

## **Befriending the Big Hairy Beast - Tip No. 22**

*Critiquing Manuscripts Online Part 3 of 5*

*Receiving and Reviewing Changes*

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This month you are going to learn how to receive and review changes after your work has been critiqued using the Track Changes feature in Microsoft Word. For the purpose of this training, assume I emailed you critiques on September's tip.

### **Steps in the receipt and review process:**

1. Open the email that contains the critiqued document, and then download it to your hard drive or memory stick.
2. Open the document in Microsoft Word.

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**Note:** *I highly recommend that you change the name of the document to make it clear that this is a new version. Select **File** > **Save As**. Rename the document from *SeptTechTip\_001.doc* to *SeptTechTip\_002.doc*. Click the **Save** button.*

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3. In the Display for Review field on the Reviewing toolbar at the top of your screen, select **Final Showing Markup**.



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**Note:** *If you do not see the Reviewing toolbar, select **View** > **Toolbars** > **Reviewing**.*

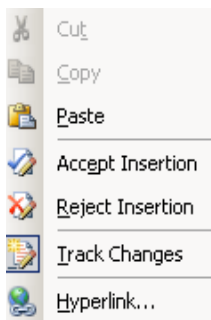
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4. Verify that Track Changes is turned off. If you make changes while the feature is turned on, you must accept or reject those changes as described in this document. Refer to part two of this series (Tip No. 21) to learn how to enable/disable this feature.
5. Accept or reject the insertions and deletions recommended by the reviewer. Refer to the instructions *To accept or reject changes* below.
6. When you are finished with any comments your reviewer may have added using the Comment Tool, delete them. Refer to part one of this series (Tip No. 20) for instructions.

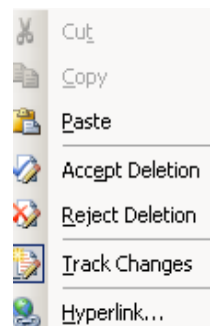
**To accept or reject changes:**

1. Working from top to bottom, locate a change the reviewer made to your document. Use the vertical line located to the left of the text to find changes. (You can also use the NEXT and PREVIOUS icons in the Reviewing toolbar.)
2. Right-click on a change. For instance, in the example below, right-click on the "o" the reviewer inserted to the word.
3. Select **Accept Insertion** to include the change or **Reject Insertion** if you do not want to include the change in your work. Deletions work the same way but a different menu appears when you right-click on the recommended deletion.

Insertion options:



Deletion options:



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*Notes: By default, Microsoft Word displays insertions in underlined, blue text. The deletions are displayed in blue text with a line through the word(s). On some systems, a Deleted bubble appears in the right margin. We will talk about changing this option in part five (Tip No. 24) of this series.*

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Critique example 1:

Online critiquing is a new trend that has emerged thanks to easy-to-use word processing tools and email, which is the new ~~to submit~~ submit medium for submitting projects to critique partners and other industry professionals. Some Romance Writers of America (RWA) chapters are even starting to ~~en~~ encourage people to submit contest entries online judging. ~~Testing.~~ (Note: I would insert a paragraph about the advantages for submitting and critiquing online.)

Critique example 2:

Online critiquing is a new trend that has emerged thanks to easy-to-use word processing tools and email, which is the new ~~medium for submitting projects to critique partners and other industry professionals.~~ Some Romance Writers of America (RWA) chapters are even starting to encourage people to submit contest entries online judging. ~~(Note: I would insert a paragraph about the advantages for submitting and critiquing online.)~~

Deleted: to submit

Deleted: dis

Deleted: Testing.

If you are interested in learning more about the Reviewing toolbar to critique or to accept/reject a reviewer's recommendations, refer to the documentation located under the Help menu in the application.

This tip was tested using Microsoft Word 2003 and XP.

*A special thanks to Michael Schubert for reviewing this tip.*

Tammy Schubert is a technical writer in the fast-paced airline industry by day. But when the sun goes down, she writes Western historical romance novels and pursues her dream of becoming a published author. For additional tips, go to [www.tammyschubert.com](http://www.tammyschubert.com).