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February 2, 2012

Volume 12

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## Word - Tracking Changes

When working with a document of any type (i.e. proposal, article, brochure, report, etc) there are times when it's necessary for other people to edit and comment on the document. The problem is if you give them a Word file and they make edits you don't know what they changed. Word alleviates this by enabling you to track changes in Word.

Not only can you track the changes, you can comment on them, accept or reject them and print them.

### Turn On and Off Tracking

In the document you want to revise and track, go to the Tools menu and click Track Changes.

If you look down at the bottom of your page, on the status bar you will see (towards the middle) TRK - if it is dark, tracking is on, if it is grey (dimmed) tracking is turned off.

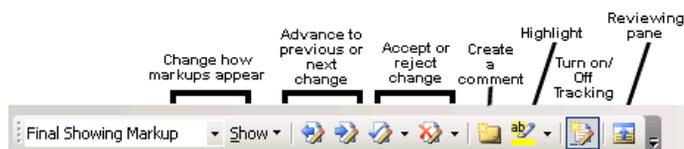


You can turn on and off tracking also by double clicking TRK on that bottom status bar or on the upper tracking status bar (discussed below). Turning off tracking does not remove changes that have already been tracked. Instead, it enables you to see your document without the markups.

### Seeing Changes in Action

Make the changes you want by inserting, deleting, or moving text or graphics. You can also change formatting, highlight or comment on a sentence or graphic and Word will continue to track the changes.

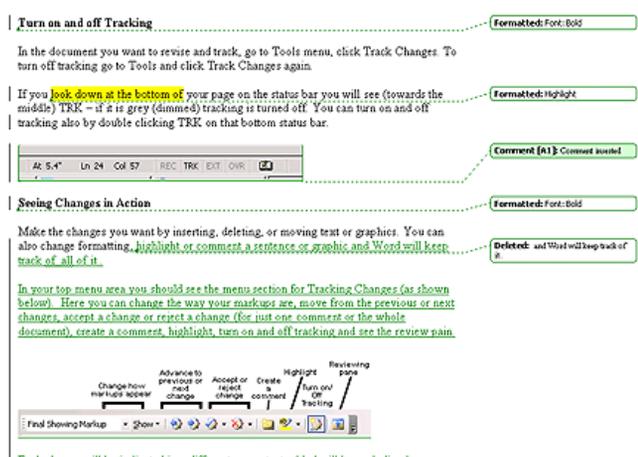
In your top menu area you will see the menu bar for Tracking Changes (as shown below). Here you can change the way your markups appear, move from the previous or to the next change, accept or reject a change (for just one change or for changes in the whole document), create a comment, highlight text, turn on and off tracking and see the review pane. To remove tracked changes, use the icons for accept/reject on the tracking menu toolbar.



Each change made will be indicated in a different way – text added will be underlined, formatting changes and deletions will be referenced on the right in balloons. See sample below of my tracking of changes as I wrote this article.

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### Printing Your Changes

Some times it just more comfortable on the eyes to print out your document and review the changes on paper - Word gives you that option.

1. Go to View on the menu bar and choose Print Layout.
2. Using the Tracking menu, click on the first item to the right and choose the way you want the markup to display or click Markup in View.
3. Go to File and choose Print – now where you see “Print What” choose Document Showing Markup.

This is a great tool and we encourage you to try it. If you need help with any part of this explanation or have a project involving Word, please contact us at [info@aapk.com](mailto:info@aapk.com) for our help.

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### Sending Mass Emails using BCC

We have been asked many times by folks who want to send out emails to a large group (be it a non-profit, school, organization or small business) if using BCC is an acceptable way to send their message. While this might seem the cost effective way to send out a mailing, it’s not the best solution. Click here to read the pros and cons.

BCC (Blind Carbon Copy) is not intended to be a way to create mass mailings, instead it was for copying a small group on an email. This is useful when trying to keep others “in the know” without the recipient knowing who else is getting information.

Unfortunately, spammers (in particular) have abused the BCC field, and because of this BCCs are “outlawed” as a way of sending a legitimate mailing list. Some of the reasons why:

- The number of BCC addresses is normally limited to a small number of recipients. 50 is quite common but it can be lower. This means that larger mailing lists need to be split into multiple messages - making more work.
- Companies operating mail servers look for patterns in mail messages to determine if they are spam or you are a spammer. If you do split your campaign up into multiple messages using BCC and then send these messages off through your mail account, your ISP may delete some or all of your outgoing messages because they look like you are spamming. This could also result in your account suspended!

If your messages do get through your ISPs mail server, they might not make it to the intended recipient because their mail servers are checking for spam in some of the following ways:

- The recipient is not listed in the TO field (because it’s in the BCC field).
- If you’re using HTML emails, use high quality HTML emails. Don’t use tools which create unclean HTML (such as Word). They tend to leave signs behind (like empty tags, eg: `<b></b>`) which are generally found in spam.

To avoid your message being considered spam you have the following choices:

- Go with a third party - but you have to learn their software and use one of their templates (if you aren't web savvy enough to design your own) to create your message.
- Buy a bulk email product (they begin in price at approximately \$35.00 – but remember you get what you pay for) - again you have to learn their software and use their templates (unless you know how to create your own).

The challenge with both methods is you have to learn their software, use their templates (which means your message might look like others) and understand the nuances of creating an email that will have an impact on your viewer.

At AAPK we have years of experience in creating mass mailings and e-newsletters that get attention. Let us help you get your message out in a reliable way – contact us today at [info@aapk.com](mailto:info@aapk.com).

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## You Have To Laugh

Video: Dog trying to throw a stick at a "Stranger" <http://www.wimp.com/throwstick/>

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