**Track Changes For PCs**

Your paper was edited using the **Track Changes** 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 a **Tracking** toolbox with “Track Changes” highlighted. Click the Track Changes button to toggle the Track Changes tool to OFF. You will still see the changes marked in your document, but any additional changes/edits you make will appear directly inside your text without appearing as edits.
3. In your document you will find suggested changes underlined in a different color. Right click to choose “Accept Change” or “Reject Change.”
4. A gray vertical line beside your text on the left margin also indicates a change has been made to that line of text.
5. Under the “Accept” box in the **Changes** toolbox you will find the option to “Accept All Changes” to your entire document. We recommend *not* choosing this option unless you have reviewed all of the changes. Once you select “Accept All Changes,” the editor’s marks will disappear and you will no longer be able to distinguish your original text from the edited text. (If you accidentally click on “Accept All Changes,” then you can select *Undo*.)
6. Occasionally it is difficult to see the “invisible” edits (e.g., the removal of a space). As a last resort after you have finished reviewing all other edits and comments, choosing “Accept All Changes” should clear any remaining vertical lines.

**Managing Comment Bubbles**

You will also likely see **Comment** bubbles in the right margin with notes, questions, and suggestions from your editor. Once you have reviewed these comments, you may right click to delete each comment.

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