

A Student Guide to . . . TRACK CHANGES

Some editors and teachers use *Track Changes* to edit and respond to writing in Word documents. This tool tracks any suggested changes including deletions, comments and insertions, formatting changes, and moved content.

Track Changes includes the following features:

- * different color from original text to distinguish editor or teacher changes,
- * the option of you (the author) to accept or reject the changes suggested,
- * if more than one editor or teacher reviews your article each will be shown in a different color,
- * if you choose to accept or reject changes, the original text will be revised.

When your draft is returned to you from the editor or teacher via email it will come as an attached document. Open the document to view your article and the changes suggested.

Editor suggestions are shown in one of two ways - either in one or more balloons in the right margin *or* they may be placed directly within the text.

Examples of *Track Changes*

Here is an original text sent for editing:

All high school students listen to loud music. Researchers are looking for evidence that sounds above a certain decibel level might damage hearing. Martin Smith says that teens should take better care of their eyes and ears.

☞ Example of *Track Changes* by the editor within text (insertions) and in balloons (comments and deletions):

All high school students listen to loud music. Researchers are looking for evidence that sounds above a certain decibel level might damage hearing. Martin Smith says that teens should take better care of their ears.

☞ Example of *Track Changes* within the text:

All high school students All high school students? Isn't this stereotyping? listen to loud music. Researchers Where? are looking for evidence that sounds above a certain decibel level might damage hearing. Martin Smith Who is Martin Smith? says that teens should take better care of their ~~eyes~~ and ears.

Laura Pearce 7/13/10 1:46 PM

Comment: All high school students? Isn't this stereotyping?

Laura Pearce 7/13/10 2:24 PM

Comment: Researchers where?

Laura Pearce 7/13/10 1:45 PM

Comment: Who is Martin Smith? Why should we believe him?

Laura Pearce 7/13/10 2:02 PM

Deleted: eyes and

**To accept or reject suggested changes,
right click colored text and select 'accept . . . ' or 'reject . . . '**

**To eliminate comments,
right click on balloon and select 'eliminate comment'.**

Remember to save your revised document.

Please note: Never select 'accept all' or 'reject all'. It is important to consider each suggestion separately!