

Digital Tip in Action: Incorporating Tracked Changes

[00:00] When writing collaboratively, it is important to carefully evaluate the comments and changes others have made to a shared document before incorporating them into the final version. Once co-workers or classmates return the document you have sent for review, you can accept, reject, or modify the changes they have proposed, though how you do so will depend on the way you set up the original draft for review. You might use a “round-robin” approach, routing the

[00:30] document as an e-mail attachment to each team member for his or her individual review in a specific sequence. In this situation, each member comments on the draft before forwarding it to the next member specified in your e-mail instructions. Alternatively, you can send the document as an e-mail attachment to all team members at the same time. After they return the files to you, you can review all of the files, and then synthesize their proposed changes into a single finished document.

[01:00] If reviewers share the document amongst themselves, you will receive a single draft with comments color-coded by reviewer. To view these comments, make sure you are viewing the Print Layout. Then make sure you can see the Review options. This could be a toolbar or a ribbon. If reviewers make comments independently, you will receive multiple drafts, each with a different set of comments.

[01:30] Use the merge documents feature to consolidate the changes from each reviewer into your original document, saving you the effort of manually entering each change. Simply select Tools and then Merge Documents, and select one of your team member's files. As you review the changes, click the appropriate icon in the Reviewing toolbar to evaluate and accept,

[02:00] reject, or delete each suggestion. When you're finished reviewing the changes, switch to Final view to proofread an unmarked version of the document.