



**Office of  
Technology  
Services**  
*OTS Training*

# Microsoft Word: Track Changes

Reference Guide for End Users

## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Track Changes Setup</b> .....	<b>3</b>
<b>Activating Track Changes</b> .....	<b>3</b>
<b>Track Changes Settings</b> .....	<b>4</b>
Markup Options .....	4
Show Markup .....	4
Reviewing Pane .....	6
<b>Using Comments Feature or New Comment</b> .....	<b>7</b>
Inserting a Comment .....	7
Navigating Through Comments.....	7
Replying to a Comment.....	8
Resolving a Comment .....	8
Removing a Comment.....	8
Removing All Comments .....	9
<b>Print with Markup</b> .....	<b>10</b>
<b>Reviewing Changes</b> .....	<b>11</b>
<b>Navigating Changes</b> .....	<b>11</b>
<b>Accepting and Rejecting Changes</b> .....	<b>12</b>



## 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 that you are editing.
2. Click on the **Review** tab in the ribbon.
3. In the **Tracking** group, click on **Track Changes**.

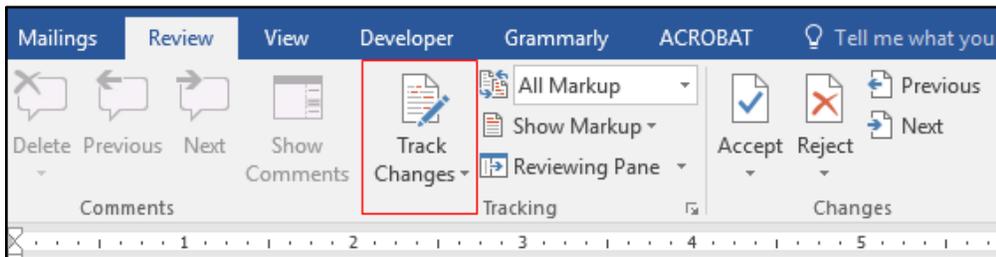


Figure 1

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

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

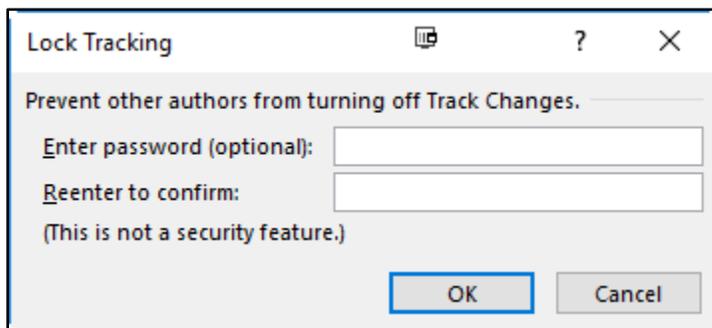


Figure 2

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 step 4 above. You will then select "Lock Tracking" which brings you to "Unlock Tracking" and you can then enter the password Towson and click the **OK** button.

## Track Changes Settings

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There are several settings for viewing **Track Changes** depending on your preferences. 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.

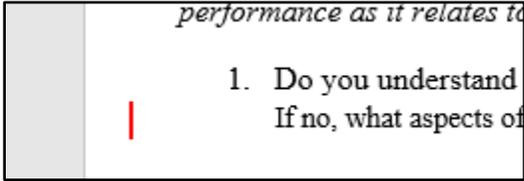


Figure 3

- 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.

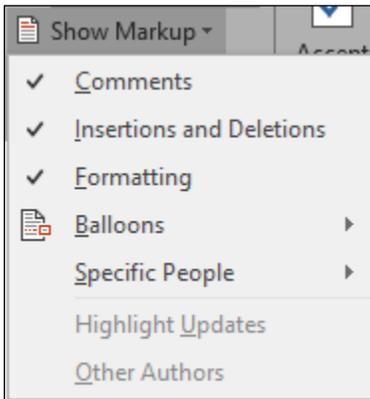


Figure 4

- 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.

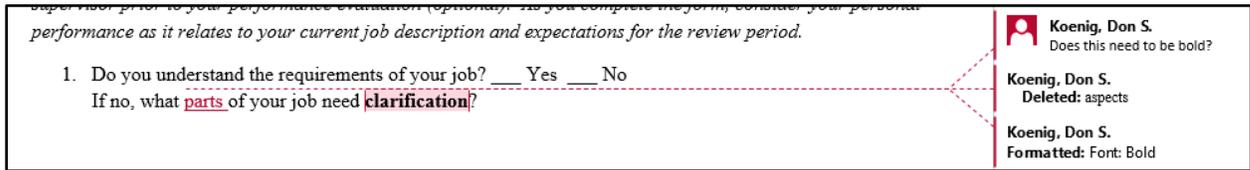


Figure 5

- 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.

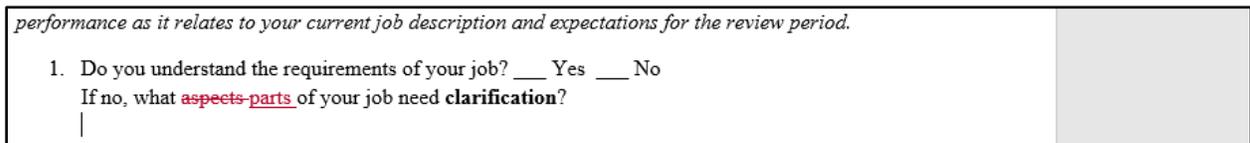


Figure 6

- 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.

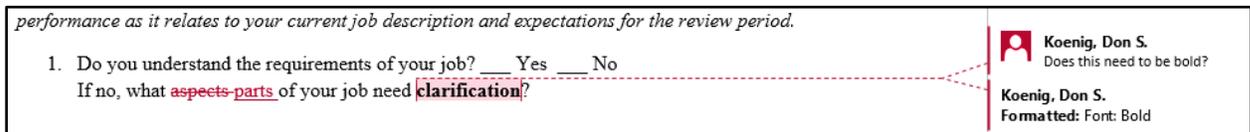


Figure 7

- 3. Choose **Show Only Comments and Formatting in Balloons**.

## Reviewing Pane

The **Reviewing Pane** adds a separate 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 either **Reviewing Pane Vertical** or Reviewing Pane Horizontal

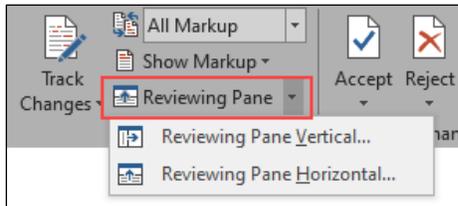


Figure 8

2. The pane will now appear either below the document or on the left side depending on the option you choose.

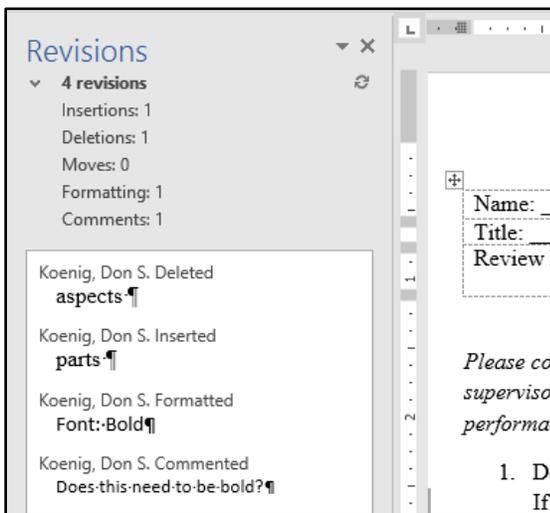


Figure 9

3. To close the **Reviewing Pane**, click the "x" in the upper right corner of the panel.



Figure 10

## Using Comments Feature or New Comment

The New **Comment** tool is a great way to enhance collaboration within a document. Each comment contains the person's name and is associated with the part of the document on which they commented. There is also the ability to reply to comments.

### Inserting a Comment

1. Select the area you wish to change in the document.
2. Click the **Review** tab in the ribbon.
3. Click on the **New Comment** button from the **Comments** group. The different groupings names are found on the bottom of the Ribbon to help locate general areas of editing.

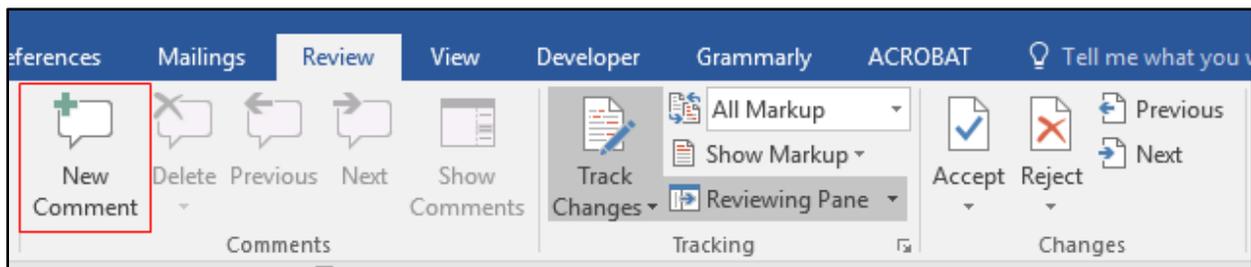


Figure 11

4. Type your comment (for example: ***Should we make the title larger?***) in the comment box to the right of the document. Your cursor will automatically be placed there.

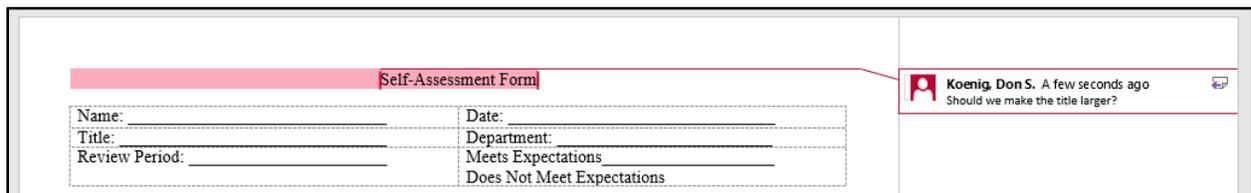


Figure 12

### Navigating Through Comments

Once comments are added to a document, additional features become available and you are able to navigate through the document's comments 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 to advance to the next comment.

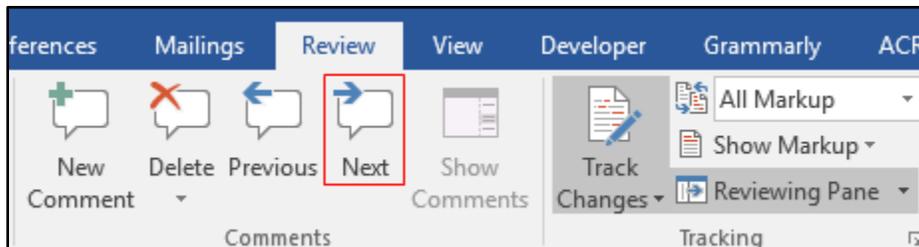


Figure 13

3. Click the **Previous** icon in the **Comments** group to return to the previous comment.

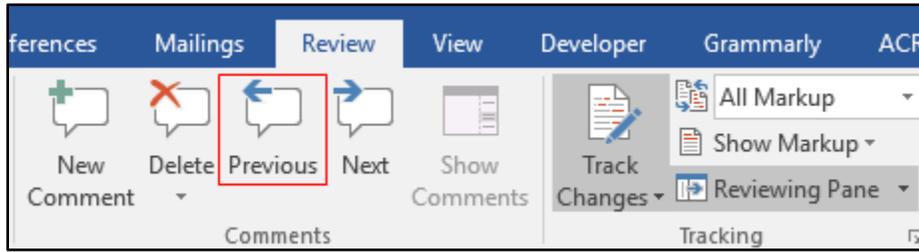


Figure 14

## ***Replying to a Comment***

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

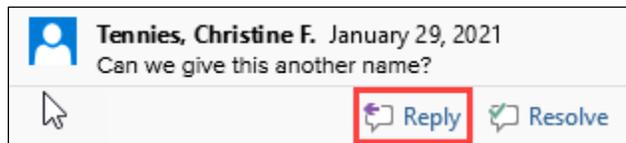


Figure 15

3. Type a reply under your username.

## ***Resolving a Comment***

4. Hover over a comment in the document
5. Click the **Resolve** button in the bottom right corner of the comment.

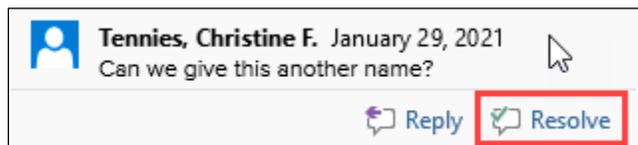


Figure 16

## ***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**.

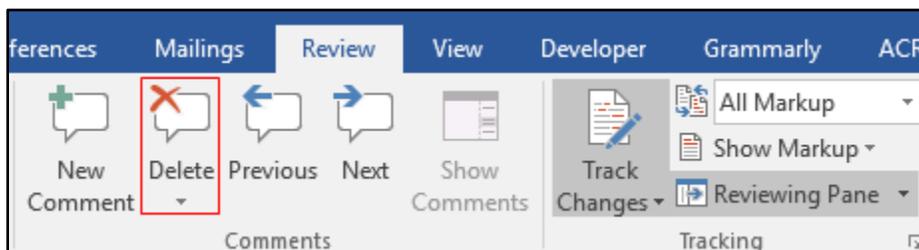


Figure 17

## ***Removing All Comments***

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

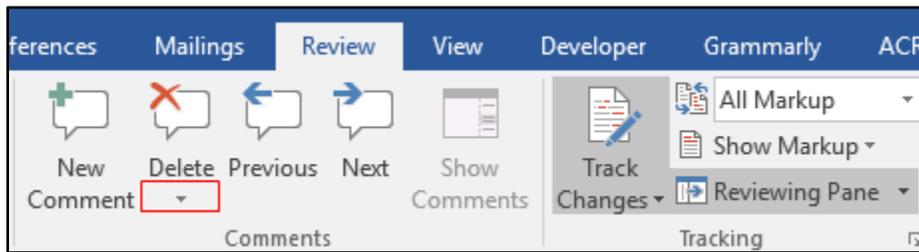


Figure 18

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

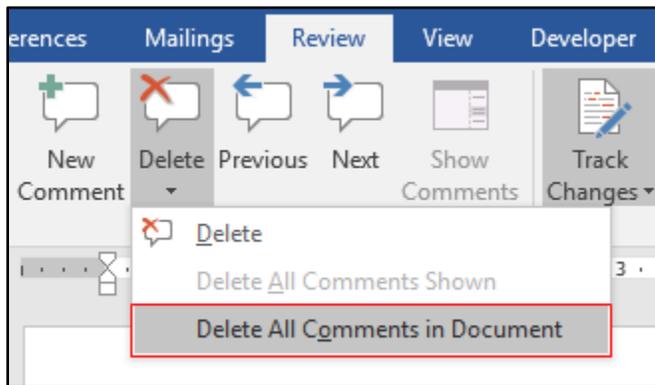


Figure 19

## Print with Markup

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Word has the ability to print a document with or without the markups and comments included. To enable or disable this feature when printing, follow these steps:

1. Click the **File** tab in the ribbon within the Review Tab.
2. Click **Print**. If you see the comments and markups 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.

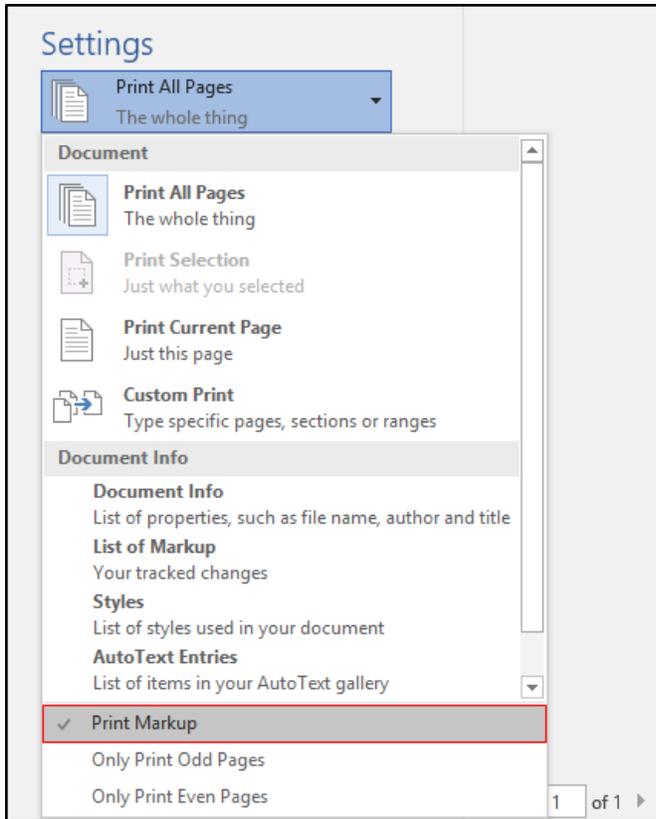


Figure 20

## 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 your edits , 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 edit you want, in this example it is the word **duties** in red font in figure 20.

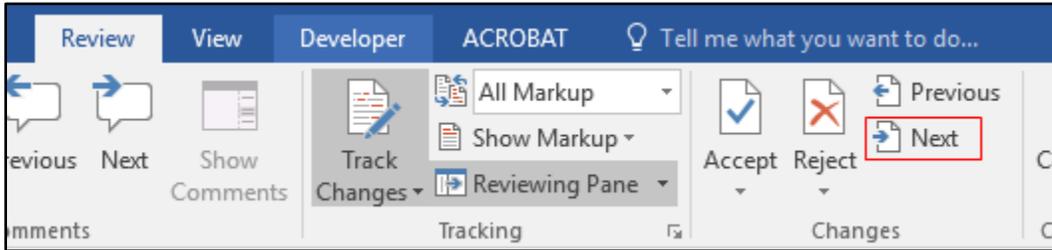


Figure 21

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

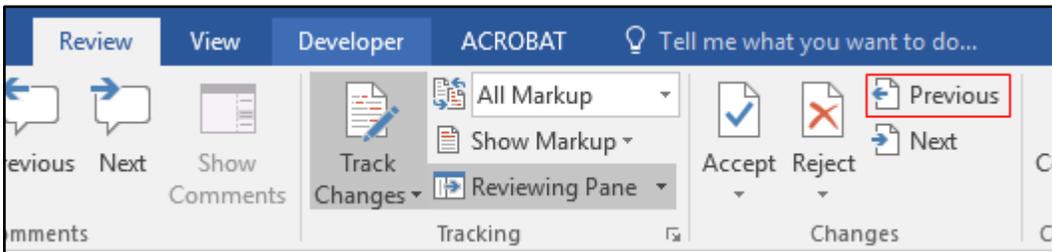


Figure 22

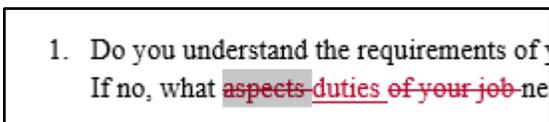


Figure 23

## Accepting and Rejecting Changes

The **Accept** and **Reject** icons are found in the **Changes** group under the Review tab and give you the ability to navigate quickly through your document while incorporating or removing the edits.

1. Use the **Previous** or **Next** icon to navigate to in the example below the deleted word **aspects**.
2. Click the dropdown arrow underneath the **Accept** icon, then choose **Accept and Move to Next**.

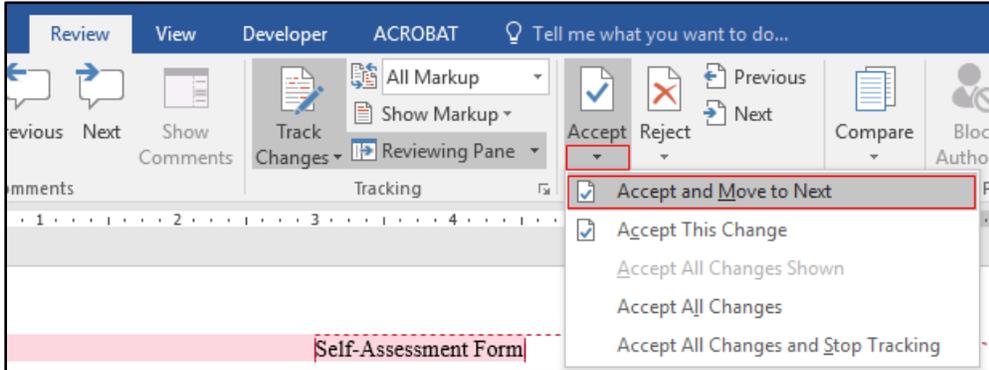


Figure 24

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**.

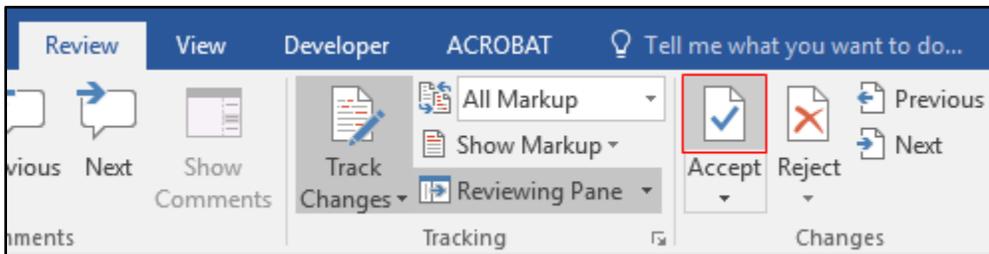


Figure 25

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**.