

## HOW TO USE THE MICROSOFT WORD TRACKING TOOL

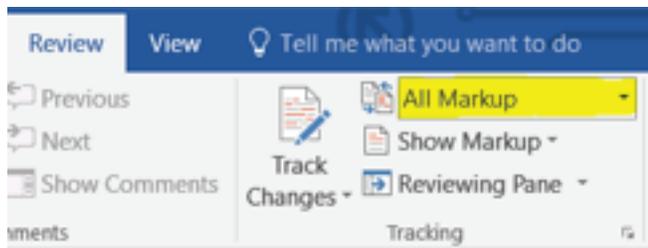
When you receive your edited essay, you will notice that there are markings in your essay. These markings show you what changes our editors have suggested and provide comments about your writing.

Below you will find summarized instructions on how to remove these comments and changes before submitting your work to your professor.

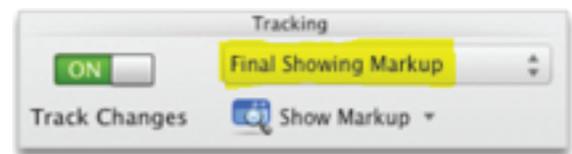
### 1 VIEWING CHANGES & COMMENTS:

If you cannot see any markings, go to the 'Review' tab and select 'All Markup' or 'Simple Markup' in the Track Changes section of the toolbar.

*\*Depending on which version of Word you are using, this may look a bit different on your screen. Here are two examples of where to find the markup viewing options:*



Microsoft Word 2016



Microsoft Word for Mac 2011



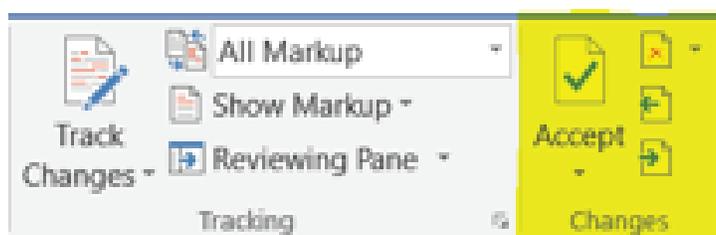
### IMPORTANT!

If you simply hide the changes by selecting 'No Markup', 'Original', or 'Final', the edits and comments **REMAIN IN YOUR DOCUMENT**. They will reappear when the document is opened next and your professor will see them! The only way to delete them for good is to accept or reject the changes and delete comments.

*Read on to find out how to do this!*

## 2 ACCEPTING OR REJECTING CHANGES:

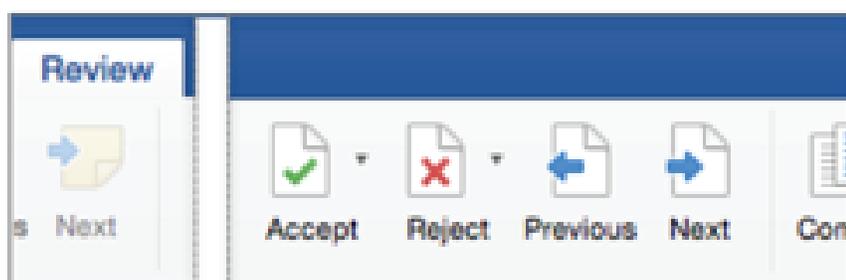
Simply place your cursor at the beginning of your document and click 'Next' in the Review tab to go through our editor's changes one-by-one. If you would like to accept a change, hit 'accept'. If you'd like to reject the change, hit 'reject'. Here are some screenshots of what these buttons look like in different versions of Microsoft Word.



Microsoft Word 2016



Microsoft Word 2010



Microsoft Word 2016 for Mac

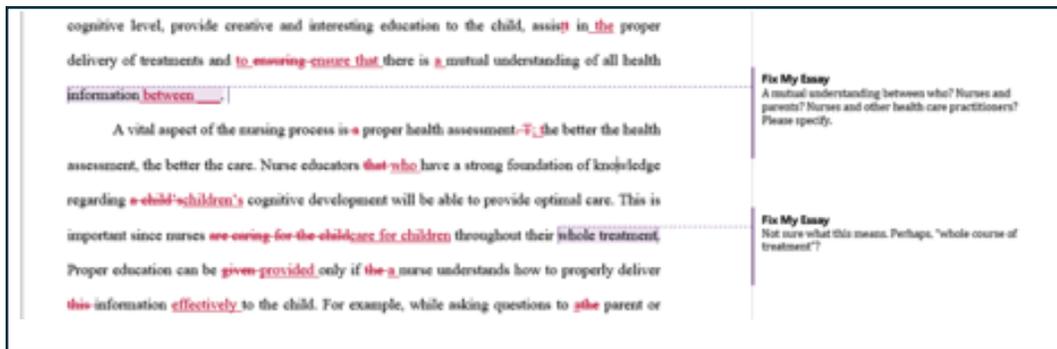


### HELPFUL HINT

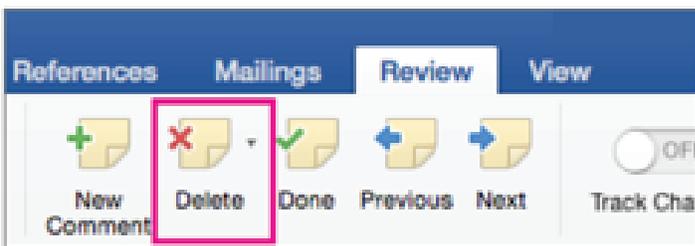
If you'd like to accept every suggested change, you can choose to 'Accept all Changes'. You may prefer to read through your document and reject any changes you dislike, then hit 'Accept all Changes' to keep the rest. You will develop your own preference for how you like to do this!

### 3 REMOVING COMMENTS:

Any comments made by our editors will appear on the right-hand side of your document, like this:

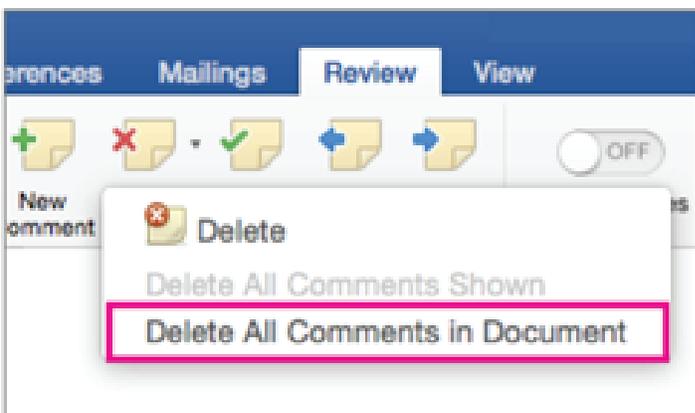


To get rid of comments, you will need to delete them (after reading them, of course!). Just click on a comment, and hit 'Delete' in the Review toolbar. Or, right click the comment and select 'Delete Comment'.



Microsoft Word 2016 for Mac

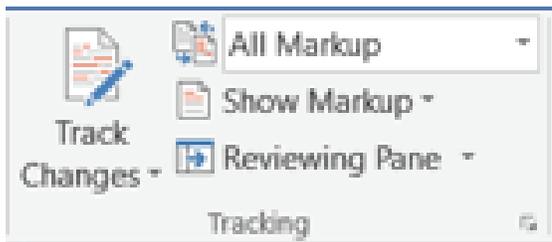
You can choose to delete all comments at once, by selecting 'Delete All Comments'



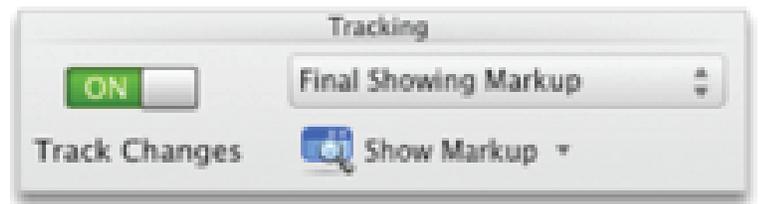
Microsoft Word 2016 for Mac

## 4 TURN OFF TRACK CHANGES:

One more important thing to do is to turn off the Track Changes feature. Otherwise, you will continue to see markings whenever you make changes yourself. This is as simple as hitting the Track Changes button to un-highlight it, or switching the toggle key to 'off'.



Microsoft Word 2016



Microsoft Word for Mac 2016

Your document should now be ready to hand in to your professor, free of any markings or comments made by us.



### FOR MORE HELP:

Select your version of Microsoft Word:

[2016](#) | [2013](#) | [2010](#) | [2007](#) | [MAC 2011](#) | [MAC 2016](#) | [iPad](#)