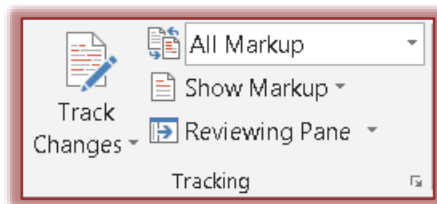


## Track Changes

Track Changes is a feature that allows two or more people to collaborate on a document. One person usually creates and owns the document and the other reviews it. When revisions are made to the document, they are recorded without the original text being lost. Track Changes affects only the active document, not any other documents that are open.

By default, revisions made in the document appear in a different color from the original document. Usually Track Changes displays deletions in balloons in the margins and insertions as underlined text.

- ✦ Insertions and deletions are inserted in the text in an assigned color and are underlined. Each reviewer is assigned a different color.
- ✦ Deletions can be displayed in balloons, rather than in text in **Print Layout View**.
  - \* Click the **Review Tab**.
  - \* Click the **Show Markup** button in the **Tracking Group** (see illustration below).



- \* Move the mouse pointer over the **Balloons** option.
  - \* Click **Show Revisions in Balloons**.
- ✦ Formatting changes appear in **Balloons** in the right margin when in **Print Layout View**.
- ✦ All changes are marked in the left margin by vertical lines.

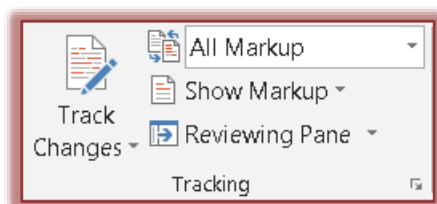
To display a Screen Tip that identifies the name of the reviewer who made a specific change and when the change was made, point to a revision or balloon. The reviewer name is taken from the user information on the computer.

All the changes that are made while the Track Changes feature is turned on remain part of the document until they are accepted or rejected. Hiding tracked changes does not delete existing changes from the document. Hiding tracked changes enables you to view the document without having to view strikethroughs, underlining, and balloons.

### TURN ON TRACK CHANGES

When Track Changes is turned on, all the changes made to the document can be viewed.

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click the **Track Changes** button (see illustration below).



- \* The button will turn orange indicating that Track Changes is active.
- \* Any changes made to the document will be indicated by revision marks.

- ✦ Make the changes to the document by inserting text, deleting text, moving text, or formatting text or graphics.

### TURN OFF TRACK CHANGES

When Track Changes is turned off, revisions can be made to the document without marking what has been changed. However, turning the Track Changes feature off does not remove any changes that were added when Track Changes was turned on.

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click the **Track Changes** button.
- ✦ The **Track Changes** button will no longer display in orange.
- ✦ Changes to the document will no longer be marked.

### ADD A TRACK CHANGES INDICATOR TO STATUS BAR

- ✦ Right-click the **Status Bar** at the bottom of the **Word** window (see illustration below).
- ✦ Click the **Track Changes** indicator on the **Status Bar** to turn **Track Changes** on or off.



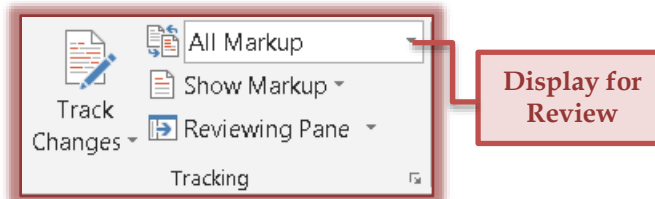
### WORK WITH REVISIONS

It is possible to work with revisions in the following ways. The commands to perform these operations are available on the **Review** tab.

#### **Track Changes without Viewing on Screen**

To track changes without showing them on the screen it is possible to hide them from view.

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click the **Display for Review Arrow** (see illustration below).



- ✦ Click one of the options from the list.
- ✦ The list below provides a description of each of the four options.
  - \* **Simple Markup** - Any changes that are made to the document are marked and shown by displaying a line near the margin. A comment is indicated by a little balloon. To display the changes and comments, click the line or balloon. Word will be switched to All Markup mode.
  - \* **All Markup** - This view displays the document with all changes incorporated into the text. Tracked changes will not display. Any tracked changes or comments that have not been accepted, rejected, or deleted remain in the document.
  - \* **No Markup** - Use this view to display the original text with tracked changes and comments.
  - \* **Original** - To display the original document without tracked changes and comments, select this option. Any changes or comments in the document that have not been accepted, rejected, or deleted will remain in the document.

## Select Type Revision to Display

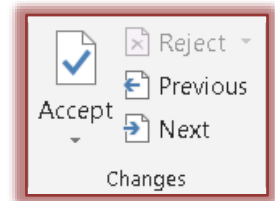
This option is used to select the type of revisions to display when the revisions are visible in the document.

- ✚ Click the **Review Tab**.
- ✚ In the **Tracking Group**, click the **Show Markup** list arrow (see previous illustration).
- ✚ Select one or more of the revision types which are **Comments**, **Ink**, **Insertions and Deletions**, and **Formatting**.

## Move Backward or Forward Through Revisions

It is possible to move from one revision or comment to another.

- ✚ Click the **Review Tab**.
- ✚ In the **Changes Group** (see illustration at right), click the **Previous** or **Next** button to move from one revision or comment to another.



## Accept/Reject Highlighted Changes Individually

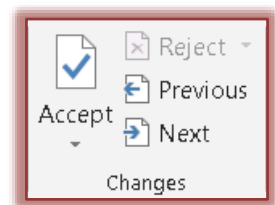
This process allows you to incorporate revisions and comments made in a document into the original document.

- ✚ Click the **Review Tab**.
- ✚ In the **Changes Group**, do one of the following:
  - \* To incorporate the change into the document, click the **Accept** button.
  - \* To remove the highlighted change from the document, click the **Reject** button.
- ✚ The next revision or comment will be highlighted.
- ✚ Follow this same procedure for the rest of the revisions or comments.

## Accept/Reject All Highlighted Changes at One Time

To accept or reject all changes at once, follow the process below.

- ✚ Click the **Review Tab**.
- ✚ In the **Changes Group**, do one of the following:
  - \* To incorporate all the changes into the document at once:
    - Click the **Accept** arrow.
    - Click **Accept All Changes in Document**.
    - All the revisions and comments will be incorporated into the document.
  - \* To reject all the revisions and deletions:
    - Click the **Reject** arrow.
    - Click **Reject All Changes in Document**.
    - All the revision marks and comments will be removed from the document.

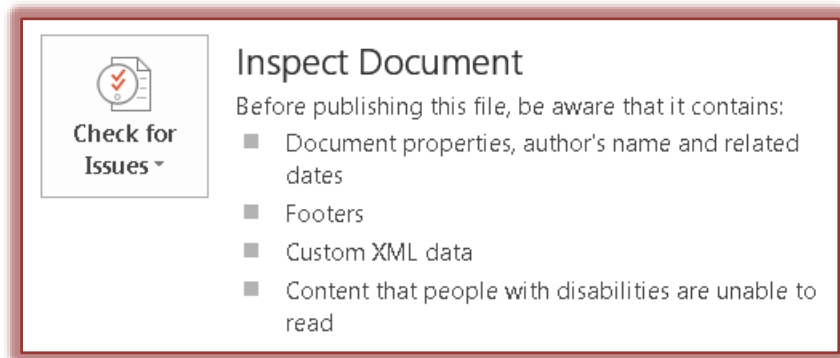


**NOTE:** To accept or reject a change, you can also right-click the change and then click Accept Change or Reject Change.

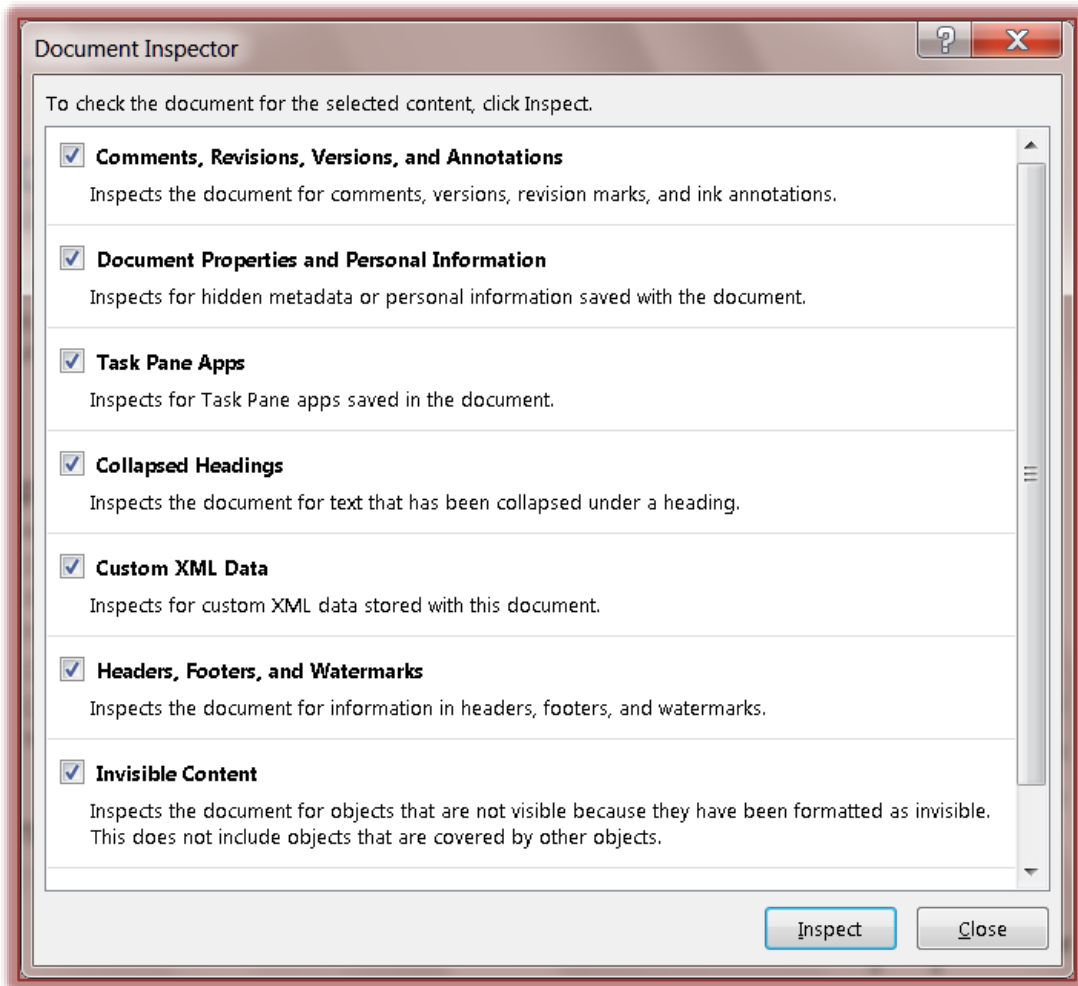
## CHECK DOCUMENT FOR TRACK CHANGES

Document Inspector is a feature that allows you to check any document for Track Changes, Comments, Hidden Text, and other personal information.

- ✚ Open the document that is to be inspected for tracked changes and comments.
- ✚ Click the **File Tab**.
- ✚ Point to **Info**, if necessary.
- ✚ Click the arrow at the bottom of the **Check for Issues** button (see illustration on next page).
- ✚ Click **Inspect Document**.



- ✚ A message will appear asking about saving the document, if the document has not been saved.
- ✚ The **Document Inspector** window will display (see illustration below).



- ✚ Click any of the options that you want inspected in the document.
- ✚ Click **Inspect**.
- ✚ A window will appear showing the progress of the Inspection.
- ✚ Once the process is complete, a window will appear reviewing the results of the inspection.

### PRINT DOCUMENT WITH TRACK CHANGES

Before the document is printed, switch to **Print Layout** view. Display the Track Changes and comments the way they are to display in the printed document. There are several options for printing Track Changes.

## † Print Showing All Markup

- \* Click the **Review Tab**.
- \* In the **Tracking Group**, click **All Markup**.
- \* Select the type of changes that are to be displayed.

## † Print Showing Changes and Comments by Type or Reviewer

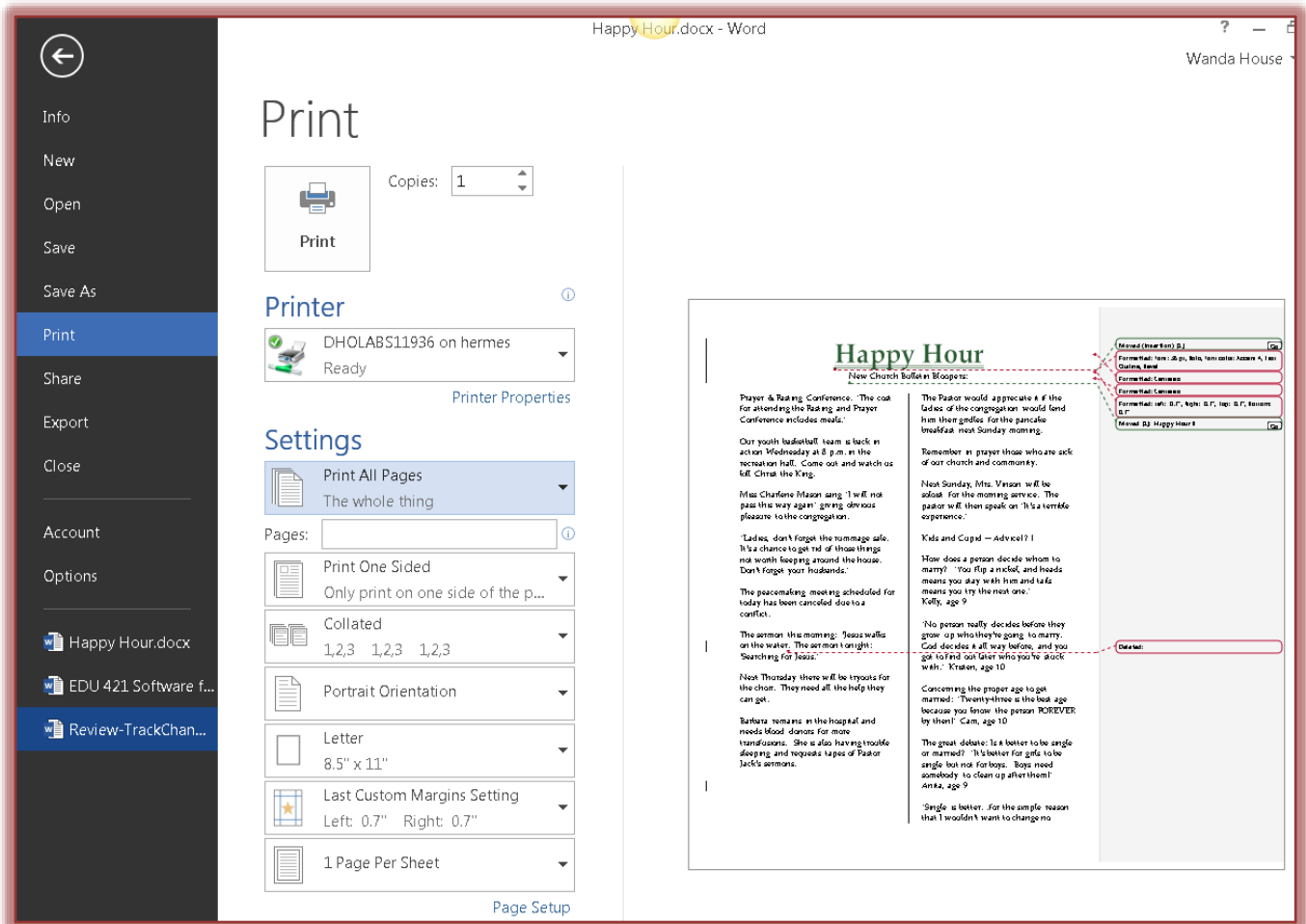
- \* Click the **Review Tab**.
- \* In the **Tracking Group**, click the **Display for Review** box.
- \* Click **Original**.
- \* Select the type of change that is to be displayed.

## † Click the **File Tab**.

## † Click the **Print** link.

## † Click **Print**.

## † The **Preview and Print** window will display (see illustration below).



## † Under **Settings** click the list arrow next to **Print All Pages**.

## † Click **Print Markup**.

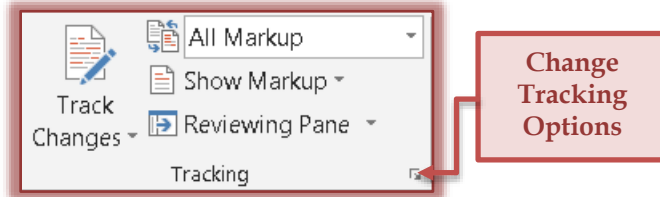
## NOTES

- † By default, Microsoft Word chooses the Zoom level and page orientation to best display the tracked changes in a printed document.
- † The document will shrink to fit the balloons on the printed page, if balloons are turned on.
  - \* To make the page readable, balloons can be turned off.

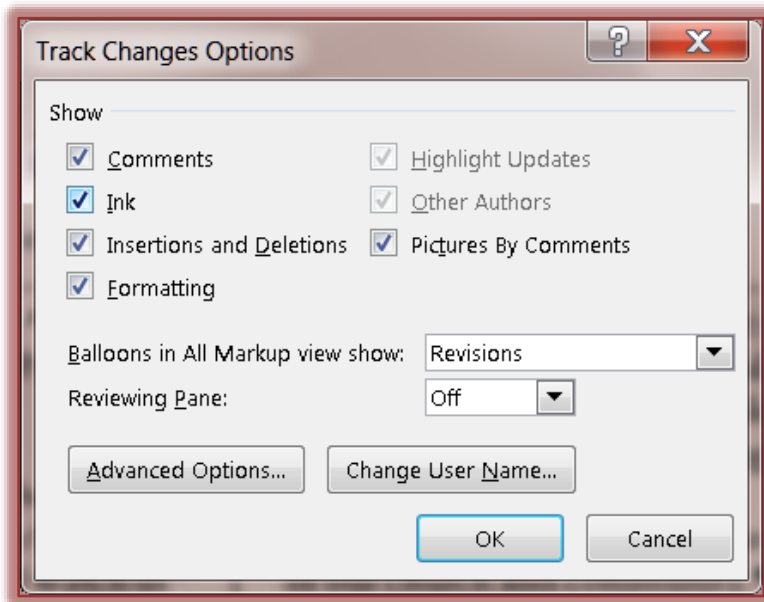
- \* To accomplish this, do one of the following:
  - Click the **Review Tab**.
    - In the **Tracking Group**, click the **Balloons** button.
    - Click **Show All Revisions Inline**.
  - Click the **Page Layout Tab**.
    - In the **Page Setup Group**, click the **Orientation** button.
    - Click **Landscape**.

### Change Layout for Printing Track Changes

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click **Change Tracking Options** button.



- ✦ The **Track Change Options** window will display.



- ✦ Click the **Advanced Options** button.
- ✦ In the **Paper Orientation in Printing** list arrow select one of the following options. This arrow appears at the bottom of the window.
  - \* **Auto** -Word prints the document with the orientation that provides the best layout for the document.
  - \* **Preserve** - Word prints the document with the orientation that is specified in the **Page Setup** dialog box.
  - \* **Force Landscape** - Word prints the document with the **Landscape Orientation**. The most room is allowed for balloons.
- ✦ Once all the options have been chosen, click the **OK** button twice to return to the document.

## REVIEW SUMMARY OF TRACKED CHANGES

This feature can be used to ensure that all tracked changes have been removed from a document. It will not show up to others who might view the document. The summary section at the top of the Reviewing Pane displays the exact number of visible tracked changes and comments that remain in the document.

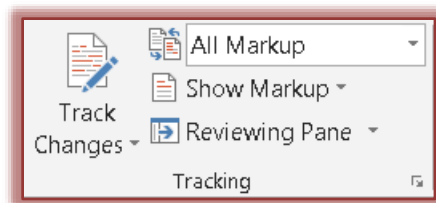
- ✚ Click the **Review Tab**.
- ✚ In the **Tracking Group**, click the **Reviewing Pane** button.
- ✚ The **Reviewing Pane** will appear on the left side of the window.
- ✚ To display the **Reviewing Pane** at the bottom of the window:
  - \* Click the **Reviewing Pane** list arrow.
  - \* Click the **Reviewing Pane Horizontal** option.
- ✚ To view the number of each type of change, click the **Show Detailed Summary**.

## DISPLAY CHANGES

The default display for deletions and comments is a balloon in the margins of the document. This default can be changed so that the comments will display inline and the deletions will show with strikethroughs.

### **Display All Changes Inline**

- ✚ Click the **Review Tab**.
- ✚ In the **Tracking Group**, click the **Show Markup** button (see illustration below).

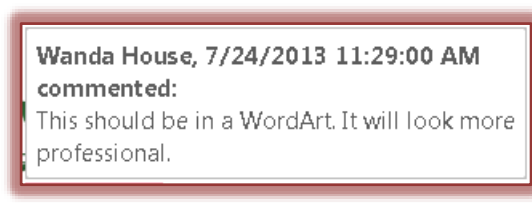
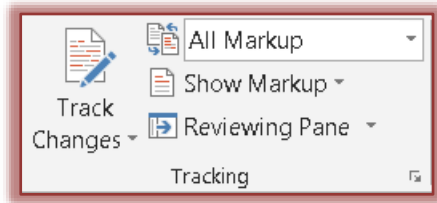


- ✚ Move the mouse pointer over the **Balloons** option.
- ✚ Click **Show All Revisions Inline**.
  - \* The comments will appear within the document.
  - \* The deletions will appear with lines through them (see illustration below).



### **Display Comments in Screen Tips**

- ✚ Click the **Review Tab**.
- ✚ In the **Tracking Group**, click the **Show Markup** button illustration next page left).
- ✚ Move the mouse pointer over the **Balloons** option.
- ✚ Click **Show All Revisions Inline**.
- ✚ Rest the pointer on a comment (see illustration above right) in the document.
- ✚ The comment will appear in a **Screen Tip**.

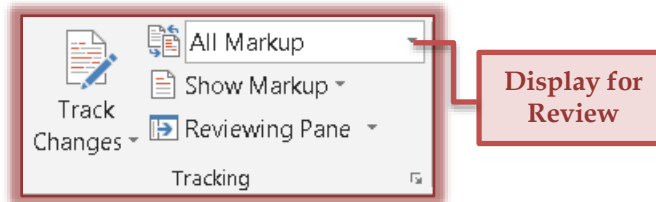


### Display Changes by Type of Edit or By Reviewer

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click the **Show Markup** arrow (see illustration above).
- ✦ Do one of the following:
  - \* Select the type of change to display.
  - \* Point to **Reviewers**.
  - \* Click to clear all check boxes except the ones next to the names of the reviewers whose comments and changes are to be shown.
- ✦ To select or clear all check boxes for all reviewers in the list, click **All Reviewers**.

### Display Changes and Comments for Specific Reviewers

- ✦ Click the **Review Tab**.
- ✦ In the **Tracking Group**, click the **Display for Review** list arrow (see illustration below).
- ✦ The list below provides a description of each of the four options.



- \* **Simple Markup** – Any changes that are made to the document are marked and shown by displaying a line near the margin. A comment is indicated by a little balloon. To display the changes and comments, click the line or balloon. Word will be switched to All Markup mode.
- \* **All Markup** – This view displays the document with all changes incorporated into the text. Tracked changes will not display. Any tracked changes or comments that have not been accepted, rejected, or deleted remain in the document.
- \* **No Markup** – Use this view to display the original text with tracked changes and comments.
- \* **Original** – To display the original document without tracked changes and comments, select this option. Any changes or comments in the document that have not been accepted, rejected, or deleted will remain in the document.