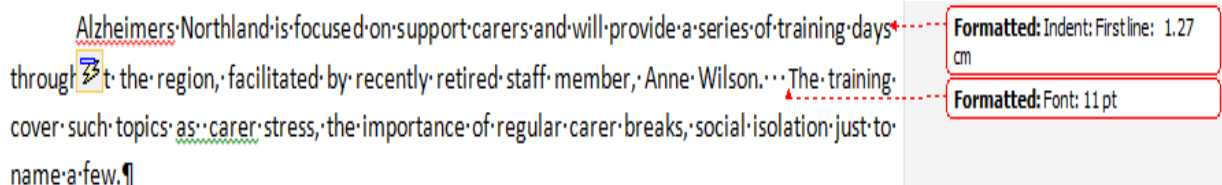


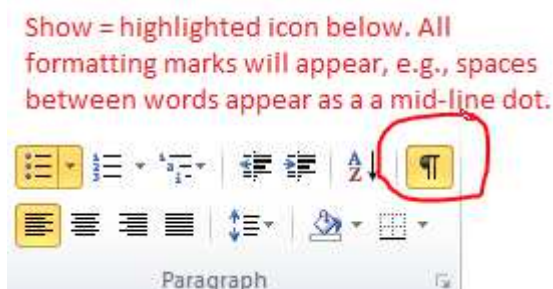
## Tips for using Track Changes

### Tips for beginners

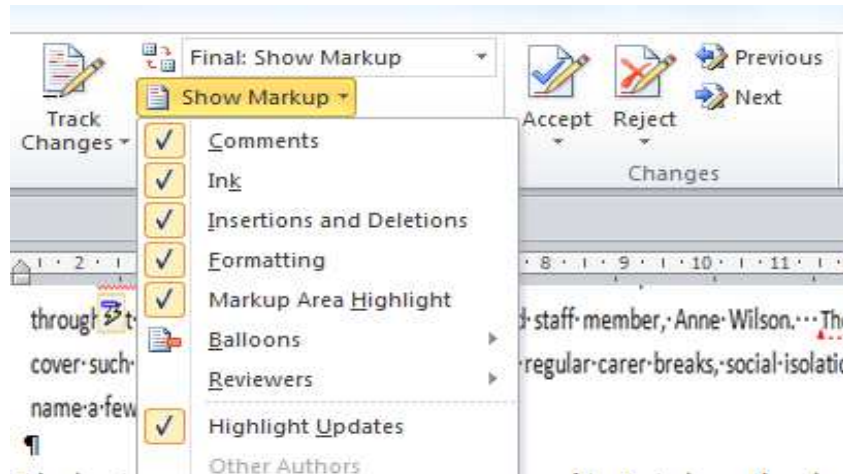
- **Red** wavy lines under words are spelling errors MS Word has picked up. But the MS Word dictionary is extremely limited. You will always be adding words to it.
- **Green** wavy lines under words, phrases or whole sentences indicate grammar errors such as subject/verb agreement. Remember, MS Word isn't always right. Its grammar checking capabilities are very mechanical. Some sentences or phrases will be underlined in green, but you won't be able to see anything wrong with the grammar.
- **Blue** wavy lines show "contextual" spelling errors, words that are spelled correctly but are not appropriate for the context, such as the use of an apostrophe in "it's" when you don't mean "it is". Again, MS Word can be wrong because it's a computer program, not a person. You must review all instances in which words are underlined in blue.
- If you want to turn off the red, blue and green underlines to avoid a mental meltdown, here's how: [http://wordribbon.tips.net/T006053\\_Getting\\_Rid\\_of\\_Blue\\_Squiggly\\_Underlines.html](http://wordribbon.tips.net/T006053_Getting_Rid_of_Blue_Squiggly_Underlines.html)
- Text won't actually move up or down lines (when you delete lines empty of text) with Track Changes turned on, at least not when you're in Final: Show Markup view. When you swap to Final view, if you've done the revision correctly, the text should show on the correct line.
- Formatting changes, such as adding indents to paragraphs, appear in bubbles to the side:



- The best way to view the nitty-gritty as an editor is to have the "Show/Hide" function turned on. It looks like a paragraph symbol and can be found in the Home tab in the "Paragraph" group.



- If you want to add a comment, add it in the Final: Show Markup view, because the “reviewing pane” that pops up in the Final view takes up too much real estate (in other words, it takes a big chunk of space on your screen). However, play with the reviewing pane; see if you like it.
- You can manage how your Track Changes appear. Simply turn off and on icons you find in the dropdown dialogue box to the right of Show Markup.



- Avoid copying and pasting images, figures and tables into a document with Track Changes turned on. It's just a mess. Turn off Track Changes before pasting unless you are adding images the client doesn't know about. In other words, if the images weren't in the client's original document, insert them with Track Changes turned on and also add a comment about what you have done. It's safer to be very clear about major additions to someone else's document.

### Tips for intermediate users

- If you are having a bad day with MS Word, take a deep breath and look at what the real experts say about work-arounds designed to help you overcome MS Word Track Changes' limitations. Explore a few blogs to find the work-arounds that work for you. Start here: <http://esqinc.com/resources/white-papers/10-proven-tips-for-working-around-the-shortcomings-of-words-track-changes-wp/>
- For intermediate users co-editing a document, here are a few useful tips about collaboration: <http://www.techrepublic.com/blog/10-things/10-plus-tips-for-using-words-track-changes-feature-for-collaborative-editing/>
- And if you're really into tips and tricks, or you want to know how to work with someone who's colour-blind and can't see Track Changes corrections (a more common affliction than you'd think), try this site: <https://www.copyediting.com/track-changes-tips-and-tricks-in-word/>
- Intimidated by PowerPoint? Don't be! Check out this helpful page: <https://support.office.com/en-us/article/Track-changes-in-your-presentation-35dad781-50f7-4c4f-9b15-cf418f03c279>