Tracked changes in Word documents

WHAT ARE THEY, WHY IS IT NECESSARY, HOW DO I DO IT?

WHAT ARE TRACK CHANGES?

When you turn on **Track Changes**, the word document automatically marks up the latest changes made to the document in colour.

- <u>Deleted text</u> – shows either a visible strike through in a different font colour, or a comment balloon depending of on the viewing options on your computer
- <u>Added text</u> –shows with an underline and appears in a different font colour
- <u>Replace text</u> - original text will appear with a strikethrough and the replacement text will appear with an underline a different font colour

Using track changes allows another person to see what changes have been made before accepting them and making the changes permanent.

WHY DO WE NEED TRACK CHANGES?

When you submit an ethics application you may receive feedback from the reviewers advising that changes must be made before it can be approved. When you turn on 'track changes' before editing, Word automatically marks up and shows any changes that anyone makes to the document. This allows the reviewers to clearly see where and what edits have been made, which greatly reduces the application reviewing time.

### HOW TO TURN TRACK CHANGES ON AND OFF

Step 1.

Click the "Review" tab at the top of the document

Step 2.

Click on "Track Changes" button (PC) or toggle the track changes switch to ON (Mac). The button will appear darker than the rest of the ribbon when Track Changes is turned on to show that it is active. Make sure that you change 'Simple Markup' to 'All Markup' from the drop-down bar next to Track Changes.
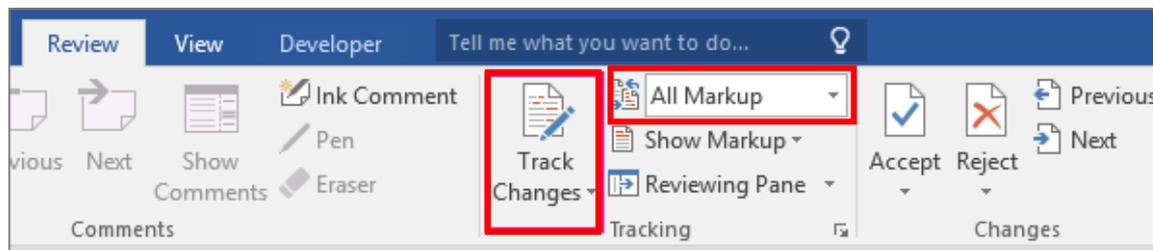
Step 3.

Once Track Changes is turned on, you can start editing the document. Any changes you or anyone else make to the word document will be shown as coloured markups. Ensure you update the version number and date in the footer or all amended documents.

When you **add text**, the added text will be underlined and highlighted in a different font colour to the original text – making easy to spot for reviewers.

When you submit an ethics application you may receive feedback from the Faculty of Medicine and Health Sciences Low-risk Subcommittee advising of changes that must be made before it is approved. When you turn on Track Changes before editing, Word automatically marks up and shows any changes, that anyone makes to the document. This allows the Subcommittee members to clearly see where and what edits have been made, which greatly reduces the reviewing time. Added text will automatically appear underlined and in a different colour to original text.

When you **delete text**, the deleted text either shows as a visible strike through in different font colour, or as comment in the right margin of the document, depending of on the viewing options on your computer.

Sdaasasdsadf. When you're submit an ethics application you may receive feedback from the Subcommittee advising of changes that must be made before it is approved. When you turn on Track Changes before editing, Word automatically marks up and shows any changes that anyone makes to the document. This allows the Subcommitteee members to clearly see where and what edits have been made, which greatly reduces the reviewing time, lasdkj fsahdflqhqprisufpowiertljheo. lsahdflqhqprisufpowiertljheo. lasdkfsahdflqhqprisufpowiertljheo. lasdkj fsahdflqhqprisufpowiertljheo. lasdkj fsahdflqhqprisufpowiertljhelqhqprisufpowiertljheo.

When you **replace text**, original text will appear with a strikethrough and the replacement text will appear with an underline.

When you submit an your ethics application you may receive feedback from the Subcommittee Subcommittee reviewers advising of changes that must be made before it is it can be approved. When you turn on Track Changes before editing, Word automatically marks up and shows any changes that anyone makes to the document. This allows the Subcommittee members reviewers to clearly see where and what edits have been made, which greatly reduces the reviewing time.

Step 4.

Click the "Track Changes" command again to turn it off.

Step 5.

Save your document with all the tracking showing and add the word 'tracked' to the original file name with updated version number – these are now your tracked copies

---

Step 6.

If you want to create a "**clean**" version of your documents for your future reference, click on the "Accept" drop down list arrow and select "Accept ALL Changes". This will remove reference all the older information and accept/replace this to only who the updated text.

Step 7.

Save your document with all changes accepted and add the word 'clean' to the file name to the original file name with the latest version number - this becomes your clean copy.

Step 8.

Submit the tracked changes version of ALL updated supporting documents in your response to the FMHS Subcommittee.

MACQUARIE University