



Guidelines to Track Changes for Word 2013, 2007 & 2003

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:

Word 2013

Simple Makeup
All Markup
No Markup
Original

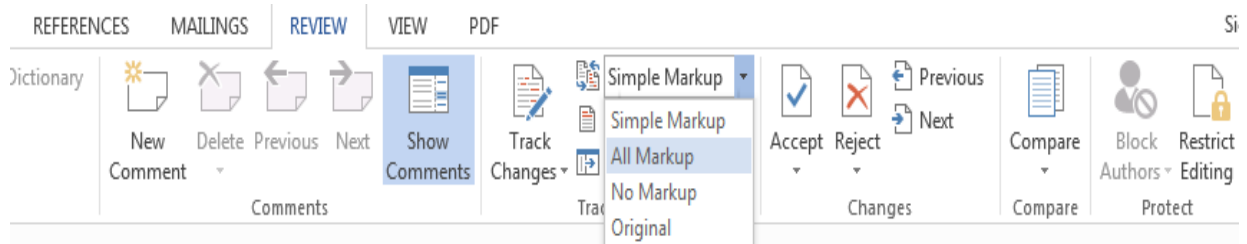
Word 2007 & 2003

Original
Original Showing Markup
Final
Final Showing Markup

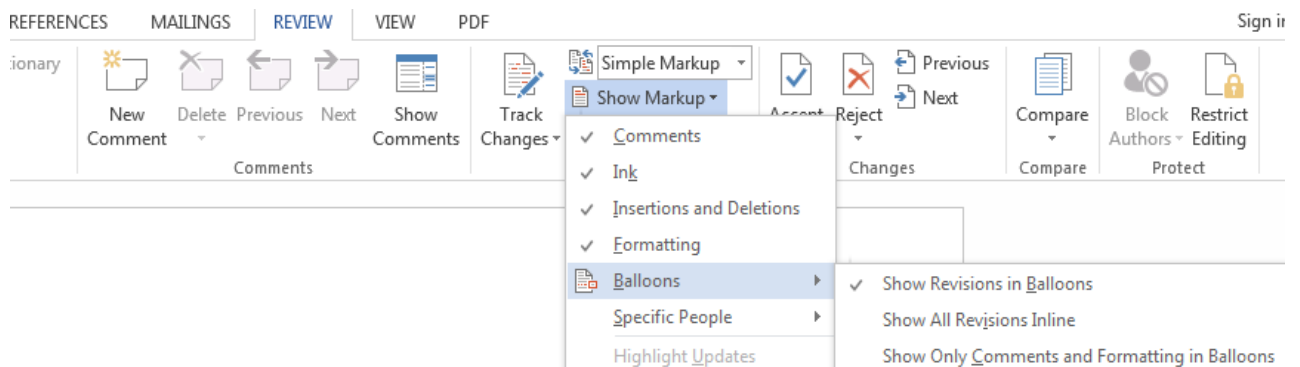
- You may also choose to see all the revisions in balloons, all of them inline, or just some in balloons.
- You may also find that we have inserted a comment where the meaning of your text is unclear or we have suggested other possible wordings.
- You can now move through the revisions and accept or 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 which version you use.

Word 2013

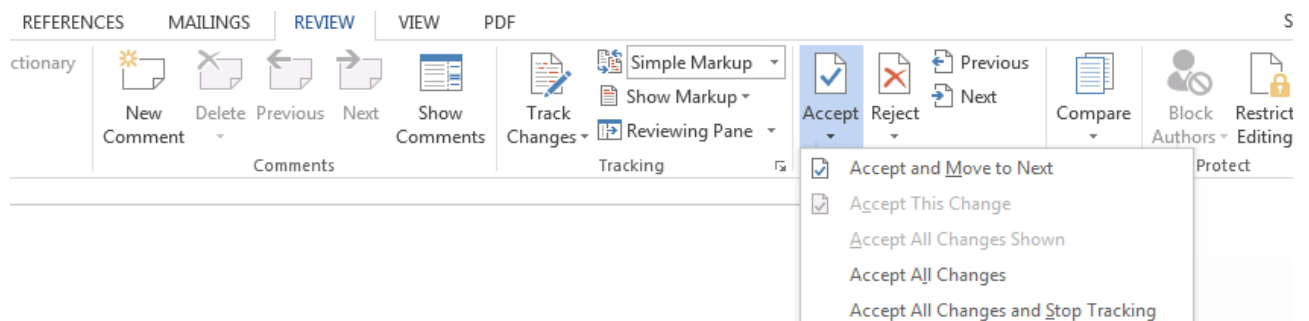
This display enables you to choose how to view our proposed changes to the document.



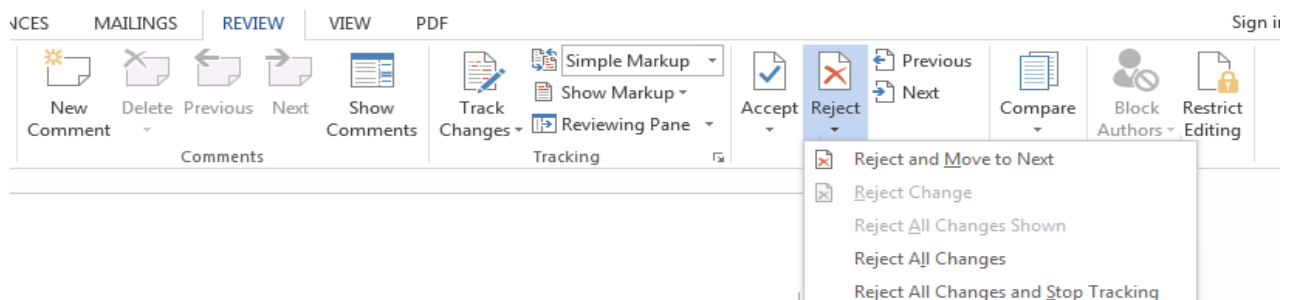
This display enables you to choose how to show the revisions to the document. You may also choose to see all the revisions in balloons, all of them inline, or just some in balloons.



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

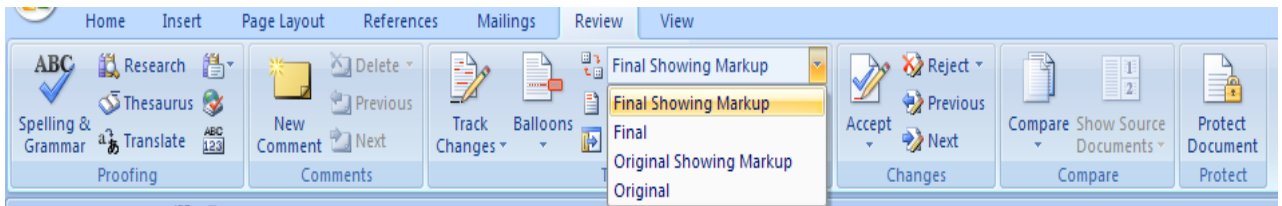


Clicking here gives you access to options for rejecting some or all of the changes to the document.

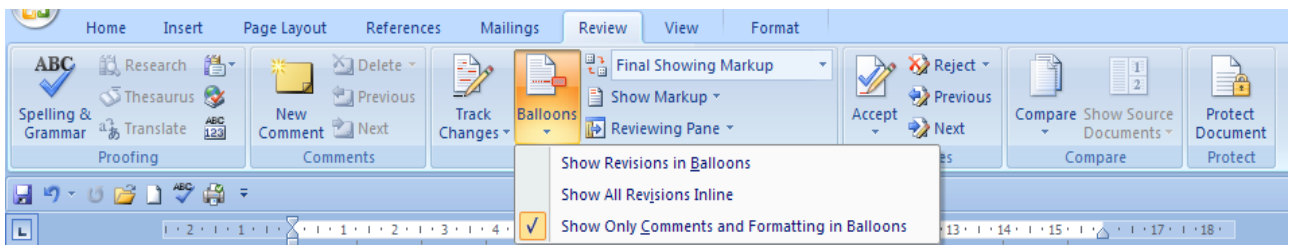


Word 2007

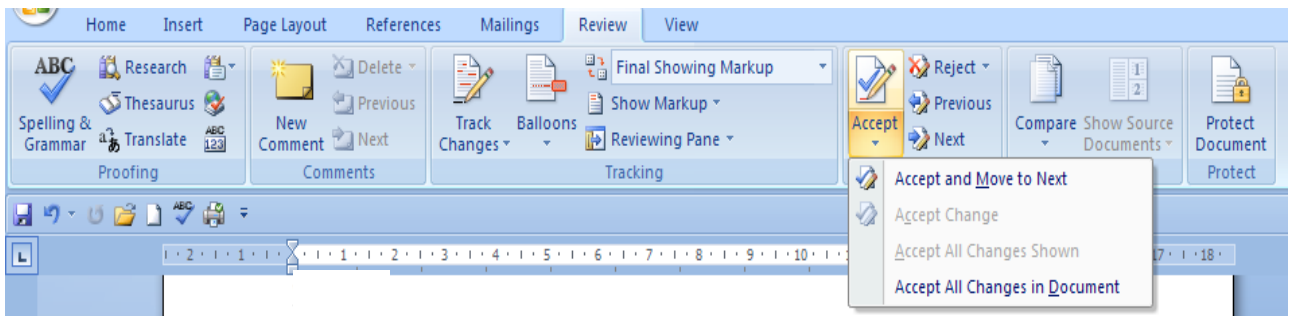
This display enables you to choose how to view our proposed changes to the document.



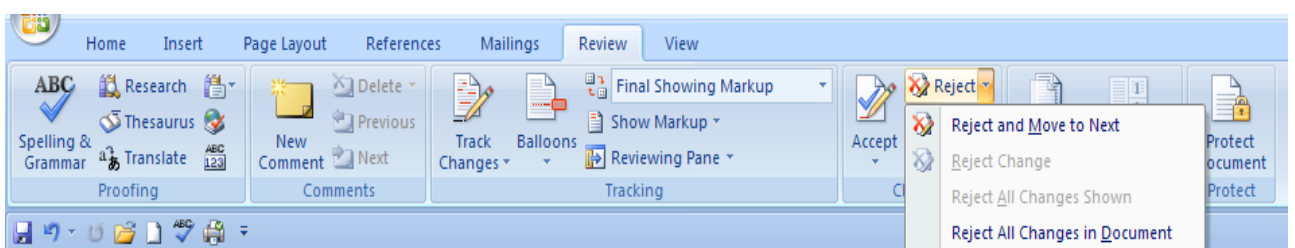
This display enables you to choose how to show the revisions to the document. You may also choose to see all the revisions in balloons, all of them inline, or just some in balloons.



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

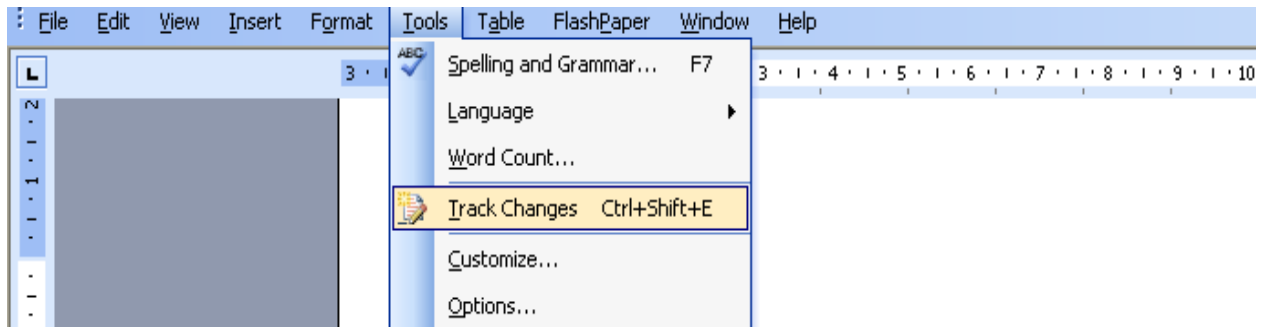


Clicking here gives you access to options for rejecting some or all of the changes to the document.

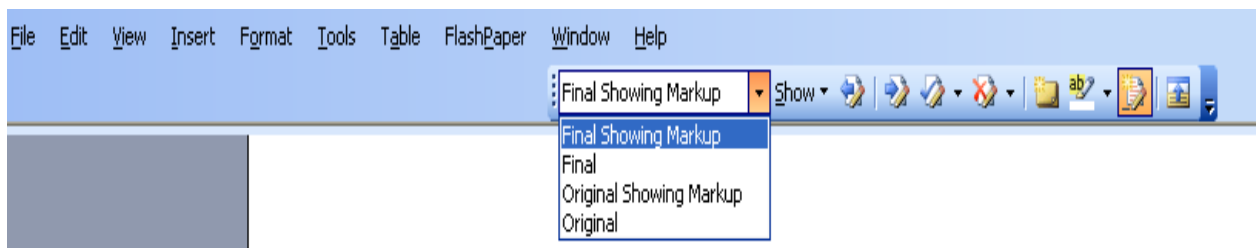


Word 2003

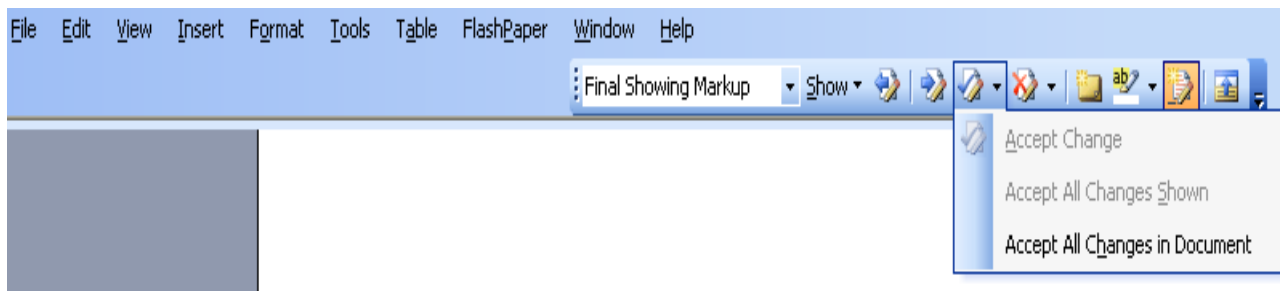
For Word 2003 Track Changes is under the **Tools** function.



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.

