

Understanding 'Track Changes' in Microsoft Word?

The purpose of this document is to help guide Microsoft Word users with the use of the 'track changes' feature and to help users understand how DRC uses this feature when you provide documents to DRC. Documents that are to be amended that have been downloaded from the DRC website will already have track changes turned on.

The track changes feature is essential in order for DRC to successfully process your work. The 'track changes' feature shows all edits to a document and if more than one person is reviewing a document, Word marks each reviewer's changes with a different colour.

1. **How Word records changes**
2. **Accepting or rejecting changes**
 - Macintosh
 - Windows
3. **Providing Word files to DRC**

How Word records changes

Begin making changes/corrections to the document and observe how your changes are recorded. In the example below, you can see where the words 'brown' and 'fence' were added and the word 'gate' was taken out of the text.

The quick brown fox jumped over the ~~gate~~ fence.

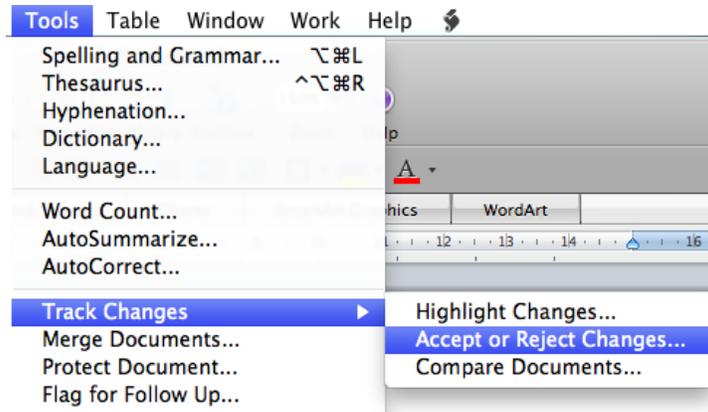
Any new text that you add will be red and underlined. Word may select a different colour if you are not the first person to edit the document. Existing text which you have deleted will remain visible, but will be formatted in red with 'strike-through' applied. Wherever a change is made, a vertical line will appear in the document's outer margin.

Accepting or rejecting changes

Changes should not be accepted or rejected on the copy to be supplied to DRC. 'Track changes' is needed by DRC staff to update your unit. However, if you wish to see the document with the changes accepted, please make a copy of the document and use the following steps.

Macintosh

1. Place your cursor at the beginning of your document.
2. Select Tools from the tool bar, select Track Changes then Select Accept or Reject Changes.



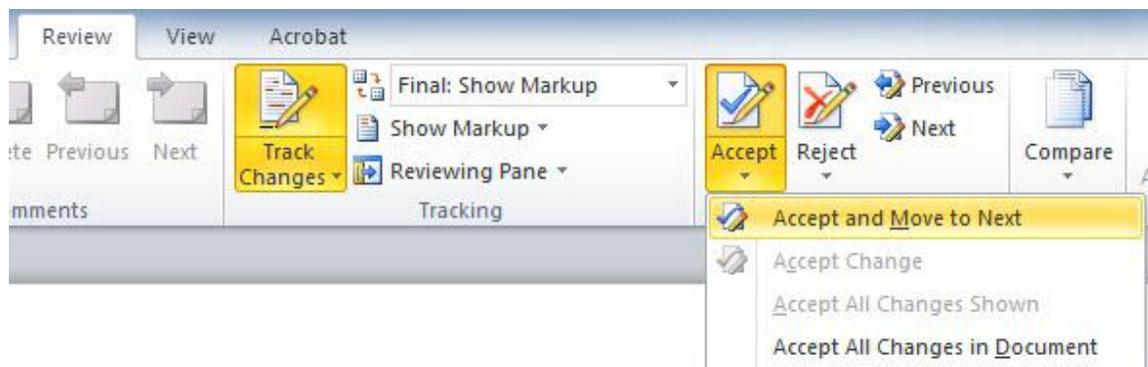
Once you have clicked on Accept or Reject Changes, the following dialogue box will appear:

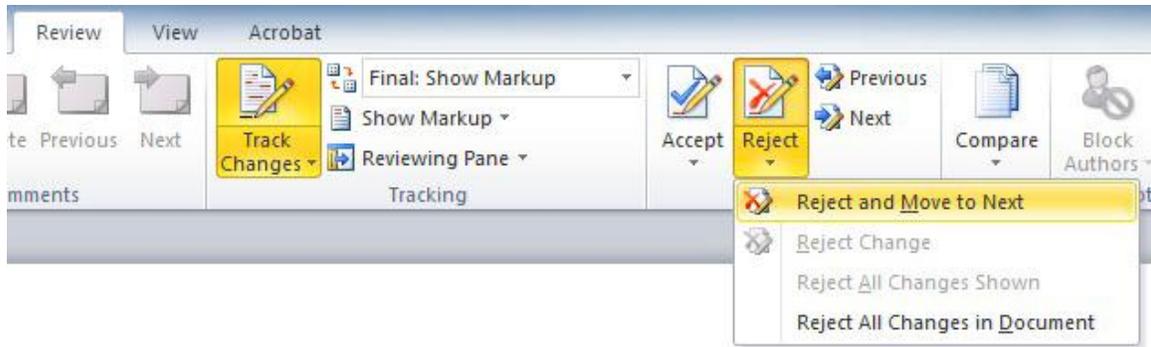


- All changes don't have to be resolved at one time.
- If you prefer, all changes can be accepted or rejected by using Accept All or Reject All.

Windows

1. Place your cursor at the beginning of your document.
2. Select the Review tab from the tool bar, there you will see an Accept and a Reject button
3. With these two buttons you can accept or reject a change and then move on to the next change.





- All changes don't have to be resolved at one time.
- If you prefer, all changes can be accepted or rejected by using the relevant drop down menu and selecting Accept All or Reject All Changes in Document.

For more help with track changes, go to the help section within your version of Microsoft Word and search for 'Track Changes'.

Providing Word files to DRC

The Microsoft Word file you are updating must be a copy of the latest version on the DRC website. By tracking changes on your new document you are helping DRC staff ensure the old version is correctly updated.

To provide your document to DRC:

1. Ensure Track Changes feature is enabled before you begin editing.
2. Save the file without accepting or rejecting the changes.
3. Submit the file/s to DRC using the [electronic submission form](#).

If you need further assistance do not hesitate to contact your friendly DRC staff member.