



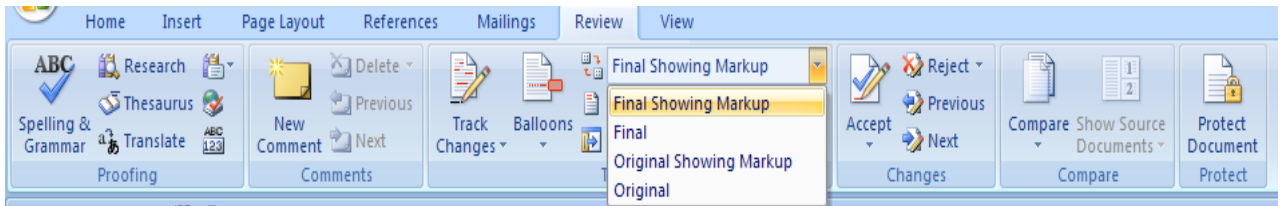
Guidelines to Track Changes for Word 2003 & 2007

After receiving your reviewed document

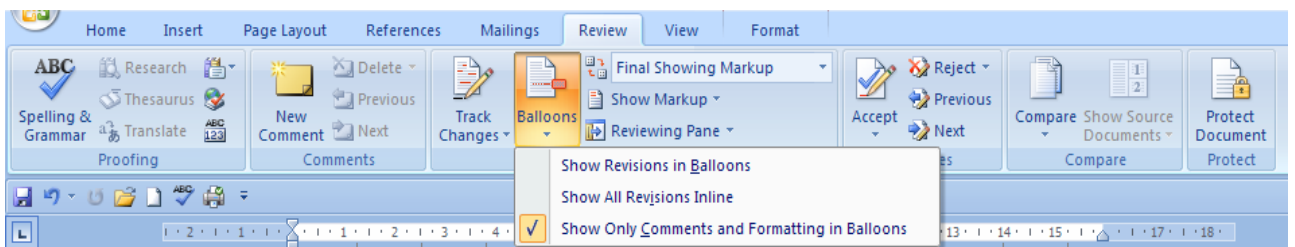
- Academic Voice has reviewed your document using the Review function in Microsoft Word.
- You are now free to see your document in various views, and to choose whether to accept or reject the changes we have made.
- There are four available views:
 - Original
 - Original Showing Markup
 - Final
 - Final Showing Markup
- You may also choose to see all the revisions in balloons, all of them in line, or just some in balloons.
- You may also find that we have inserted a comment where the meaning of your text is unclear or we have suggested other possible wordings.
- You can now move through the revisions and accept or reject them one by one or all together. You can also delete the comments. It is important to do this so that the work you submit, if you are doing it electronically, is “clean” and the revisions do not appear.
- The appearance of the review function in Microsoft Word will depend on whether you are using the 2007 or 2003 version.

Word 2007

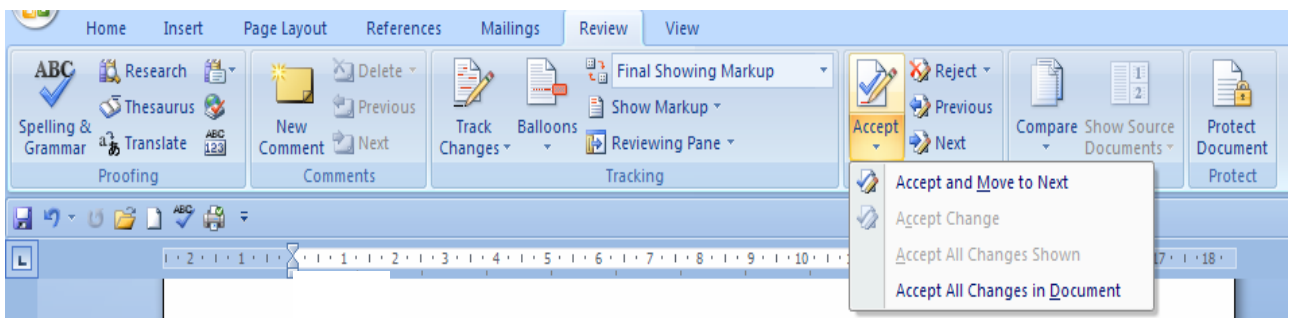
This display enables you to choose how to view our proposed changes to the document.



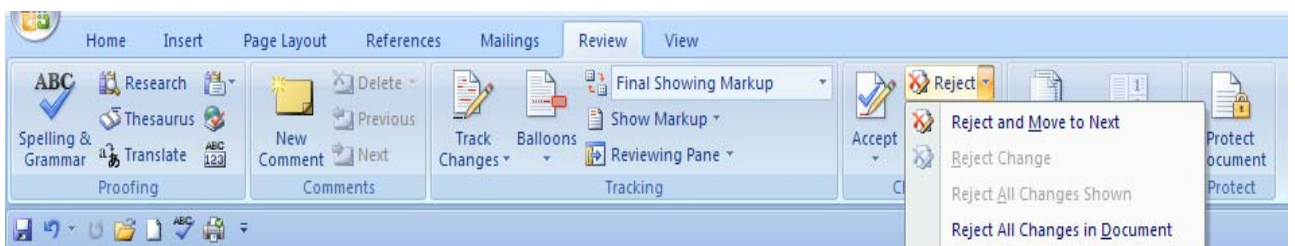
This display enables you to choose how to show the revisions to the document. You may also choose to see all the revisions in balloons, all of them in line, or just some in balloons.



Clicking here gives you access to options for accepting some or all of the changes to the document.

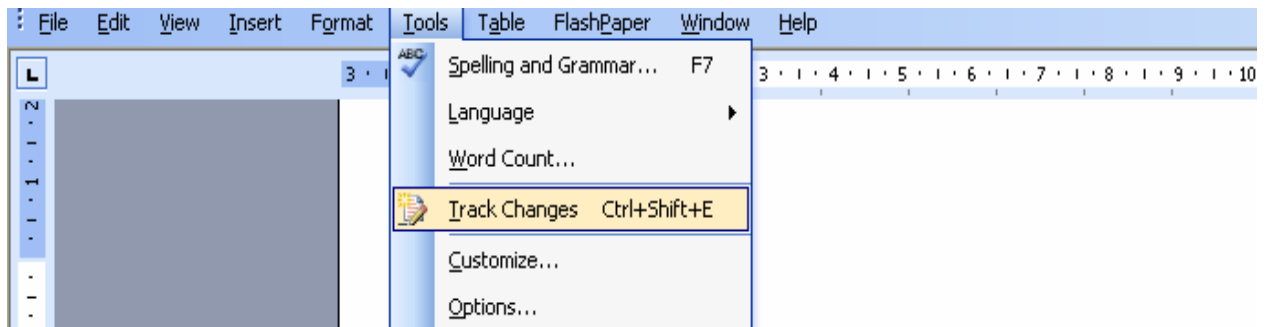


Clicking here gives you access to options for rejecting some or all of the changes to the document.

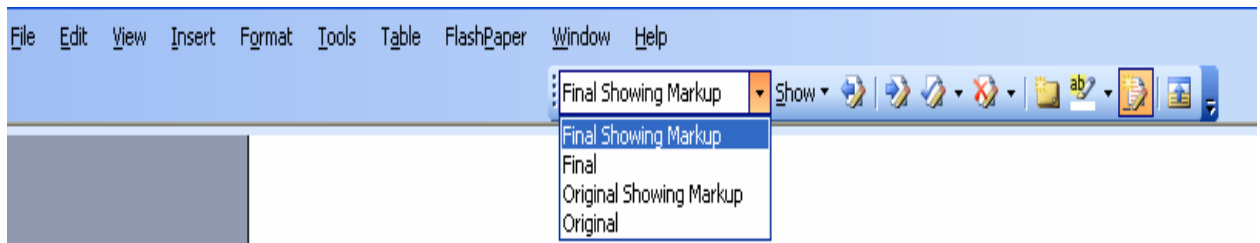


Word 2003

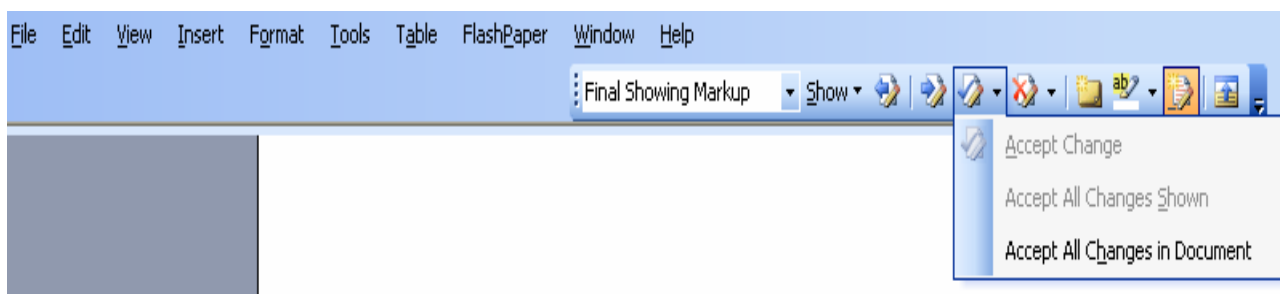
For Word 2003 Track Changes is under the **Tools** function.



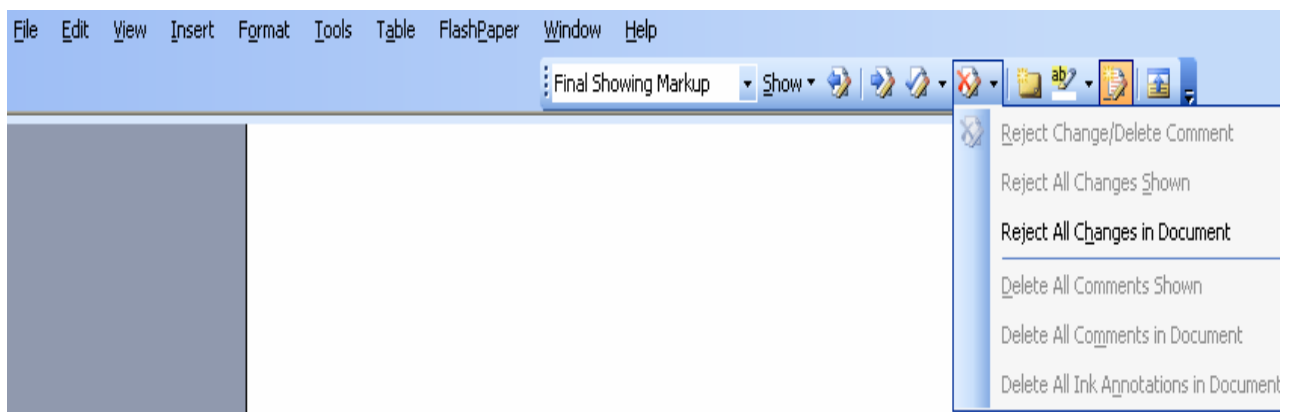
This display enables you to choose how to view our proposed changes to the document.



Clicking here gives you access to options for accepting some or all of the changes to the document.



Clicking here gives you access to options for rejecting some or all of the changes to the document.



It is important to note that, no matter whether it is Word 2007 or 2003, all the changes that were made and all the comments that were inserted using the Track Changes feature remain part of the document until they are accepted or rejected, or in the case of comments, deleted.

--- The End ---