Track Changes

Word 2010
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When you want to make changes or share your documents with other users, you can track changes to see exactly what additions and deletions have been made. Then, you can accept or reject them one at a time or all at once.

If reviewers return their changes in a new document without tack changes, you can compare their revisions and your original into a single document and see the changes.

Tracking changes in a document allows you to make revisions to a document without losing the original text. When you track changes, Word shows changed text in a different colour from the original text. Additionally, Word uses revision marks, such as underlines or strikethrough, to distinguish the revised text from the original text. To preserve the layout of your document, Word also identifies the formatting changes in a balloon that appears in the margin of the document.

When you open a document that contains tracked changes, the document appears in the Final Showing Markup view, to show that the document contains track changes. This is the default behaviour. Word underlines and changes the colour of inserted text. Word also includes a vertical changed line in the margin to the left of any changed text to help you locate changes in the document.

**Note:** The information that is displayed in Word about who made a change in a document depends on the information that has been entered for that person in the Name field and in the Initials field in the User Information tab of the Options dialog box in Word.

**Turn On Track Changes Feature**

Open a document in Word.
Click on the Review Tab then the top part of the Track Changes button-- this will turn the feature on; this is also how you turn the feature off.

**Note:** When track changes is turned on, the Track Changes button changes colour.

**To make changes and add comments**

To make changes in and add comments to a document after you turn on track changes, follow these steps:

**Note:** With the default settings of track changes some changes may come coloured blue which look like a hyperlink. This can be changed by setting the track change options to a set colour.

1. If you have text you no longer want in your document, select the text and press DELETE. Word places a coloured strikethrough through the word.

2. If you have text you want to add to your document, click where you want the text to appear and type the text. All new text will be indicated by a colour with an underline.

   The quick brown fox *jumps bound* over the lazy dog.

   The colour differs for each person who makes changes to a document when track change is turned on.

   The quick brown fox *jumps bounds* over the *lazy happy* dog.

3. If you want to add a comment but not change the document click in the location you want to comment and in the Review tab click on the New Comment button. Type your comment and a balloon will appear on the right side of the page with your comment. The balloon describes the comment. For example, **Comment [author name]:** followed by your text.

   The quick [brown] fox *jumps bounds* over the *lazy happy* dog.
4. If you want to see who done the changes, place the mouse pointer over the track change text. A ScreenTip will pop up telling you the name of the person who made the change, when the change was made, and the type of change that was made.

| The quick brown fox jumps bounds over the lazy happy dog |

To review and accept or reject changes

To review and accept or reject changes that you or other reviewers made to a document, follow these steps:

1. Press CTRL+HOME to move the insertion point to the beginning of the document.

2. On the Review tab, click the next button. The first change in the document is selected.

3. On the Review tab, click the Accept or Reject button. Word accepts or rejects the change. If the change was a deletion and accepted, Word removes the text and the revision marks.

   **TIP:** To accept a change, you can also right-click the change and then click Accept Change or Reject Change on the menu that appears.

4. On the Review tab, click Next and repeat till completed.

5. If you want to accept or reject all the changes at once, click the Accept or Reject button down arrow, and then click Accept or Reject All Changes in Document.

6. Another way of seeing all changes is with the Reviewing Pane. This pane also tells you how many changes have been done in the top section. The Reviewing pane appears at the left side or bottom of the Word window and has the caption, Main Document Changes and Comments. For each addition, deletion, or comment, you will see the name of the person who made the change, when the change was made, the type of change that was made, and the content of the change. Once you select a change in this panel you can either click the Accept/Reject buttons in the ribbon bar or right click and select.
Opening edited documents in Final View

You can prevent documents that have been saved in Final view from opening in Final Showing Markup view. To change this behaviour and to retain the Reviewing options, follow these steps.

1. Click the Office button then click Options.
2. Select the Trust Centre tab then click Trust Centre Settings.
3. Click Privacy Options and clear the Make hidden markup visible when opening or saving check box.
4. Click OK to close the Options dialog box.
5. Change the Track Changes view to Final view.
6. Make a change to the document. For example, type a space, and then delete the space. Then save the document.

**Note:** If you do not perform step 6 and make a change to the document, the settings may not take effect the next time that you open the document.

Editing without seeing track changes

If the revision marks are distracting, you can track changes without highlighting them on the screen.
To hide the revision marks, turn on Track Changes then change the Display option to Final.

When you're finished working on the document, change back to Final Showing Markup to see the changes identified in the document.

While the type of view allows you to show or hide the revisions identified, you also use the Show Markup, to choose the types of revisions that you see in the document window. Click on Show Markup and then click on the option you don’t want to remove the tick.
Track Changes Options

To change the settings of your Track Changes feature, go to the review Tab and click on the bottom part of Track Changes button to bring up a list. Click on Change Tracking Options.

To distinguish between multiple reviewers (also called authors) you can change the mark up colours, underline, strikethrough, etc.

Select whether to track formatting or to print with or without balloons.

In default setup the colour will be automatically set. If you want to select certain colours for each Author just click the dropdown arrow and select the colour.

Once you have done your changes click OK to save your selections and exit the menu. These changes will be for all documents from now on.