

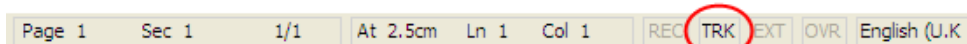
# Tracking changes in Microsoft Word

## What is ‘track changes’?

The Track Changes function in Word allows you to keep a record of amendments made to a document. You can then choose to accept or reject the amendments. It is a useful tool for managing changes made by several reviewers to the same document.

## Turning track changes on

To switch on tracking, open the document you want to revise and select **Tools – Track Changes**. You can also double-click on **TRK** on the status bar at the bottom of the screen. When Track Changes is active, TRK will display in black.



The **Reviewing** toolbar should also display automatically. (If the toolbar does not appear, select **View – Toolbars – Reviewing**.)



To stop tracking, select **Tools – Track Changes** again, or double-click **TRK** on the status bar.

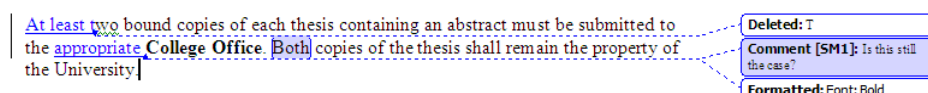


If you are sending out a document to reviewers and want to make sure your original text remains intact, you can protect it so that it can only be edited with track changes switched on. Select **Tools – Protect Document**. In **Editing Restrictions**, make sure **Allow only this type of editing in the document** is selected and choose **Tracked changes**. Click **Yes, Start Enforcing Protection**. You can set a password if you wish, otherwise leave the password field blank. When you get the document back, select **Tools – Unprotect Document** so that you can deal with the changes.

## Editing with track changes

When track changes is on, you will be able to see deletions, insertions and any formatting changes. Word displays the edited text with coloured revision marks ('markup'), such as underlining or strikethrough. Each reviewer's edits appear in a different colour. The colour is allocated by Word; you can't choose a specific colour for a reviewer, and it will change from machine to machine.

A vertical line in the left margin of your document indicates where the change has occurred. The change details appears in a balloon in the right margin.



Note that the balloons will only appear if you are in print layout view (**View – Print Layout**).

Rolling your cursor over either the markup or balloon will display a screen tip with more information, including the reviewer's name and the date and time of the revision.


S Matchett, 07/11/2007 10:18:00  
inserted:  
At least t

The reviewer's name is what has been entered in the **Name** field in User Information. To see or change this, select **Tools – Options** and click on the **User Information** tab.

At least two bound copies of each ti


## Adding comments


You can create notes and annotations in a document. These are referred to as 'comments', and appear in balloons in the right margin.

To add a comment, highlight some text, or simply place your cursor where the comment is to appear, and click the **Insert Comment** button  on the **Reviewing** toolbar. (You can also select **Insert – Comment** from the menu bar.)






Insert Comment button


To delete a comment, right-click on the comment and choose **Delete Comment**, or click on the **Reject Change/Delete Comment** button  on the toolbar.

To edit a comment, click in the balloon and make your change. If you can't see the full text of the comment, click on  on the toolbar to bring up the **Reviewing Pane** at the bottom of the screen and edit it there. Clicking on the **Reviewing Pane** button again will close the pane.

## Accepting and rejecting changes

To remove tracked changes and comments from a document you *must* accept or reject them. They will remain in the document until you do, even if you can't see them.

To accept a change, click in the markup or in the balloon and then on the **Accept Change** button  on the **Reviewing** toolbar. Move from change to change by using the **Previous** and **Next** buttons  . You can also right-click on the change and choose **Accept Insertion**, **Accept Deletion** etc.

To reject a change, click in the markup or in the balloon and on the **Reject Change** button  on the **Reviewing** toolbar, or right-click and choose **Reject Insertion**, **Reject Deletion** etc. The text is restored to the way it was before the change.

To accept or reject all changes, click on the arrow to the right of the **Accept Change** or **Reject Change** button and choose **Accept All Changes in Document** or **Reject All Changes in Document**. Note that the **Reject All Changes in Document** option does *not* remove comments. To delete all comments in one step, select **Delete All Comments in Document**.

**Note:** Some amendments count as two separate changes. For example, replacing one word with another is both a deletion and an insertion. You have to accept or reject both for the change to be removed.



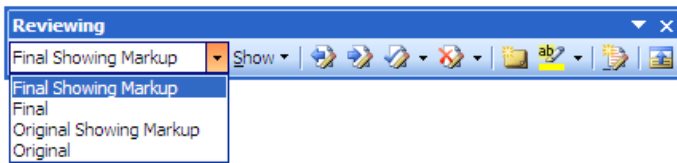
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If you want to keep a record of changes made to a document, you can save different versions within the same document. To save the current state of a document, select **File – Versions**. Click on **Save Now**, enter a description of the version and click **OK**. To open an earlier version of a document, select **File – Versions** and choose from the list. Word will rename the document with the date and version number.

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# Displaying tracked changes

You can use the **Reviewing** toolbar to tell Word how to display tracked changes. Click on the down arrow at the **Display for Review** box to show the four options:



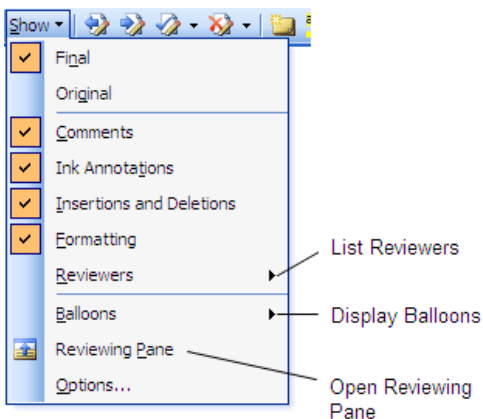
- Final Showing Markup** This option shows you how the document will look if you *accept* the tracked changes. Insertions show as underlining in the text and deletions appear in balloons in the margin.
- Final** This shows you what the final document will look like without the visible markup. Note that this does not remove the changes; they remain as part of the document until you accept or reject them.
- Original Showing Markup** This option shows you how the document will look if you *reject* the tracked changes. In this view, insertions show in the balloons.
- Original** Word displays the original text without the markup. Again, the changes have not been removed; they are merely hidden.



If you have tracking switched on and have deleted an item that contains automatic numbering, such as a footnote, or an image with a caption, the numbering sequence will appear to be wrong. This is because Word does not fully delete the item until you accept the change. Once you have done this, footnotes will update automatically, but to update caption numbering, choose **Edit – Select All** (or **Ctrl A**) and press **F9**.

You can choose to display specific types of change; for example, you may want to see formatting changes only, or edits made by a specific reviewer.

Click on **Show** on the **Reviewing** toolbar:



Click to select or deselect the options.

**Note:** The **Ink Annotations** option is used on Tablet PCs only.

To display the changes created by a specific reviewer, move to **Reviewers** and select or deselect the names as required.

You can decide when to display balloons: **Always**, **Never** or **Only for Comments/Formatting**.

You can also use this menu to open the **Reviewing Pane** at the bottom of the screen.

# Printing tracked changes

If you want to print out your document *with* the changes, select **File – Print** and in the **Print what** box, choose **Document showing markup** (this will be the default if **Display for Review** is set to **Final Showing Markup** or **Original Showing Markup**).

To print your document *without* the changes, select **File – Print** and in the **Print what** box, choose **Document** (this will be the default if **Display for Review** is set to **Final** or **Original**). Note that if **Final** is set, your document will print out as if you have *accepted* the changes; if it's **Original**, as if you had *rejected* them.

To print out *just* the changes, select **File – Print** and in the **Print what** box, choose **List of markup**.

## Copying text containing tracked changes

To copy text to another document *without* copying the changes as well:

In the destination document, turn Track Changes **on**. (TRK on the status bar should be black.)

In the source document, turn Track Changes **off**. (TRK should be dimmed.)

Copy and paste the text.

**Note:** Although insertions, deletions and other formatting changes are not copied, any *comments* will be.

To copy text *with* the tracked changes:

In the destination document, turn Track Changes **off**. (TRK on the status bar should be dimmed.)

In the source document, turn Track Changes **off**. (TRK should be dimmed.)

Copy and paste the text.


**Note:** If you copy a table, you will need to copy the paragraphs before and after as well, otherwise the tracked changes will not copy across.

## Tracked changes - the deadly trap!

It is very easy to have revision marks and comments in a document without being aware of it. A colleague may have been working with tracked changes on but has not accepted or rejected all the changes. If the document has been saved as Final in the Show box on the Reviewing toolbar, the changes may be hidden, but they are still there. You cannot prevent other readers of the document from displaying them. This can be not only embarrassing but could potentially have security implications.

So that this does not happen to you, make sure you do not have unfinalised changes in your document before you issue it. To help you do this you can set Word to always display tracked changes when you open a document. Select **Tools – Options** and click the **Security** tab. Tick the option **Make hidden markup visible when opening or saving**.

Another option is to have Word warn you before you print or save a file that contains tracked changes. Select **Tools – Options** and click the **Security** tab. Tick the option **Warn before printing, saving or sending a file that contains tracked changes or comments**.

To find changes in your document, move to the start (Ctrl Home) and click **Next**  on the **Reviewing** toolbar. The cursor will jump to the first change. You can then accept or reject as you wish.

If you do want to leave tracked changes in a document but don't want to show who made them, you can remove the name of the author and the date and time the change was made. Select **Tools – Options** and click on the **Security** tab. Tick the option **Remove personal information from file properties on save**. Changes will be attributed to an anonymous 'Author'. Note that you cannot recover the personal information once the file has been saved in this way.



**Remember!** Tracked changes will remain in your document until you accept or reject them, even if you can't see them.

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