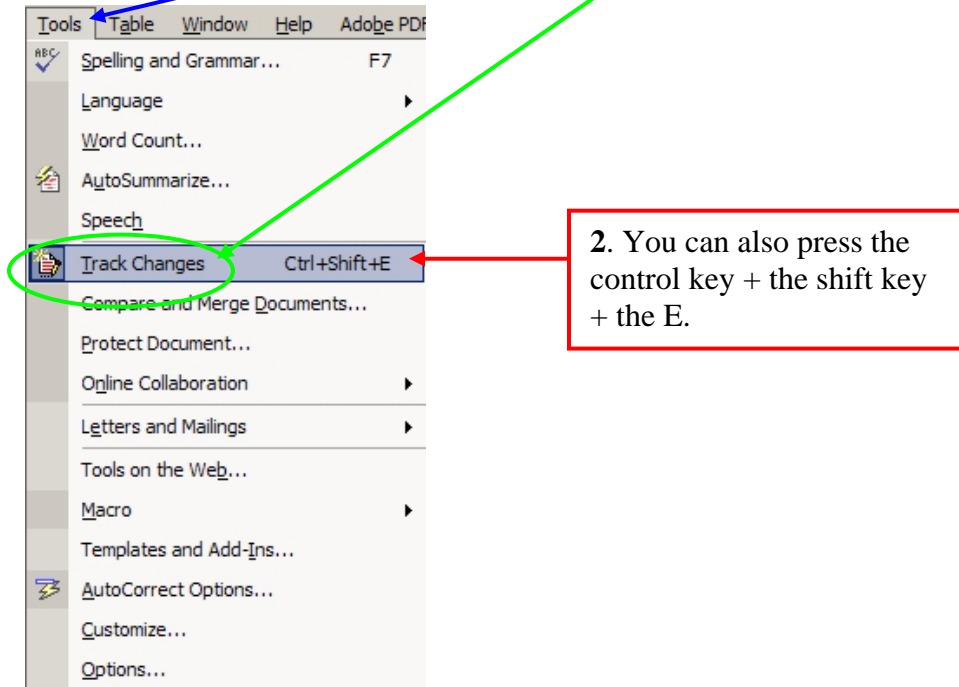


Microsoft Word Track Changes

Track Changes works as a toggle, which means you turn it on and off in the same manner. Turning off track changes does not remove any changes or comments. There are 3 different ways to turn Track Changes on and off.

1. Under **Tools in the Menu** bar click on **Track Changes**.

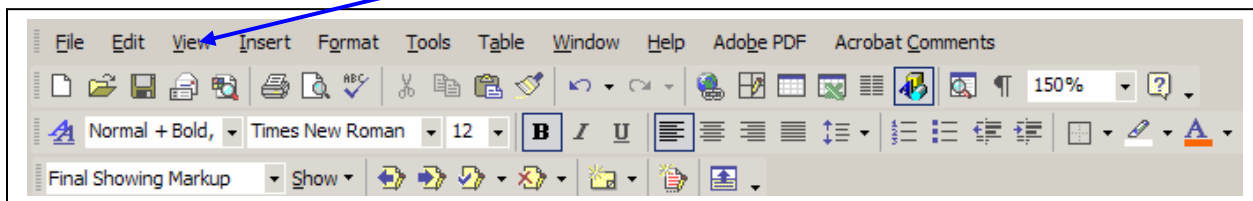


3. Double click on **TRK** in the menu bar at the bottom of the screen. When TRK is grayed out, **track changes** is turned off. When **TRK** is bold, it is turned on.



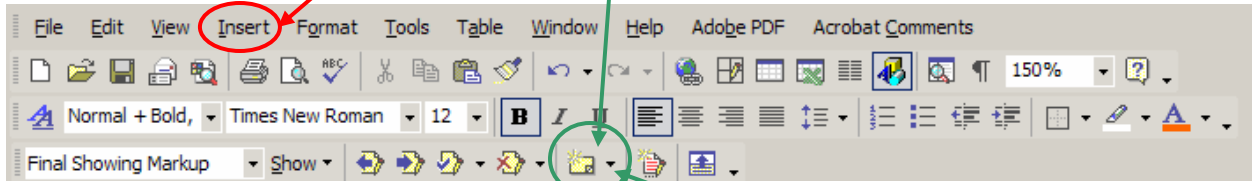
Reviewing Toolbar

When you turn on Track Changes the **Reviewing** toolbar appears at the top of your document. However, when you turn off Track Changes, the **Reviewing** toolbar does not disappear. If you want to get rid of the reviewing toolbar, you click on **View** in the menu bar, click on **Toolbars** and then click on **Reviewing**.



Entering Comments

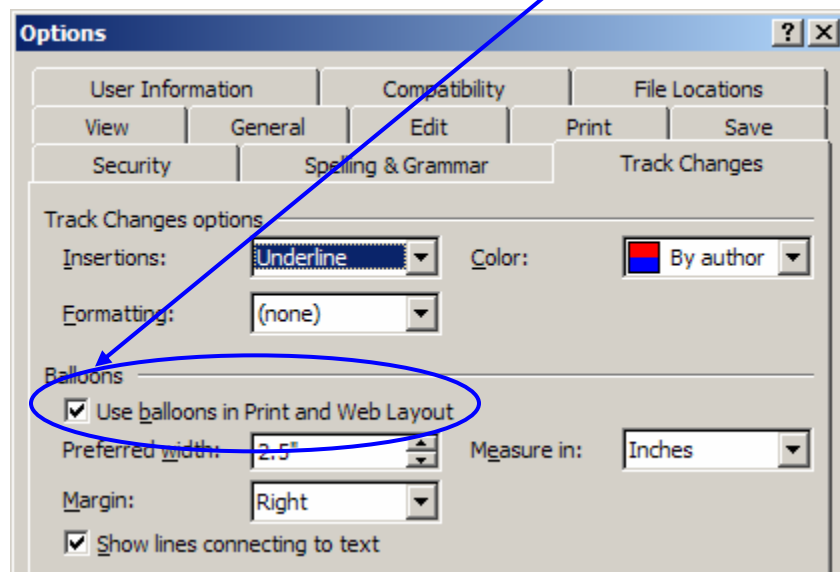
- Select the text or item you want to comment on, or click at the end of the text.
- On the menu bar under **Insert**, click on **Comment** in the reviewing toolbar. A balloon will appear for you to type in your comment.



- If you rest the cursor on top of a balloon, the name of the reviewer will appear.
- If you want to respond to a comment, click in the comment. Click **Comment** in the reviewing toolbar and a new balloon will appear for you to type your response.

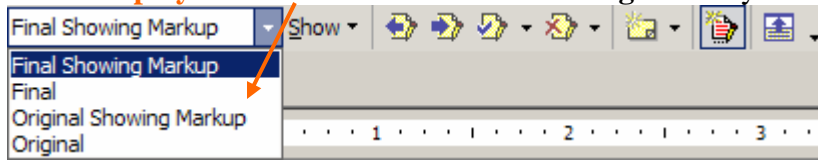
Comment Balloons

- To determine if **Use Balloons** is set to **Always**: Click on **Tools** in the menu bar.
- Click on **Options**.
- Click on the **Track Changes** tab.
- Check to make sure there is a check mark in front of **Use Balloons in Print and Web Layout**.



Display for Review

In the **Display for Review** box in the **Reviewing** toolbar you have 4 options.



Final Showing Markup

This option enables the author of the document to see the original text with the suggested insertions and deletions. The deleted text appears in the comment balloons and the inserted text and the formatting changes are shown in the document.

Final

This option enables you to see how the document will look if you accepted all of the changes.

Original Showing Markup

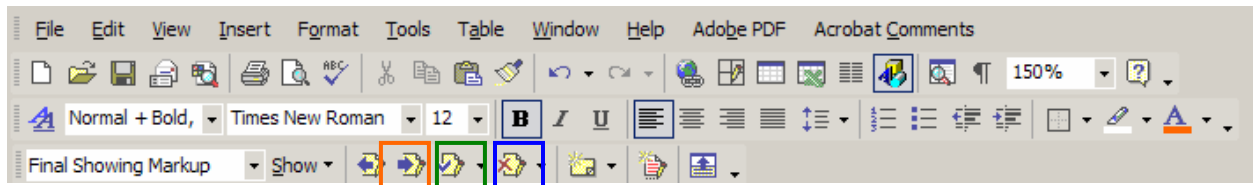
This allows you to preview changes before you accept them or reject them. The inserted text, the deleted text, and the comment balloons are all visible in the original document.




Original

This shows you how the document will look if you reject all of the changes.

Accepting or Rejecting Changes

- Click **View** in the menu bar, and then click **Markup** to show or hide all of the markup in a document.




- On the **Reviewing** toolbar, click **Next** , and then click **Accept Change**  or **Reject Change**  to make the revisions permanent.
- Continue doing this until there are no more tracked changes in the document.

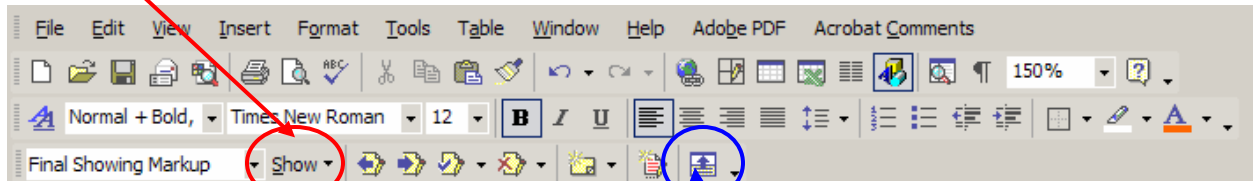
Accept All Changes in Document

- Click the arrow next to **Accept Change** , and then click **Accept All Changes in Document**.

Reject All Changes/Delete All Comments

- Click the arrow next to **Reject Change/Delete Comment** .
- Do one of the following:
 - Click **Reject All Changes in Document**.
 - Click **Delete All Comments in Document**.

Show



- Clicking the down arrow next to show reveals several choices of markup items to show:
 - Comments**
 - Insertions and Deletions**
 - Formatting**
 - Reviewers** – Here you can select one reviewer’s comments to look at or the comments of all the reviewers.
 - Reviewing Pane** – This opens a window at the bottom of the screen with a list of all the insertions, deletions, and comments. The **Reviewing Pane** also appears on the Reviewing toolbar.
 - Option** – This allows you to set options for Markup and what you see in the options depends on what version of Word you are using.

What do you mean my revisions and comments are still there?

“There are various ways to hide the revisions or comments—but all the revisions that were made while the Track Changes feature was turned on and all the comments that were inserted remain part of the document until they are accepted or rejected (or, in the case of comments, deleted).”

“**Note:** Turning off Track Changes does not remove the revision marks or comments from the document. Instead, turning off Track Changes enables you to modify the document without storing insertions and deletions and displaying them as strikethrough, underlining, or balloons.”

“To get rid of tracked changes and comments, you need to accept or reject the changes and delete the comments. Here's how:

- On the **View** menu, point to **Toolbars**, and then click **Reviewing**.
- On the **Reviewing** toolbar, click **Show**, and then make sure that a check mark appears next to each of the following items:
 - Comments
 - Ink Annotations (Word 2003 only)
 - Insertions and Deletions
 - Formatting
 - Reviewers (Point to **Reviewers** and make sure that **All Reviewers** is selected.)
 - If a check mark does not appear next to an item, click the item to select it.
- On the **Reviewing** toolbar, click **Next** to advance from one revision or comment to the next.
- On the **Reviewing** toolbar, click **Accept Change** or **Reject Change/Delete Comment** for each revision or comment.
- Repeat these steps until all the revisions in the document have been accepted or rejected and all the comments have been deleted.”

“**Note:** If you know that you want to accept all the changes, click the arrow next to **Accept Change**, and then click **Accept All Changes in Document**. If you know that you want to reject all the changes, click the arrow next to **Reject Change/Delete Comment**, and then click **Reject All Changes in Document**. To remove all comments, you must delete them. Click the arrow next to **Reject Change/Delete Comment**, and then click **Delete All Comments in Document**.”

Microsoft Office Online is the source for this information. The web site also includes additional information about using Markup in a document:

<http://office.microsoft.com/en-us/assistance/CH063555981033.aspx>