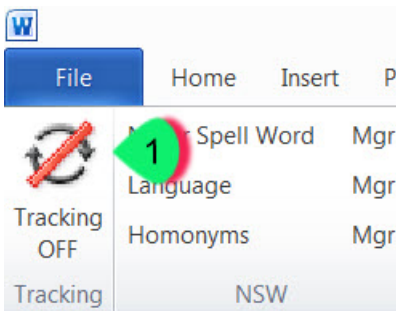


Tracking (Track Changes)

Usually editors want to track any changes they — or authors — make to a document. Sometimes, however, there is a need to turn tracking off (or on). For example, many editors do not want to track minor changes, such as removing excess spaces or empty paragraphs or other “standard” cleanup tasks. EditTools offers an easy way to turn Track Changes on or off — and visually indicates to the editor the status of Track Changes.

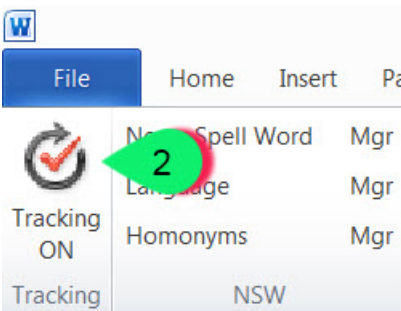
The Tracking Button

The EditTools Ribbon includes a tracking status button (#1 below). The button both visually and textually indicates tracking status. In this image, tracking is OFF.



Tracking button indicating tracking is off

To turn Track Changes on, single-click the button. Both the visual clue and the text will change to indicate tracking is now on (#2).



Tracking button indicating tracking is on

Note the different symbols that are used to indicate if tracking is on or off.

Troubleshooting

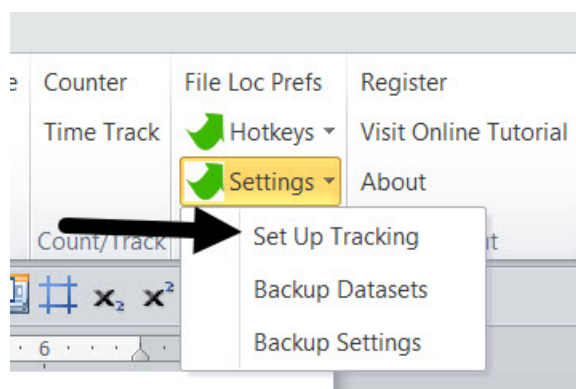
PROBLEM: Occasionally, when first opening Word, the Tracking button will indicate that Track Changes is off (or on) when it is actually on (or off). All it

means is that the current status was incorrectly transmitted by Word to EditTools.

SOLUTION: The tracking button and Word need to get in sync. To synchronize them, click the Tracking button a couple of times until the correct status is shown.

Tracking Button Options

If you want to change the default text, symbol, or both, got to the Preferences menu on the EditTools Ribbon, click Settings > Set Up Tracking (arrow).



Preferences > Settings > Set Up Tracking

Clicking Set Up Tracking brings up the dialog shown below. For a different message, change the text in the ON and OFF fields (#3). For different symbols, go to <https://bert-toolkit.com/imagenso-list.html> and select the symbols you prefer and enter the symbol names in the appropriate field (#4). For example, if you would prefer that the OFF symbol be a hand with palm facing you (the “stop” hand), in the **Tracking OFF image: field**, delete **SkipOccurrence** and enter **Breakpoint**.

Ribbon Tracking Options [X]

Use this box to identify how the Tracking Status is presented on the left side of the EditTools Ribbon.

Text to display when Tracking is ON (max 16 chars) 3

Text to display when Tracking is OFF (max 16 chars)

Click here (<https://bert-toolkit.com/imagenso-list.html>) for the ON/OFF situations and enter below. 4

Tracking ON image:

Tracking OFF image:

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Ribbon Tracking button options