

HOW TO USE TRACK CHANGES IN WORD

Your edited or proofread text may look something like this at the end:

“Changes visible”

1 Introduction

Conservation and management of wildlife populations require regular monitoring, including the estimation of wildlife densities and information on factors that affect abundance over time (Laing et al. 2003, Jachmann 2012). Some species are difficult to detect in the field because they are either very elusive, their populations are very small, or they occur in densely vegetated habitats (Zero et al. 2013).

The Siberian red deer (*Cervus canadensis sibiricus*), also known as the maral, is a subspecies of the North American elk (*Cervus canadensis*). It is distributed across northern Mongolia and other parts of North Asia. Until recently, this ungulate could be found in high densities in forests and in parts of the steppe regions that exhibited sufficiently high vegetation cover. An assessment conducted in Mongolia in 1986 estimated a population of 130,000 individuals across 115,000 km² (Dulamtsersen et al. 1989). The most recent census by the Mongolian government estimated the population at 8,000 to 10,000 individuals, which represents a 92% decline over the past 18 years (Zahler et al. 2004). Due to the low population size, the ungulate is listed as Rare under the 1995 Mongolian hunting law. Based on International Union for the Conservation of Nature (IUCN) Red List Guidelines, the Siberian red deer is

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- Christina Stinn You need to capitalize "North"
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- Christina Stinn Thousands are separated by a
- Christina Stinn Deleted:00 to 10,....00
- Christina Stinn In American English, use double

This version shows you every change I've made in your document, displayed in the markup pane on the right-hand side and/or directly in the text. This can make the document very cluttered, so you will also receive a “Final” version of your proofread or edited document:

“Final”

1 Introduction

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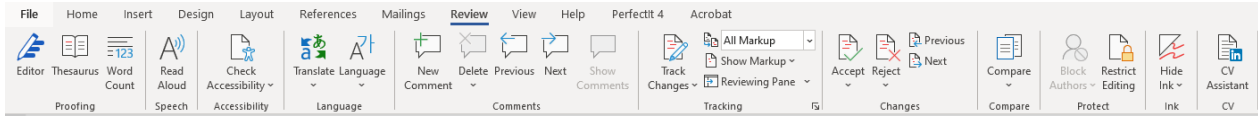
The Siberian red deer (*Cervus canadensis sibiricus*), also known as the maral, is a subspecies of the North American elk (*Cervus canadensis*). It is distributed across northern Mongolia and other parts of North Asia. Until recently, this ungulate could be found in high densities in forests and in parts of the steppe regions that exhibited sufficiently high vegetation cover. An assessment conducted in Mongolia in 1986 estimated a population of 130,000 individuals across 115,000 km² (Dulamtsersen et al. 1989). The most recent census by the Mongolian government estimated the population at 8,000 to 10,000 individuals, which represents a 92% decline over the past 18 years (Zahler et al. 2004). Due to the low population size, the ungulate is listed as Rare under the 1995 Mongolian hunting law. Based on International Union for the Conservation of Nature (IUCN) Red List Guidelines, the Siberian red deer is

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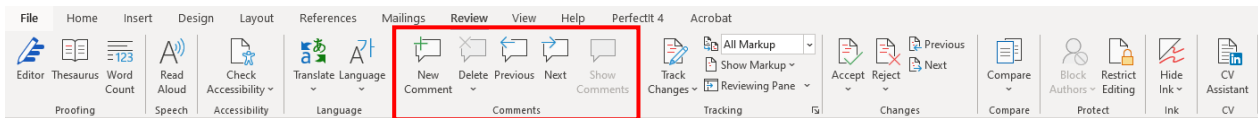
The “Final” version is identical to the “Changes visible” version, except you can no longer see the individual edits I made, only my comments. It is much easier to read and work with.

Now let’s assume that you want to undo a change:

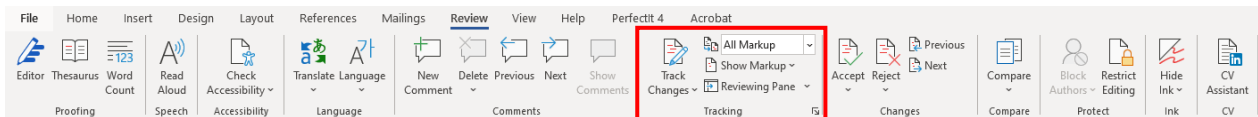
Use the “Changes visible” version and go to the Review tab in Word, which looks like this:



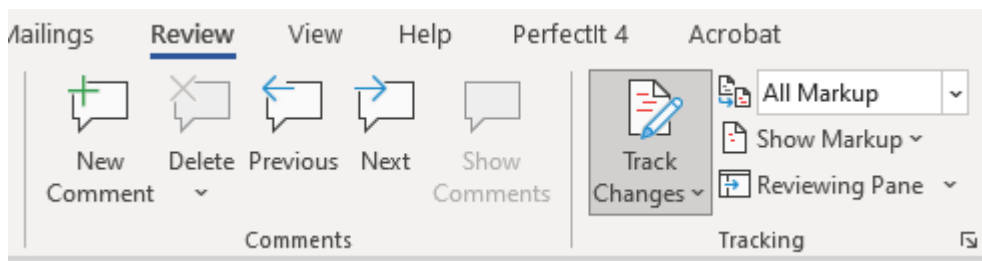
The “Comments” section allows you to write, view or delete a comment:



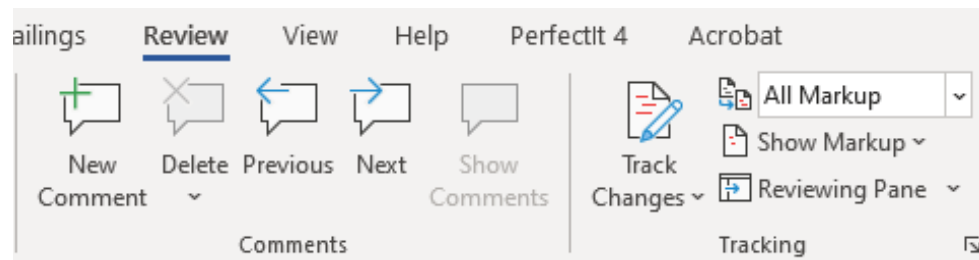
Next to the “Comments” section you have the “Tracking” section. Here you can turn Track Changes on/off and choose how you want to display the markup:



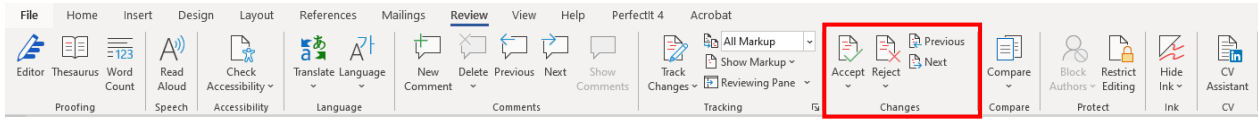
When the “Track Changes” field is greyed out, all changes you make will be recorded (marked up):



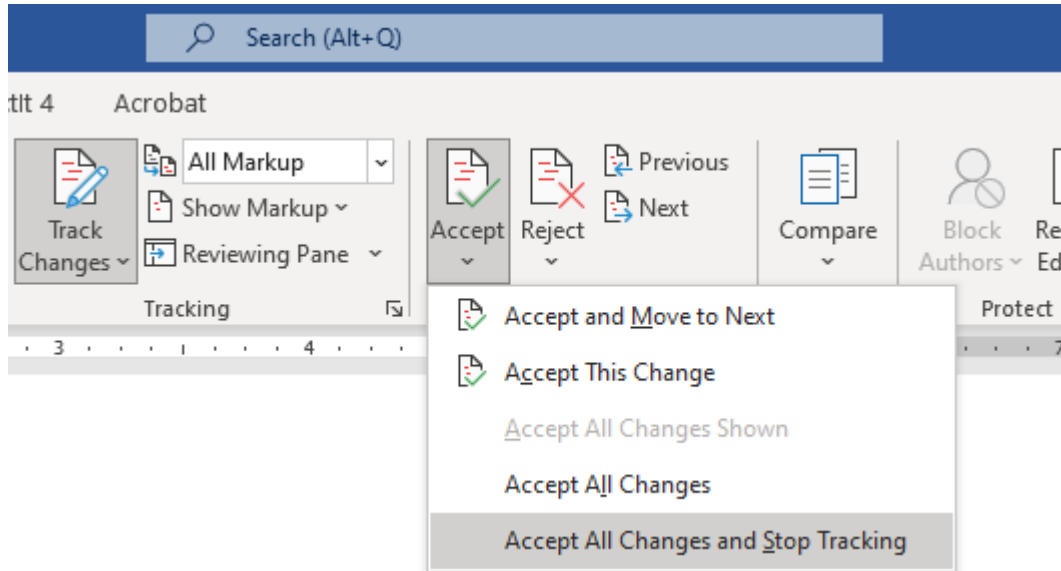
When you want to stop tracking/recording your changes, simply click on the “Track Changes” field again so that it is no longer greyed out:



You can “Accept” or “Reject” changes either on a case-by-case basis or across the entire document:

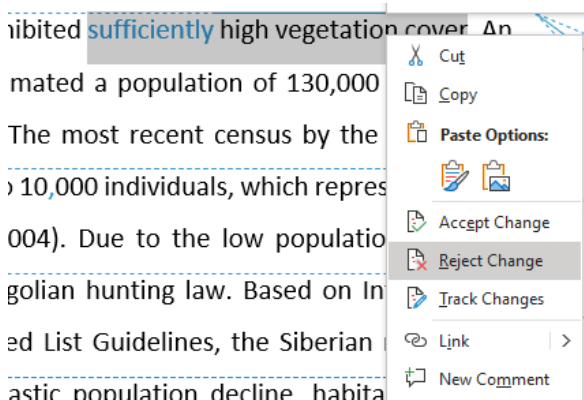


To accept all changes, open the dropdown menu for “Accept” and select “Accept All Changes and Stop Tracking”:



You can follow the same steps to reject changes.

Another way to accept or reject changes is to select the text, right-click and then hit “Accept Change” or “Reject Change” from the contextual menu.



Before you submit your final piece, make sure that all changes have been accepted or rejected, all comments are deleted, and Track Changes is turned off.