

# WriteArt Course Notes: The Core Copy-editing Course (with Emphasis on Electronic Document Editing) for Everyone

## Part: Systems and processes

### Section: Copy-editing practice

#### Subsection: Track Changes

The image below is a screen capture of the Microsoft Word help options available to one after selecting the encircled question mark at the top-right corner of your MS Word screen (just below the 'minimise', 'maximize' and 'close' options for this screen).



Please select the 'Tracking changes and comments option', and read the subsections of this main section.

The reason for choosing this approach over providing a description of Track Changes is that there is considerable variety in how this function is presented; for example, the appearance of Track Changes is different for Apple, Windows and Linux users. It also differs depending on the version of Microsoft Word that you are using.

For this reason, an online video (VOIP) session – determined by the platform and version that you are using – will be held on this section. Therefore, please make a note of any queries that you have relating to your version of Microsoft Word. Additional aspects of Track Changes will also be discussed during this session.