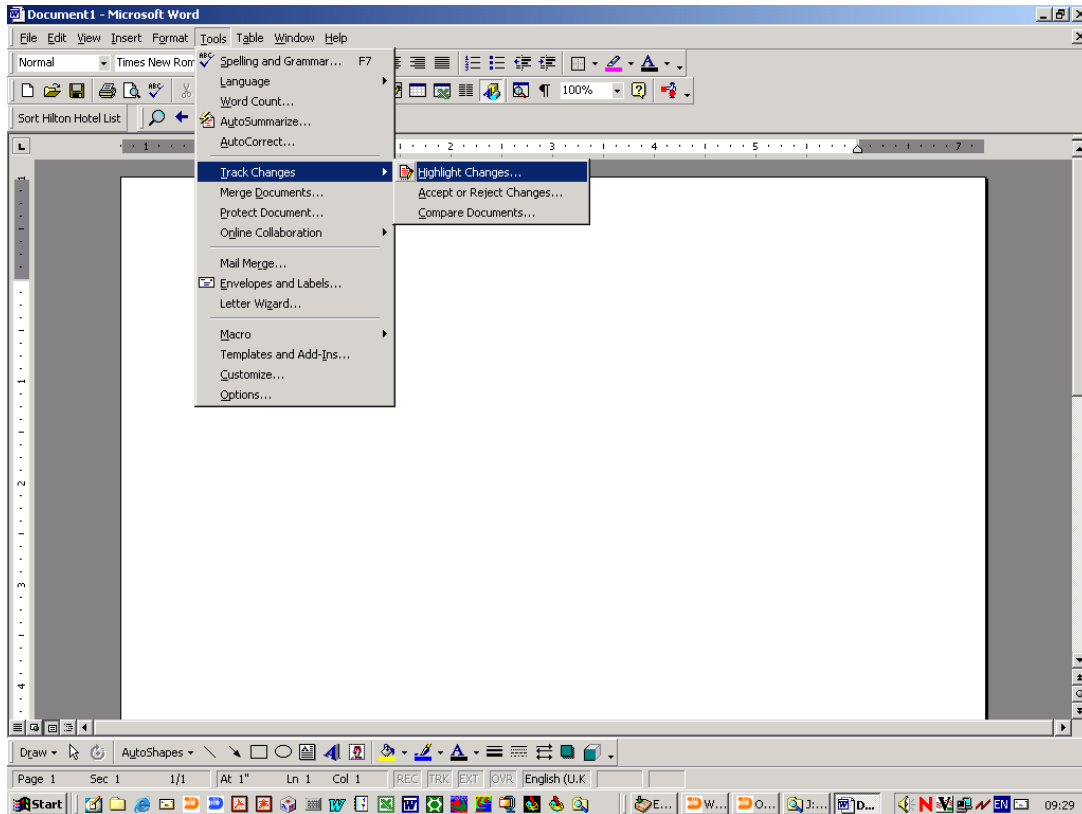
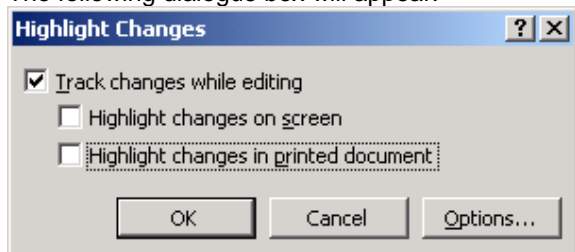


# Guidelines for making revisions in Word



- Open the Word file.
- Select Tools, then Track Changes and then Highlight Changes (see image above).

The following dialogue box will appear:



**WORDBANK LIMITED**  
33 CHARLOTTE STREET  
LONDON W1T 1RR  
TEL: +44 (0) 20 7903 8800  
FAX: +44 (0) 20 7903 8888  
EMAIL: [word@wordbank.com](mailto:word@wordbank.com)  
**[www.wordbank.com](http://www.wordbank.com)**  
WORDBANK LIMITED REGISTERED AT THE OFFICE ADDRESS  
REG. NO. 2299752 VAT NO. GB 510 4082 02



- Ensure that the option 'Track changes while editing' is selected.
- You may also wish to select the 2<sup>nd</sup> option 'Highlight changes on screen', so that you can view the changes whilst reviewing the text. If the tool has already been switched on when you receive the file, and you find it distracting when you are making your changes, untick the option 'Highlight changes on screen'. However, do not untick 'Track changes while editing', otherwise we will not be able to see the changes that you have made to the file.
- You can then start to enter any changes directly into the text.

Any text which you delete will be shown in a different colour with a line through it and any additions which you make will be shown in a different colour and with an underline. You will also see a line appear by the side of the text which indicates that something has been amended.

**NOTE:** It is essential not to change or delete tagged text, e.g. [[Page 1]], [[P1LN1]], {{01}}, etc. These tags are essential in order to recreate the artwork version or for file engineering for Web files.

Last updated 09/07/10



**WORDBANK LIMITED**

33 CHARLOTTE STREET  
LONDON W1T 1RR

TEL: +44 (0) 20 7903 8800

FAX: +44 (0) 20 7903 8888

EMAIL: [word@wordbank.com](mailto:word@wordbank.com)

**[www.wordbank.com](http://www.wordbank.com)**

WORDBANK LIMITED REGISTERED AT THE OFFICE ADDRESS  
REG. NO. 2299752 VAT NO. GB 510 4082 02

