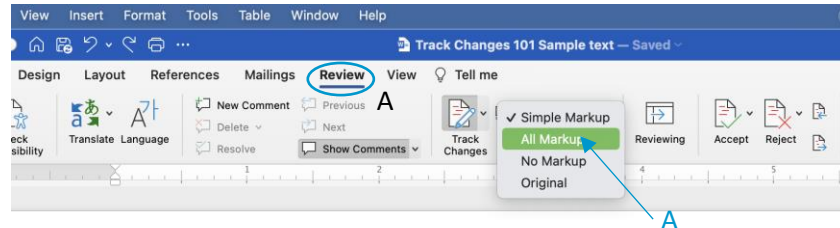


TRACK CHANGES 101

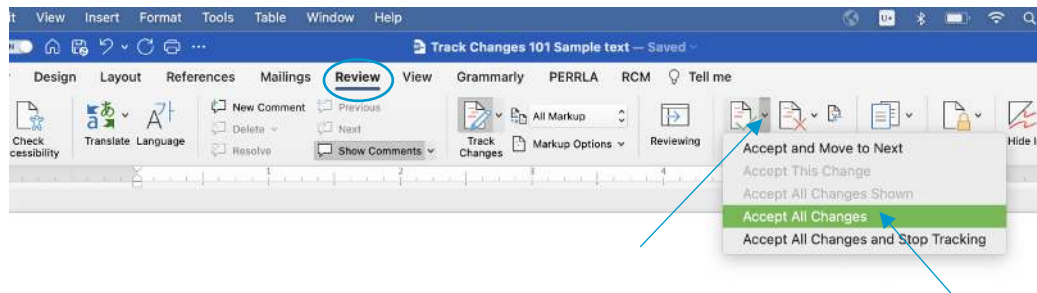
1. Download the document that your SciCom editor emails to you.
2. Open the edited document from SciCom and use “Save As” to rename it and create your own working copy.
3. To show SciCom’s edits (Markup), (A) click on the **Review** tab on the Microsoft Word ribbon (toolbar) and select the **All Markup** view, or (B) click on the red vertical bars to the left of the text.



B

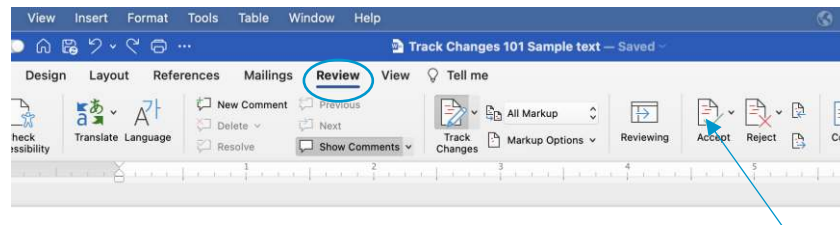
Using the Microsoft Word *Track Changes* function allows an editor to show the changes made within a document. When an author receives a document that has been Track Changes enabled, they are able to see the editor's suggested changes and accept the changes.¶

4. To accept all of the changes your SciCom editor has made, click on the arrow next to the **Accept** button of the **Review** tab, and select **Accept All Changes**.



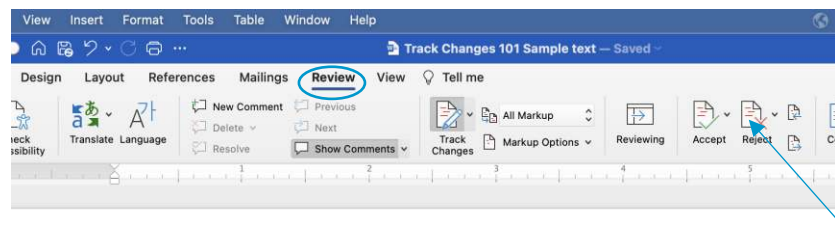
Using the MS Microsoft Word *Track Changes* function allows an editor to show the changes they have made within a document. When the writer an author receives a document that has been edited with Track Changes enabled, they are able to see the editor's suggested changes and either reject or accept the changes.

5. To approve an individual edit (or a group of edits), highlight the edit (or group, e.g., a whole paragraph) within the document and click on the **Accept** button of the **Review** tab.



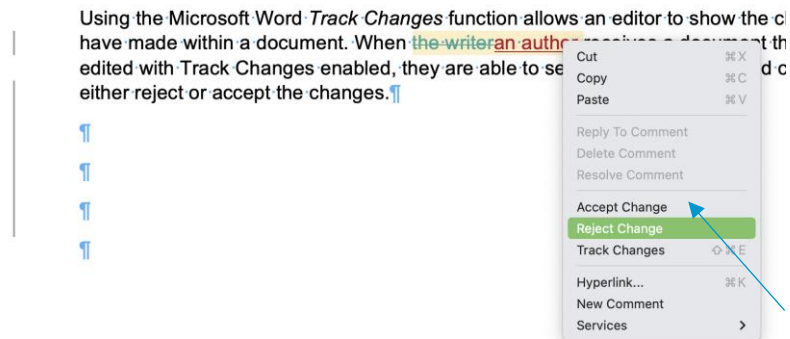
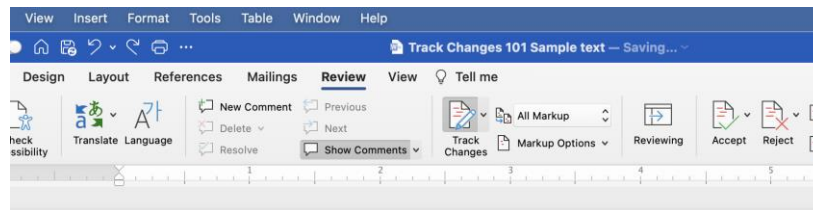
Using the **MS-Microsoft Word Track Changes** function allows an editor to show the changes they have made within a document. When **the writer an author** receives a document that has been edited with Track Changes enabled, they are able to see the **editors** suggested changes and either reject or accept the changes.

6. To decline an individual edit (or a group of edits), highlight the edit (or group, e.g., a whole paragraph) within the document and click on the **Reject** button of the **Review** tab.



Using the **Microsoft Word Track Changes** function allows an editor to show the changes they have made within a document. When **the writer an author** receives a document that has been edited with Track Changes enabled, they are able to see the **editors** suggested changes and either reject or accept the changes.

7. Edits can also be accepted or rejected by highlighting the edit(s) and using a two-finger click on the touch pad or a right click of the mouse to reveal a drop-down menu with **Accept** and **Reject** buttons.



8. Save your document often as you progress through your edit review, and save it a final time when you are done.