Microsoft Word: Track Changes
Reference Guide for End Users
Introduction

The Track Changes feature in Microsoft Word enables you to collaborate on documents while keeping track of each participant’s edits and comments. You are then able to accept or reject the edits when you are ready to finalize the document.

Track Changes Setup

By default, the Track Changes feature is not active. In order to utilize this powerful tool, you must first turn it on in the document you are editing. You are also able to Lock Tracking to prevent others from turning the feature off accidentally. Once Track Changes is enabled, simply edit the document as you normally would.

Activating Track Changes

1. Open the document entitled tc-Self-Assessment Form.docx.
2. Click on the Review tab in the ribbon.
3. In the Tracking group, click on Track Changes.

Please note: To turn off Track Changes, follow steps 2 and 3.

4. Click the Track Changes dropdown menu.
5. Choose Lock Tracking.

6. Type Towson in both of the fields.
7. Click the OK button.

Please Note: Lock Tracking is not required. The Lock Tracking option only applies to the document you are currently editing. In order to turn off Track Changes once it is locked, follow steps 4 and 5 above, enter the password and click the OK button.
Track Changes Settings

There are several settings for viewing Track Changes to make it work best for you. These settings can be changed while Track Changes is activated.

Markup Options

1. Click the All Markup dropdown menu to see the following options:
   a. Simple Markup – displays a red line in the margin where changes have been made.
   b. All Markup – displays all edits.
   c. No Markup – hides markup and incorporates edits.
   d. Original – displays the original document without any edits.

2. Choose All Markup from the dropdown menu.

Show Markup

1. Click the Show Markup dropdown menu. The options in this menu allow you to determine what type of revisions you would like to see.
2. Hover over Balloons in the Show Markup dropdown menu. This option controls how you would like to see the edits in relationship to the original document.
   a. Show Revisions in Balloons – displays revisions in red along with an explanation of the revision on the right side of the window.
   b. Show All Revisions Inline – displays revisions in red with explanation in the right side of the window. This option does not notify you of any changes in text formatting.
   c. Show Only Comments and Formatting in Balloons – displays text edits inline while showing comments and format changes on the right side of the window.

3. Choose Show Only Comments and Formatting in Balloons.
Reviewing Pane

The **Reviewing Pane** adds a section to your window displaying all edits, formatting changes and comments made to your document. This tool also enables you to navigate through comments and edits by clicking on the desired item in the list.

1. Click the **Reviewing Pane** dropdown menu and choose **Reviewing Pane Vertical**.

Using Comments

The **Comment** tool is a great way to enhance collaboration within a document. Each comment contains the person’s name and is associated to the user-selected part of the document. There is also the ability to reply to comments.

Inserting a Comment

1. Select **Self-Assessment Form** in the title of the document.
2. Click the **Review** tab in the ribbon.
3. Click on the **New Comment** button in the **Comments** group.
4. Type *Should we make the title larger?* in the comment box to the right of the document.
Navigating Through Comments

When comments are added to a document, you are able to navigate through them by left clicking on an individual comment or move through them in order by utilizing the **Previous** and **Next** icons in the **Comments** group.

1. Click the **Review** tab in the ribbon.
2. In the **Comments** group, click the **Next** icon twice.

3. Click the **Previous** icon in the **Comments** group.

Replying to a Comment

1. Hover over a comment in the document.
2. Click the **Reply** button in the top right corner of the comment.

3. Type a reply under your user name.

Removing a Comment

1. Click on the comment box you wish to remove.
2. In the **Comments** group of the **Review** tab in the ribbon, click **Delete**.
Removing All Comments

1. In the **Comments** group of the **Review** tab in the ribbon, click the small arrow under the **Delete** icon.

2. Click on **Delete All Comments in Document** in the dropdown menu.
Print with Markup

Word has the ability to print a document with the markup and comments included. To enable or disable this feature when printing, follow these steps:

1. Click the **File** tab in the ribbon.
2. Click **Print**. If you see the comments and markup in your document in the print preview, this feature is enabled.
3. From the **Print All Pages** dropdown menu, click on **Print Markup**. A check mark next to **Print Markup** means that it is enabled.
Reviewing Changes

While utilizing Track Changes you have the ability to accept or reject the edits in the document. If you accept a revision, Word will automatically incorporate it into the document. When rejecting an edit, Word will revert to the original text.

Navigating Changes

To navigate through changes, utilize the Previous and Next icons in the Changes group of the Review tab. These icons enable you to skip over revisions.

1. Click the Next icon until you reach the added word duties.

2. Click the Previous icon to highlight the deleted word aspects. The word will be highlighted in grey.

Accepting and Rejecting Changes

The Accept and Reject icons in the Changes group give you the ability to navigate quickly through your document’s edits while incorporating or removing the changes.

1. Use the Previous or Next icon to navigate to the deleted word aspects.

2. Click the dropdown arrow underneath the Accept icon, then choose Accept and Move to Next.
3. By selecting **Accept and Move to Next** in the previous step, the **Accept** icon can now repeat this action. Click the **Accept** icon to approve the added word **duties**.

4. Click the **Accept** icon again to approve the **of your job** text deletion.
5. Click the dropdown arrow underneath the **Reject** icon and then choose **Reject and Move to Next**.

**Finalizing a Document**

**Inspecting a Document**

When you are ready to publish your document, you must check to make

1. Click the **File** tab.
2. Click **Check for Issues**.
3. Select **Inspect Document**.
4. Select which hidden data you want to check for, such as comments and marked changes, collapsed headings, or watermarks. Then click **Inspect**. The document is analyzed, and any instances of the selected hidden data are noted.
5. Click **Remove All** to remove the elements.
6. Click **Close** when you’re done. The hidden elements are removed from the document, and it’s ready for printing and distribution.

**Marking a Document as Final**

When a document is finished, you can mark it as final to let other users know that further edits aren’t needed and clean up all editing and proofing marks.

1. Click the **File** tab.
2. Click the **Protect Document** button.
3. Click **Mark as Final**.
4. If you want to restrict only certain types of editing, select **Restrict Editing** instead.
5. Click **OK** to close the warning dialog boxes.

All typing, editing commands, and proofing marks are cleaned up. Notice that the Ribbon is also hidden to discourage editing.