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Track Changes in Microsoft Word

Introduction

Track Changes is a feature in Microsoft Word that records any changes made in a document by a reviewer and allows the creator of the document to view, accept or reject the changes. It is done by turning Track Changes on/off.

Turning on Track Changes

The **Track Changes** icon works as toggle which means consecutive clicks works as on or off. There are few ways to turn track changes on.

1. **Using Review Tab to Turn Track Changes On**
    1. Select the **Review** tab.
    2. Go to **Tracking** group.
    3. Click once on the **Track Changes** icon. The **Track Changes** icon will turn grey in color when track changes are on.

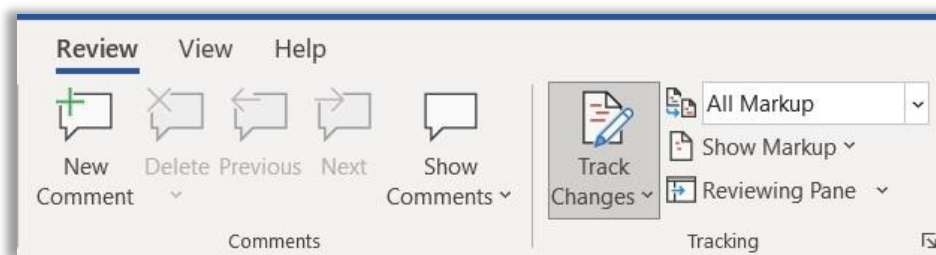<p style="text-align:center;color:blue;font-weight:bold">Figure 1: Track Changes Icon is Grey in Color When it is On</p>

2. **Using Track Changes Icon on the Status Bar**
    1. Go to the **Status Bar**.
    2. Click once on the **Track Changes** icon. The **Track Changes** icon on the status bar will turn grey in color which means **Track Changes** are on.

Turning off Track Changes

The **Track Changes** icon works as toggle which means consecutive clicks works as on or off. There are few ways to turn track changes off.

1. **Using Review Tab to Turn Track Changes Off**
   1. Select the **Review** tab.
   2. Go to **Tracking** group.
   3. Click once on the **Track Changes** Icon. The **Track Changes** icon will not be grey in color when track changes are off.

Figure 2: Track Changes is Not Grey When it is Off

2. **Using Track Changes Icon on the Status Bar:** If Track Changes icon on the Status Bar is grey in color, it means **Track Changes** are on. To turn **Track Changes** off, follow the steps.
   1. Go to the **Status Bar**.
   2. Click once on the **Track Changes** icon. This icon works as toggle which means consecutive clicks works as on or off.

Figure 3: Status Bar with Track Changes Off

Locking the Tracking

When reviewing/reading documents the reviewer/reader can turn off **Track Changes**. This can be prevented by using **Lock Tracking**. After enabling **Lock Tracking,** changes cannot be accepted or rejected.

To turn on **Lock Tracking**, follow the steps.

1. Select the **Review** tab.
2. Go to **Tracking** group.
3. Select the arrow below **Track Changes**.
4. Select **Lock Tracking**.

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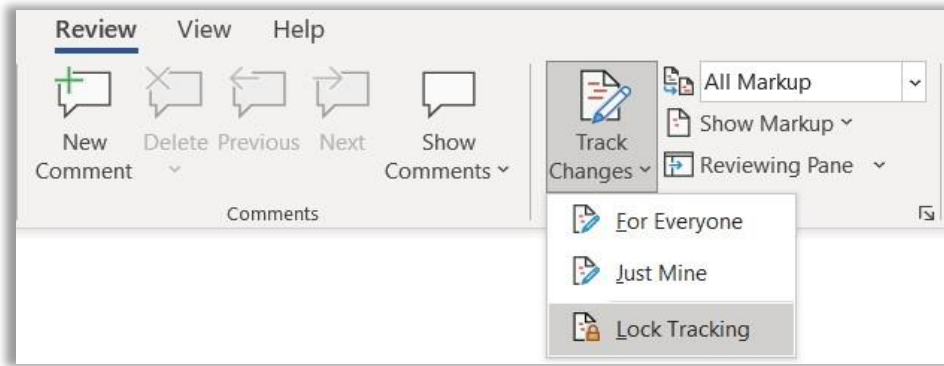
Figure 4: Lock Tracking to Stop Track Changes by Reviewer/Reader

Accepting Track Changes

A change in the document is either underlined, strikethrough or highlighted. To remove any Tracked Changes from the document it must be accepted or rejected.

Accepting Changes in Sequence

To accept change in sequence, follow the steps.

1. Select the **Review** tab.
2. Go to the **Change** group.
3. Select the arrow below **Accept** icon, new pop up will appear.
4. Select **Accept and Move to Next**.

Figure 5: Accepting Change in Sequence and Moving to Next

Accepting Highlighted Changes

To accept highlighted change, follow the steps.

1. Place your cursor on the tracked change in the document.

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To accept any highlighted change, Follow these steps.

1. Place your cursor on the tracked change in the document.

2. On the **Review** tab, in the **Changes** group, click the arrow below **Accept**, and select **Accept This Change**.
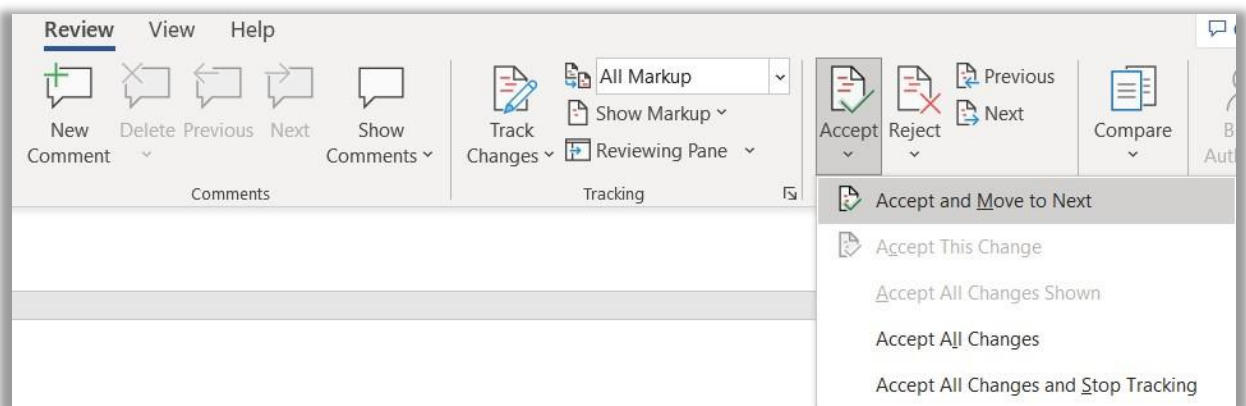   The highlighted changes will be accepted.

Figure 6: Placing Cursor on the Highlighted Change to Accept

2. Select the **Review** tab.
3. Go to the **Changes** group.
4. Select the arrow below **Accept**, it opens a drop-down list.
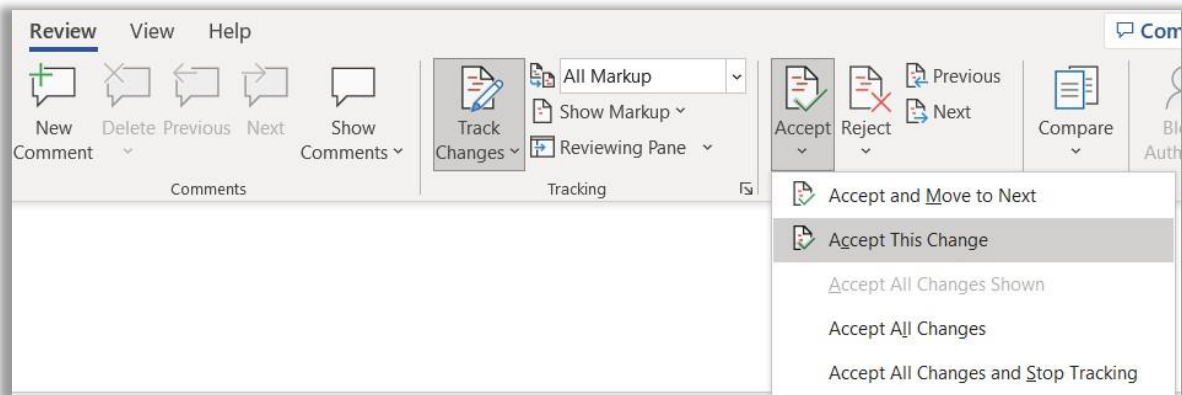5. From the drop-down list, select **Accept This Change**.

Figure 7: Accepting Highlighted Changes

Accepting all Changes

To accept all the changes in the document, follow the steps.

1. Select the **Review** tab.
2. Go to the **Changes** group.
3. Select the arrow below **Accept**, it opens drop down list.
4. From the drop-down list, select **Accept All Changes**.
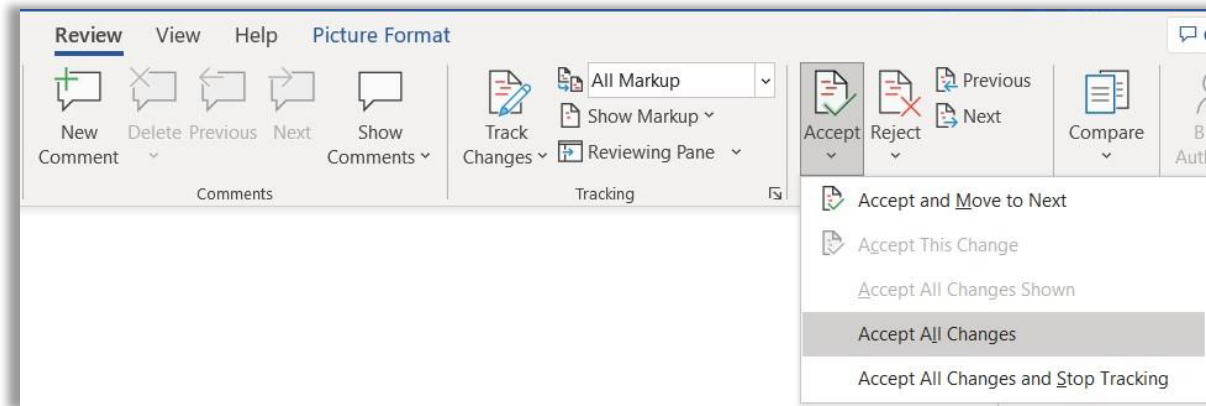
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Figure 8: Accepting All Changes

Accepting all Changes and Stopping Tracking

To Accept all the changes in the document and stop tracking, follow the steps.

1. Select the **Review** tab.
2. Go to the **Changes** group.
3. Select the arrow below **Accept**, it opens the drop-down list.
4. From the drop-down list, select **Accept all Changes and Stop Tracking**.

Figure 9: Accepting All Changes and Stopping Tracking

Rejecting Changes

A change in the document is either underlined, strikethrough or highlighted. To remove any Tracked Changes from the document it must be accepted or rejected.

Rejecting Changes in Sequence

To reject changes in sequence, follow the steps.

1. Select the **Review** tab.
2. Go to the **Changes** group.
3. Select the arrow below **Reject**, it opens a drop-down list.

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4. From the drop-down list, select **Reject and Move to Next**.
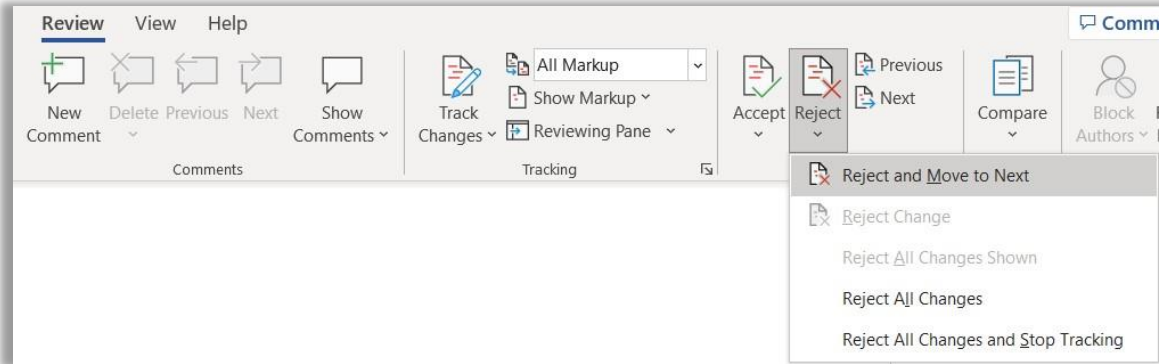
Figure 10: Rejecting Changes and Moving to the Next Change

Rejecting Highlighted Changes

To Reject highlighted change, follow the steps.

1. Place your cursor on the tracked changes in the document.

Figure 11: Placing Cursor on the Highlighted Change to Reject

2. Select the **Review** Tab.
3. Go to the **Changes** group.
4. Select the arrow below **Reject**, it opens a drop-down list.
5. From the drop-down list, select **Reject Change.**
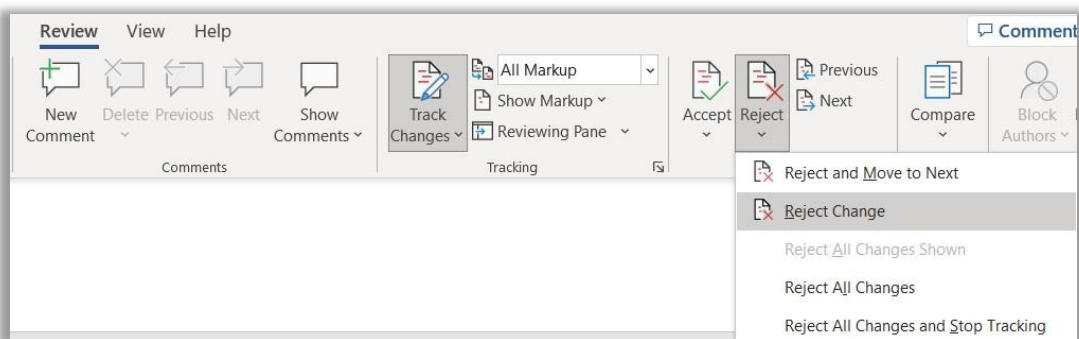
Figure 12: Rejecting Highlighted Changes

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Rejecting All Changes

To reject all the changes in the document, follow the steps.

1. Select the **Review** tab.
2. Go to the **Changes** Group.
3. Select the arrow below **Reject**, it opens the drop-down list.
4. From the drop-down list, select **Reject All Changes**.

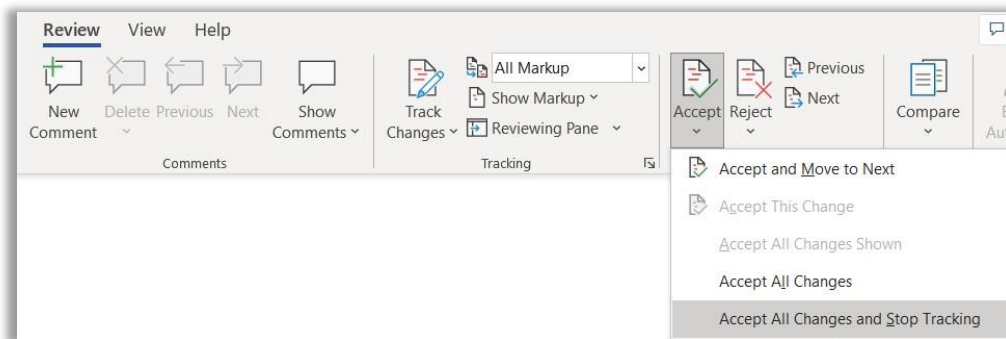**Figure 13: Rejecting All Changes**

Rejecting All the Changes and Stop Tracking

To reject all the changes in the Document and stop tracking, follow the steps.

1. Select the **Review** tab.
2. Go to the **Changes** group.
3. Select the arrow below **Reject,** it opens a drop-down list.
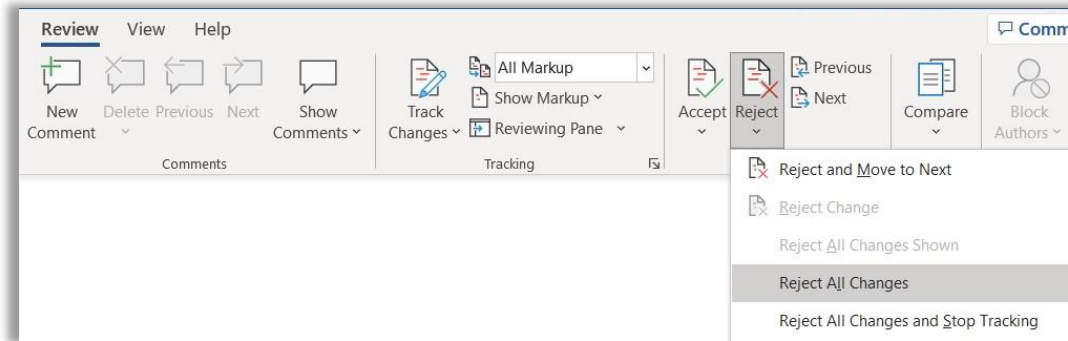4. From the drop-down list, select **Reject All Changes and Stop Tracking.**
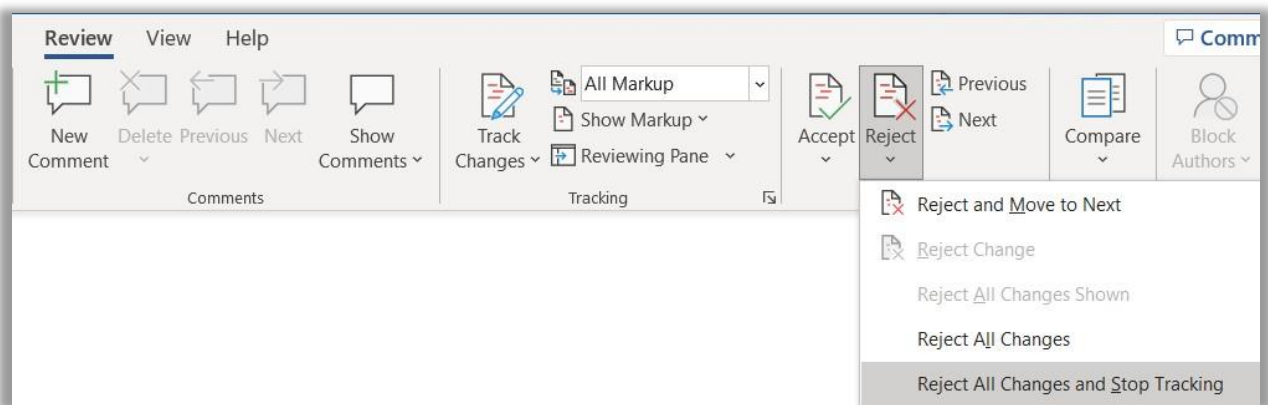
Figure 14: Rejecting All Changes and Stopping Tracking

Choosing Different Markup Display

When reviewing the document with **Track Changes** on, sometimes too many markups make a document difficult to read. To make it more readable, you can select different markups display.

Displaying Simple Markup

This displays changes with a vertical line on the left margin. It indicates where a change has been made.

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To enable **Simple Markup**, follow the steps.

1. Select the **Review** tab.
2. Go to the tracking group.
3. Click on the arrow next to **All Markup**, it opens a drop-down list.
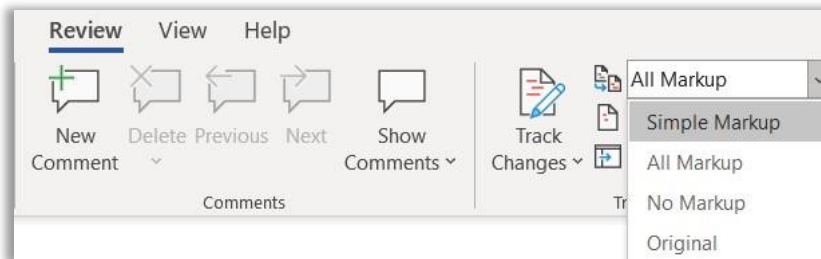4. Select **Simple Markup** from the drop-down list.

Figure 15: Enabling Simple Markup

Note: If a document has been shared with you for review, you may not be able to turn off **Track Changes**. If you want to edit the document without tracking changes, you'll need to either save a copy or ask the person who sent it to you to share it again with review mode turned off.

Figure 16: Tracked Changes with Simple Markup

Displaying All Markup

This displays all the changes with a vertical line in the left margin. It indicates where a change has been made.

To enable **All Markup**, follow the steps.

1. Select the **Review** tab.
2. Go to the **Tracking** Group.
3. Click on the arrow next to **All Markup**, it opens a drop-down list.
4. Select **All Markup** from the drop-down list.

Figure 17: Enabling All Markup

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Figure 18: Tracked Changes After Enabling All Markup

Displaying No Markup

This hides the markup and shows the document with the changes incorporated.

To enable no markup, follow the steps.

1. Select the **Review** Tab.
2. Go to **Tracking** group.
3. Click on the arrow next to **All Markup**, it opens a drop-down list.
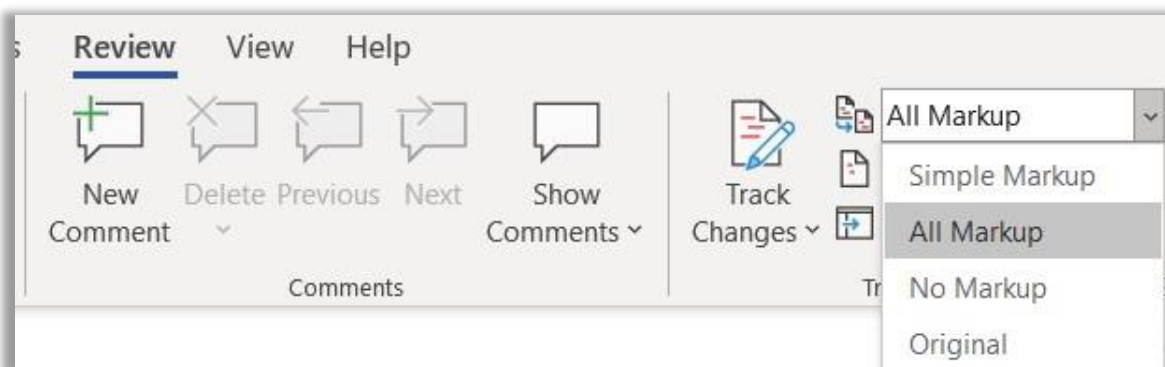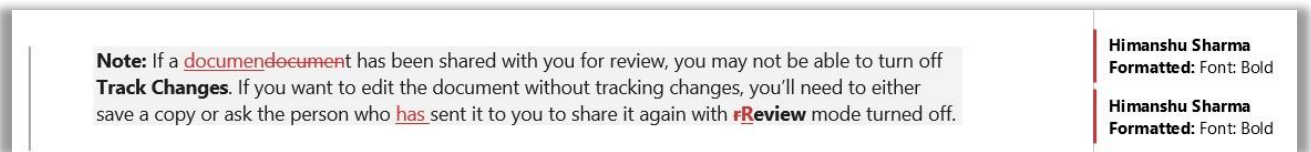4. Select **No Markup** from the dropdown list.
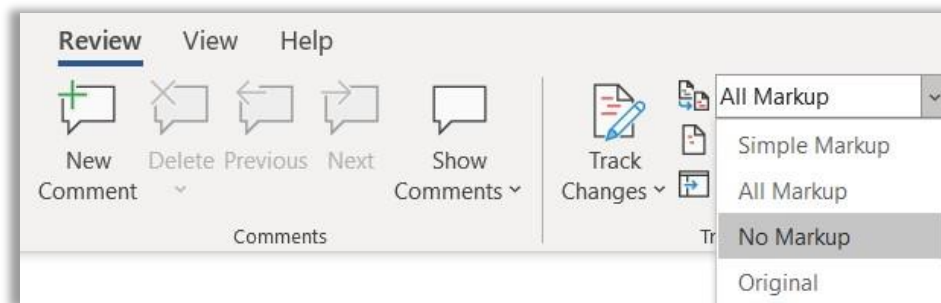
Figure 19: Enabling No Markup

Figure 20: Text with No Markup

Displaying Original

This displays the original version of the document without any changes or comments showing in the document.

To display the original version of the document, follow the steps.

1. In the **Review** tab, go to the **Tracking** group.
2. Select **Original** from the dropdown list.

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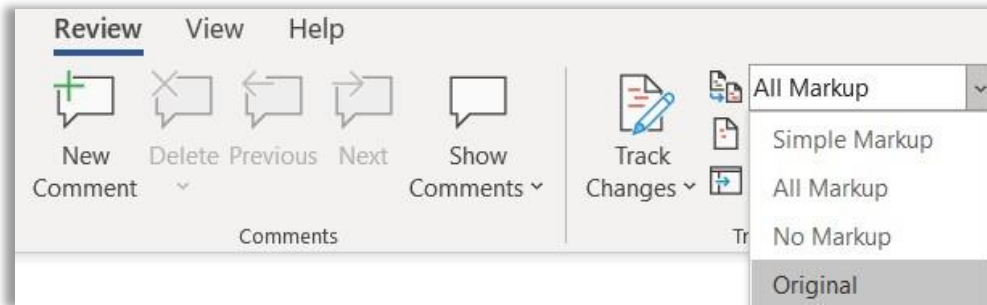**Figure 21: Enabling Original Markup**

Figure 22: Text with Original Markup On

Working with Comments

Reviewers' suggestions are shown as comments in the documents. The comment provides the facility of adding a comment to a document. The Comment is used with or without **Track Changes**.

Adding a Comment Box

To add a comment box, follow the steps.

1. Place the Cursor near the text where you want to comment.
2. Select the **Review** tab.
3. Go to the **Comments** group.
4. Select **New Comment.**

A comment text box will appear on the right side of the document.

Figure 23: Adding a New Comment Box

Writing a Comment in the Comment Box

To write a comment in the comment box, follow the steps.

1. Put the cursor in the comment box.
2. Type a comment in the **Comment Box**.
3. Select **Esc** key or click anywhere outside the Comment text Box to post the comment.

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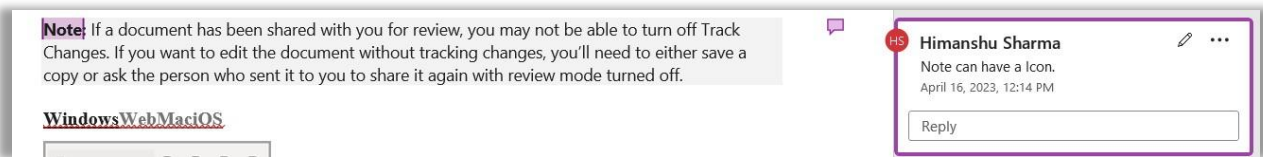The comment will be added to the document.

Figure 24: Text Box Showing Writing a New Comment

Navigating Between the Comments

You can navigate between the comments that are present in your document.

Navigating to Next Comment

To Navigate to the next comment in the document, follow the steps.

1. Select the **Review** tab.
2. Go to the **Comment** group.
3. Select **Next** icon.

Note: If there is no Next comment then the **Next** icon will be greyed out.
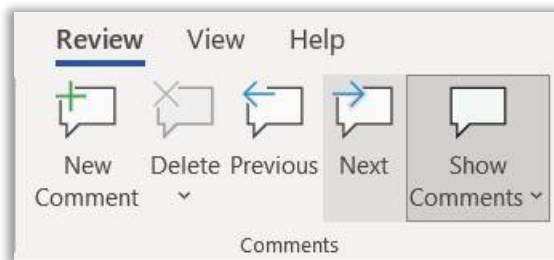

Figure 25: Navigating to Next Comment

The Next Comment text box will appear for the next comment in the sequence.
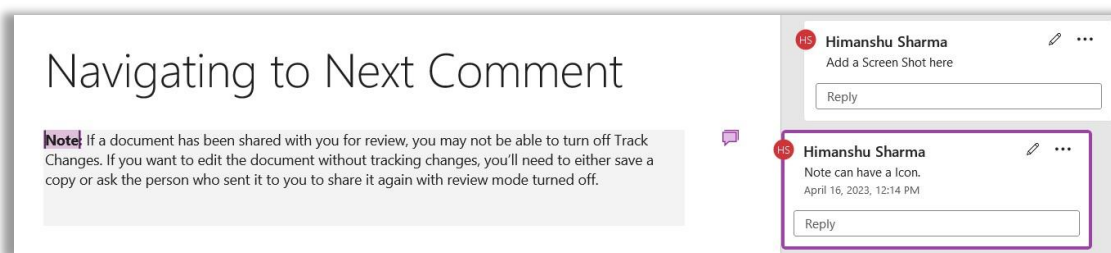

Figure 26: Text Showing Next Comment Box

Navigating to Previous Comment

To Navigate to the previous comment in the document, follow the steps.

1. Select the **Review** tab.
2. Go to the **Comment** group.

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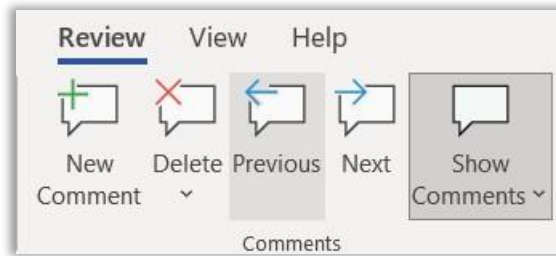
3. Select **Previous** icon.

Figure 27: Navigating to the Previous Comment

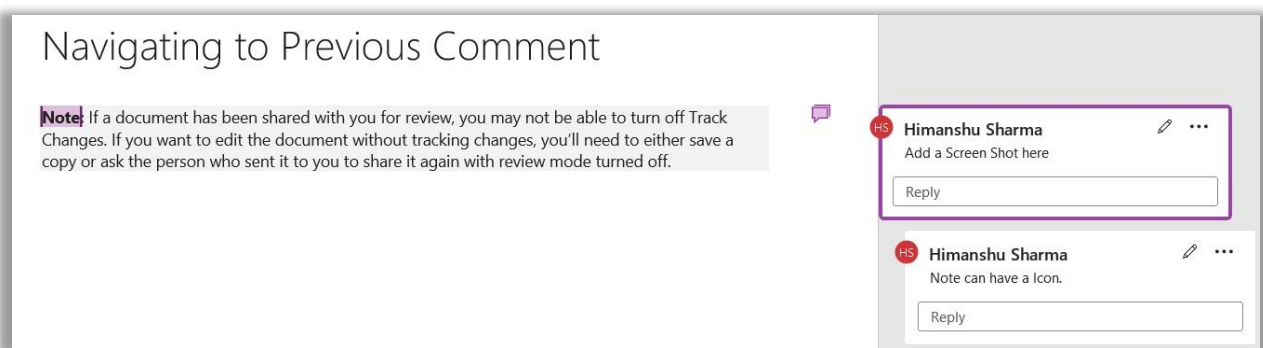The comment text box will be displayed for previous comment in the sequence.

Figure 28: Navigating to the Previous Comment

If there is no previous comment, then the previous icon will be greyed out.

Deleting Comments

You can delete comments present in the document. You can delete a single comment or delete all comments in the document.

Deleting a Single Comment

To delete a single comment from the document, follow the steps.

1. Select the comment.
2. Select the **Review** tab.
3. Go to the **Comments** group.
4. Select the arrow below **Delete**, it opens a drop-down list.
5. From the drop-down list, select **Delete.**

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Figure 29: Deleting a Single Comment

The Selected comment will be deleted.

Note: You can use the **Delete** icon to delete a single comment.

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Deleting all the Comments

To delete all the comments from the document, follow the step.

1. In the **Review** tab, go to the **Comment** group.
2. Select the arrow below **Delete,** it opens a drop-down list.
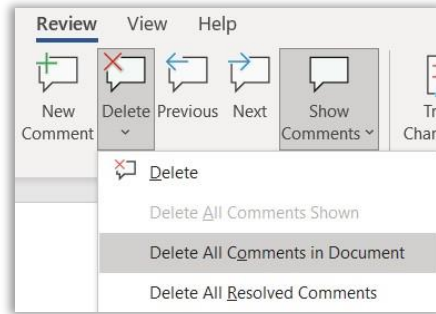3. From the drop-down list, select **Delete All Comments** in the document.

Figure 30: Deleting All Comments

All the comments will be deleted.

Comparing or Combing Documents

Microsoft word gives the facility to **Compare** or **Combine** two different versions of a Document.

Comparing Documents

Two different versions of documents can be compared and see the differences of the documents. Both the documents are needed for comparing and should be stored with different file names.

To compare two documents, follow the steps.

1. Select the **Review** tab.
2. Go to **Compare** group.
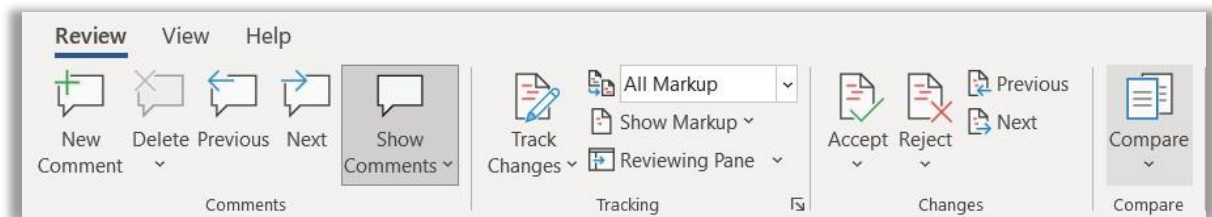3. Select **Compare**, it opens a drop-down list.

Figure 31: Comparing Two Documents

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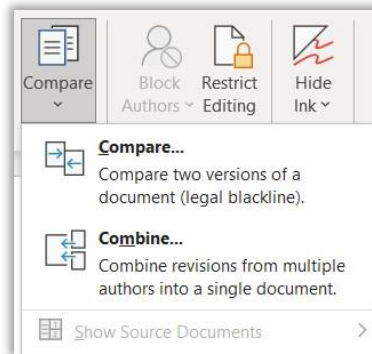4. From the drop-down list, select **Compare Documents.**

Figure 32: Compare Two Documents Drop-down List
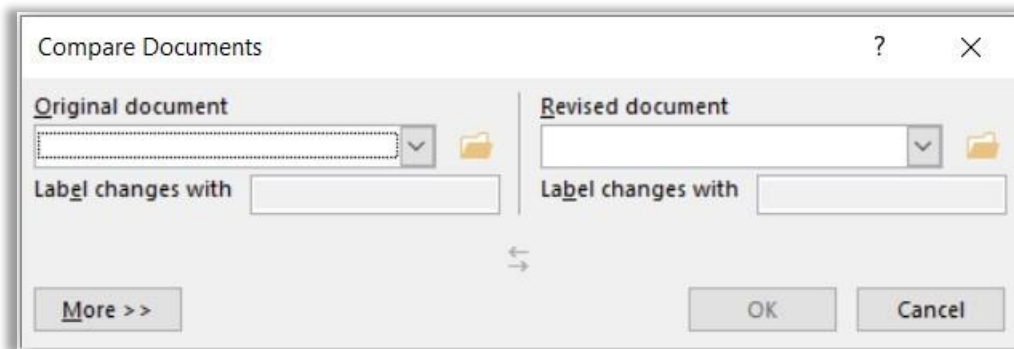
5. A **Compare Documents** dialog box will open.

Figure 33: Compare Two Documents Dialog Box

6. **Compare Documents** Dialog Box will have two fields, one for **Original Document** and one for **Revised Document**
7. Select locations of the documents or browse it.
8. **Label changes with** the author's name or email.
9. Select **OK**.

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This will open a new document with three sections. The first section will have Revisions of the Document. The second section will have Compared Document and the third section will be showing Original Document and Revised Document. You can accept or reject any tracked changes in the Documents.
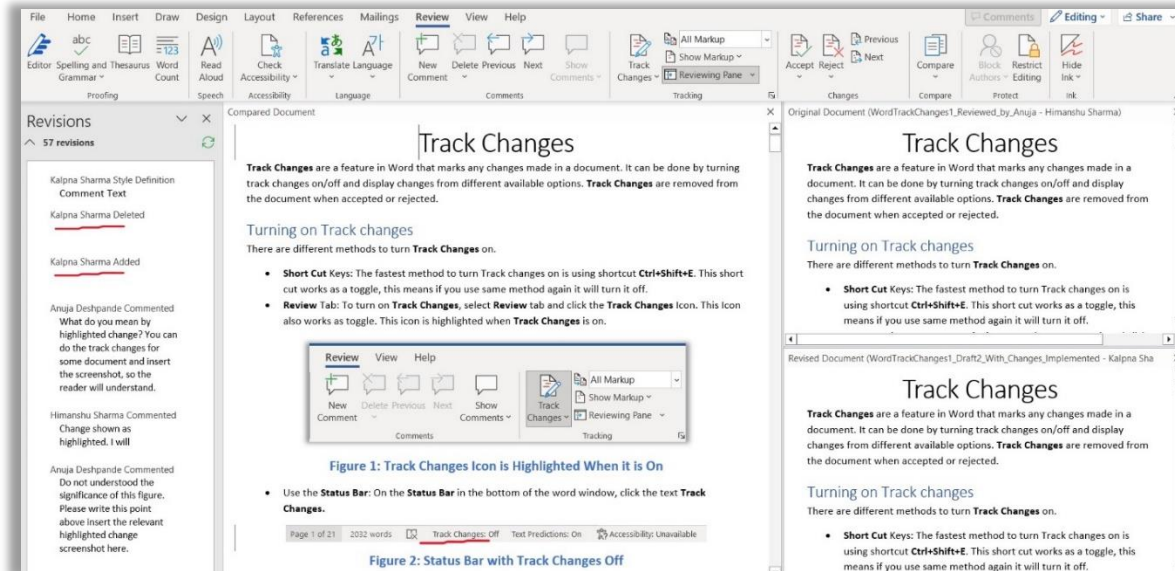

Figure 34: Comparing Two Documents Screen

Combining Documents

When a document is reviewed by multiple reviewers, you get different versions of the document.

You can combine these different versions to make a single document.

To combine two versions of the documents, follow the steps.

1. Select the **Review** tab.
2. Go to **Compare** Group.
3. Select **Compare,** it opens a drop-down list.
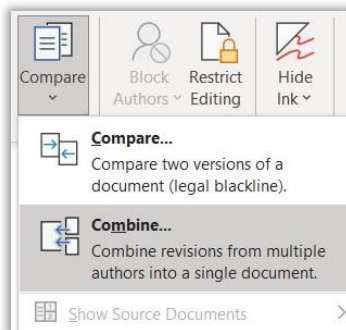4. From the drop-down list, select **Combine.**

Figure 35: Combining Documents

5. A **Combine Documents** dialog box will open.
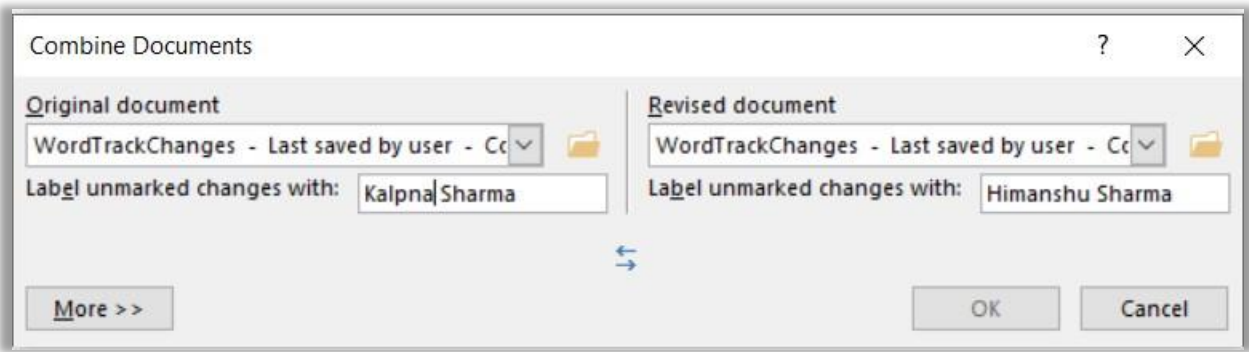
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Figure 36: Combining Documents Dialog Box

6. **Combine Documents** Dialog Box will have two fields, one for **Original Document** and one for **Revised Document**
7. In the **Original Document** field select or browse the location of the original document, Use the author's name to Label the changes.
8. In the **Revised Document** Field select or browse the location of the revised document, use the author's name to label the changes.
9. Select **OK**.

A new screen will be opened with three sections. The **first section** will have revisions, the **second section** will have the Combined Document and the **third section** will have original and revised documents. Once all the desired changes are accepted in the document, you can save it as a **Combined Document**.

Restricting Editing for Reviewers

MS Word Lets you restrict editing by reviewers/readers. To restrict editing in both new as well as existing documents, follow the steps.

1. Select the **Review** tab.
2. Go to **Protect.**
3. Select **Restrict Editing.**

Figure 37: Restrict Editing

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4. You can select the types of **Formatting restrictions** or **Editing restrictions** you want; you can also select **All** or **None**.
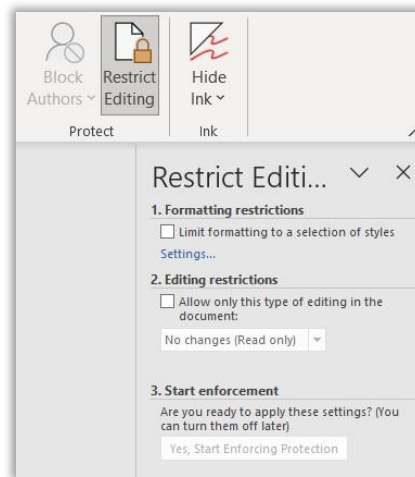

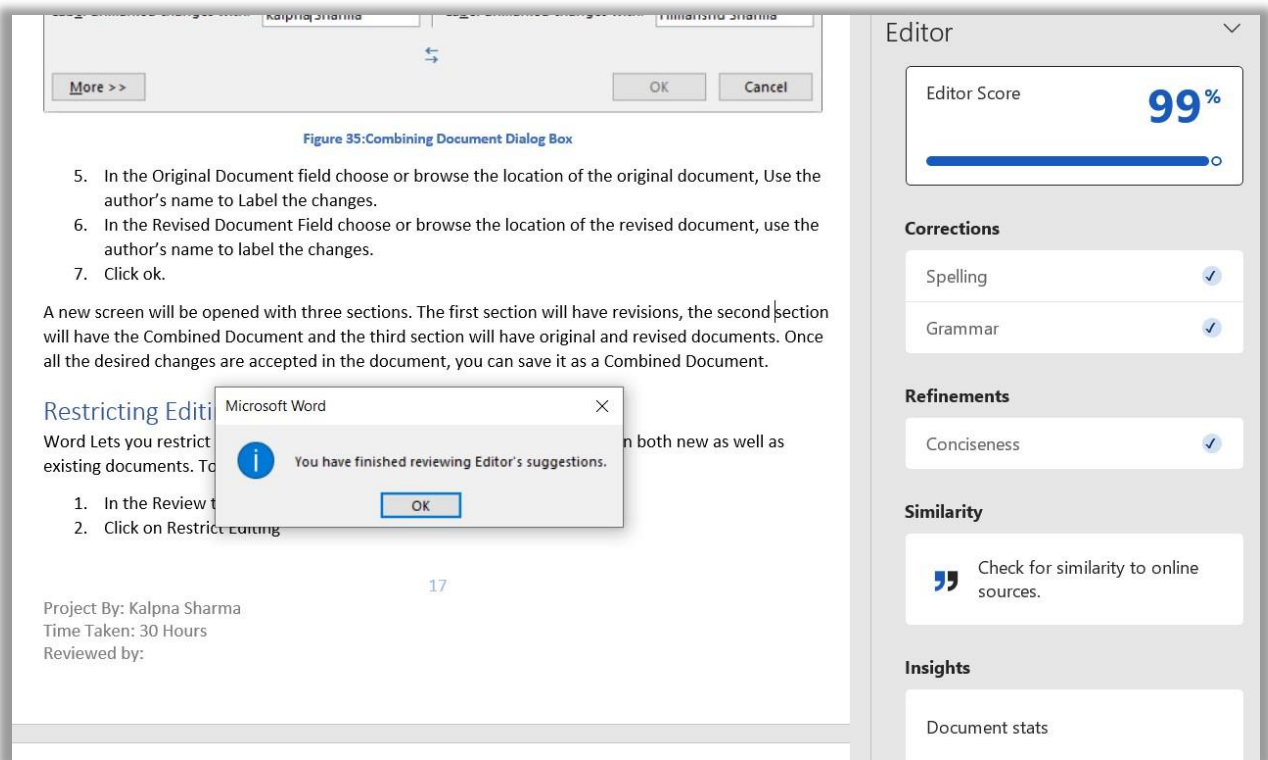**Figure 38: Restrict Edition**

5. Select **OK** to save changes.

Spelling and Grammar Check

Figure 39: Spelling and Grammar Check

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