

Track Changes Tutorial

This tutorial has been updated for Microsoft Word 2016 and Microsoft Word for Mac 2016.

Authors are required to use the “Track Changes” feature in Microsoft Word to mark revisions in their manuscript. Revised manuscripts that do not incorporate this feature will be returned to authors.

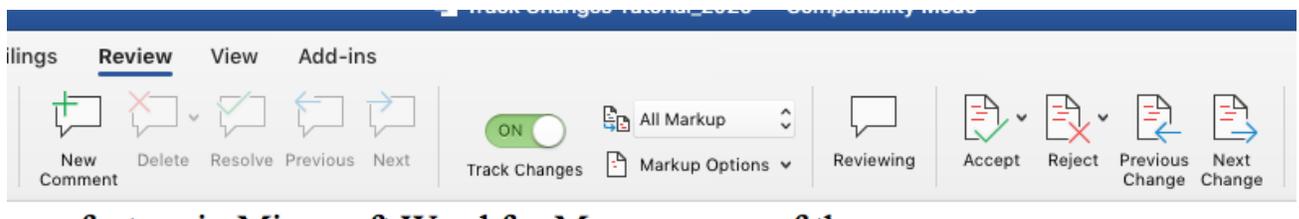
Note: Turn on the Track Changes feature *before* you make any changes to your original manuscript. (If you have already made changes without tracking them, go to “What To Do If You Have Made Revisions Without Tracking.”)

How to Turn On Word’s Track Changes Feature

For Mac Users

To turn on the Track Changes feature in Microsoft Word for Mac, use one of the following 2 methods.

Method 1. Go to the *Review* tab in the toolbar and click on the Track Changes toggle switch to set it to “On”.



Method 2. Go to the *Tools* drop-down menu; select *Track Changes* and then *Highlight Changes*. When the *Highlight Changes* box pops up, check off each of the 4 boxes to track your revisions.

For more information on using the Track Changes feature in Microsoft Word for Mac, select *Help* from the *Word* toolbar and type “track changes” in the search box.

For Windows Users

To turn on the Track Changes feature in Microsoft Word 2010, select the *Review* tab and then click the *Track Changes* icon in the *Tracking* group.



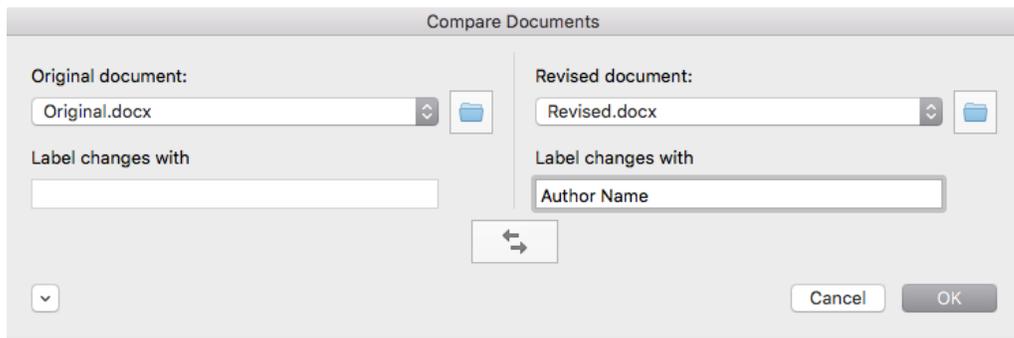
For more information on using the Track Changes feature in Microsoft Word for Windows, select the *Help* tab and then click the *question mark* and type “track changes” in the search box.

What To Do If You Have Made Revisions Without Tracking

If you have revised your manuscript without turning on the Track Changes feature, you can use the Compare Documents function in Word as described below. The changes that you made will appear as “tracked.”

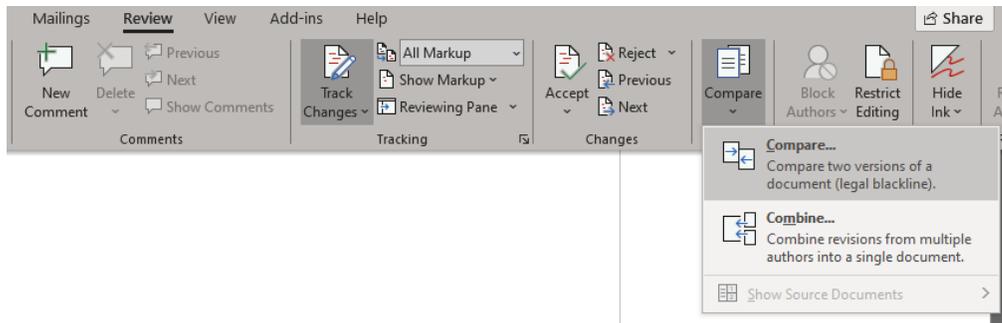
For Mac Users

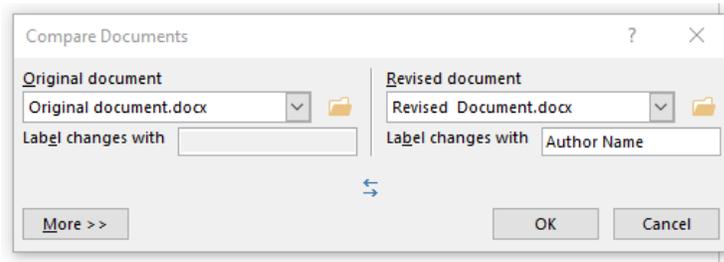
Go to the *Tools* drop-down menu in Word and select *Track Changes* and then *Compare Documents*. The pop-up box will ask you to select an original document (select your original submission file) and a document to compare it to (select your revision file). Click *OK*. A new document will open with the changes that you made in your revision tracked according to the formatting set up in your Preferences. Save this version as your tracked revision.



For Windows Users

Go to the *Review* tab in Word, and select the *Compare* group, and then select *Compare* from the choices given. The pop-up box will ask you to select an original document (select your original submission file) and a revised document to compare it to (select your revised file). Type your name in the “Label change with” box on the revised document side of the comparison box. Click *OK*. A window will open with several panes: a reviewing pane and 3 document panes. Select the Compared Document. This should show the tracked changes. Save it as your tracked revision.





Important! Be sure to check that the changes are tracked correctly. If they are not, check to be sure that the direction of comparison was correct. It can be reversed with the arrow button in the comparison box.