How to Work with Your Editor in Word Using Track Changes

Editing Tips for Writers

How to Work with Your Editor in Word Using Track Changes.

Collaborating Is Easier Than You Think.

To ease you into the editing process here at The Brielle Agency, I have put together a tutorial which you can download and study to get a better understanding of what to expect when your editor returns your manuscript to you with markings/changes and comments.

How to Turn on Track Changes

When you receive your manuscript back from your editor, open the file as a Word document. You will notice markings and comments on the page. What your editor expects is for you to review his/her changes and either accept or reject those changes.

Turn on track changes by clicking on the REVIEW tab. Go to TRACK CHANGES button. Click on down arrow. Select the first option, TRACK CHANGES. The button should now be highlighted.
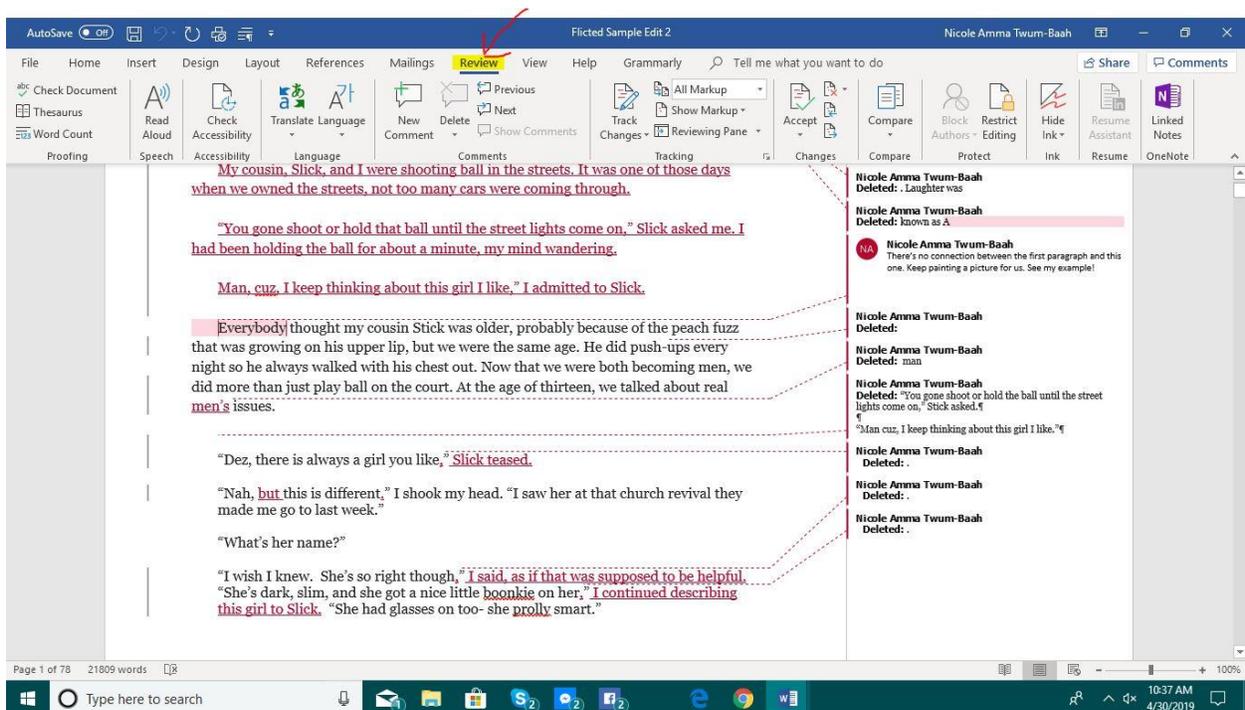
Here's How: Select **Review** > **Down Arrow on Track Changes** > **Track Changes.**
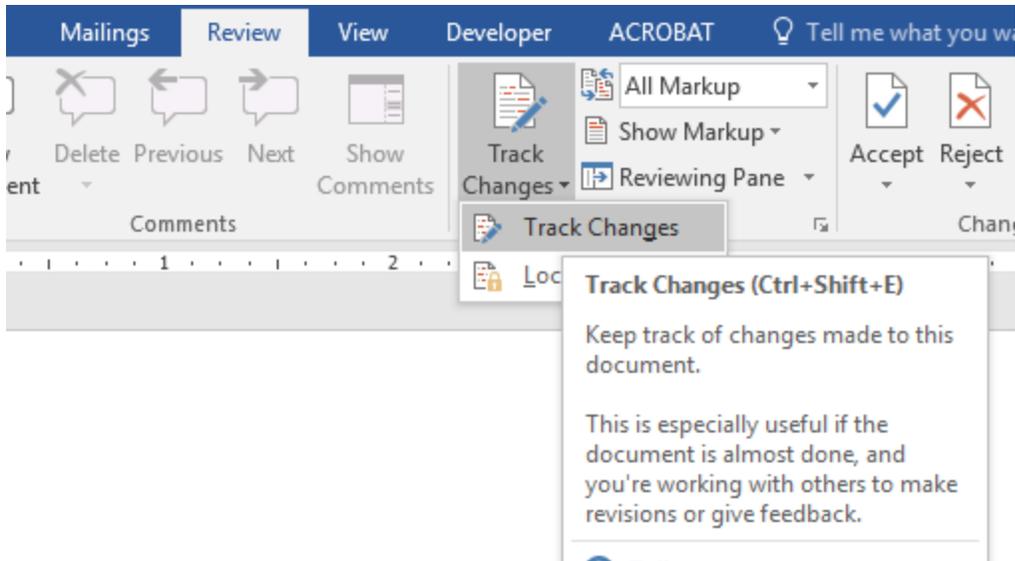
You will now be able to see your editor's changes if you have Track Changes set to All Markup (recommended).

How to Accept or Reject Changes

Now that the document is in Track Changes mode, remember that any changes you make henceforth, will be recorded. To accept your editor's changes, highlight the red marking and click ACCEPT. To reject your editor's changes, highlight the red markings and click REJECT.
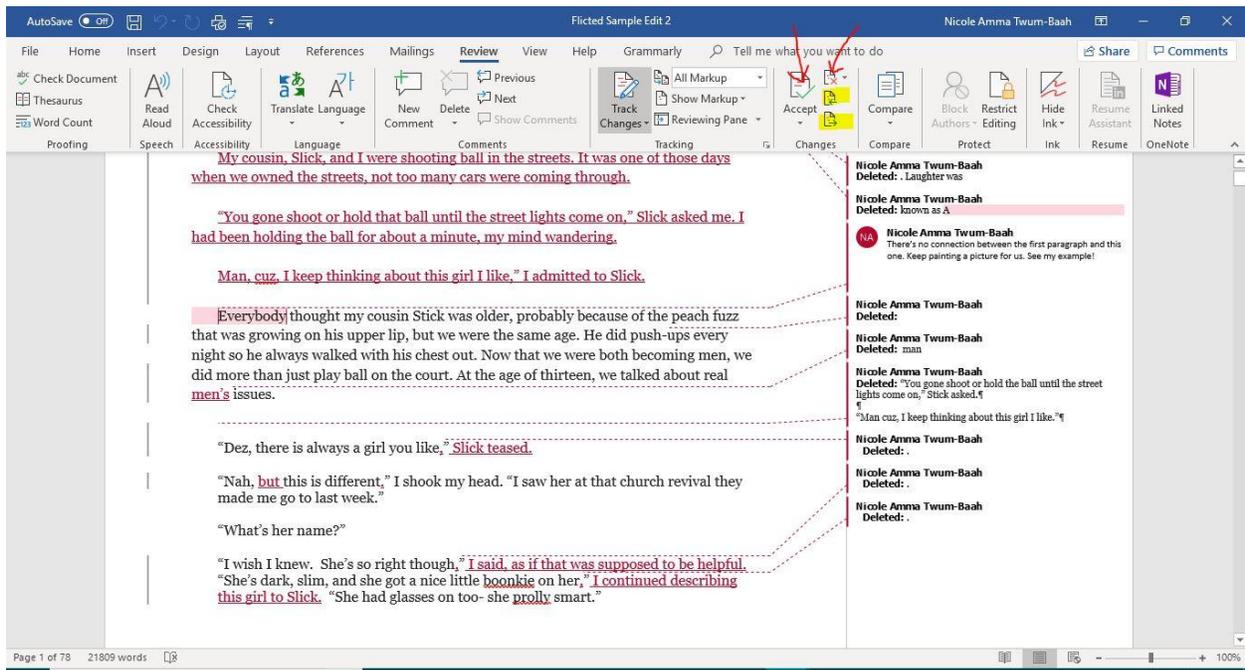
How to Respond to Comments

Your editor will communicate his/her thoughts in the COMMENTS section. If your Track Changes is set to All Markup, you will see your editor's comments. If not, set your Track Changes to All Markup. To respond to COMMENTS, click REPLY and type your answers or comments. If the comment has already been resolved during a discussion with your editor, click RESOLVE and move on to the next comment. To add a new COMMENT, click on the NEW COMMENT tab in the Comments box and begin typing in the open dialogue box.
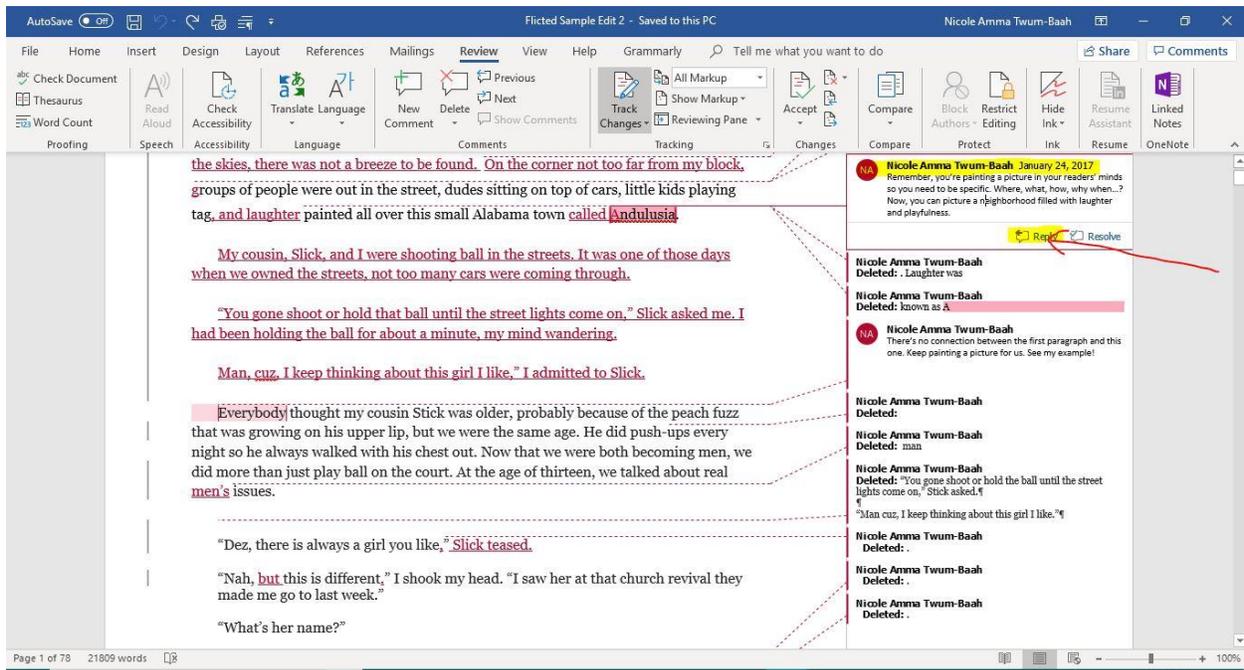
A Few Things to Remember:

When Track Changes is turned off, Word stops marking changes. However, the marks made while Track Changes was turned on will still be in the document.

With changes marked in the document, you can selectively accept and reject each change, removing the markup and making the changes permanent.
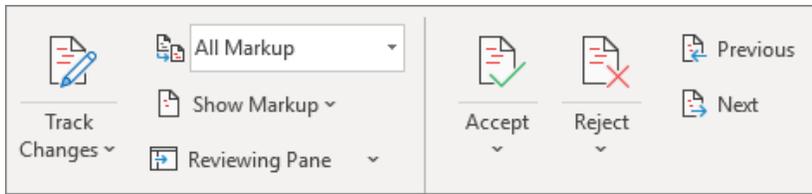
As with everything mastered, practice, practice, practice. You can practice by taking any Word document, saving a copy for practice purposes and turning on TRACK CHANGES and explore. I hope you find this tutorial helpful in becoming familiar with the editing and track changes process. Best of Luck!