**Brief**

* Proofread only
* Use Track changes
* Use double quote marks for speech, with a comma instead of a colon (NB: this contravenes GSG – remember, the brief **always** comes first)

**How to approach the proofread**

Imagine you are a proofreader and have just received this brief from a client.

**Advice on how to proceed**

* Save the document with ORIGINAL at the end – this is your safety
* Make a copy and rename it with TC at the end – this is your working document
* Turn ON Track changes
* Switch from "All Markup" view to "Simple Markup" view ("Final" older versions of Word)
* Check the brief for layout and formatting instructions and follow these first
  + select all the text to be edited and format globally for font, size and line spacing
* Proofread the document, fixing all the errors in the text, with Author Queries in Comments
* Save your work
* Ideally, put it away and then reread the document to check for errors

**Once you have completed the proofread**

* Download the Answer
* Compare the two versions

You should familiarise yourself with the confusing realm of "All Markup" view over time so you can advise clients on how to use them effectively – it saves a lot of time, and money for both sides.

**Switch roles –** **client side**

You are the client and have just received the edited document back from your proofreader.

* Open the document and click on the Review tab
* Go through the text and click on the red vertical line in the left margin to see what changes were made – this is "All Markup" view
  + click the line again to go back to "Simple Markup" view
* Select the "Accept" or "Reject" button for each change
  + see the other options available via the drop-down arrow
* Work your way though the document until all changes have been "Accepted" or "Rejected"
  + you will know when you have "cleared" all changes as the right side of the page will no longer be separated by a vertical doted line for the comments
* Turn OFF Track changes (no red line appears in the margin if you make a change)
* Save your work and close down the document
* Reopen the document
  + it should look and read like a polished piece of work
  + with all changes implemented
  + with consistent formatting and layout throughout
  + with no evidence of Track changes

If so, congratulations!

You have successfully completed the full editing cycle using Track changes.

Any questions? Contact me via [finalpolisheditorial@gmail.com](mailto:finalpolisheditorial@gmail.com)