

## Microsoft Word Track Changes

Deb uses the Microsoft Word Track Changes feature when editing or proofing documents. It's a handy tool that allows authors to view her suggestions without missing a single in-text suggestion or comment. While there are different ways to use Track Changes, her method allows authors the chance to preview changes, which prevents mishaps.

If you haven't used Track Changes yet, it's a worthwhile effort to familiarize yourself with it.

Deb uses Microsoft Word 2013. If you use an earlier version, the setup may be a little different. Play around and have fun with it!

After a document has been edited:

- Place your cursor at the top of the document.
- At the top of the Word file, click on the Review pane. In the center, you will see the Track Changes icon. If it's not highlighted, click on Track Changes. The feature is on when the icon is highlighted.
- In the Review pane, on the right, click the Next icon. This will automatically take you to the first suggested fix.
- Review Deb's suggestion and decide if you want to keep the change.
- If you want to accept the change, at the top, click the drop-down menu for the Accept icon, and select the second choice (Accept Change).
- Preview the change and make sure it went through correctly.
- If you want to reject the change, at the top, click the drop-down menu for the Reject icon and select the second choice (Reject Change).
- Preview the change and make sure it went through correctly.
- Click the Next icon again and Track Changes will take you to the next suggestion.
- Highlighting option: You may highlight several suggested changes and accept or reject them all at once. (Please use the drop-down menus for Accept and Reject.) Highlighting as recommended here will save you a lot of time.

NOTE: You may just hit the Accept or Reject icon, and Word will automatically move you to the next fix. But if you do this, you will not be able to preview the change if the next suggestion is too far down, so I do not recommend this option. Please use the drop-down menus for Accept and Reject in order to make sure the revisions insert or delete correctly.

ANOTHER OPTION: You may choose to leave in all the changes you wish to keep, but reject-one by one (using the drop-down menu as described above)--the suggestions that don't suit you. When you finish looking over the manuscript, click the Accept icon and select Accept All Changes.

Thanks to Dori Harrell with Breakout Editing for originating these instructions.

**WORD® SHORTCUT KEYS**

<b>Ctrl + A</b>	Select all contents of the page
<b>Ctrl + B</b>	Bold highlighted selection
<b>Ctrl + C</b>	Copy selected text
<b>Ctrl + X</b>	Cut selected text
<b>Ctrl + N</b>	Open new/blank document
<b>Ctrl + O</b>	Open options
<b>Ctrl + P</b>	Open the print window
<b>Ctrl + F</b>	Open find box
<b>Ctrl + I</b>	Italicize highlighted selection
<b>Ctrl + K</b>	Insert link
<b>Ctrl + U</b>	Underline highlighted selection
<b>Ctrl + V</b>	Paste
<b>Ctrl + Y</b>	Redo the last action performed
<b>Ctrl + Z</b>	Undo last action
<b>Ctrl + G</b>	Find and replace options
<b>Ctrl + H</b>	Find and replace options
<b>Ctrl + J</b>	Justify paragraph alignment
<b>Ctrl + L</b>	Align selected text or line to the left
<b>Ctrl + Q</b>	Align selected paragraph to the left
<b>Ctrl + E</b>	Align selected text or line to the center
<b>Ctrl + R</b>	Align selected text or line to the right
<b>Ctrl + M</b>	Indent the paragraph
<b>Ctrl + T</b>	Hanging indent
<b>Ctrl + D</b>	Font options
<b>Ctrl + Shift + F</b>	Change the font
<b>Ctrl + Shift + &gt;</b>	Increase selected font +1
<b>Ctrl + ]</b>	Increase selected font +1
<b>Ctrl + Shift + &lt;</b>	Decrease selected font -1
<b>Ctrl + [</b>	Decrease selected font -1
<b>Ctrl + Shift + *</b>	View or hide non printing characters
<b>Ctrl + ←</b>	Move one word to the left
<b>Ctrl + →</b>	Move one word to the right
<b>Ctrl + ↑</b>	Move to beginning of the line or paragraph
<b>Ctrl + ↓</b>	Move to the end of the paragraph
<b>Ctrl + Del</b>	Delete word to right of cursor
<b>Ctrl + Backspace</b>	Delete word to left of cursor
<b>Ctrl + End</b>	Move cursor to end of document
<b>Ctrl + Home</b>	Move cursor to beginning of document
<b>Ctrl + Space</b>	Reset highlighted text to default font
<b>Ctrl + 1</b>	Single-space lines
<b>Ctrl + 2</b>	Double-space lines
<b>Ctrl + 5</b>	1.5-line spacing
<b>Ctrl + Alt + 1</b>	Change text to heading 1
<b>Ctrl + Alt + 2</b>	Change text to heading 2
<b>Ctrl + Alt + 3</b>	Change text to heading 3
<b>F1</b>	Open help
<b>Shift + F3</b>	Change case of selected text
<b>Shift + Insert</b>	Paste
<b>F4</b>	Repeat last action performed (Word 2000+)
<b>F7</b>	Spell check selected text and/or document
<b>Shift + F7</b>	Activate the thesaurus
<b>F12</b>	Save as
<b>Ctrl + S</b>	Save
<b>Shift + F12</b>	Save
<b>Alt + Shift + D</b>	Insert the current date
<b>Alt + Shift + T</b>	Insert the current time
<b>Ctrl + W</b>	Close document