Tracking Changes

There are times when you want to track changes to documents. Word provides you with the tools to track these changes. Changes can be as simple as formatting changes, deletions, and as elaborate as moving items to entire paragraph.

When using the Track Changes option, you will want to make sure that you accept the Final Showing Markup when you are finished.

Under the Review Tab, select Track Changes.

- Track changes – where changes are tracked when they are made
- Change Tracking options – where options can be changed

As changes are made to the document with the ‘Track Changes’ option active, the choices that you make will be recorded in the document. For example, if you backspace over a word, the word will turn red and have strike through on the word. At the beginning of the line with the change, there is ‘pipe’ mark to indicate that is the line with the change.

- Change Tracking options – where options can be changed
  - Change User Name – change the user that is displayed in the balloon

To accept the change, you will need to select ‘Final’ from the drop down that currently reads ‘Final Showing Markup’. Otherwise, the change will not display and you will continue to mark your document with the changes showing.
Individual changes can also be accepted or rejected using the Accept or Reject buttons (these can be used with comments too).

Comments can be used to show changes in a document. The comments display all the changes that have been made. This displays the initials of the person who has made the comment in the document. Use the Delete, Previous, and Next buttons to step though each item to accept the changes that you have made.