

Track Changes

To make changes:

Make sure TRK is on by double clicking the TRK icon near the bottom of the screen, or Click Track Changes in Tools

View – Markup – allows you to see what changes have been proposed but doesn't turn off track changes.

TO ACCEPT/REJECT CHANGES:

Accept or Reject change – Right click on bubble above change.

Accept All Changes – click on the menu (see below).

Click Track Changes off in Tools so that the TRK icon on the bottom is off. Otherwise, you will print all the changes.

Note: No manuscripts will be approved that still have track changes marks on them.

