**Track Changes For Macs**

Your paper was edited using the **Track Changes** tools in MS Word. We recommend that you save your document with a new name once you have received your edited document.

**Managing Tracked Changes**

1. Across the top of your Word document, you should find the **Review** tab.
2. Once the **Review** tab is selected, you should see the Track Changes button toggled to ON. Click the Track Changes button to toggle Track Changes to OFF. You will still see the changes marked in your document, but any changes/edits you make will not be tracked.
3. In your document, both in the text and in the margins, you will find suggested additions or changes underlined and in a different color. “Control click” (or two-finger click) to show a menu and then choose “Accept Change” or “Reject Change.”
4. You may also see **Comment** bubbles in the right margin with notes, questions, and suggestions from your editor. Once you have reviewed these comments, you may delete them by Control-clicking in the bubble and choosing “Delete Comment.”
5. If your editor has made changes in formatting, bubbles labeled “**Formatted**” will appear in your margin. These will apply to changes made to tabs, margins, page numbering, bulleted lists, headings, font/size, etc. These bubbles will disappear once you have accepted or rejected the formatting change.

**Managing Vertical Lines**

1. If you see a vertical line beside your text on the left margin, it indicates a change has been made to your formatting. For these seemingly invisible changes (e.g., the removal of a space), simply Control click to accept or reject the change.
2. Occasionally it is difficult to track down the “invisible” edits. As a last resort after you have finished reviewing all other edits and comments, choosing “Accept All Changes” from the “Accept” drop-down menu should clear any remaining vertical lines.

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