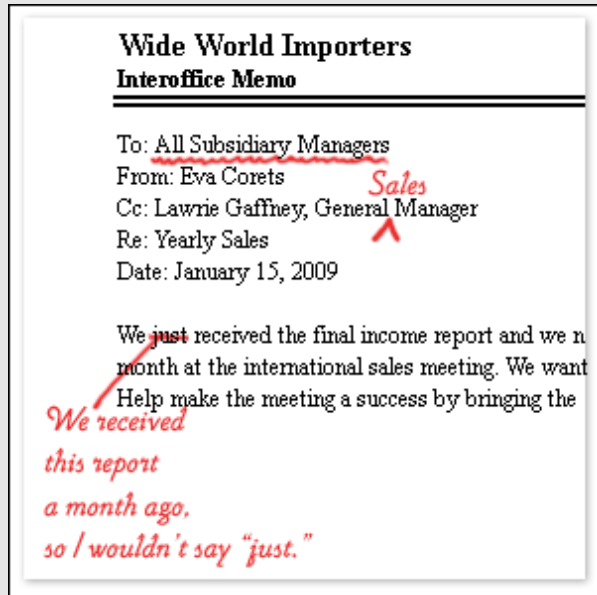


How to Revise Documents Using Track Changes Goucher College

Using Track Changes in Word 2003

The **Track Changes** option allows you to edit documents and keep the changes visible for review before they become final.

Hand written edits, like those in this example, destroy the original document.



Here you see the same edits added to the document above using the **Track Changes** Tool.

Now the edits can be reviewed before they are accepted or rejected.

The three changes are displayed with special formatting. These edits are identified in tracked changes in **Print Layout** view.



- ① Formatting change
- ② Inserted text
- ③ Deleted text

Turn Track Changes On and Off

On the **Tools** Menu, Click **Track Changes**.

Tip: TRK appears in the status bar at the bottom of your document when Track Changes is turned on; when changes are not being tracked, it appears dimmed.

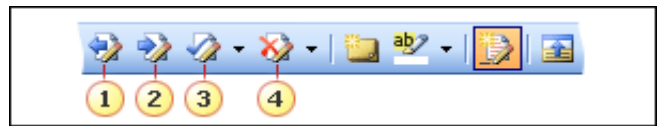
You have now initiated the Track Changes feature. You'll see that a new toolbar, called the **Reviewing** toolbar, has appeared at the top of the document:



Note the highlighted button that is second from the right. As long as this button is highlighted, all changes will be displayed in the Track changes view.

The **Reviewing** Toolbar

Use buttons on the **Reviewing** toolbar to accept or reject tracked changes and to delete comments.

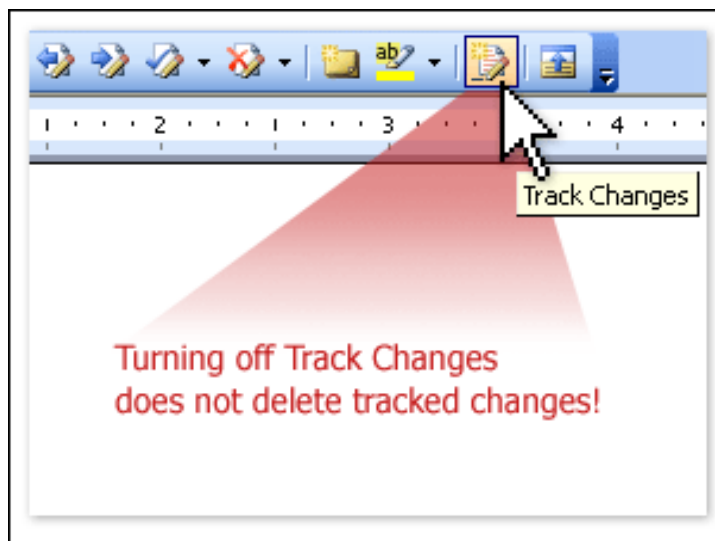


- 1 Click **Previous** to review each item going toward the beginning.
- 2 Or click **Next** to review each item going toward the end.
- 3 Click **Accept Change** to accept revisions.
- 4 Or click **Reject Change/Delete Comment** to reject revisions and delete comments.

When you've finished reviewing the memo, your manager can accept or reject your revisions. She can also read and delete your comments. She can deal with revisions and comments one at a time or all at once.

Turning off Track Changes does NOT delete tracked changes, revisions, or comments.

To get rid of document markup, use buttons on the **Reviewing** toolbar, or right-click in the document to accept or reject changes and delete comments. Accepted changes become part of the document when you save it.

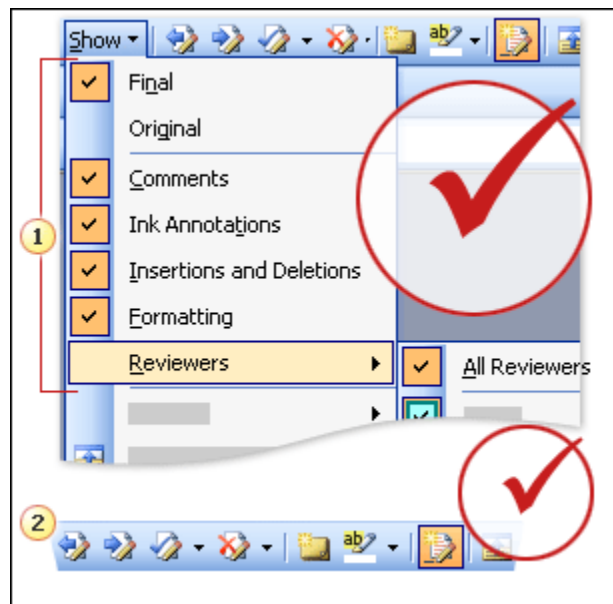


On the **Reviewing** toolbar use the **Show Menu** to check to find all edits that may be hidden from view.

Before you distribute a document, do two things:

1 On the **Show** menu, be sure that there is a check mark beside **Comments, Ink Annotations, Insertions and Deletions, and Formatting, as well as All Reviewers.**

2 Use the **Reviewing** toolbar or the right-click method to check your document for any tracked changes or comments.



Double check to remove all edits and changes before sending out a final document.

Do what the professionals do, automatically and every time. Click the **Show** menu. Is there a check mark beside **Comments, Ink Annotations, Insertions and Deletions, and Formatting?**

If one of these lines does not show a check mark, your document may contain tracked changes or comments (and we know this one does).

Next, point to **Reviewers** on the **Show** menu. Is there a check mark beside **All Reviewers**? If not, changes and comments by some reviewers may still be in the document.

Click to put a check mark anywhere that there wasn't one before, and then use the **Reviewing** toolbar (or the right-click method) from the beginning of the document all the way through to find any tracked changes or comments.

Remove any changes by accepting or rejecting them, and delete any comments.

Markup, Deleted Text, and Inserted Text

Each change appears in the document with **markup** (colors, lines, pointers, and notes that show where each revision goes and what it is).

Deleted text and formatting changes appear in **balloons**, ovals in the document margin, with lines from the text to the balloons to show where these changes were made.

Inserted text is underlined and in its own color. A vertical line appears in the left margin beside lines with changes in them.

The screenshot shows an interoffice memo with the following content and annotations:

- Title:** Wide World Importers Interoffice Memo
- To:** All Subsidiary Managers (underlined, with a vertical line in the margin and a balloon labeled '1' containing 'Formatted: Font: Bold')
- From:** Eva Corets
- Cc:** Lawrie Gaffney, General Sales Manager
- Re:** Yearly Sales (with a balloon labeled '2')
- Date:** January 15, 2009
- Body:** We received the final income report a month at the international sales meeting. Help make the meeting a success.
- Deleted text:** The words "just" are crossed out in the first sentence, with a balloon labeled '3' containing 'Deleted: just'.

It is also possible to **Insert Comments** into a document.

On the **Insert** Menu, click **Comment**.

On the **Reviewing** toolbar, click **Insert**.

Track Changes does not have to be turned on to insert comments.

This comment explains why text was deleted.

1 Text marked to show it has a comment.

2 Comment balloon with line to text that has a comment.

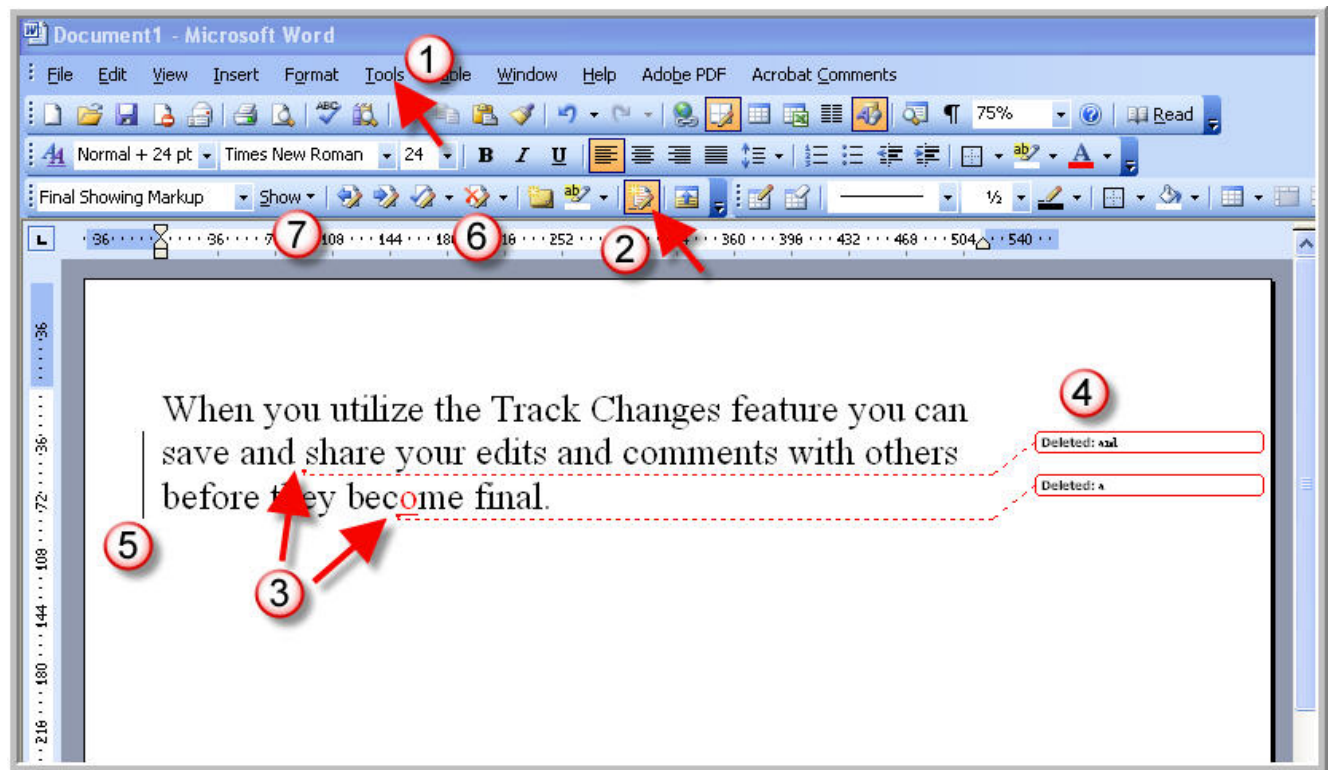
The screenshot shows the same memo as above, but with an inserted comment:

- To:** All Subsidiary Managers (with a vertical line in the margin and a balloon labeled '1')
- From:** Eva Corets
- Cc:** Lawrie Gaffney, General Sales Manager
- Re:** Yearly Sales (with a balloon labeled '2')
- Date:** January 15, 2009
- Body:** We received the final income report a month at the international sales meeting. Help make the meeting a success.
- Deleted text:** The words "just" are crossed out in the first sentence, with a balloon labeled 'Deleted: just'.
- Comment:** A comment balloon labeled 'Comment [jh1]: We received this report a month ago, so I wouldn't say "just."' is connected to the first sentence by a line.

To insert a comment, place the insertion point next to the revision, or select the text you want to comment on. On the **Insert** menu, click **Comment**. Then type your explanation.

Quick Review of Basic Track Changes

Remember these basic Track Changes functions:



1. Click on the **Tools** Menu to find the **Track Changes** option.
2. Turn Track Changes On or Off by clicking on the **Reviewing** toolbar. Turning off track changes does not delete past changes or edits.
3. Place the **insertion point** next to the revision and make your edit.
4. Deleted text and changes appear in **balloons** in the right margin.
5. A **vertical line** appears in the left margin beside lines with changes in them.
6. Click the **Reject and Delete** button on the Reviewing toolbar to remove changes.
7. Check the **Show** Menu to detect any hidden changes before sending out a final document.

Format View Reminder

Different Views display different edits on your document.

In **Print Layout, Web Layout, or Reading Layout** view, deleted text or a format change appears in a **balloon** in the margin.

In **Normal or Outline** view, **deleted text appears in the document with a line through it**, not in balloons, and format changes appear directly. In all views, **inserted text is underlined**, and a vertical line appears to the left of any line where any change has been made.