Tips for Reviewing Documents in Word 2013

Tips for Reviewers

- Be sure your name is set as the default author so comments and track changes can be identified correctly.

- Always do a "Save As" of the original document and add your initials to the end of the filename.
  - Completed_Depression_Awareness_121814.docx - **Original file**
  - Completed_Depression_Awareness_121814_MS.docx - **Reviewed file**
  - Completed_Depression_121814_MS_LF.docx – **Review of another's review**

- Use Track Changes for corrections like typos, punctuation and grammar.

- Use Comments for notes, opinions, suggestions or questions.

- When making a comment, be as specific as possible.
  - **Incorrect** – "I don't like this sentence."
  - **Correct** – "This sentence seems awkward. I suggest rewording it like this..."

Tips for Managing the Reviews of Others

- Wait for all reviews to come back before trying to create the final edited document.

- Don't try to combine all reviews together and then accept or reject edits. It is too confusing. Choose a review document that has been reviewed by one or two editors as your starting document, and use that to build your final document.

- Incorporate each review, one at a time, comparing it to the final working document.

- Evaluate each change or comment individually. "Accept All Changes" is not acceptable.

- Trust the experts – If Susan H. makes a grammatical edit, it is probably correct.

- If two reviewers have contradictory comments/edits, don't be afraid to ask for help.