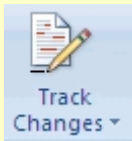
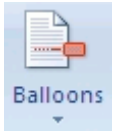
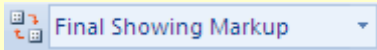
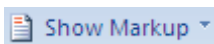
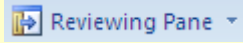
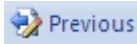



Working with the Track Changes Feature

Word's tracking and editing features are designed to make collaborative work more efficient. The main feature, *Track Changes*, records all revisions to a document and notes who made which changes.

The Review Tab Commands

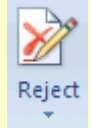
The *Review* command tab provides quick access to many tracking and editing operations. To access these features, *Track Changes* must be activated.

Button	Name	Action
	Track Changes	Activates <i>Track Changes</i> features
	Balloons	Shows revisions in balloons in the margins of a document instead of formatting marks within the document
	Display for Review	Specifies the document view. Options include: <i>Final Showing Markup</i> , <i>Final</i> , <i>Original Showing Markup</i> , and <i>Original</i> .
	Show Markup	Specifies which editing features are displayed. Options include: <i>Comments</i> , <i>Ink</i> , <i>Insertions and Deletions</i> , <i>Formatting</i> , <i>Markup Area Highlight</i> , and <i>Reviewers</i> .
	Reviewing Pane	Opens a pane showing revisions; the dropdown allows you to choose between a horizontal or vertical layout.
	Previous	Moves to previous change in the document
	Next	Moves to next change in the document



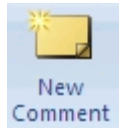
Accept Change

Accepts a change



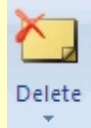
Reject Change

Rejects a change



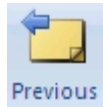
New Comment

Adds a comment to the selected area



Delete Comment

Deletes a comment



Previous Comment

Moves to previous comment in document



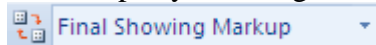
Next Comment

Move to next comment in document

Viewing Options

While viewing your document, you can select the desired viewing option and the desired *Track Changes* features.

1. Open the document to be reviewed
2. From the *Review* command tab, in the *Tracking* group, click **DISPLAY FOR REVIEW**
NOTE: The *Display for Review* button is not explicitly labeled on the *Ribbon*, instead showing only your document's currently selected display (e.g., *Final Showing Markup*, *Final*, *Original Showing Markup*, *Original*). It can, however, be identified using ScreenTips by hovering the mouse over the button.



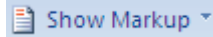
The *Display for Review* pull-down list appears.

View	Description
Final Showing Markup	Displays the final version of the document with changes noted as markups
Final	Displays the final version of the document with changes; markups are hidden

Original Showing Markup Displays the text of the original document with changes noted as markups

Original Displays the text of the original document

3. From the *Review* command tab, in the *Tracking* group, click **SHOW MARKUP**



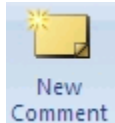
the *Show Markup* pull-down list appears.

Editing Feature	Description
Comments	Shows comments that have been added to the document
Ink	Shows markup created with a stylus tool
Insertions and Deletions	Shows what has been added and deleted from the original document
Formatting	Shows what formatting changes have been made to the document
Markup Area Highlight	Highlights background where changes are shown
Reviewers	Shows which reviewer has made a particular edit or comment

Inserting Comments

Word allows users to insert comments within documents. Comments can be used to guide an author's attention to areas where special attentions is needed.

1. Select the text to which you want to add a comment
2. From the *Review* command tab, in the *Comments* group, click **NEW COMMENT**



3. In the *Comment* box, type a comment
4. When finished, click outside the *Comment* box

Editing and Deleting Comments

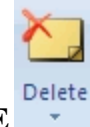
Once you add comments, you can edit or delete them. You cannot make changes to comments made by other reviewers.

Editing Comments

1. Select the comment to be edited
2. In the *Comment* box, type your changes
3. When finished, click outside the *Comment* box

Deleting Comments

1. Select the comment to be deleted




2. From the *Review* command tab, in the *Comments* group, click **DELETE** the comment is deleted.

Accepting and Rejecting Changes


Accepting and rejecting changes works much like the *Spell Check* feature. By cycling through the changes made to a document, the author can accept or reject any or all changes.

WARNING: It is critical to perform these steps prior to sharing the final version of your document. If you do not do this, others will be able to turn on *Track Changes* and see early mistakes and edits.

1. Open the document to be reviewed

2. From the *Review* command tab, in the *Changes* group, click **NEXT**  the first change is displayed.



3. To accept the change, click to top half of the **ACCEPT** button
To accept all changes, click the  on the ACCEPT button » select ***Accept All Changes in Document***



To reject the change, click **REJECT**

To reject all changes, click the  on the REJECT button » select ***Reject All Changes in Document***

4. Repeat steps 2-3 until all changes/comments have been reviewed
5. When finished, save your document