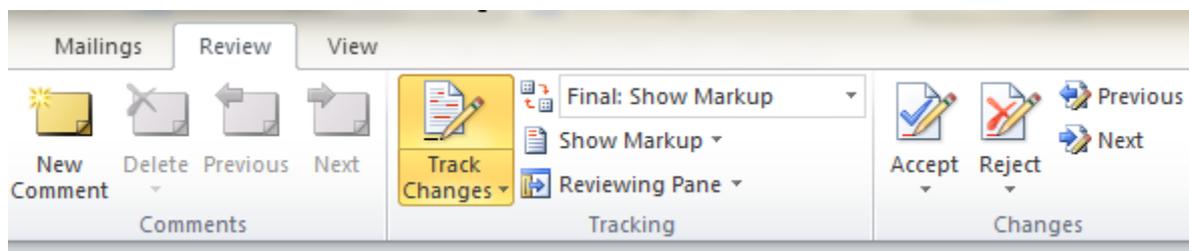


## How we proofread using MS Word 2010 & 2007

In all versions of MS Word, there is a feature called 'Track Changes'. In MS Word 2010 and 2007, it looks like this:



In other versions of MS Word, it 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:

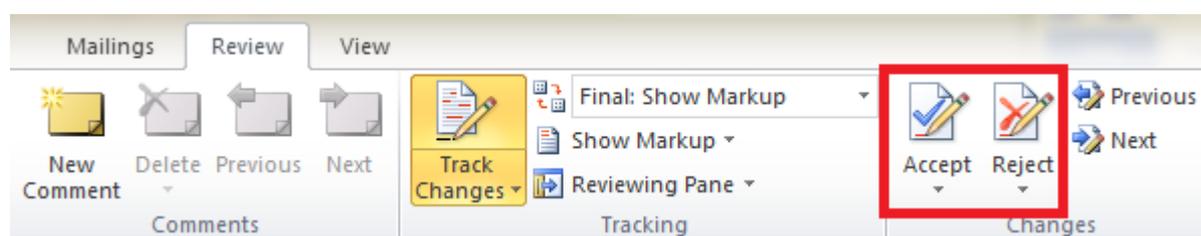
MrLingua is a friendly, personal company which offers an English proofreading service.

We proofread because we ~~enjoy reading and using~~ like English, especially the way ~~it is possible you can use it~~ to communicate with people all over the world ~~with it~~.

Our service can be used ~~for any document~~ by anybody, for any document. Perhaps you are a native speaker of English and you ~~only just~~ want to make sure your dissertation is ~~without 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, ~~whate~~ver the document, we will ~~give provide~~ you with the professional proofreading service you need.

Anything that looks ~~like this~~ is something we have deleted. Anything that looks like this is something we have inserted.

When you receive your corrected document, you have several options. On MS Word 2010 and 2007, you will see the *Accept* and *Reject* icons in the *Review* tab:

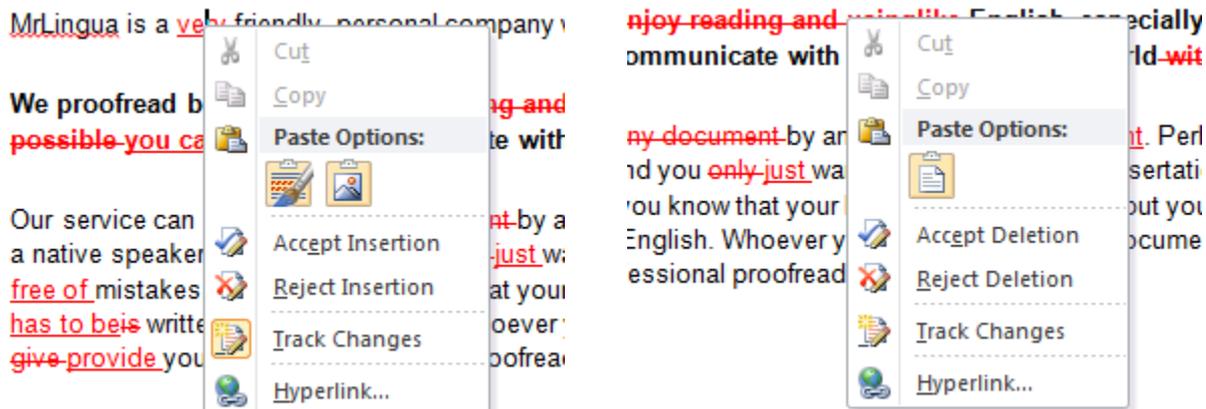


Click on the first change made by us, and click on *Accept* or *Reject*. *Accept* will make our change permanent, and the colour of the characters will change from red to the original colour. *Reject* will remove our change, and your original idea will become permanent in the document.

After clicking on either of those icons, the cursor will move immediately to the next change, and you again select *Accept* or *Reject*.

We recommend you do this for your entire document. However, 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:

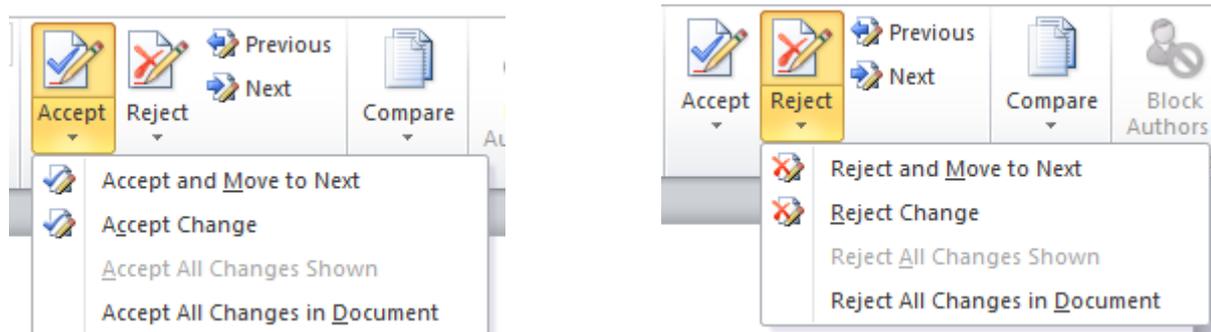


Within these windows, you can choose to accept or reject the change. After making your choice, the cursor will not move to the next change. This feature allows you to be more selective about which changes you review. For example, if we have made a lot of formatting changes, you can ignore them, and only accept or reject words we have inserted or deleted.

There are two further options:

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

In MS Word 2010 and 2007, you will find these options in the arrows below the *Accept* or *Reject* icons in the *Review* bar:



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 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.