

Standard Operating Procedure		Rev.	As of
Check Review Mode		1.0	04 Jul 2013
Internal File Name / Identification		SOP-Check_Review_Mode.DOCX	
Scope	Word files of versions 11, 12, 14 and 15		
Issue / Trigger	Documents with activated tracking of changes cannot be imported into some of the most popular CAT tools.		
Standard Process	General Description	Accept the proposed changes, delete the comments and turn off tracking changes in all files which are reported to have tracking during the import into CAT tools.	
		<ol style="list-style-type: none"> Open all files with import problems and check the setting of Track Changes in the Review ribbon. If applicable, Accept All Changes in Document. Delete all Comments. Deactivate Track Changes. Save the file. Close the file. 	
Alternate Process 1	Reasons / Description	The standard process works for most files. Sometimes it is necessary to change the file a bit, in order to reset some internal flags which will still indicate that the Review Mode is activated. The alternate process follows the standard process.	
		<ol style="list-style-type: none"> Open the file again. Activate Track Changes. Make some minor arbitrary textual changes. Accept All Changes in Document. Deactivate Track Changes. Save the file. Close the file. Open the file again. Activate Track Changes. Undo the textual changes of step 3. Accept All Changes in Document. Deactivate Track Changes. Save the file. Close the file. 	
Alternate Process 2	Reasons / Description	Some Word files were produced in newer formats such as DOCX, but were finally saved in older formats like DOC. In this case, it can be necessary to open the respective files in a newer version of Word, e.g. 2007/2010 or 2013 and save the file in the latest supported format.	
		c.f. SOP-Save_Word_File_In_Newer_Format	
Comment	This procedure helps in nearly all cases, but it does not guarantee a secure recovery of the corresponding target files, because there might be other implications.		
Automation	The whole process including the alternate processes 1 and 2 have to be programmed as macro and later on implemented as add-in.		
Referenced Documents	SOP-Save_Word_File_In_Newer_Format.DOCX		
Document History	04 Jul 2013	1.0	First issue Alois Stockklauser

