Microsoft Word – Track Changes Feature for Editing Papers

"Track Changes" is a feature in Microsoft Word that allows a person to edit a document on the computer and return it to the original owner electronically. It shows what has been changed, who changed it, and other comments that are added by the editor.

Before you start:
- Make sure that you can see the Reviewing toolbar:

- If you cannot see it, go to View, then Toolbars, then select Reviewing.
- Make sure that the Track Changes button is <u>not</u> highlighted. If it is, click it, to turn off Track Changes.
- Make sure you are viewing the document as Print Layout. To check/do this, go to View, then select Print Layout.

To review proposed changes and comments:
- If the document has been edited using Track Changes, balloons of comments and the initials of the editor will appear on the right margin of the document. Also, if changes were made to the text of the document, they will appear in the same color as the comment balloons and underlined. See example:
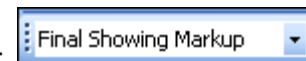

- If text has been deleted or formatting has been changed, it will appear as a balloon:
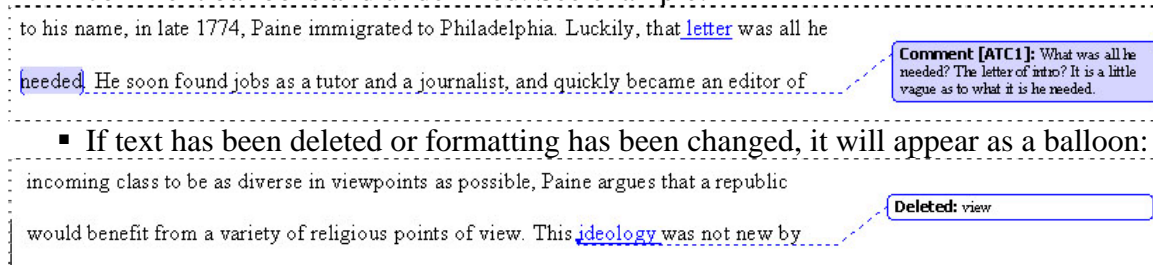
To accept or reject proposed changes:
- On the Reviewing toolbar, click Next or Previous .
- Click Accept Change or Reject Change .

Note: It is not necessary to accept or reject any change. If you want to keep a record of changes made to the document (first draft, second draft, etc.), then do not accept or reject any changes.

To print a final copy free of comments and editorial marks:
- In the drop-down menu on the left of the Reviewing toolbar, , choose and click *Final* instead of the default *Final Showing Markup*. Editorial balloons will disappear from the right margin and changes that were made will stay and no longer be underlined.
- Click the print button or go to File and click Print.

For advanced details and a free audio tutorial:
- http://office.microsoft.com/training/training.aspx?AssetID=RC011600131033