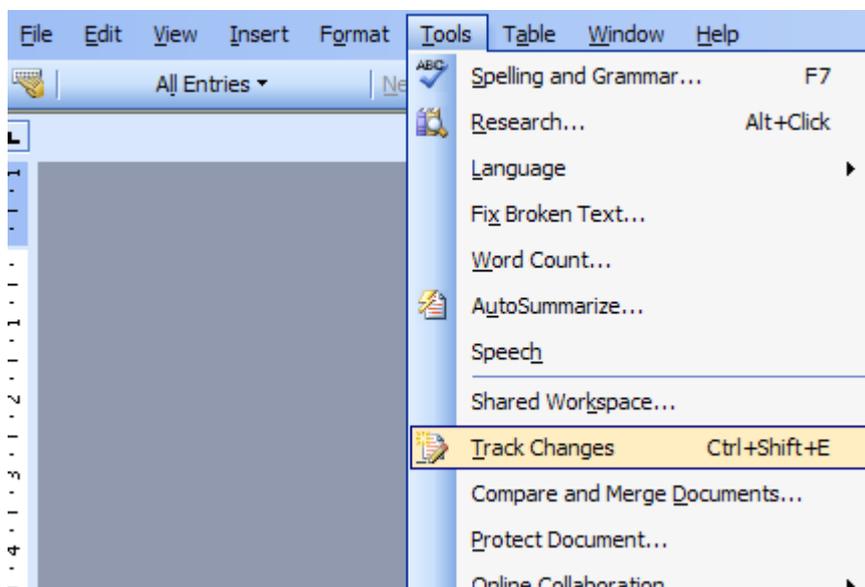
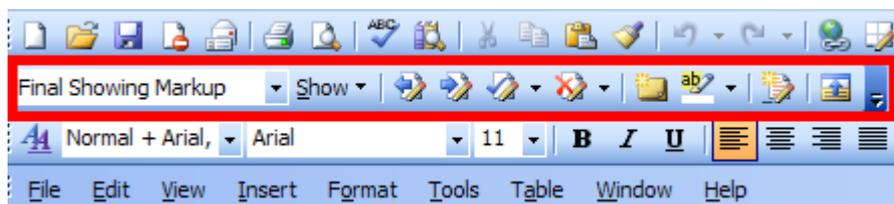


## How we proofread using MS Word 2003

In all versions of MS Word, there is a feature called 'Track Changes'. In MS Word 2003, you can find it in *Tools* → *Track Changes*. It looks like this:



When you select *Track Changes*, the following icons will appear in the top menu:



In other versions of MS Word, *Track Changes* may look slightly different, but it has exactly the same function. This feature allows us to make visible changes to your work when we proofread or edit it. We can insert new words or letters, delete words or letters, and move sections of your work. When you receive your corrected document from us, it will look something like this:

MrLingua is a friendly, personal company which offers an English proofreading service.

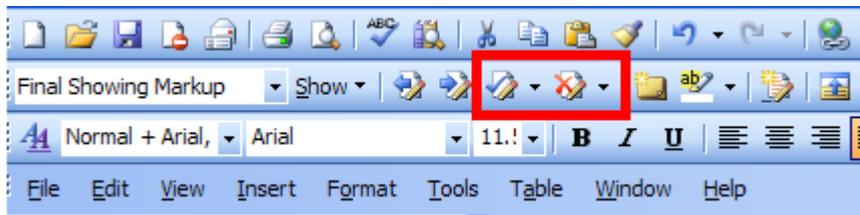
We proofread because we like English, especially the way you can use it to communicate with people all over the world.

Our service can be used by anybody, for any document. Perhaps you are a native speaker of English and you just want to make sure your dissertation is free of mistakes, or perhaps you know that your English could be better but your brochure has to be written in perfect English. Whoever you are, whatever the document, we will provide you with the professional proofreading service you need.

- Deleted: enjoy reading and using
- Deleted: it is possible
- Deleted: with it
- Deleted: for any document
- Deleted: only
- Deleted: without
- Deleted: is
- Deleted: o
- Deleted: give

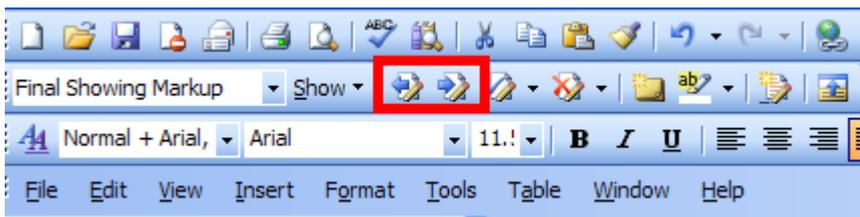
Anything that looks like this is something we have inserted. Anything that we have deleted appears in a bubble next to the text, with an arrow indicating where the deleted text originally appeared.

When you receive your corrected document from us, you have several options. On MS Word 2003, you will see the *Accept* and *Reject* icons in the top menu:



Click on the first change made by us (either an insertion or a deletion), and click on the tick (✓) to accept our change, or click on the cross (✗) to reject our change. Accepting our change will make the change permanent, and either the colour of the characters will change from red to the original colour (for an insertion), or the bubble of text will disappear (for a deletion). Rejecting our change will remove our change, and your original idea will become permanent in the document.

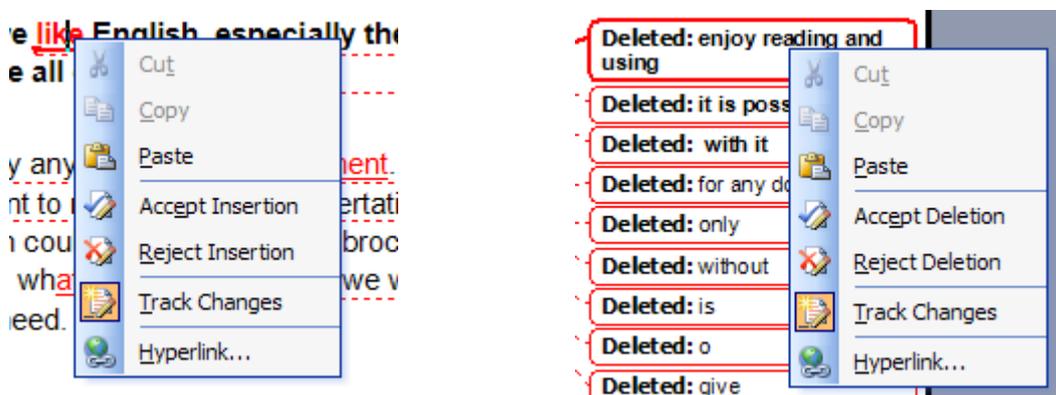
After clicking on either of those icons, click on the arrows next to the *Accept* and *Reject* icons to move to a different change:



The forwards arrow (→) will move you to the next change in the document, and the backwards arrow (←) will move you to the previous change. At the next change, you can again accept or reject the change. We recommend you do this for your entire document.

There are some other options available to you.

Firstly, when you reach a change made by us, right-click on it. This will bring up one of the following windows:

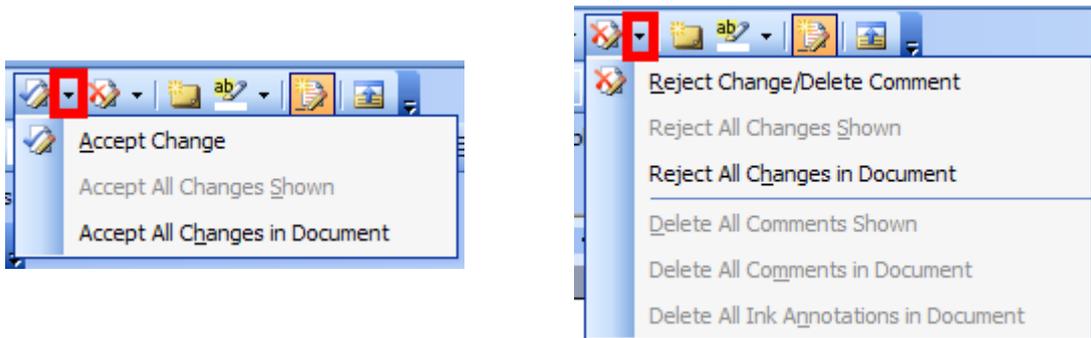


Within these windows, you can choose to accept or reject the change.

There are two further options:

1. Accept all the changes in your document
2. Reject all the changes in your document

In MS Word 2003, you will find these options by clicking on the arrows next to the *Accept* or *Reject* icons in the top menu:



Selecting *Accept All Changes in Document* will make all our changes permanent in your document, and selecting *Reject All Changes in Document* will remove all our changes. Either of these options can be good if you have read your corrected document, individually accepted or rejected our major deletions and insertions, and wish to now accept or reject any minor changes we have made, for example with regards to punctuation or formatting.