

A] What are tracked changes (TC)?

TC is that function of MS Word which allows the user to see the changes that have been made to the document.

B] How does one use TC?

To use track changes, follow these steps:

1. Open the document you want to check/review
2. On the **Tools** menu, click **Track Changes**
3. Make the necessary changes in your document by inserting, deleting, or moving text or graphics. You can also make formatting changes. (This is how an editor edits your document)
4. You can turn on Track Changes by simultaneously pressing **Ctrl+Shift+E**

C] How would you know if changes have been made to the document?

MS Word marks changes as follows:

Insertions appear in a particular color (depending on your computer settings) with underlining.

Deletions appear as a strikethrough on the original text in a particular color





Formatting Changes are represented by a vertical line, called **changed line** that appears along the left margin to indicate that an editing or formatting change has been made.

D] How can you view tracked changes?

In the menu toolbar for TC you there is a drop down list of options as follows:


- **Original:** Shows the original, unchanged document. You can use this view to see how the document would look if you rejected all changes.
- **Original Showing Markup:** Shows the **inserted text** and formatting changes in balloons, while the deleted text remains inline (indicated by strikethroughs).
- **Final Showing Markup:** Shows **deleted text** in balloons, while inserted text and formatting changes are shown inline.
- **Final:** Shows how the document would look if you accepted all changes.

E] How do you accept or reject changes in a document?

- View the document in **Final Showing Markup**.
- Select the text and click **Accept Change**  to accept and **Reject Change**  to reject the changes.
- To respond to individual changes sequentially, click **Next**  or **Previous** 
- To accept specific changes, click the arrow next to **Accept Change** and then click **Accept All Changes in Document**
- To reject specific changes, click the arrow next to **Reject Change** and then click **Reject All Changes in Document**

F] How does one delete the highlights?

Once you have accepted the changes in the document it will turn into a normal MS Word document without any colored text. However, the highlighted parts would remain the same. For instance **[Note: See Editor's Note#.]** or **[Note: Please check the change.]** will not change. To delete these highlights you need to select the

highlighted text and click on  and select "none"

Once you have done this the highlights will disappear and you can now delete **[Note: See Editor's Note#.]** directly. Remember to accept the changes once more after deleting the non-highlighted parts.

Compare Merge documents (C&M)

A] What is the purpose of this technique?

After you do a C&M on MS Word documents you can see how many changes have been made by the editor.

B] What kind of files can be compared and merged?

This function is only for MS Word documents and cannot be performed on any other file format.

C] How do you compare and merge documents?

At a time only 2 files can be compared and merged. Following are the steps to compare and merge documents:

- Save both the documents on your desktop (For e.g. Filename: Editage_ver and Client_ver)
- Open Editage_ver.doc. You will be able to see all the 'tracked' changes. Please accept all the changes in the document
- Open Client_ver, see if there are any track changes. If yes, then accept those changes
- To merge Client_ver into Editage_ver.doc. Go to the Tools menu and click "Compare and Merge Documents"
- A dialogue box will open, select the file you want to merge (in this case Client_ver.doc) and say "Merge"
- The compare merge version will open into a new document automatically. Remember to save this file giving it a new name such as Cmpr_ver.doc.