



Making Changes to Chapters

There are two types of chapters in our APPP (Adult Policies, Procedures and Practice) sites. One is a formatted chapter which is where the whole chapter is a part of the site, has headings, subheadings, links to other chapters and websites etc. The second type are PDF / Word files – these are linked to the site but open or download using their own software.

If you want to make changes to a formatted chapter, please follow the guidance below. If a PDF / Word document needs updating, please just send us the new version.

Some of this guidance has been done using track changes, so you can see what it should look like.

Making Changes to a Formatted Chapter

If you want to make changes to a formatted chapter, it must be done as described here using track changes in Microsoft Word; we need to be able to see what changes you want us to make. If we do not receive it as outlined here, we may have to ask you to do it again and none of us want that! (Using track changes is specified in our contract with you.) Please do not use a highlighting option instead as we cannot see what text you have deleted. Please follow the steps below:

1. Open a new, blank Microsoft Word document.
2. Then, in your internet browser, go to the Contents page of the APPP and click on the title of the chapter you want to amend.
3. Once in the chapter, click on some of the wording and then press the **Ctrl** key (bottom left corner) and **A** key at the same time. This should highlight all the chapter content. Right click anywhere on the highlighted text and then click on the **copy** option.
4. In Word, right click on the blank document. If you have three **paste** options displayed, choose the middle one. If not, just click on **paste**. It will copy the text from the chapter into Word.
5. Click on the **Review** tab in the tool bar in the middle top of the Word document. Click on **track changes**, and then click on **track changes** again in the dropdown menu.

Please test that track changes are working before you start making changes to the chapter. Any amendments, however small, you make will be shown usually in red or blue text. This includes spaces and punctuation.

Click on the link to view a short video about using [Track Changes and Show Markup](#).

Thank you.

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