Word that allows multiple users to make changes to the same document while keeping track of individual users' changes. Track Changes also allows users to leave comments in the document.

### Reviewing Your Edited Manuscript

When you submit a publication for editing to the Extension/Experiment Station publications unit, the editor will use Track Changes to mark the edits; there will also be occasional comments. When you receive your edited publication, please accept or reject all edits; if you disagree with an edit or change, you can leave it as is and contact the editor to discuss it. Please also address any questions or issues that were marked in the comments.

When you receive the file, it's a good idea to give it a new name to avoid having multiple versions of the file with the same name. Adding your name and the word "reviewed" to the file name works well.

To use Track Changes features, click on the **Review** toolbar. There are several ways to view the edited publication, including the final edited version with all changes incorporated, the final edited version with the changes highlighted, and the original unedited version. You can toggle these different views in the **Review** toolbar.

### Accept/Reject Changes

The best way to accept/reject changes is to use the **Previous** and **Next** buttons under **Changes** in the **Review** toolbar. You can also click on the checkmark (accept) or X (reject) on the bubbles to the right of the document.

### Comments

To respond to comments, either type your response into the comment box or make appropriate changes to the document itself and delete the comment by clicking the X on the comment box.

### Making Additional Changes and Setting Track Changes Options

If you need to make additional changes to the document, turn Track Changes **On** in the **Review** toolbar, then make your changes. This allows the editor to see new changes to the document.

You can toggle various options for Track Changes by clicking **Track Changes** then **Change Tracking Options...** (Windows), or by going to the MS Word preferences and clicking **Track Changes** (Mac).

