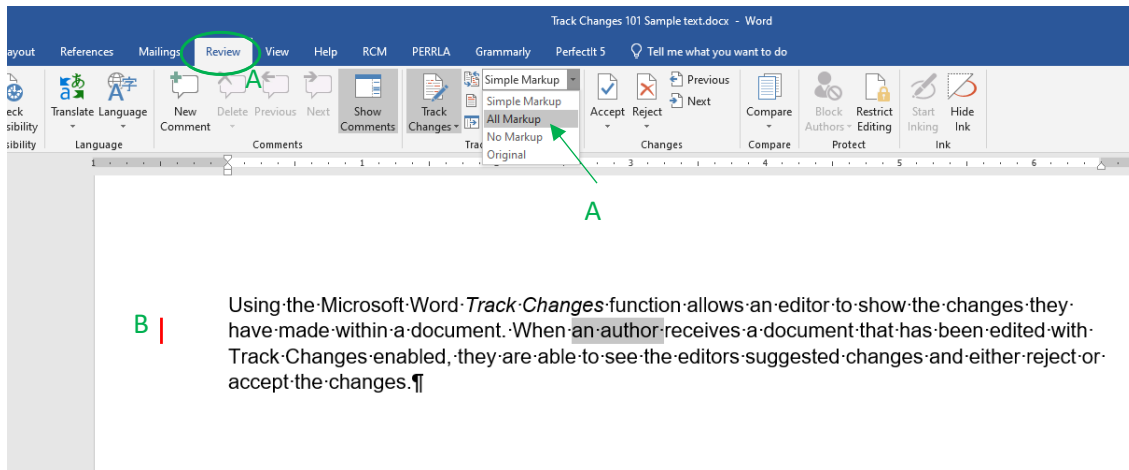
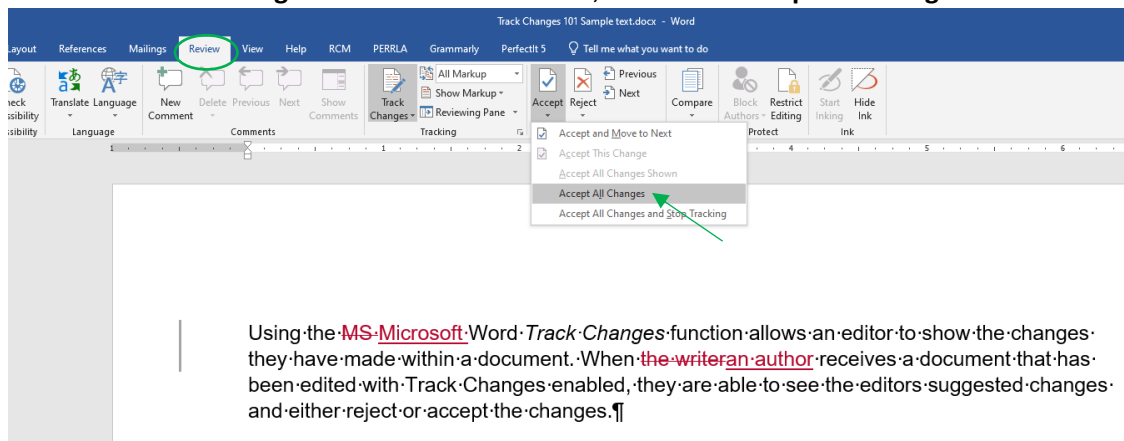


# TRACK CHANGES 101

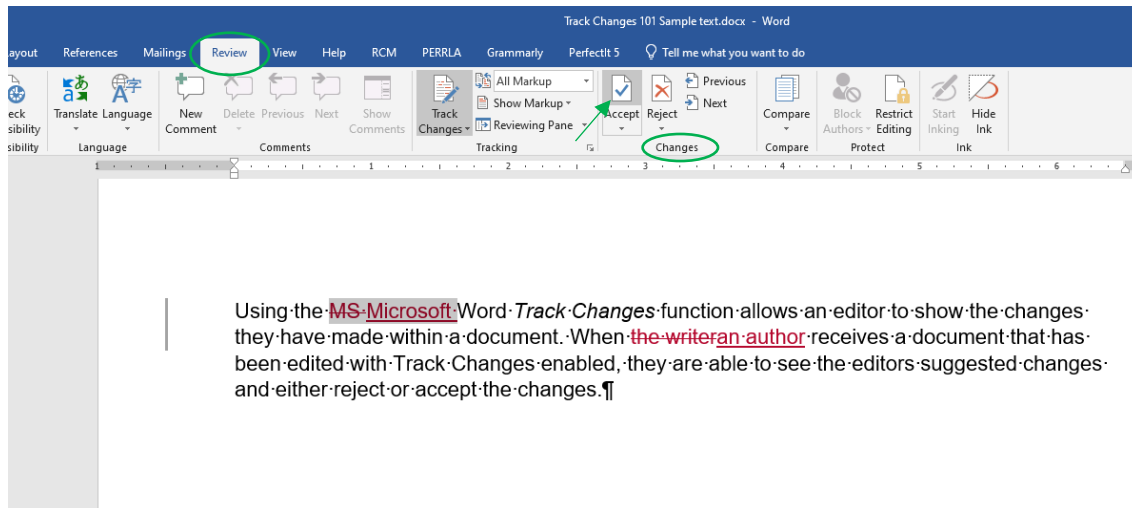
1. Download the document that your SciCom editor emails to you.
2. Open the edited document from SciCom and use “Save As” to rename it and create a separate working copy.
3. To show SciCom’s edits (Markup), (A) click on the **Review** tab on the Microsoft Word ribbon (toolbar) and select the **All Markup**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



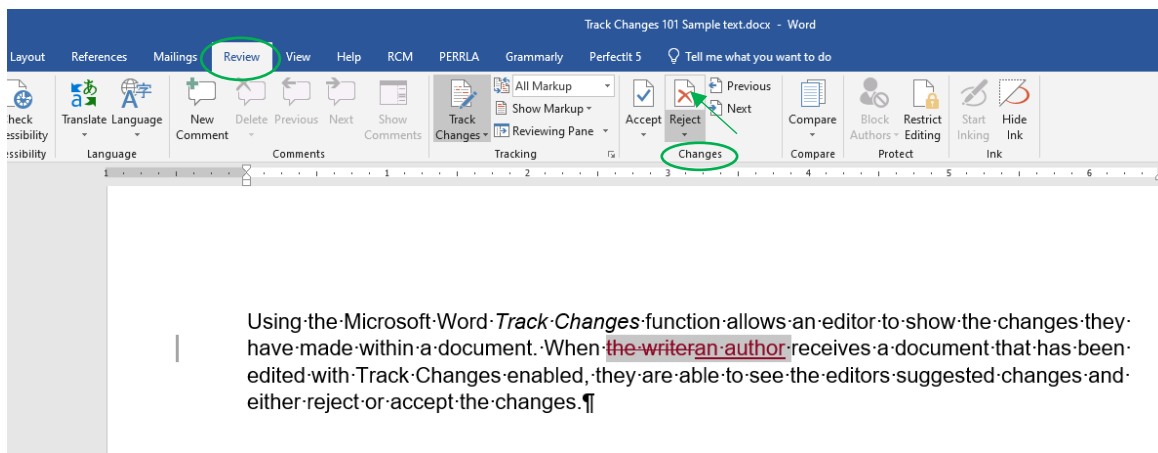
4. To accept all of the changes your SciCom editor has made, click on the arrow below the **Accept** button in the **Changes** area of the **Review** tab, and select **Accept All Changes**.



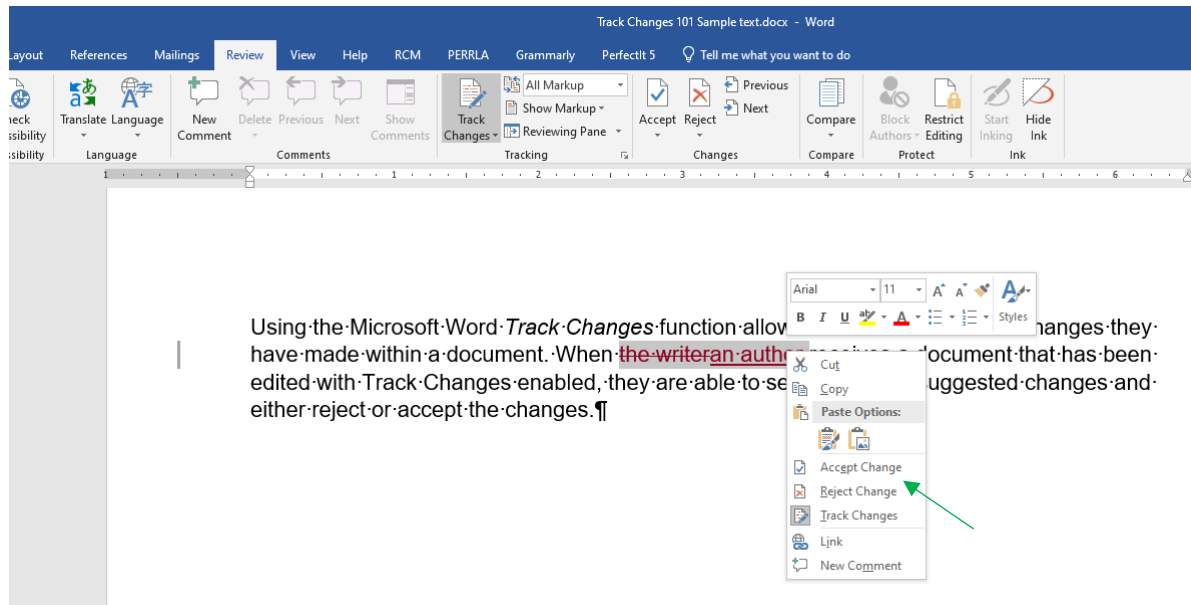
5. To approve an individual edit (or group of edits), highlight the edit within the document and click on the **Accept** button in the **Changes** area of the **Review** tab.



6. To decline an individual edit, highlight the edit within the document and click on the **Reject** button in the **Changes** area of the **Review** tab.



7. Edits also can be accepted or rejected by pointing at the edit and clicking the right mouse button 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.