

## Working with electronically-edited files

Please read through the following step-by-step guidelines in full before beginning work on your file. The steps may vary depending on your version of Word (e.g. 2000 vs 2003) or platform (Mac vs. PC). If you are unable to locate the reviewing or editing functions on your machine please contact your editor.

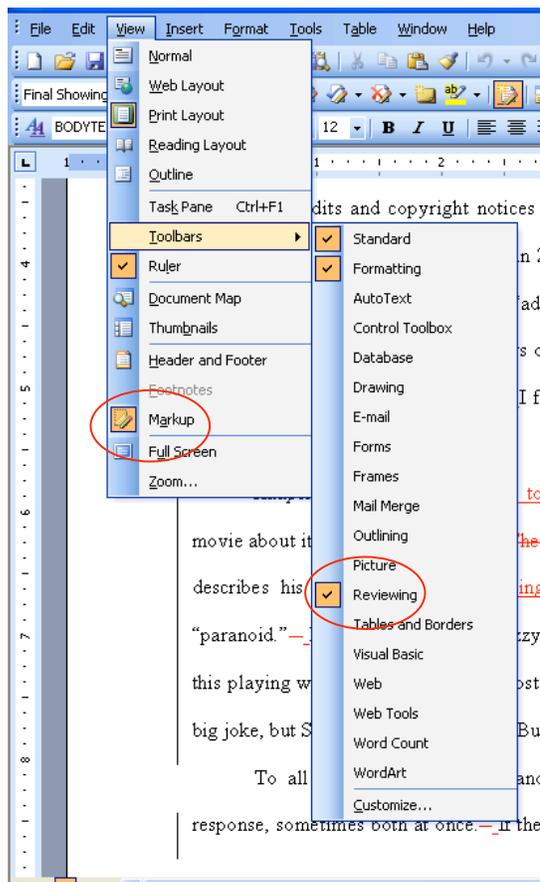
The first section outlines usage for a PC (pp. 1-4), the second section for a Mac (pp. 5-8).

### SECTION I – PC (Office 2003 & 2007)

#### Step 1:

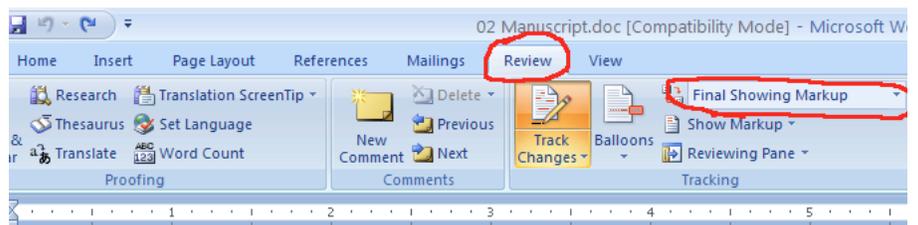
##### 2003

After opening the Word file, go to the "View" menu at the top of the screen, pull down to "Toolbars," and choose "Reviewing." Also make sure that the "Markup" command is active.



##### 2007

After opening the Word file, go to the "Review" tab at the top of the screen. Also make sure that the "Final Showing Markup" setting is active.

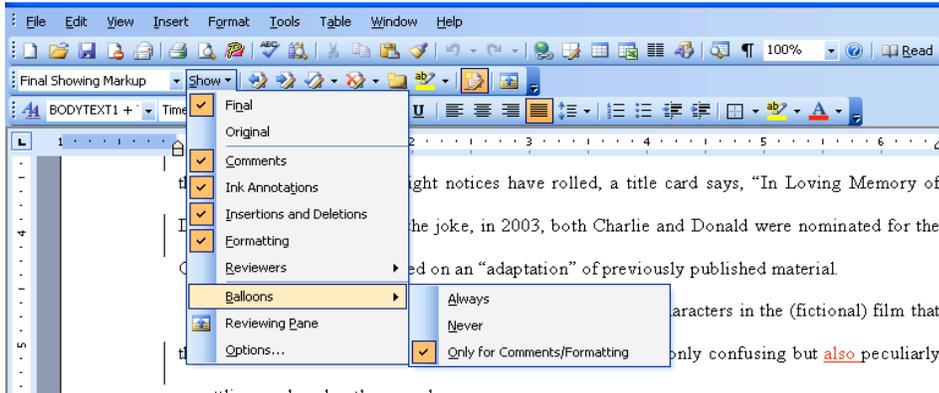


## ACKNOWLEDGMENTS

We are pleased to have this opportunity to thank the many persons who have contributed generously in different ways during the writing of this book. We are indebted to Ma Kamali who helped lay the foundations for this project and participated actively in i

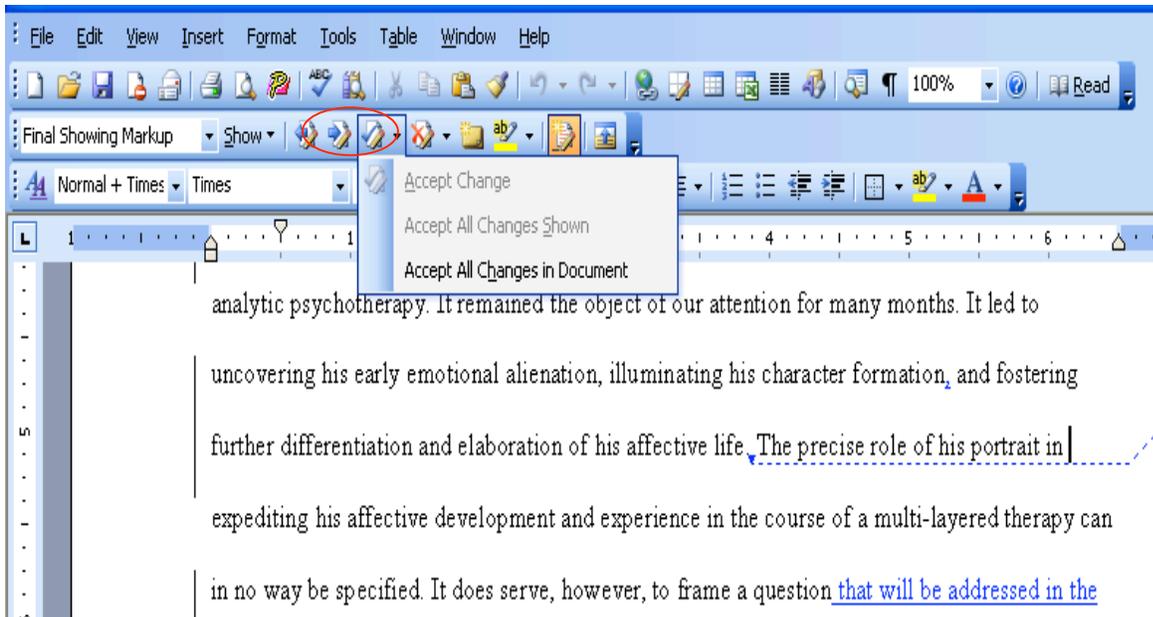
## Step 2:

Make sure the file is specified so that the text is set with the changes highlighted (click on the "Changes with highlighting" button if need be). To more easily distinguish between edits and comments select the "only for comments/formatting" balloon option.



## Step 3:

To begin viewing the changes, click on the box "➔" and an instance of edited text is highlighted in a contrasting color. Choose to "Accept Change" or "Reject" the edit by clicking on the appropriate arrow button, then move to the next edit by clicking "➔" again. It is important that all of the edits are either accepted or rejected; otherwise, the text with lines through it will be included along with the final text when the file is imported into the typesetting program.



**Accept:** to accept a change means that you accept either an addition made by the copyeditor (indicated by the blue, underlined text: “[that will be addressed](#)” in the above example) or a deletion (indicated by the blue, struck-through text and deleted bubble in the above example).

In this example, to fully accept the complete correction to the sentence so that what previously read “...two parts of the paper...” would now read “two parts of this article...”

**Reject:** to reject a change means that the change made by the copyeditor (whether it be a deletion or a text insertion) will not be made and the text will stay as it was.

### **Shortcuts:**

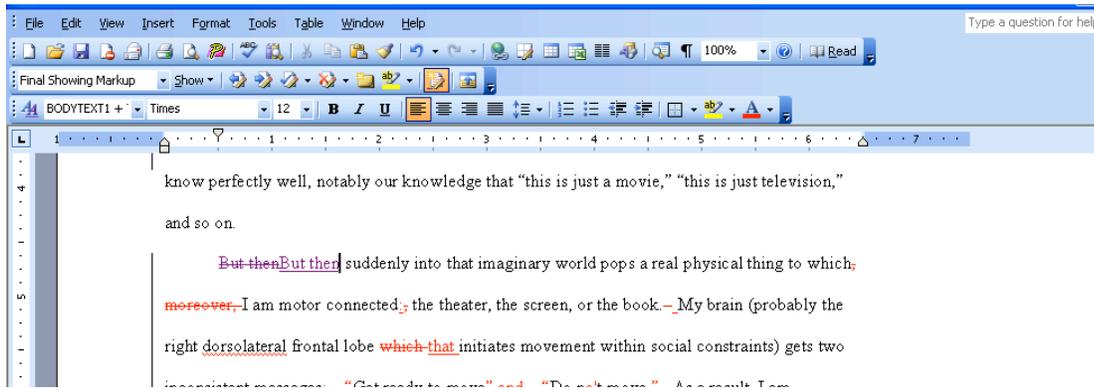
We recommend that you first read through the entire chapter, with the edits, before going back and dealing with each correction.

You then have two options:

- 1) You can go through each correction, using the “→ Find” and deal with each correction, case by case, accepting or rejecting as you go along.
- 2) Or, alternatively, you can simply read through the entire chapter and review the corrections as a whole. If you agree with all the changes, you can select “Accept All” and all the changes will be made automatically. If you agree with most of the changes, but would rather make the odd correction differently, you can go to that particular correction, reject it, and then select “Accept All,” at which point all the other corrections will be made as indicated, with the exception of those particular corrections you have rejected. We would recommend this option.

## Adding text:

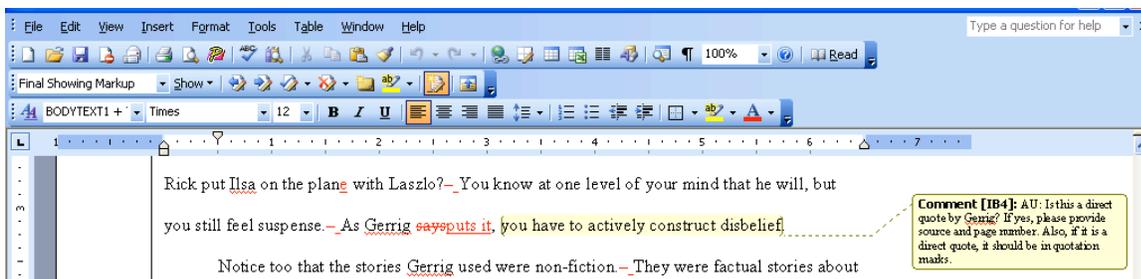
If you would like to add text at any point, whether it be to provide an alternative change to an edited sentence or to add new, unrelated text, it will appear underlined and in color (as indicated by the red text below). In order for the text to then become part of the accepted text (to turn black and non-underlined), you must go back and “Accept” this change.



## Step 4:

## Queries:

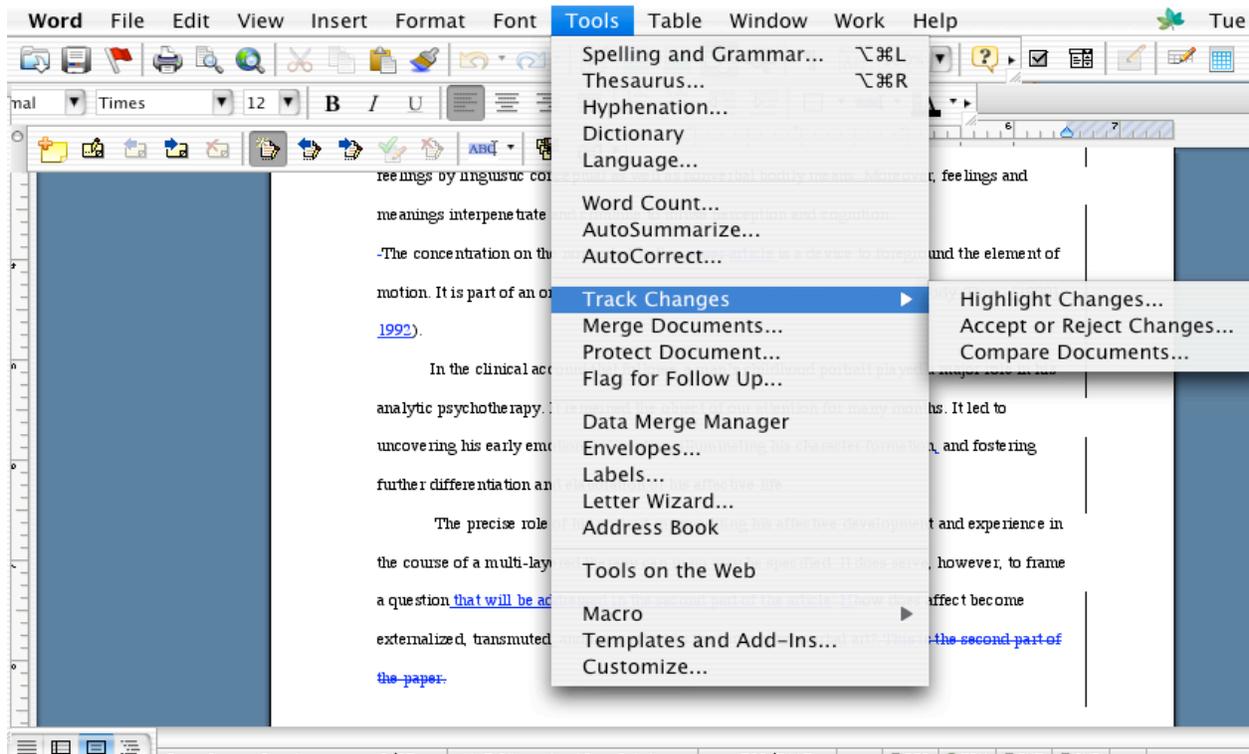
Queried sentences or words are highlighted in yellow. To view the comments/queries made by the copyeditor, go to the “View” menu and select “Comments.”



## SECTION II – Mac (Office X)

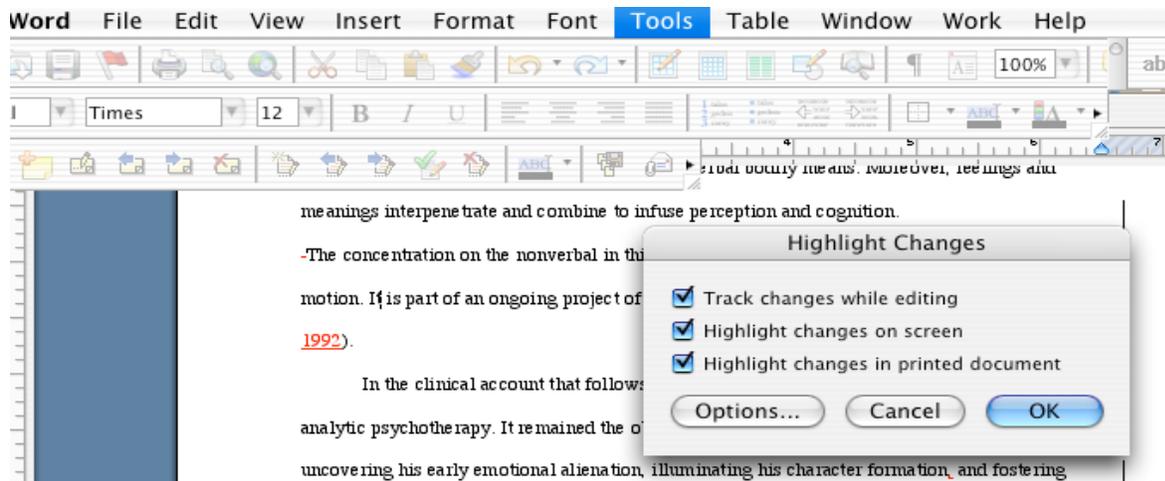
### Step 1:

After opening the Word file, go to the "Tools" menu at the top of the screen, pull down to "Track changes," and choose "Accept or reject changes."



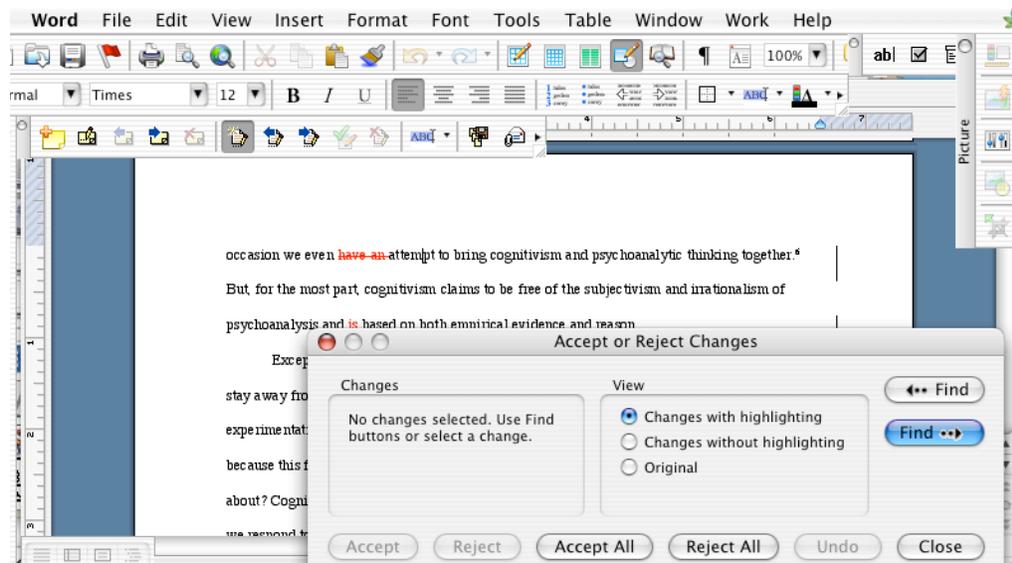
### Step 2:

Make sure the file is specified so that the text is set with the changes highlighted (click on the "Changes with highlighting" button if need be).



### Step 3:

To begin viewing the changes, click on the box “→ Find” and an instance of edited text is highlighted in a contrasting color. Choose to “Accept” or “Reject” the edit by clicking on the appropriate button, then move to the next edit by clicking “→ Find” again. It is important that all of the edits are either accepted or rejected; otherwise, the text with lines through it will be included along with the final text when the file is imported into the typesetting program.



**Accept:** to accept a change means that you accept either an addition made by the copyeditor (indicated by the blue, underlined text: “[article](#)” in the above example) or a deletion (indicated by the blue, struck-through text: “~~This is the~~” in the above example).

In this example, to fully accept the complete correction to the sentence so that what previously read “...and never more..” would now read “this has never been more...”, you must accept both the deletion and the insertion of text (two steps of accepting”).

**Reject:** to reject a change means that the change made by the copyeditor (whether it be a deletion or a text insertion) will not be made and the text will stay as it was.

## Shortcuts:

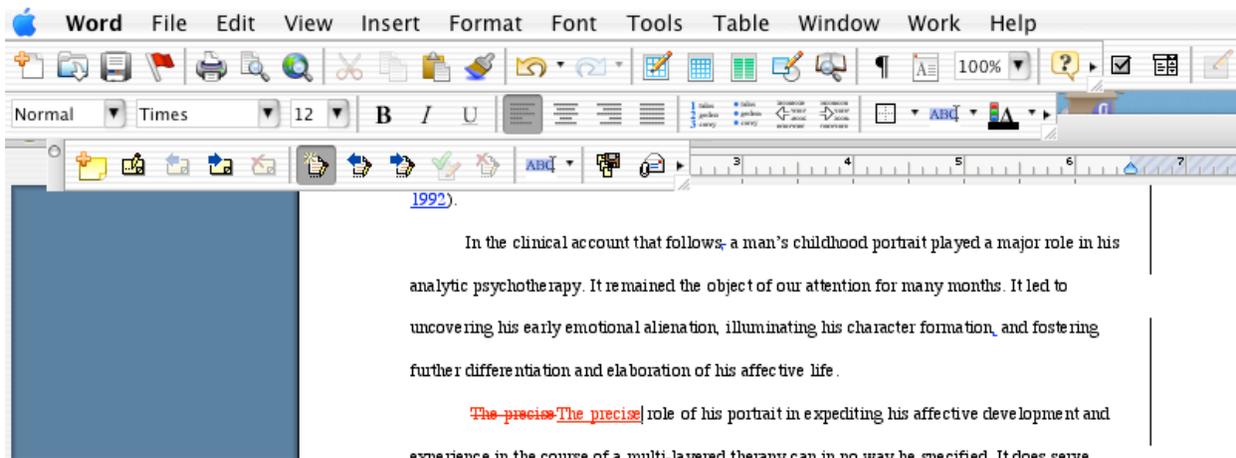
We recommend that you first read through the entire chapter / article, with the edits, before going back and dealing with each correction.

You then have two options:

- 3) You can go through each correction, using the "→ Find" and deal with each correction, case by case, accepting or rejecting as you go along.
- 4) Or, alternatively, you can simply read through the entire article / chapter and review the corrections as a whole. If you agree with all the changes, you can select "Accept All" and all the changes will be made automatically. If you agree with most of the changes, but would rather make the odd correction differently, you can go to that particular correction, reject it, and then select "Accept All," at which point all the other corrections will be made as indicated, with the exception of those particular corrections you have rejected. We would recommend this option.

## Adding text:

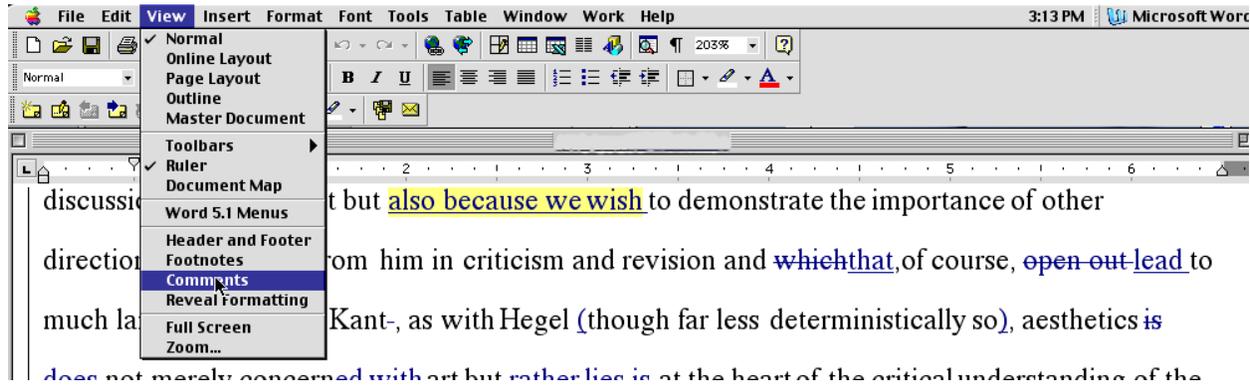
If you would like to add text at any point, whether it be to provide an alternative change to an edited sentence or to add new, unrelated text, it will appear underlined and in color (as indicated by the red text below). In order for the text to then become part of the accepted text (to turn black and non-underlined), you must go back and "Accept" this change.



#### Step 4:

#### Queries:

Queried sentences or words are highlighted in yellow. To view the comments/queries made by the copyeditor, go to the “View” menu and select “Comments.”



Once the query is resolved, you can go ahead and delete the comment by double-clicking on the comment “[dha2]” and deleting or simply make a note in the comment to indicate that the query has been resolved. Either option must be done in order for us to proceed to typesetting.

