Using "Track Changes" in Microsoft Word

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Track Changes is a feature in Microsoft Word to allow all changes to a document to be made visible. These changes can then be accepted or rejected later on. DWL uses Track Changes to display updates made to previous translations, or to show the changes that a checker or reviewer has made to a translation.

1. Turning Track Changes On and Off

❖ This can be done (in all Word versions) by using the shortcut **Ctrl + Shift + e**

Or…

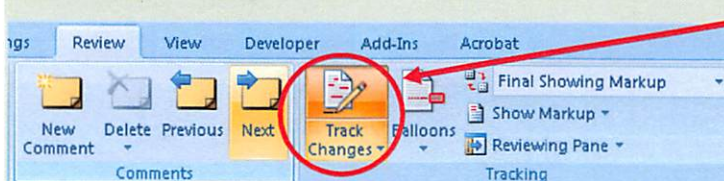➤ In **Word 2003** this menu is found under "**Tools**" ➡ "**Track Changes**"
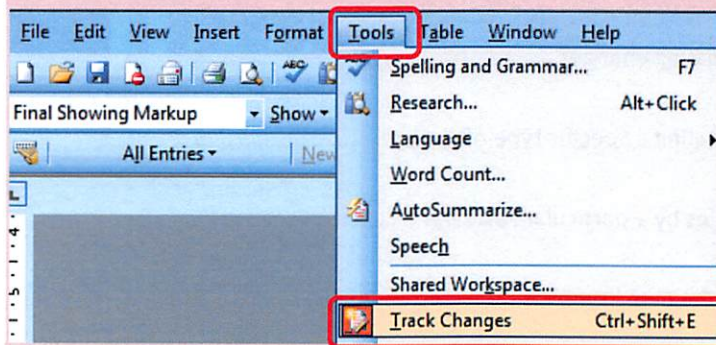
or on the "Reviewing" Toolbar: "**View**" ➡ "**Toolbars**" ➡ "**Reviewing**" ➡ "**Track Changes**".

When the "Track Changes" icon is highlighted, Track Changes are switched **on**.

➤ In **Word versions 2007 - 2010** this menu is found under "**Review**" ➡ "**Track changes**"

To **turn Track Changes off** again, simply click the icon once more. The icon should then return to normal (not highlighted).
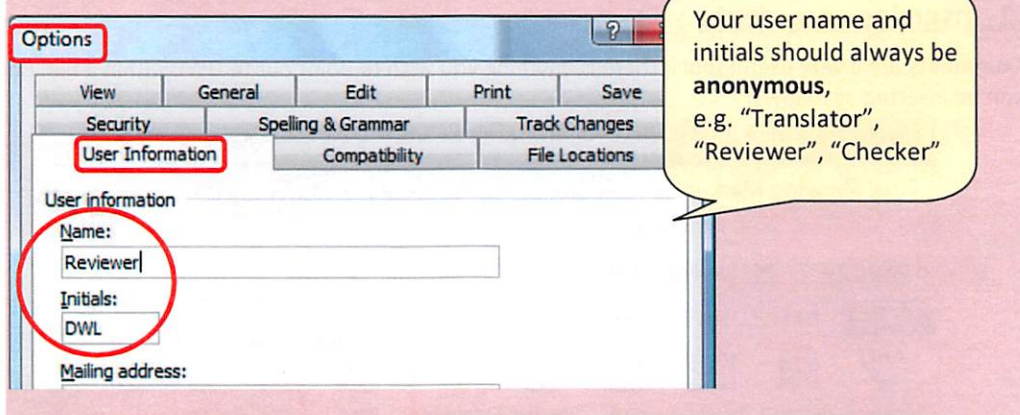
For earlier Word versions, please contact DWL and we will provide you with the relevant instructions, where possible.
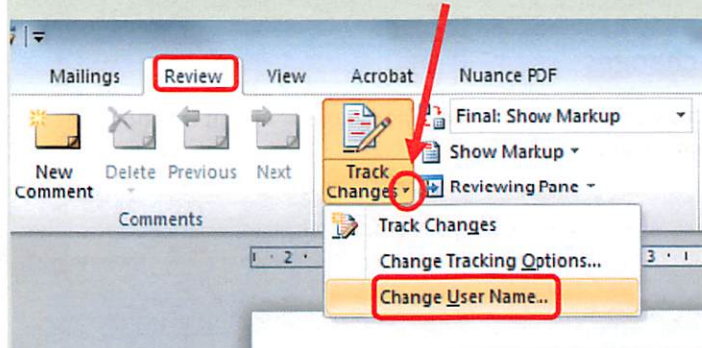
2. Changing Your Track Changes User Name

Word attributes tracked changes to the **user name** found in your Word options.
On occasion, we may need you to use a particular user name for a specific project. If this is the case, we will inform you of this in our instructions.

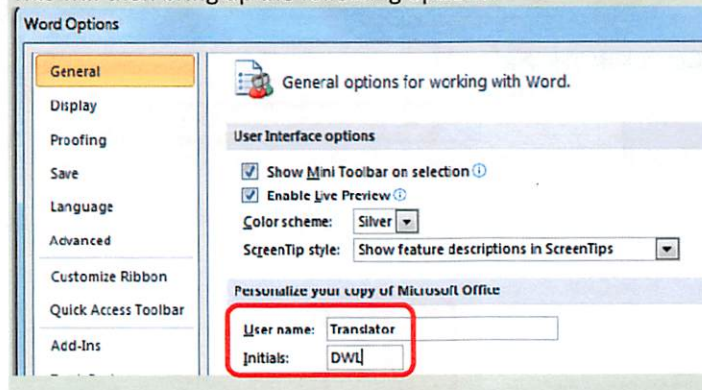To **change your user name** simply type the required name in the relevant box, as shown below.

> In **Word 2003**: "Tools" ⇨"Options" ⇨"User Information"

Your user name and initials should always be **anonymous**, e.g. "Translator", "Reviewer", "Checker"

> In **Word 2007 – 2010**: "Review" ⇨ "Track Changes" ⇨ "Change User Name"

This will then bring up the following options:

Important:
Please change your user name **BEFORE** making any changes. It is <u>not</u> possible to change the user name after you have made changes.

3. Reviewing Tracked Changes

When we ask you to approve the checker's/reviewer's changes, we will request that you either:

- o approve the changes but **without "accepting" the changes** so that all tracking will be left in the file (particularly important for regulatory updates/linguistic reviews)
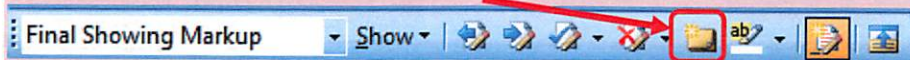
or...

- o approve the changes and provide a **clean** file with all changes accepted (or rejected, as the case may be). For details, please see below:

3.1 Inserting comments

Comments are a very useful tool if there is anything you wish to point out to DWL within a file. Comments can be inserted as follows:

➤ In **Word 2003**: click on the "New Comment" icon ("**View**" ⇨ "**Toolbars**" ⇨ "**Reviewing**"):

➤ In **Word 2007 – 2010**: under "Review":

3.2 Accepting/rejecting changes

❖ In all Word versions, **right-click** on the tracked change and choose "Accept Deletion"/"Accept Insertion" etc. to approve **individual** tracked changes.
Or...

➤ In **Word 2003**: to clean up changes individually **or globally** (all changes at once), use the Accept/Reject buttons on the Reviewing toolbar ("**View**" ⇨ "**Toolbars**" ⇨ "**Reviewing**"):


➤ In **Word 2007 – 2010**: to clean up changes individually **or globally**, use the Accept/Reject buttons under "Review":
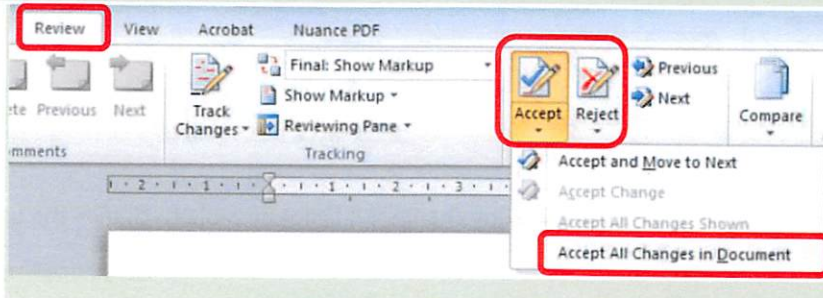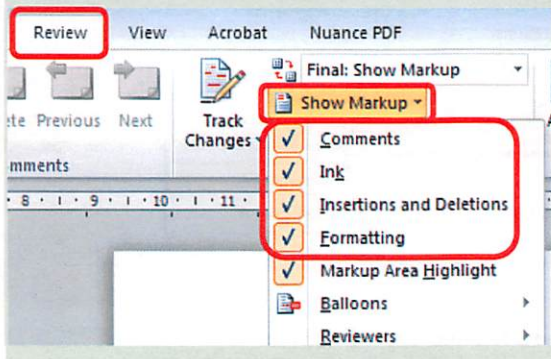
3.3 Accepting/rejecting a specific type of change

You can choose to __display__ only a certain type of change in Word (i.e. comments only, formatting changes only, or insertions/deletions only), as follows:

➢ In __Word 2003__: on the Reviewing toolbar ("**View**" ⇒ "**Toolbars**" ⇒ "**Reviewing**") under "**Show**":
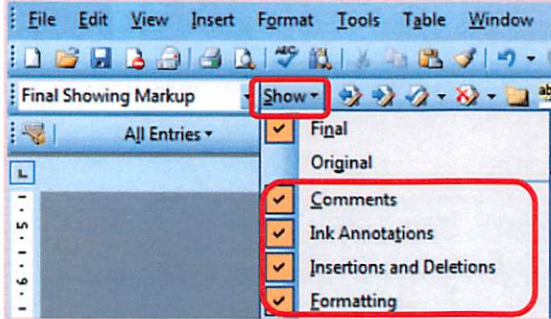
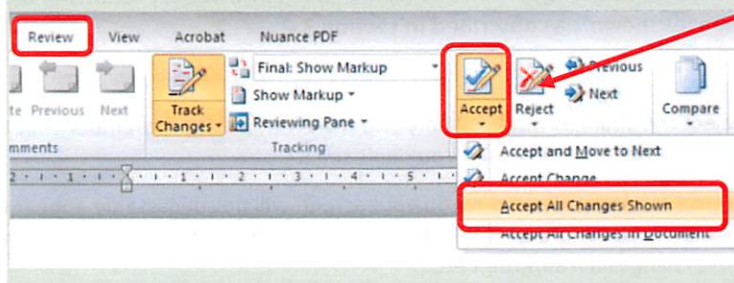➢ In __Word 2007 – 2010__: "**Review**" ⇒ "**Show Markup**":

Certain types of changes can then be **accepted** or **rejected** by "accepting/rejecting all changes shown", as follows:

➢ In __Word 2003__: on the Reviewing toolbar ("**View**" ⇒ "**Toolbars**" ⇒ "**Reviewing**")

The example given is to "accept" all changes shown, but the same applies to "**reject**" changes.

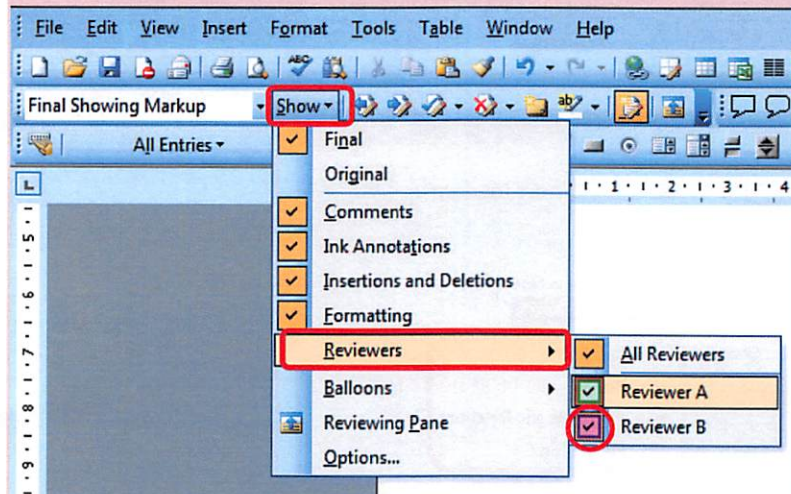➢ In __Word 2007 – 2010__: "**Review**" ⇒ "**Accept**" ⇒ "**Accept All Changes Shown**":

3.4 Viewing changes by a particular reviewer

❖ In all Word versions, **hover** your mouse over the tracked change and a balloon will appear that shows you the author of that particular change.

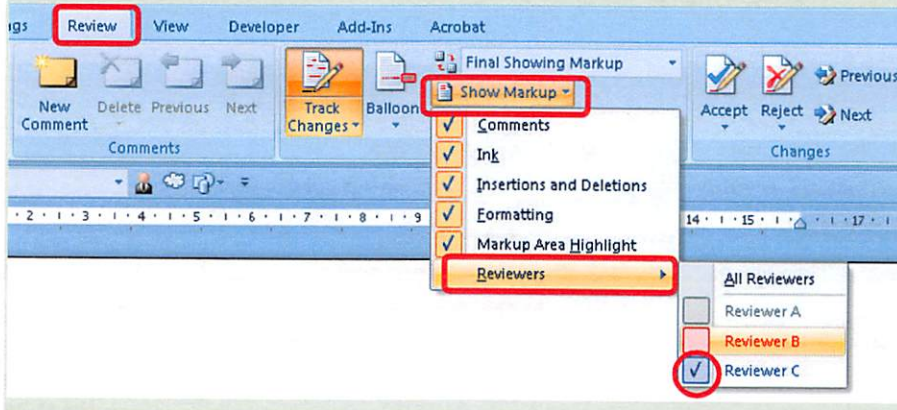❖ To show **all** the changes made by one particular reviewer:

➢ In **Word 2003**: on the Reviewing toolbar ("**View**"⇨"Toolbars" ⇨"Reviewing") under "**Show**" ⇨ "Reviewers"

Then select/deselect reviewers as appropriate:

➢ In **Word 2007 – 2010**: "Review" ⇨ "Show Markup" ⇨ "Reviewers"

Then select/deselect reviewers as appropriate:

You can then also **accept** or **reject** the changes made by a particular reviewer, by following the steps to "accepting/rejecting all changes shown", as described in section 3.2.

Additional notes:

○ If you display or accept/reject the changes made by only one reviewer, **please remember** that the tracking of other reviewers is still in the file, even if you don't see it!

○ A tracked change that appears in a particular colour on your screen will not necessarily appear in the same colour on other computers. Therefore we will ask you to look at the changes by "user name" e.g. "reviewer", rather than "the changes in red/green etc."

3.5 Navigating to the next/previous tracked change

> In **Word 2003**: the **arrows** on the Reviewing toolbar ("**View**" ⇨"**Toolbars**" ⇨"**Reviewing**") can be used to navigate to the next or the previous tracked change (or comment) in a document:

> In **Word 2007 – 2010**: "**Review**" ⇨ "**Previous**" or "**Next**"
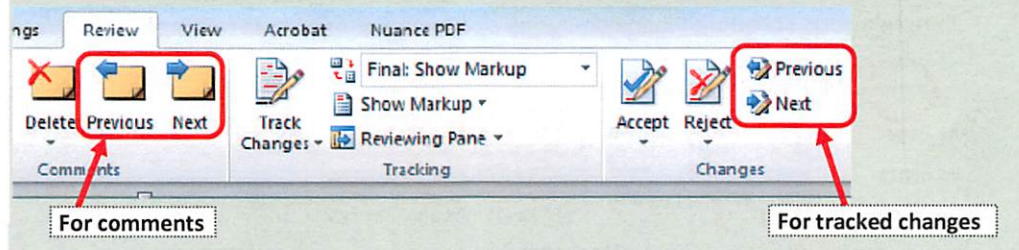
❖ The buttons above can also be used to check whether any tracked changes remain in the file. If, instead of a tracked change, the following message appears, then the document is "clean":
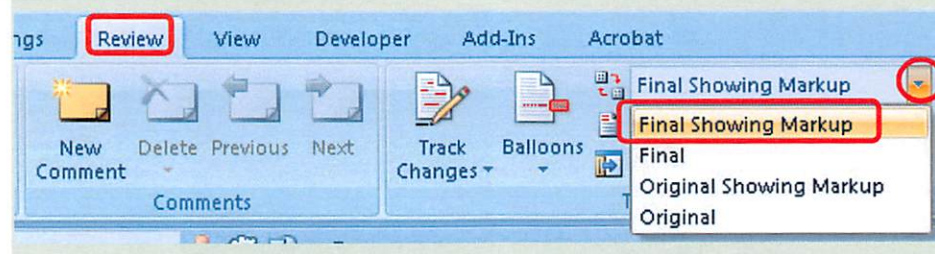

3.6 Showing/hiding all tracked changes

If you cannot see the tracked changes in a document, please make sure that your display is set to "Final Showing Markup", as follows:

> In **Word 2003**: on the Reviewing toolbar ("**View**" ⇨ "**Toolbars**" ⇨ "**Reviewing**"):

> In **Word 2007 – 2010**: under "**Review**":

❖ In all Word versions, selecting "**final**" will allow you to see how the document would look if all tracked changes were to be accepted, without actually "accepting" them all, i.e. the tracked changes are simply "hidden".

❖ You can also select "**original**" which will show you the document in its original form, i.e. as if no changes had been made.

4. Additional Hints for Using Microsoft Word

Did you know that you can do the following?:

⭐ **Copy tracked text** to another document (with the tracked changes still showing): Make sure that "track changes" is switched **off** in both open documents before copying/pasting the text.

⭐ **Synchronous scrolling** when comparing documents side-by-side (example from Word 2010):
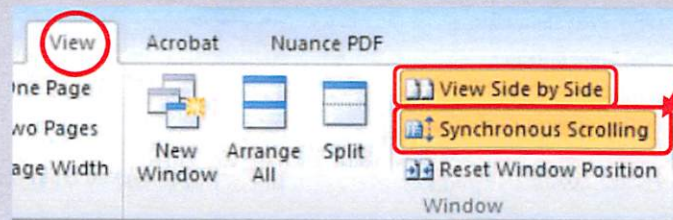
⭐ **Create shortcuts** for your 'favourite' Word functions on to your "Quick Access" Toolbar: Right-click in the toolbar, then ⇨ "Customize Quick Access Toolbar".

Please **contact DWL** for any help on the above.