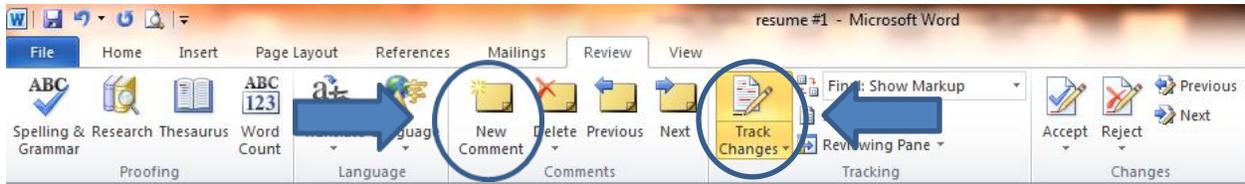


HOW TO WORK WITH TRACK CHANGES/COMMENTS IN WORD



What is track changes/comments, and why would I want to/need to use it?

- Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.
- Let's say Mary creates a document and emails it to her colleague, Lee, for feedback. Lee can edit the document with Track Changes on. When Lee sends the document back to Mary, Mary can see what changes and comments Lee had made.

Mary Sycamore

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Comment [WU1]: Include zip code

Comment [WU2]: Use sycamore email or other professionally titled email

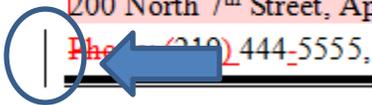
How do I know if there are changes in my document?

Anywhere a change has been made, you will see a vertical line to the left of the text.

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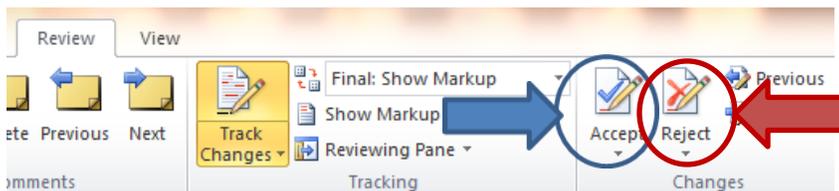


How do I delete tracked changes from my document?

- To delete a tracked change, either accept it or reject it.
- In any version of Word, right-click on the tracked change and choose Accept Insertion or Reject Deletion or Accept Change or Reject Format Change etc.
- The menu you see when you right-click text depends on the context. Generally (though not always) if you right-click on a tracked change that Word deems to be a spelling error, you'll get the menu appropriate to spelling errors, not the menu appropriate to tracked changes. If that's the case, use the menus or the ribbon to accept or reject the tracked change.

How do I accept or reject all tracked changes in the document in one step?

- To accept all changes in the document, on the **Review** tab, click the bottom half of the **Accept** button and choose **Accept All Changes in Document**.
- To reject all the changes in the document, on the **Review** tab, click the bottom half of the **Reject** button and choose **Reject All Changes in Document**.



How do I delete a comment?

To delete a comment, right-click on the comment you wish to delete and choose Delete Comment.

How do I tell Word to stop tracking the changes I make to my document?

To turn off Track Changes click "Track Changes: Off" on the status bar to turn on track changes. If you can't see "Track Changes" on the status bar then right-click the status bar and click Track Changes.