



# Track Changes

## Concept & Procedure

Time Required: 65 hours

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# 1 Introduction to Track Changes

Reviewing any document before publishing is very crucial. This job is done by reviewers, where the document is checked for language and technical information. Reviewers then communicate the changes to the writer. Track Changes is a powerful built-in feature of Microsoft Word. It acts as a link between the writer and the reviewer. Track Changes is also useful when more than one writer is working on a single document.

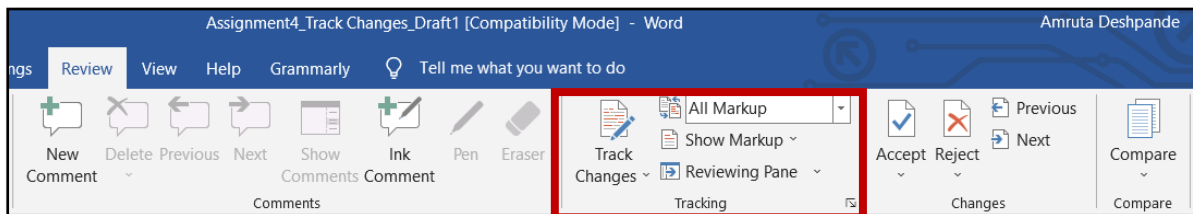
## 1.1 Functions of Track Changes

Some of the prominent functions of Track Changes are listed below.

- A record of all the changes made to a document are maintained.
- All the changes made by reviewers are displayed along with the reviewer's name and the time of revision.
- The changes done by reviewer are easy to spot.
- A record of all the changes is kept. Hence, reviewer requires less time for reviewing the next draft.
- Multiple reviewers can review the same copy of the document. They can make changes without creating confusion for the writer.
- The changes can be accepted or rejected easily.

## 1.2 Getting Started with Track Changes

Track Changes option is found under the Review tab, in the Tracking group of Microsoft Word. Other groups under Review tab are Comments, Changes, Compare, Proofing and Language. These groups are also useful for reviewing a document.



*Figure 1: Tracking Group under Review Tab*

## 2 Working with Track Changes

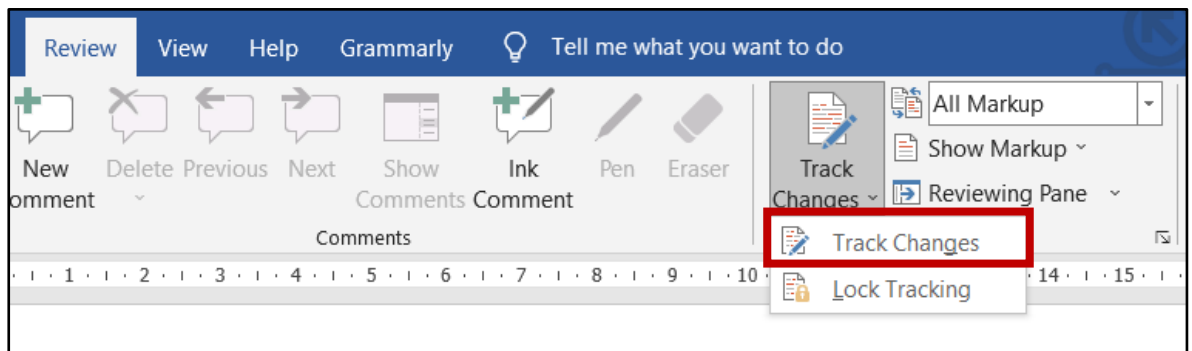
To work with the Track Changes, you have to first turn ON the Track Changes. Then you can make the necessary changes. After reviewing, turn off the Track Changes. The track changes can be viewed in a separate window called Reviewing Pane.

### 2.1 Turning ON Track Changes

To track the changes, turn ON the Track Changes. The document must be saved after making the changes.

To turn ON the Track Changes, follow the steps given below.

1. Open Microsoft Word.
2. On the Ribbon, click the **Review** tab.
3. In the **Tracking** group, click the **Track Changes** arrow.
4. Click **Track Changes**.



*Figure 2: Turning ON Track Changes*

**Track Changes** icon is turned grey, indicating track changes is turned ON.



**Note** You can click Track Changes icon, in the Tracking group to turn ON the track changes.



**Note** The shortcut to turn ON the Track Changes is **Ctrl + Shift + E**

## 2.2 Exploring Track Changes Options

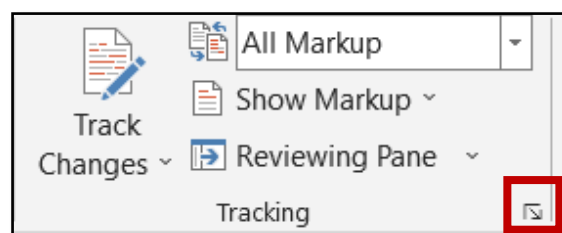
You can select different options for displaying the track changes. It gives you the options regarding how the changes should appear. You can select the colour, font and so on. You can decide which changes should be visible and not.

### 2.2.1 Working with Basic Track Changes Options

Basic Track Changes options allows you to select which changes should be displayed. You can also decide if you want to display the changes in the Reviewing Pane.

To work with the basic track changes options, follow the steps given below.

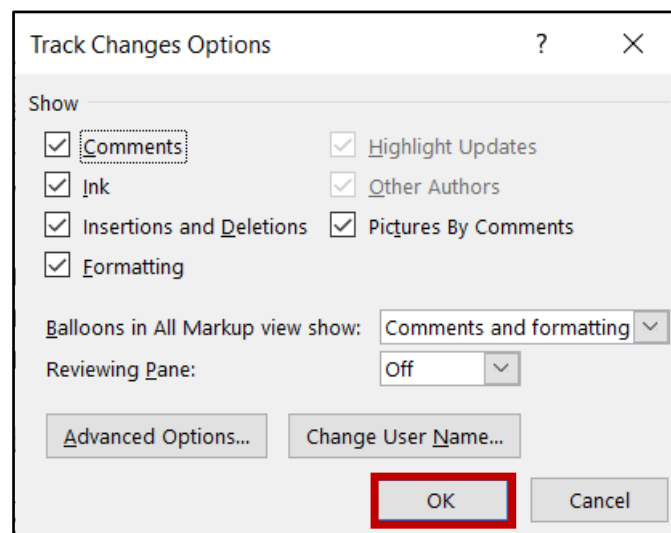
1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking** group, click **Change Tracking Options** Dialog Box Launcher.



*Figure 3: Opening Change Tracking Options Dialog Box*

The dialog box for **Track Changes Options** is opened. It allows you to change the options as required. Table 1 describes the options.

3. Click **OK** after changing the options.



*Figure 4: Track Changes Options*

*Table 1: Track Changes Options & Description*

<b>Fields</b>	<b>Description</b>	
<b>Comments</b>	Select the check box to see only comments.	
<b>Ink</b>	Select the check box to see marks made by digital markings.	
<b>Pictures by Comments</b>	Select the check box to display the picture of the reviewer next to reviewer's name.	
<b>Formatting</b>	Select the check box to see only formatting changes.	
<b>Highlight Updates</b>	Select the check box to highlight the changed part.	
<b>Other Authors</b>	Select the check box to see which author has done the changes.	
<b>Insertions and Deletions</b>	Select the check box to see only insertions and deletions.	
<b>Reviewing Pane</b>	Select from the drop down box to display reviewing pane or not.	
<b>Balloons in All Markup View Show</b>	Select the desired option from the drop down box.	
	Revisions	Shows the comments, formatting changes and edits in the balloon.
	Nothing	No balloons are visible.
	Comments and Formatting	Shows the comments and changes in the balloon.

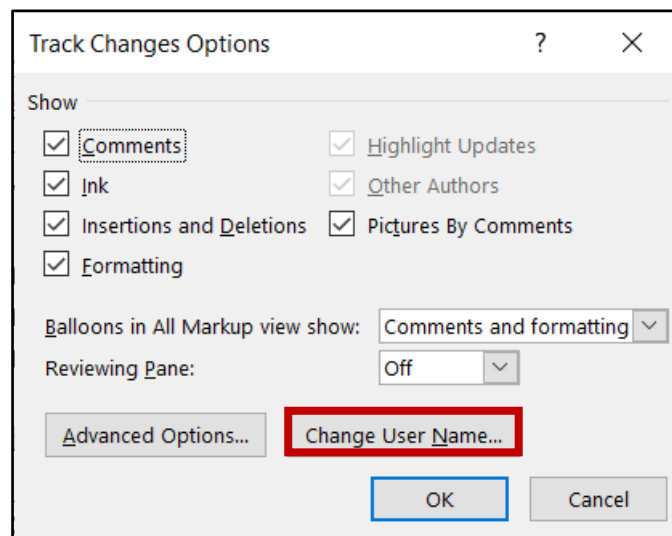


### 2.2.2 Changing User Name

When you do the changes in the document, the changes as well as the reviewer's name is displayed alongside the text.

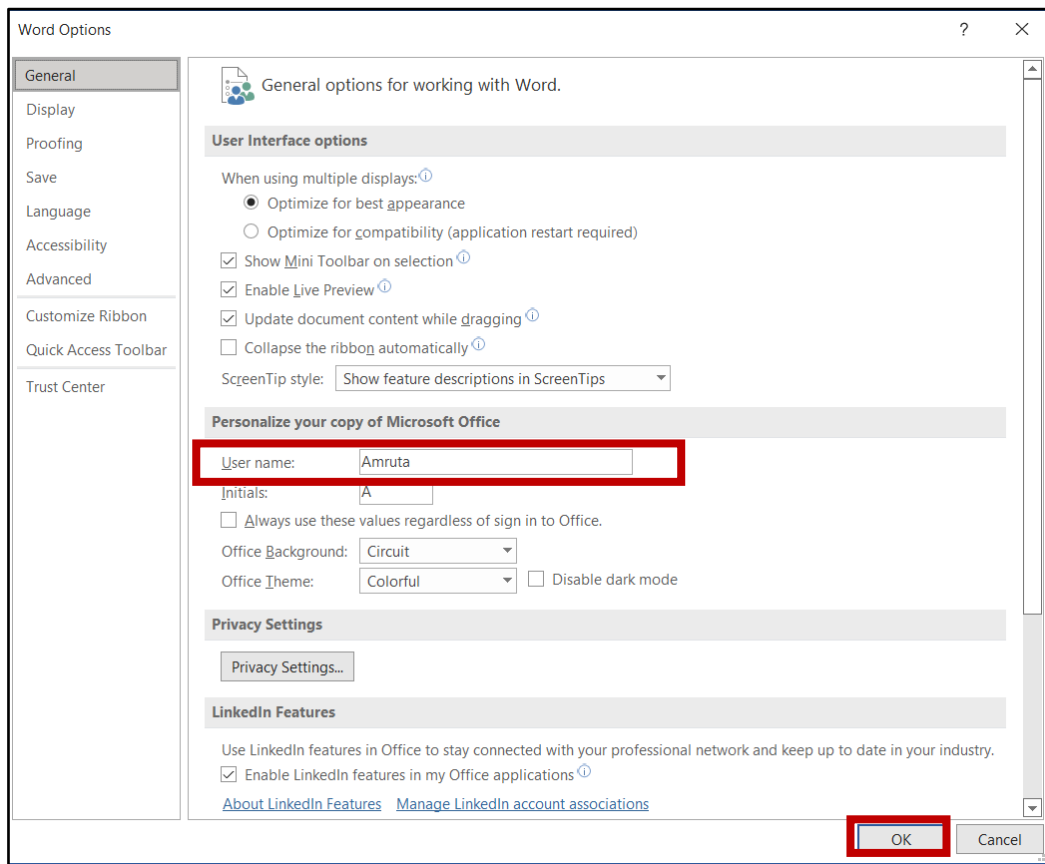
To change the User Name, follow the steps given below.

1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking** group, click **Change Tracking Options** Dialog Box Launcher. **Track Changes Options** dialog box is displayed.
3. Click **Change User Name**.



*Figure 5: Changing User Name*

Word Options dialog box is displayed.



*Figure 6: Changing User Name*

4. Type the desired name in the **User Name** text box and click **OK**.

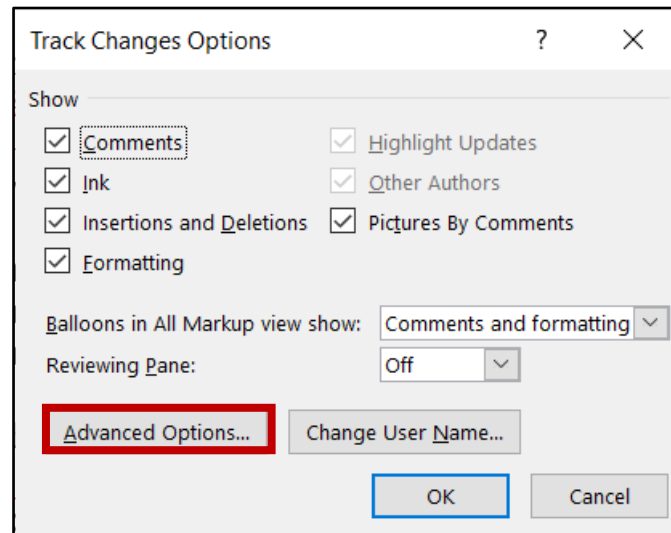
### 2.2.3 Working with Advanced Track Changes Options

Advanced Track Changes Options gives you more options to display the changes. You can decide the colour and other formatting options.

To work with Advanced Track Changes Options, follow the steps given below.

1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking** group, click **Change Tracking Options** Dialog Box Launcher.

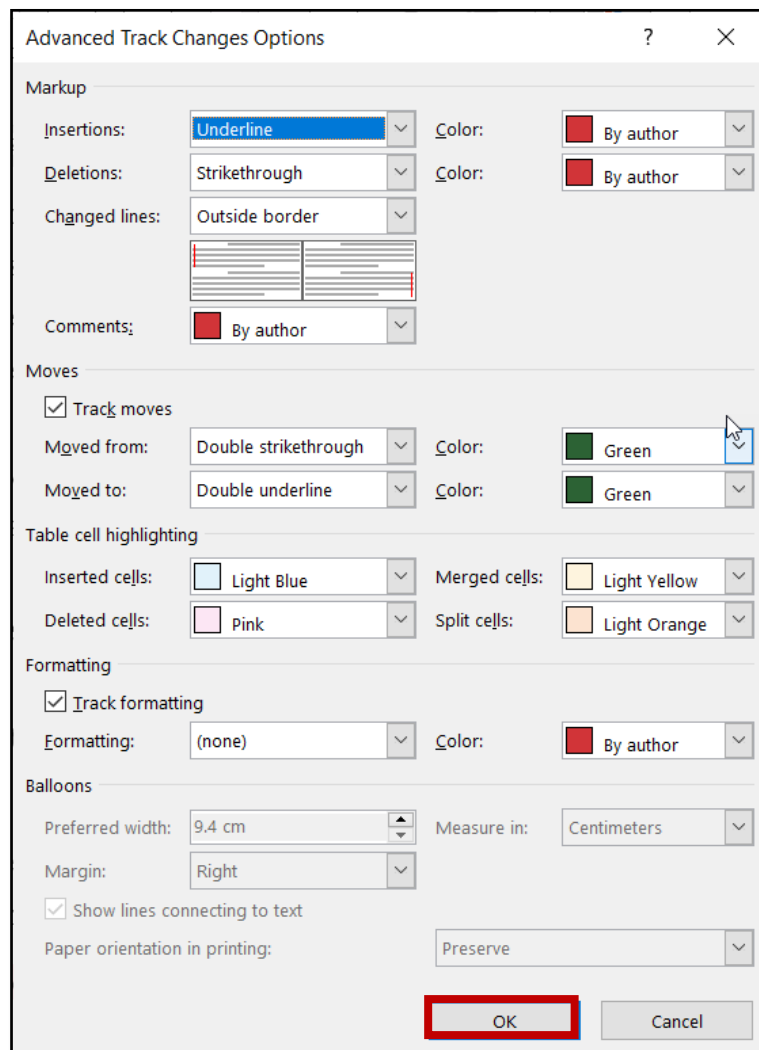
Track Changes Options dialog box is displayed.



*Figure 7: Opening Advanced Track Changes Options*

3. Click **Advanced Options**.

Advanced Track Changes Options dialog box is displayed. It enables you to change the track changes options. Table 2 describes the options.



*Figure 8: Advanced Track Changes Options*

4. Select the required options and click **OK**.

*Table 2: Advanced Track Changes Options Description*

Group	Fields	Description
<b>Markup</b>	Insertions	You can select how the insertions should appear. Select the required option from the drop down box. Default is underline. Underline Double Underline Colour Only None Bold Italic Strikethrough
	Deletions	You can select how the deletions should appear. Select the required option from the drop down box. Default is strikethrough. Bold Italic Strikethrough Double Strikethrough Hidden None Colour Only
	Colour (Insertions)	You can select the colour of Insertions from the drop down box. Default is By Author.
	Colour (Deletions)	You can select the colour of the deletions from the drop down box. Default is By Author.
	Changed Lines	You can select the marker positions from the drop down box- Left Border, Right Border, Outside Border.
	Comments	You can select the colour for balloons border along with the connecting lines, from the drop down box. Default is By Author.
<b>Moves Group</b>	Track Moves	By default, the check box is selected. It tracks the cut part of the document and where it is pasted.
	Moved from	You can select the format of the cut text when pasted somewhere in the document. Default is Double Strikethrough. Select the required option from the drop down box.
	Colour	You can select the desired colour of the cut text when pasted somewhere in the document, from the drop down box. Default is Red.

Group	Fields	Description
	Moved to	You can select the type of the format of the text which is pasted, from the drop down box. Default is Double Underline.
	Colour	You can select the colour of the text which is pasted. Default is Dark Blue.
<b>Table Cell Highlighting Group</b>	Inserted Cells	You can select the colour of the newly inserted cells, from the drop down box. Default is light blue.
	Merged Cells	You can select the colour of the new merged cells, from the drop down box. Default is Gray.
	Deleted Cells	You can select the colour of the deleted cells, from the drop down box. Default is Pink.
	Split Cells	You can select the colour of the split cells, from the drop down box. Default is Light Orange.
<b>Formatting Group</b>	Track Formatting	Select the check box to tracks the formatting changes. By default, it is selected.
	Formatting	You can specify how the formatted part should appear. Bold Italic Strikethrough Hidden Colour Only Double Strikethrough None Underline Double Underline Default is Strikethrough
	Colour	You can select the colour of the formatted changes from the drop down box. Default is Dark Yellow.
	Preferred Width	You can select the width of the balloon, from the drop down box. Default is 9.4 cm
	Margin	You can select the left or right margin where balloons should be displayed, from the drop down box. Default is Left.
	Measured In	You can select the unit of measurement of balloons, from the drop down box. Default is centimetres.
<b>Show Lines Connecting to Text</b>		Select the check box to join the comments to the commented text. Default is selected.
<b>Paper orientation in Printing.</b>		You can select the orientation of paper for printing. Select the desired option from the drop down box. It has the following options.
		<div>Auto</div> <div>Automatic Adjustment</div>

Group	Fields	Description	
		Preserve	Default setting. You can select the printing options.
		Force Landscape	Prints in Landscape mode during hen using Track

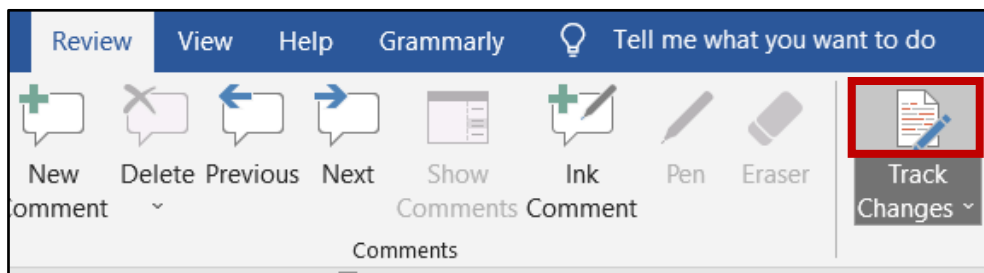
#### 2.2.4 Turning Off Track Changes

Once changes are done, turn off the Track Changes and save the document. After turning off this option, you cannot keep track of the changes made in the document.

To turn off the Track Changes, follow the steps given below.

1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking** group, click **Track Changes**.

Track Changes are turned Off.



*Figure 9: Turning Off Track Changes*

## 2.3 Displaying Track Changes in Reviewing Pane

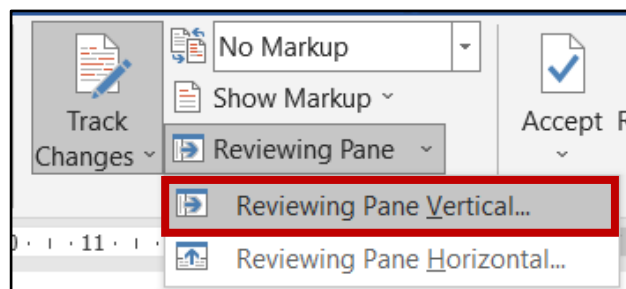
Reviewing Pane allows you to view the revisions in a separate pane. The Pane can be viewed at the side of the document or bottom of the document. The Pane can be resized as needed. It also shows the number of revisions in the document.

### 2.3.1 Reviewing Changes in Vertical Pane

This option enables you to see all the revisions in a vertical pane at the side of the text.

To see the revisions in a Vertical Pane, follow the steps given below.

1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking group**, click the arrow next to **Reviewing Pane**.
3. Click **Reviewing Pane Vertical**.



*Figure 10: Selecting Vertical Pane*



#### Note

You can click Reviewing Pane in the Track Changes group, to open the Reviewing Pane.



The Reviewing Pane is opened at the left side of the text.

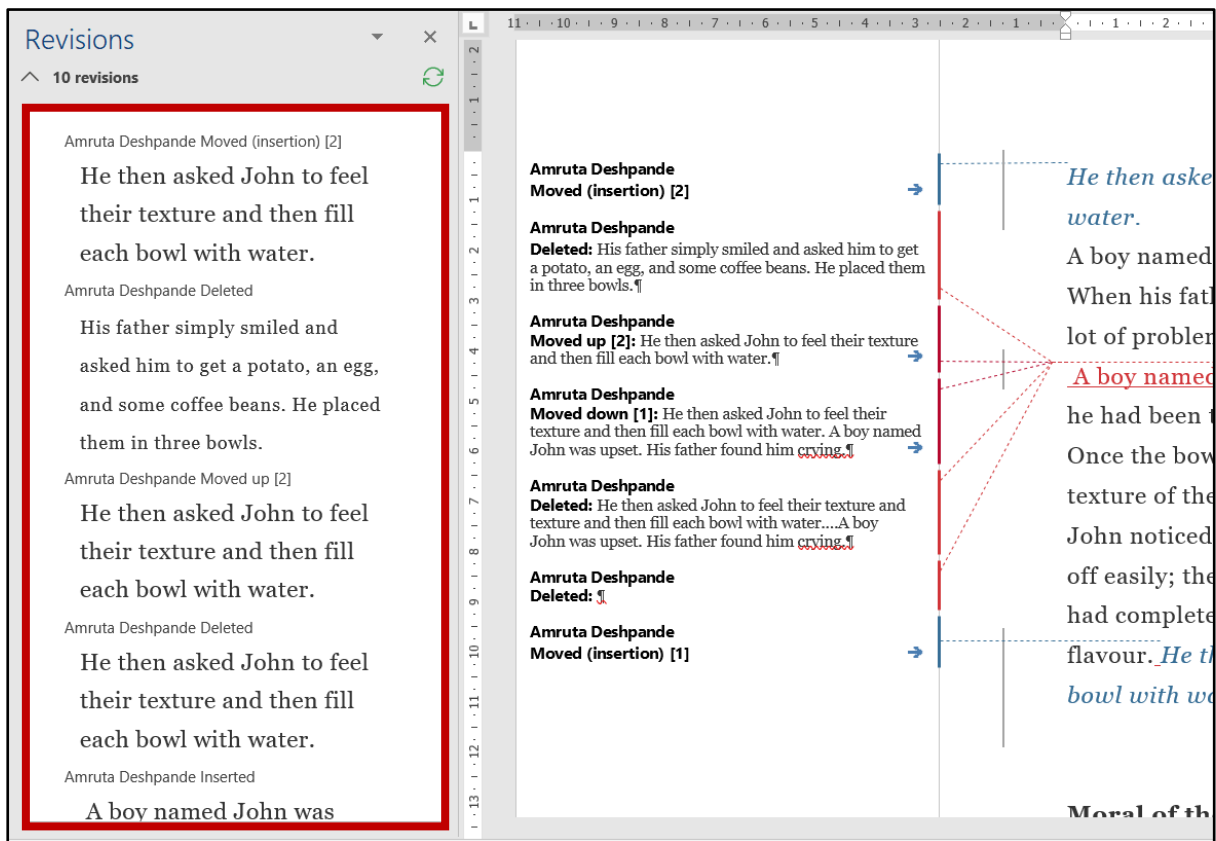


Figure 11: Vertical Reviewing Pane

### 2.3.2 Reviewing Changes in Horizontal Pane

This option enables you to see all the revisions in a horizontal pane at the bottom of the document.

To see the revisions in a Horizontal Pane, follow the steps given below.

1. On the Microsoft Word Ribbon, click the **Review** tab.
2. In the **Tracking** group, click the arrow next to **Reviewing Pane**.
3. Click **Reviewing Pane Horizontal**.

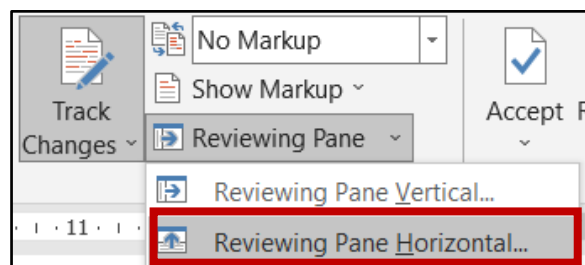


Figure 12: Selecting Horizontal Pane

The Reviewing Pane is opened at the bottom of the text.

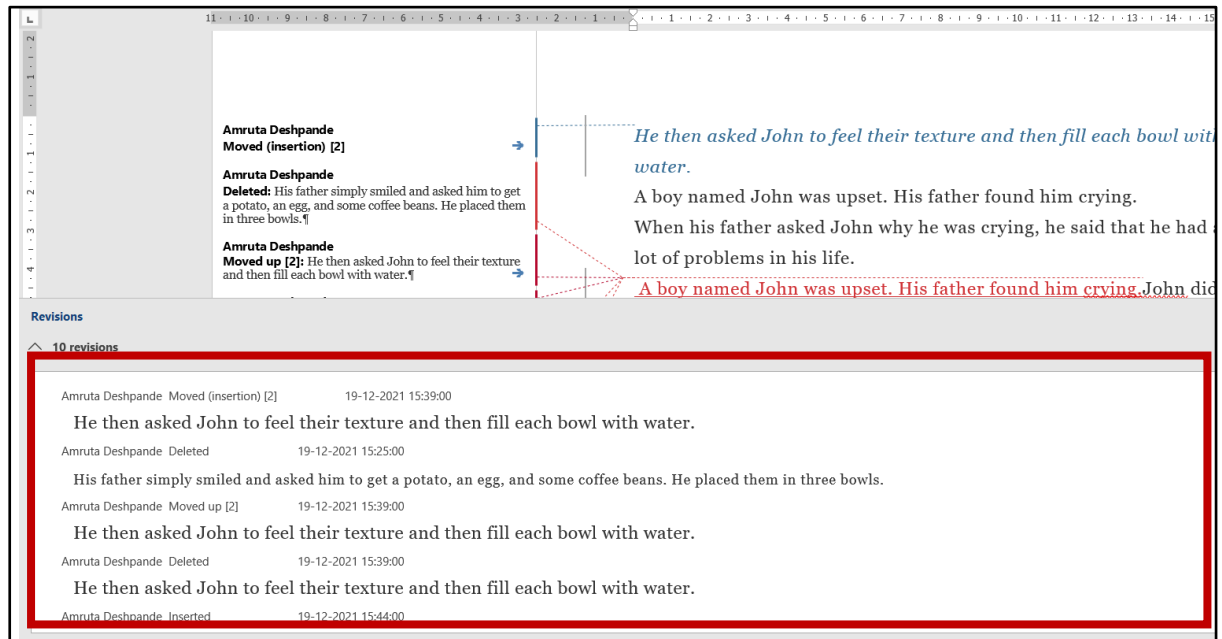


Figure 13: Horizontal Reviewing Pane

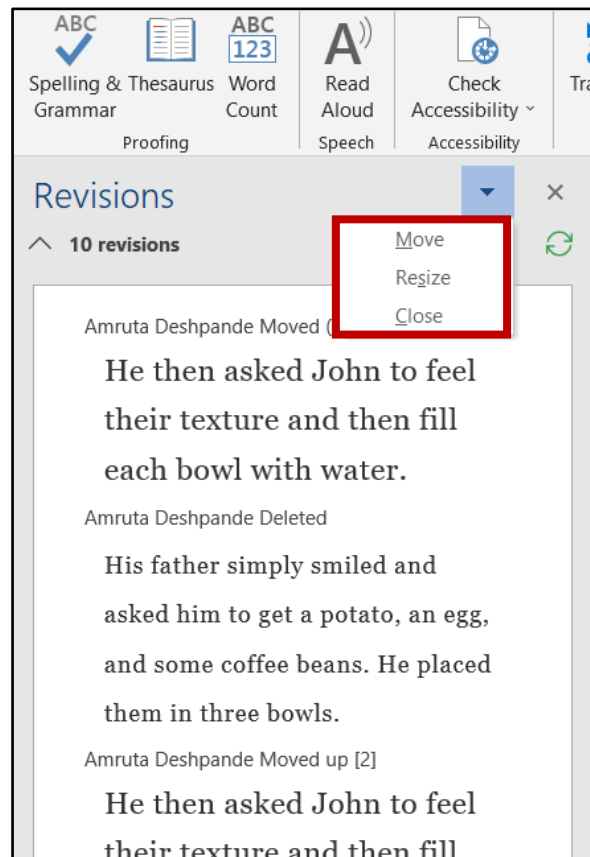
### 2.3.3 Working with Task Pane Options

Task Pane Options enables you to move and change the size of the Pane as desired.

To work with the Task Pane Options, follow the steps given below.

1. Click the **Task Pane Options** arrow.

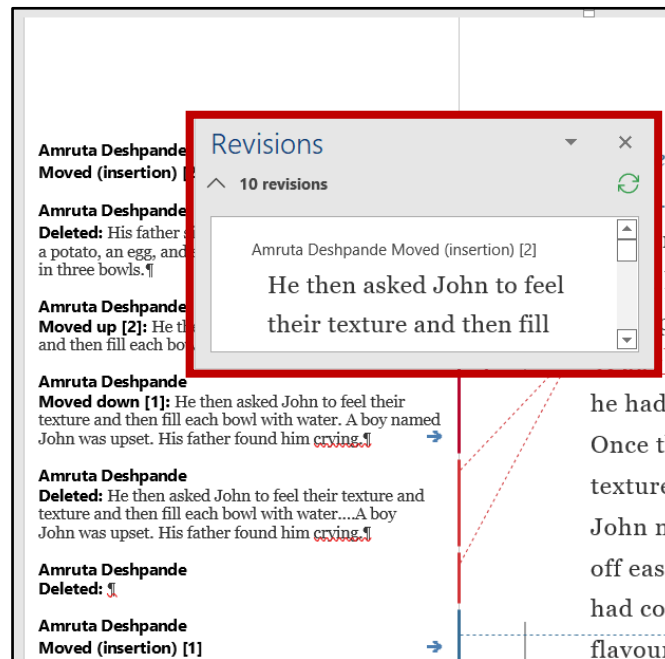
Task Pane Options are displayed. It has three options- Move, Resize and Close.



*Figure 14: Opening Task Pane Options*

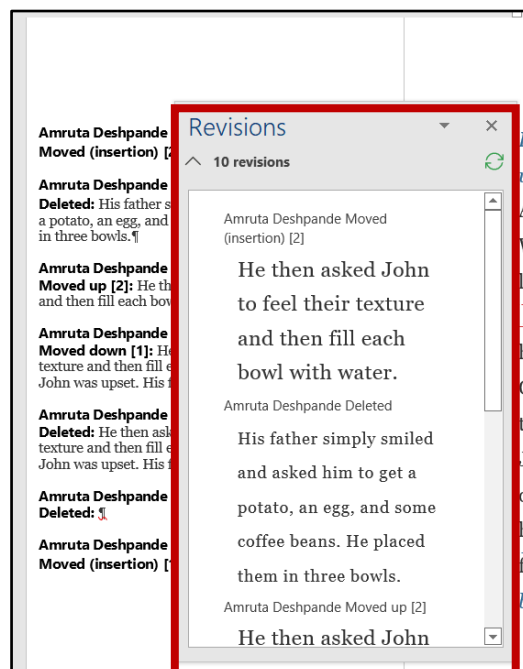
2. To move the Reviewing Pane, click **Move**.

3. Move the **Reviewing Pane** anywhere on the screen, while clicking the mouse.



*Figure 15: Moving the Revisions Pane*

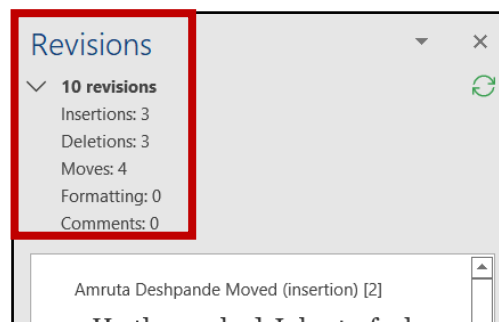
4. Click **Resize** to change the size of Reviewing Pane.
5. Change the size of the **Reviewing Pane** by dragging any corner or sides of the Pane with mouse.



*Figure 16: Resizing the Revisions Pane*

6. Click the **Show Detailed Summary** arrow.

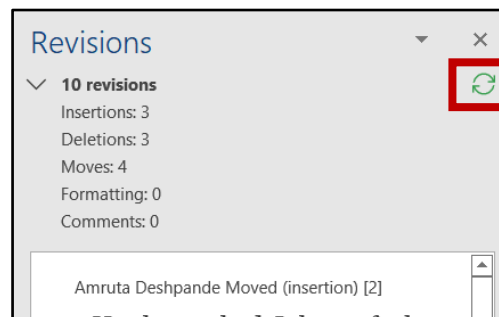
The revision summary of the document is shown.



*Figure 17: Revision Summary*

7. Click **Refresh** in the **Reviewing Pane**

Any changes in the document are updated in the Reviewing Pane.



*Figure 18: Refreshing the Revisions Pane*

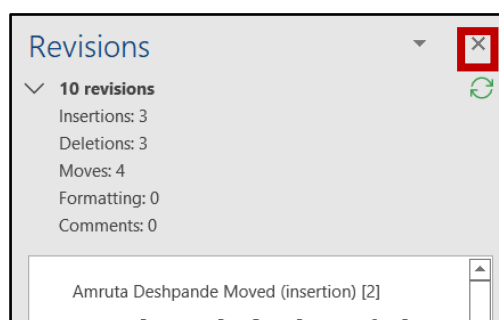
8. Click **Close** to close the Reviewing Pane.



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**Note** You can click Reviewing Pane in Tracking group to close it.

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*Figure 19: Closing the Reviewing Pane*

### 3 Working with Changes

Changes to a document can be insertions, deletions or formatting. The changes can be deletions or insertions of text, figures, graphics, screenshots, tables and so on. There can also be formatting changes like font size, font, and alignment changes. You can decide how the changes should appear in the document. When you make changes, a vertical line appears at the side of the change, called a marker. When you rest your mouse on the marker, a rectangular box appears, called as a balloon. A dotted line connects the change to the marker.

Before making changes to a document, first Turn ON the Track Changes.

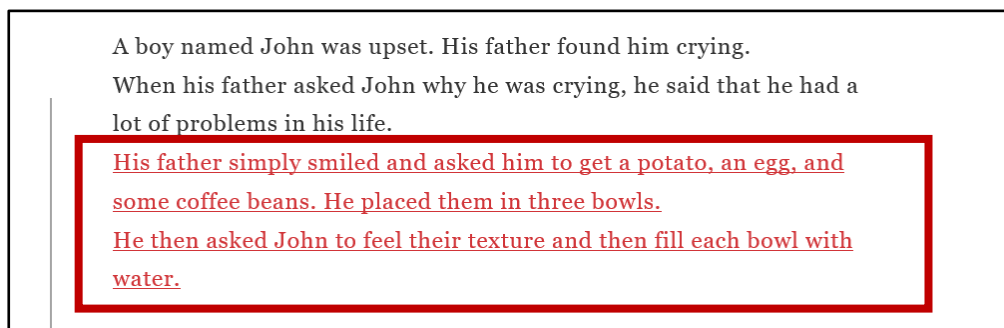
#### 3.1 Making Insertions

Insertions can be in the form of text, figures, tables, graphics, images and so on. To make insertion to a document, you have to turn ON the track changes. By default, the inserted text appears underlined in red colour.



#### Note

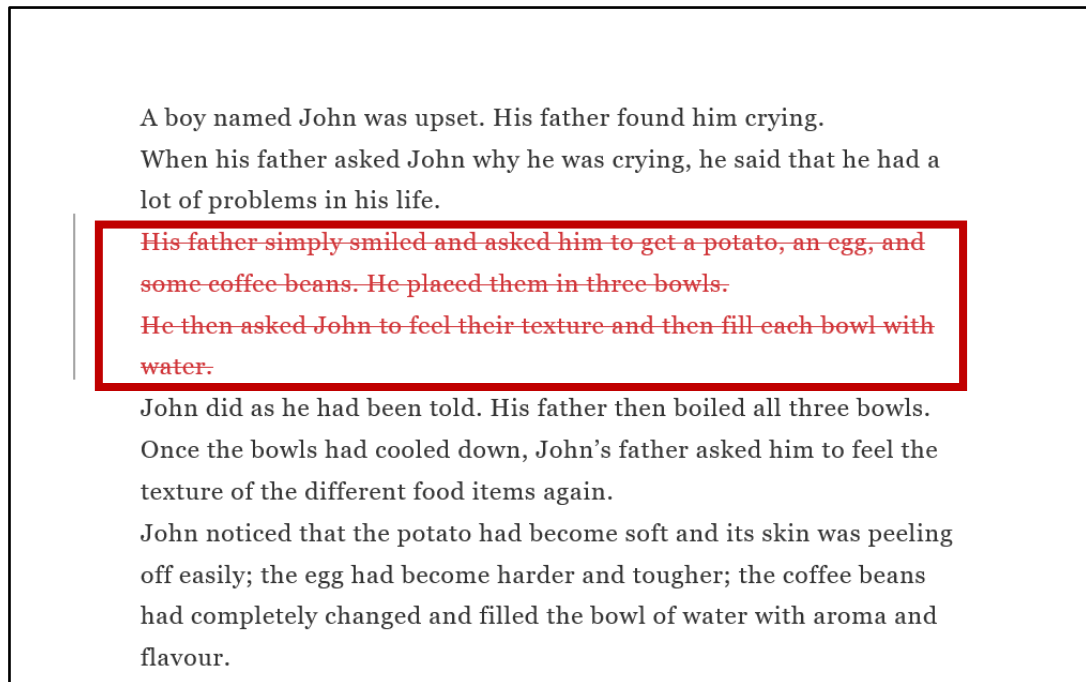
1. Different authors' changes appear in different colours.
2. Different types of insertions like tables, figures and so on appear in different colours.



*Figure 20: Inserted Text*

### 3.2 Making Deletions

To track the deletions in the document you have to turn ON the track changes. By default, the deleted text appears as strikethrough, in red colour.



*Figure 21: Deleted Text*

### 3.3 Making Formatting Changes

Formatting changes can be changing the font, font size, spacing between lines, alignment and so on. You have to turn ON the track changes to make formatting changes. Different types of formatting changes appear differently in the document. The description of the formatting changes appears in the balloons at the side of the text.

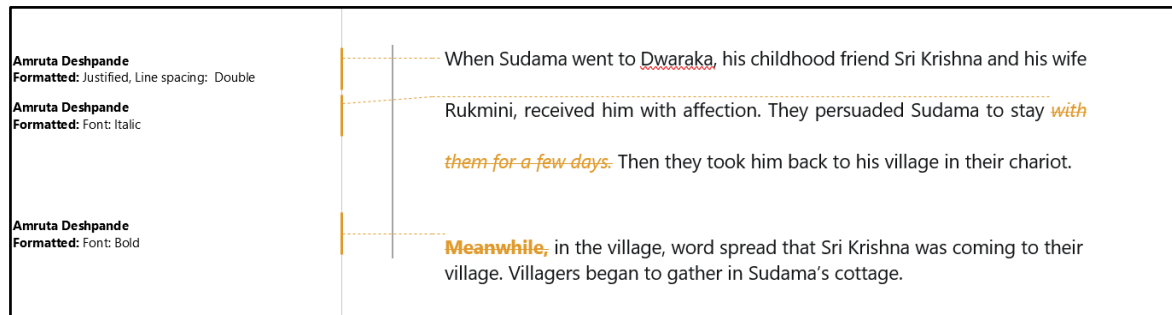


Figure 22: Formatting Changes

### 3.4 Moving a Part of Text

You can move the location of text, tables, graphics and so on to a different location in the same document. This movement is tracked in Track Changes.

To move a part of the text, follow the steps given below.

1. Right-click the selected part of text, and then click Cut.
2. Click where you want to move it.
3. Right-click and then click Paste.

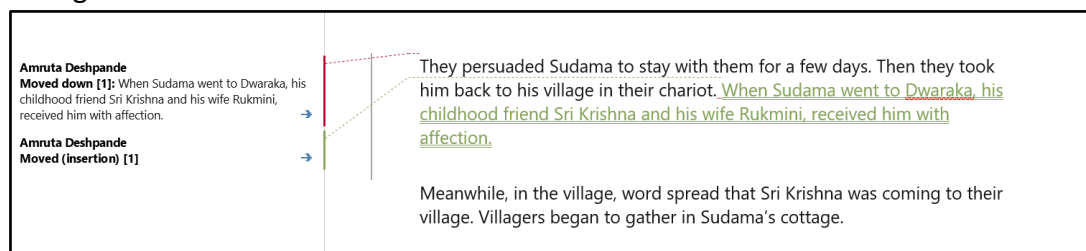


Figure 23: Moving a Part of Text

The movement of the text is described in balloons. By default, the moved text appears in green colour with double underline.

### 3.5 Moving from One Change to Next

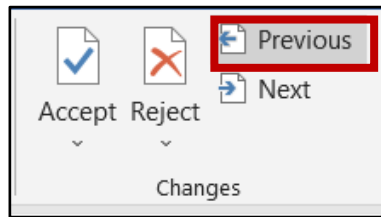
You can move from one change to the next or previous change.

#### 3.5.1 Moving to Previous Change

To go to the previous change, follow the steps given below.

1. Click the required change.
2. On the **Review** tab, in the **Changes** group, click **Previous**.





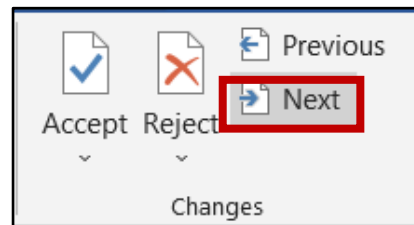
*Figure 24: Moving to Previous Change*

The previous change is selected.

### 3.5.2 Moving to Next Change

To go to the next change, follow the steps given below.

1. Click the required change.
2. On the **Review** tab, in the **Changes** group, click **Next**.



*Figure 25: Moving to Next Change*

Next change is selected.

### 3.6 Accepting Changes

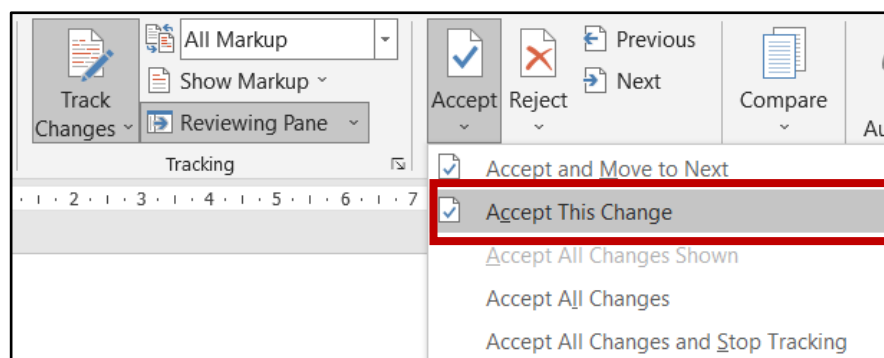
After the review, you can accept or reject changes. When the changes are accepted, the changes are updated in the document. When the changes are rejected, the changes are not updated in the document. You can accept a single change or all the changes at the same time.

#### 3.6.1 Accepting a Single Change

You can accept one change at a time.

To accept a single change, follow the steps given below.

1. Click the change which you want to accept.
2. On the **Review** tab, in the **Changes** group, click the **Accept** arrow.
3. Click **Accept This Change**.



*Figure 26: Accepting a Change*

The change is updated in the document.

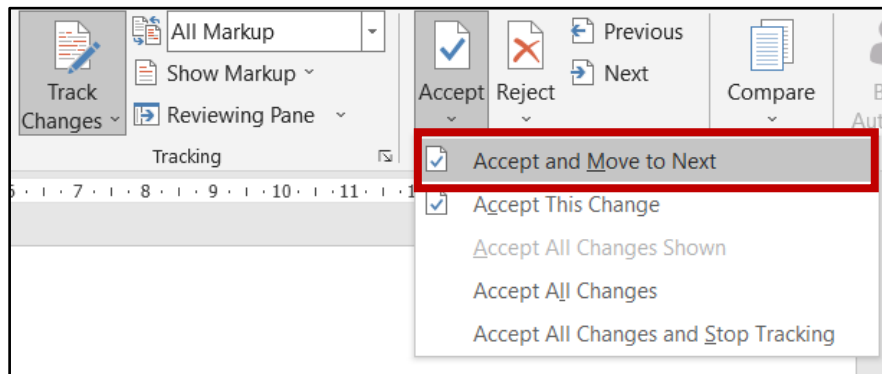


**Note** You can right-click the selected change, and then click Accept.

### 3.6.2 Accepting a Change and Moving to Next Change

To accept a change and move to the next change, follow the steps given below.

1. Click a change which you want to accept.
4. On the **Review** tab, in the **Changes** group, click the **Accept** arrow.
5. Click **Accept and Move to Next**.



*Figure 27: Accepting & Moving to Next*

The selected change is accepted, and you move to the next change.



#### Note

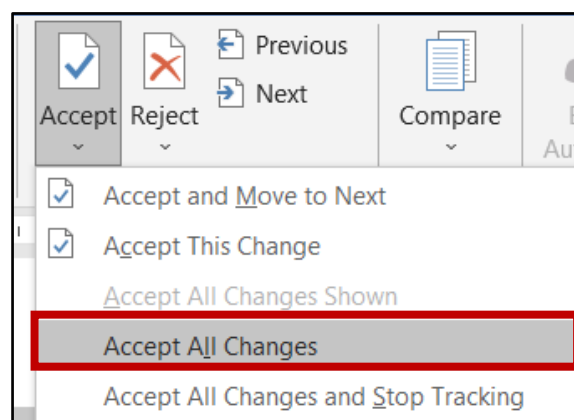
You can click Accept icon in Changes group, to accept the selected change and move to the next change.

### 3.6.3 Accepting All Changes

You can accept all changes in the document at a time.

To accept all the changes at a time, follow the steps given below.

1. On the **Review** tab, in the **Changes** group, click the **Accept** arrow.
2. Click **Accept All Changes**.



*Figure 28: Accepting All Changes*

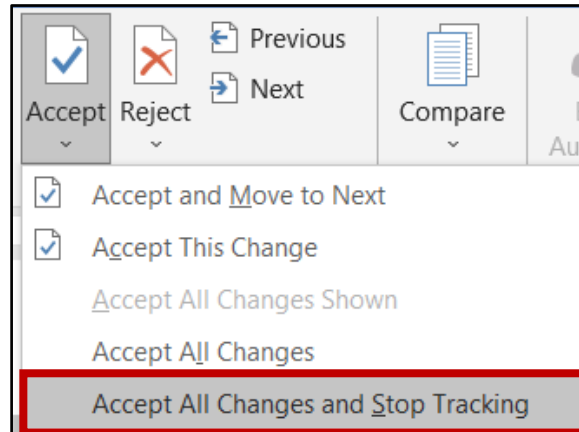
All the suggested changes are accepted and updated in the document.

### 3.6.4 Accepting Changes and Stop Tracking

You can accept all the changes in the document and then stop tracking the changes.

To accept all the changes and stop tracking, follow the steps given below.

1. On the **Review** tab, in the **Changes** group, click the **Accept** arrow.
2. Click **Accept All Changes and Stop Tracking**.



*Figure 29: Accepting All Changes & Stop Tracking*

All the changes are updated in the document. Track changes process is stopped.

## 3.7 Rejecting Changes

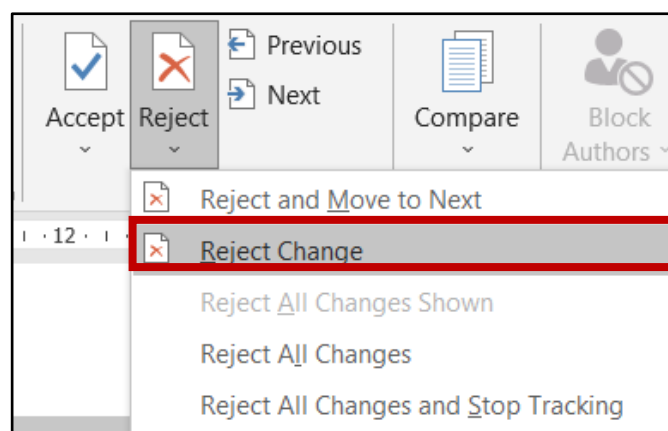
This option enables you to reject a single change or all the changes at a time. When the changes are rejected, they are not updated in the document.

### 3.7.1 Rejecting a Single Change

You can reject one change at a time.

To reject a single change, follow the steps given below.

1. Click the change which you want to reject.
2. On the **Review** tab, in the **Changes** group, click the **Reject** arrow.
3. Click **Reject Change**.



*Figure 30: Rejecting a Change*

The change is not updated in the document.



---

**Note** You can right-click the selected change and then click Reject.

---

### 3.7.2 Rejecting a Change and Moving to Next Change

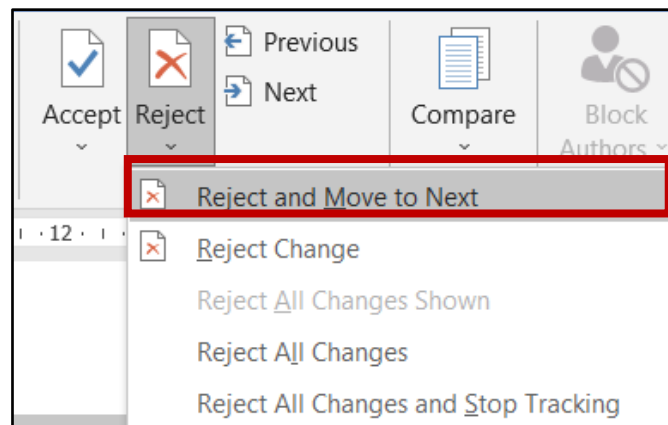
To accept a change and move to the next change, follow the steps given below.

1. Click the change which you want to reject.
2. On the **Review** tab, in the **Changes** group, click the **Reject** arrow.
3. Click **Reject and Move to Next**.



#### Note

You can click Reject icon in Changes group, to reject the selected change and move to the next change.



*Figure 31: Rejecting & Moving to Next Change*

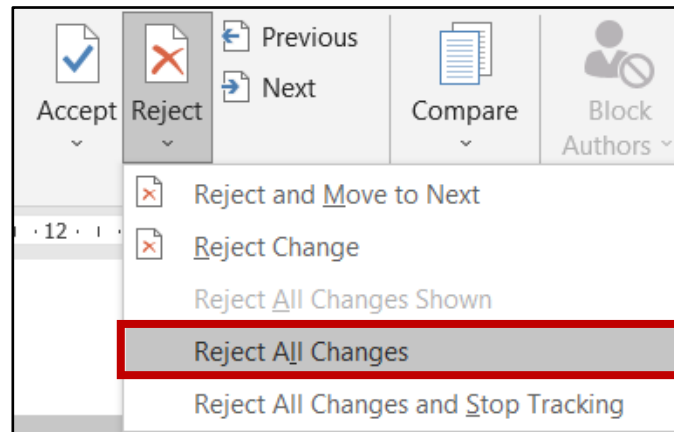
The selected change is not updated in the document and you move to the next change.

### 3.7.3 Rejecting All Changes

You can reject all changes in the document at a time.

To reject all changes at a time, follow the steps given below.

1. On the **Review** tab, in the **Changes** group, click the **Reject** arrow.
2. Click **Reject All Changes**.



*Figure 32: Rejecting All Changes*

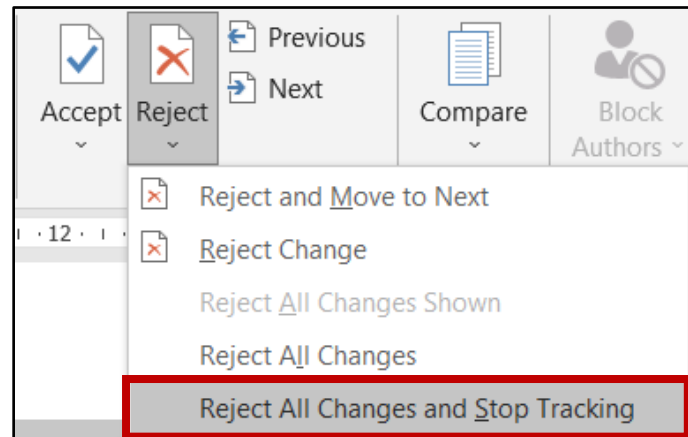
All the changes are rejected and no changes are updated in the document.

### 3.7.4 Rejecting Changes and Stop Tracking

You can stop tracking the changes after rejecting all the changes in the document.

To reject all the changes and stop tracking, follow the steps given below.

1. On the Review tab, in the **Changes** group, click the **Reject** arrow.
2. Click **Reject All Changes and Stop Tracking**.



*Figure 33: Reject All Changes & Stop Tracking*

No changes are made in the document. Track changes process is stopped.



## 4 Working with Markup Options

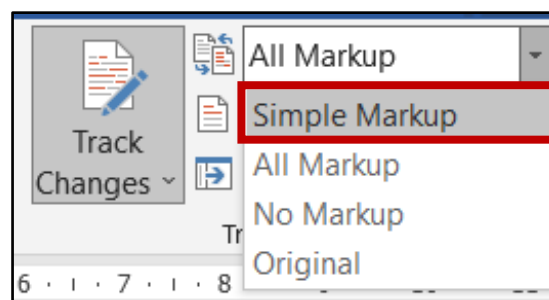
Markup Options enable you to select how the document will appear with the revisions.

### 4.1 Displaying Simple Markup

Simple Markup enables you to see the changes as red markers in the Markup area. A detailed explanation of the changes or comments is not displayed. Only the location of the changes in the document is displayed in the Markup area. Comments are shown as callout.

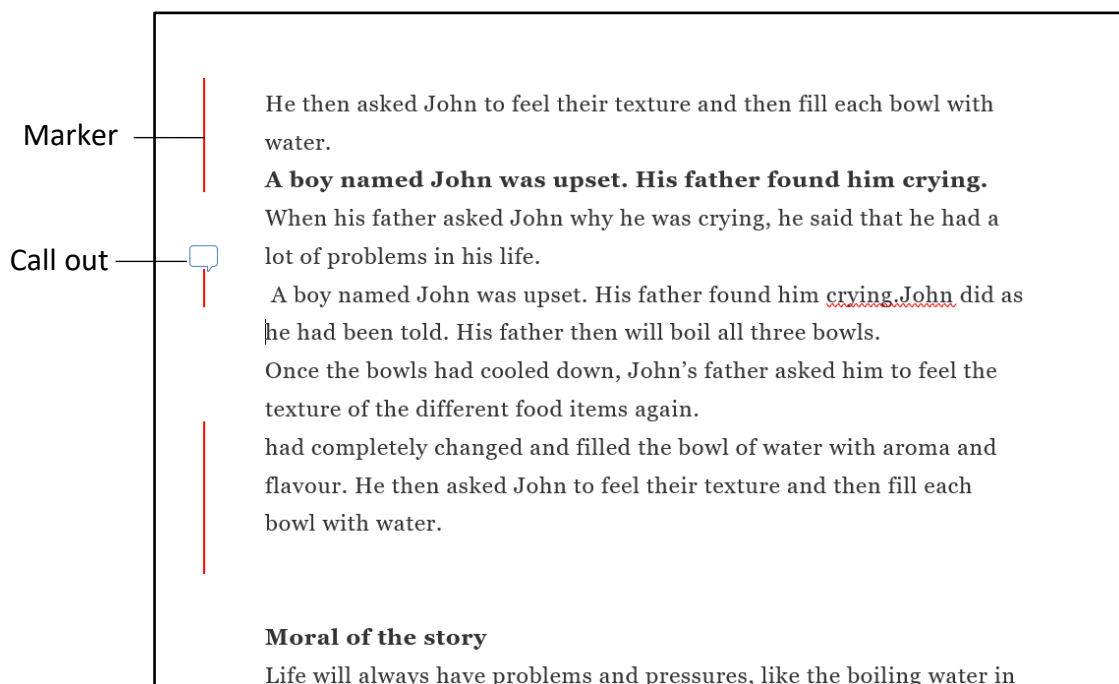
To work with Simple Markup option, proceed as follows.

1. On the **Review** tab, in the **Tracking** group, click the **Display for Review** arrow.
2. In the list, click **Simple Markup**.



*Figure 34: Selecting Simple Markup*

The changes are displayed as markers, while comments are displayed as callouts in the Markup area.



*Figure 35: Simple Markup*

## 4.2 Displaying All Markup

All Markup enables you to view the detailed explanation of the changes in the document. You can see all the comments with their description, the reviewer's names, and the changes like insertions, deletions and so on.

To work with All Markup option, proceed as follows.

1. On the **Review** tab, in the **Tracking** group, click the **Display for Review** arrow.
2. In the list, click **All Markup**.

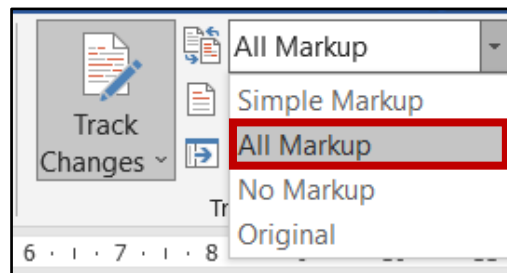


Figure 36: Selecting All Markup

All the changes in detail are shown in the balloons in the Markup area.



**Note** Markers are seen in different colours for different types of changes.

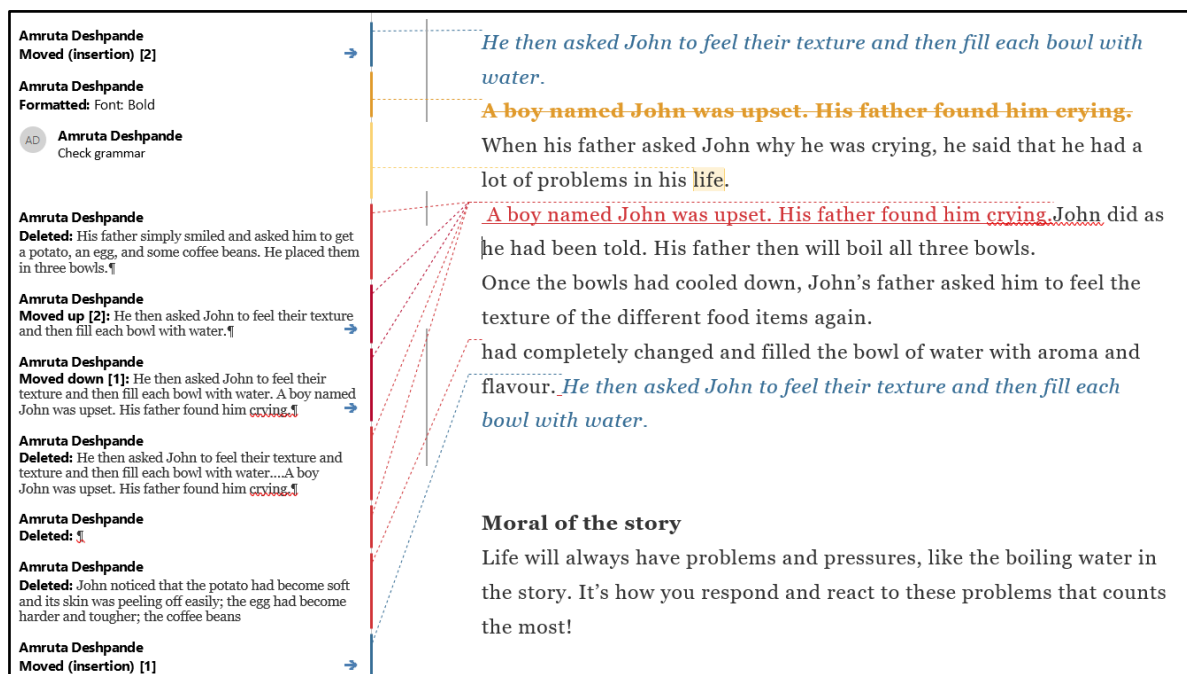


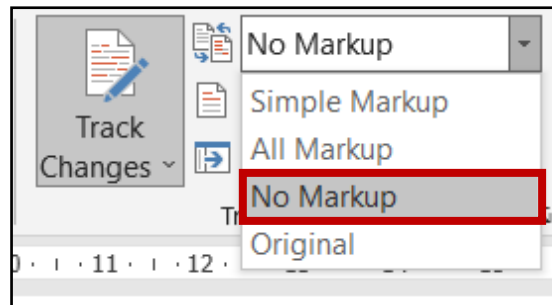
Figure 37: All Markup

### 4.3 Displaying No Markup

No Markup enables you to see a document preview if changes are accepted. Even if changes are seen in the document, they are not saved.

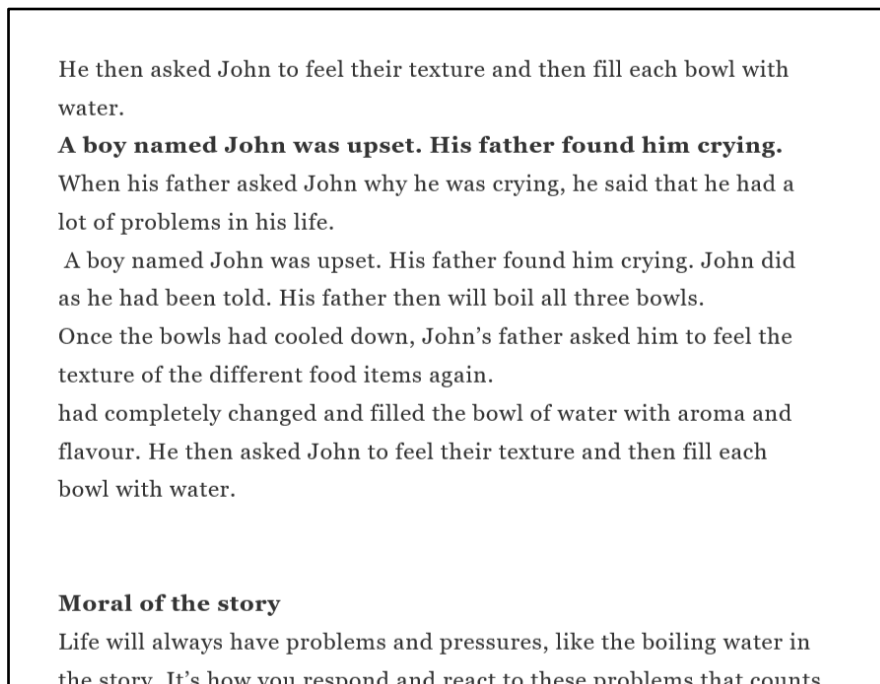
To work with No Markup option, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click the **Display for Review** arrow.
2. In the list, click **No Markup**.



*Figure 38: Selecting No Markup*

The document preview with changes is displayed.



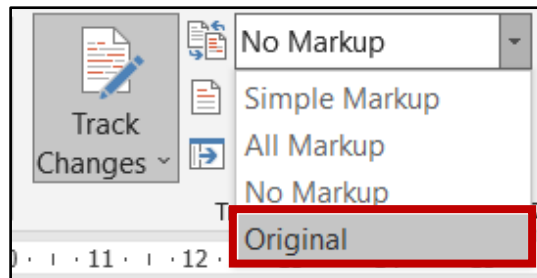
*Figure 39: No Markup*

## 4.4 Displaying Original

This option enables you to view the original document before changes were made. It hides all the revisions but does not delete them.

To display original document, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click the **Display for Review** arrow.
2. In the list, click **Original**.



*Figure 40: Selecting Original*

The original text is displayed.

A boy named John was upset. His father found him crying.  
When his father asked John why he was crying, he said that he had a lot of problems in his life.  
His father simply smiled and asked him to get a potato, an egg, and some coffee beans. He placed them in three bowls.  
He then asked John to feel their texture and then fill each bowl with water.  
He then asked John to feel their texture and then fill each bowl with water.  
John did as he had been told. His father then will boil all three bowls. Once the bowls had cooled down, John's father asked him to feel the texture of the different food items again.  
John noticed that the potato had become soft and its skin was peeling off easily; the egg had become harder and tougher; the coffee beans had completely changed and filled the bowl of water with aroma and flavour.

**Moral of the story**  
Life will always have problems and pressures, like the boiling water in

*Figure 41: Original*

## 5 Working with Comments

Commenting is one of the features in Microsoft Word. They form an essential part of a review. The reviewer can add or delete comments. It is one of the effective means of communicating the feedback to the writer. The advantages of using comments are listed below.

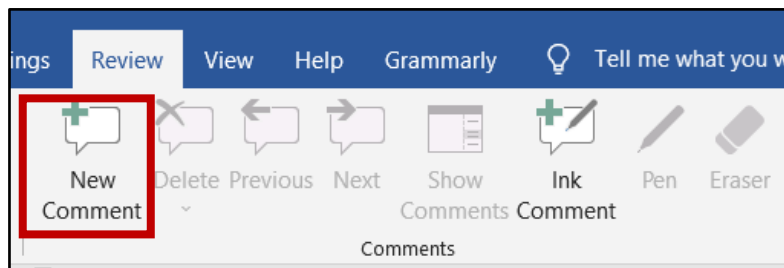
- Comments are easily readable.
- Comments are easy to spot.
- Comments can be easily removed.
- Comments can be added at the exact location of change.
- Comments appear in different colours for different users.
- Comments display the reviewer's name and picture alongside it.
- Reply can be given to the reviewer's comments.

### 5.1 Adding New Comment

You can add a new comment to a document.

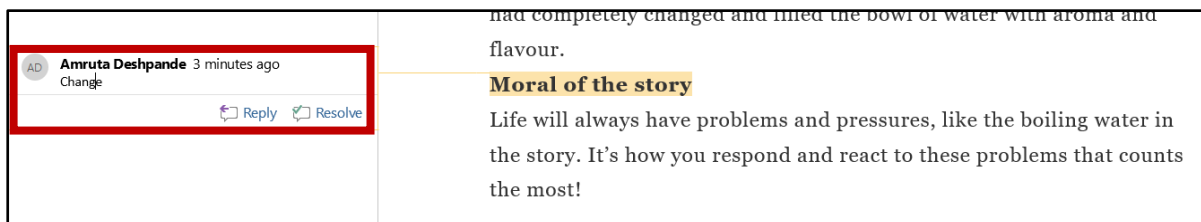
To add a new comment, follow the steps given below.

1. Click the text on which you want to give the comment.
2. On the **Review** tab, in the **Comments** group, click **New Comment**.



*Figure 42: Adding a New Comment*

A balloon is displayed in the Markup area. You can write a comment in the balloon.



*Figure 43: New Comment*

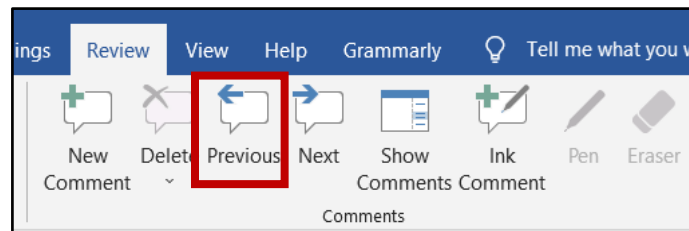
## 5.2 Moving to Previous Comment

While reading the comments, you can go to the previous comment.

To go to the previous comment, proceed as follows.

- On the **Review** tab, in the **Comments** group, click **Previous**.

The previous comment is selected.



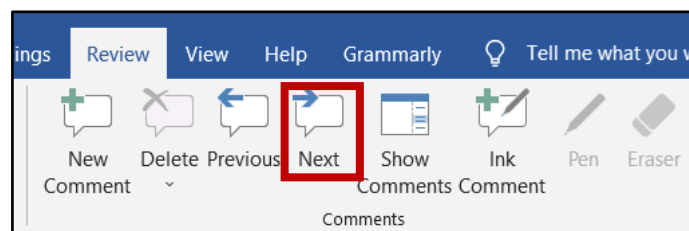
*Figure 44: Moving to Previous Comment*

## 5.3 Moving to Next Comment

While reading the comments, you can move to the next comment from the current one.

To move to the next comment, do as follows.

- On the **Review** tab, in the **Comments** group, click **Next**.



*Figure 45: Moving to Next Comment*

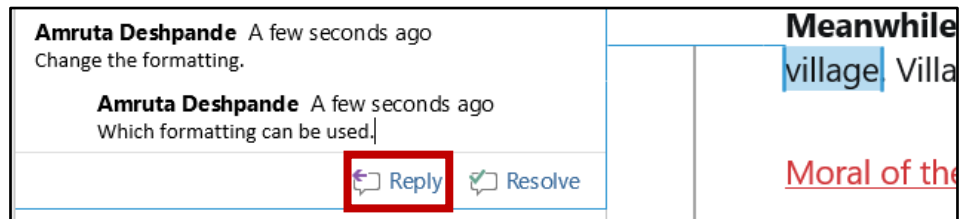
The next comment is selected.

## 5.4 Replying to a Comment

You can reply to the reviewer's comment.

To reply to a comment, follow the steps given below.

1. Click the comment to which you want to reply.
2. In the comment balloon, click **Reply**.
3. Your name and cursor are displayed in the same balloon.
4. Type your reply.



*Figure 46: Replying to a Comment*

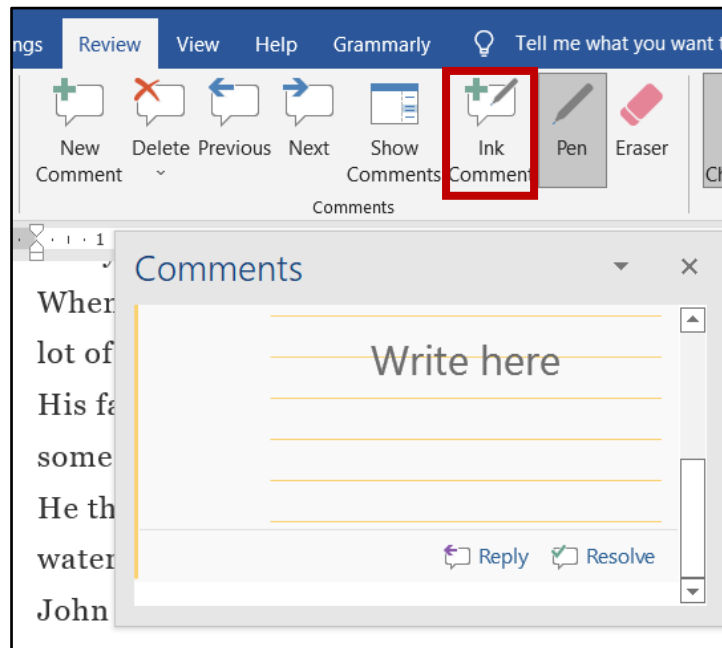
## 5.5 Inking a Comment

You can write and erase comment in a document using mouse cursor.

### 5.5.1 Writing a comment

To write a comment, follow the steps given below.

1. Click the text on which you want to give a comment.
2. On the **Review** tab, in the **Comments** group, click **Ink Comment**.  
By default, the **Pen** icon gets highlighted and a comment balloon is opened.
3. Write the comment with the mouse as a pen.



*Figure 47: Inking a Comment*

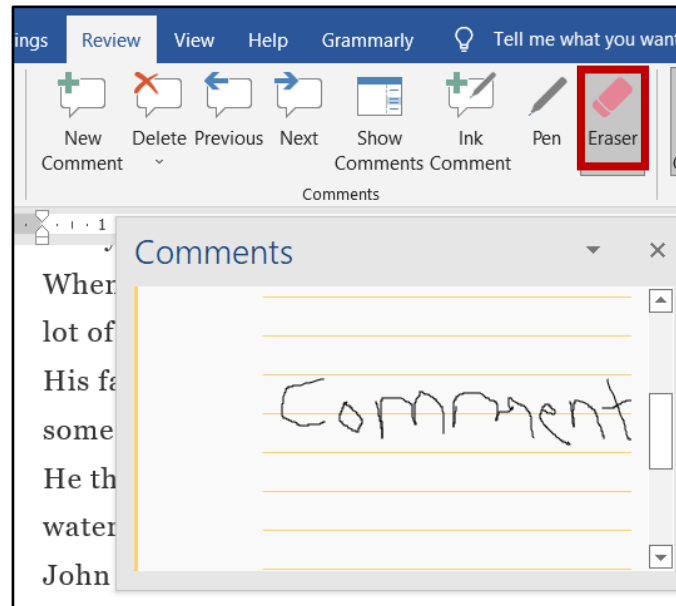


### 5.5.2 Erasing a Comment

To erase the written comment, follow the steps given below.

1. Click the comment to be erased.
2. On the **Review** tab, in the **Comments** group, click **Eraser**.
3. Left click the mouse and hold it.
4. Move the cursor on the text to be deleted.

The written comment gets erased.



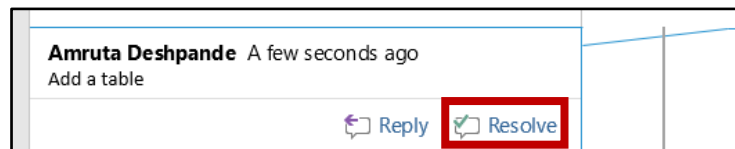
*Figure 48: Writing & Erasing a Comment*

## 5.6 Resolving and Reopening a Comment

When you incorporate the feedback given in the comment, you can resolve comment. When the comment is resolved, it fades out. This gives a message to other writers or reviewers that the feedback is incorporated.

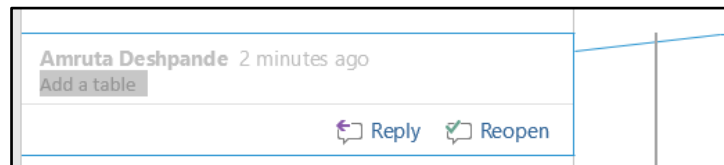
To resolve a comment, follow the steps given below.

1. Click the comment that you want to resolve.
2. In the comment balloon, click Resolve.



*Figure 49: Resolving a Comment*

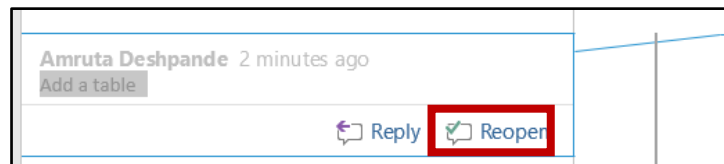
The comment fades out.



*Figure 50: Resolved Comment*

If you are not satisfied with the feedback incorporated, you can again open the comment.

3. Click Reopen.



*Figure 51: Reopening a Comment*

## 5.7 Deleting a Comment

You can delete any comment from the document.

To delete a comment from a document, follow the steps given below.

1. Click the comment to be deleted.
2. On the **Review** tab, in the **Comments** group, click **Delete**.

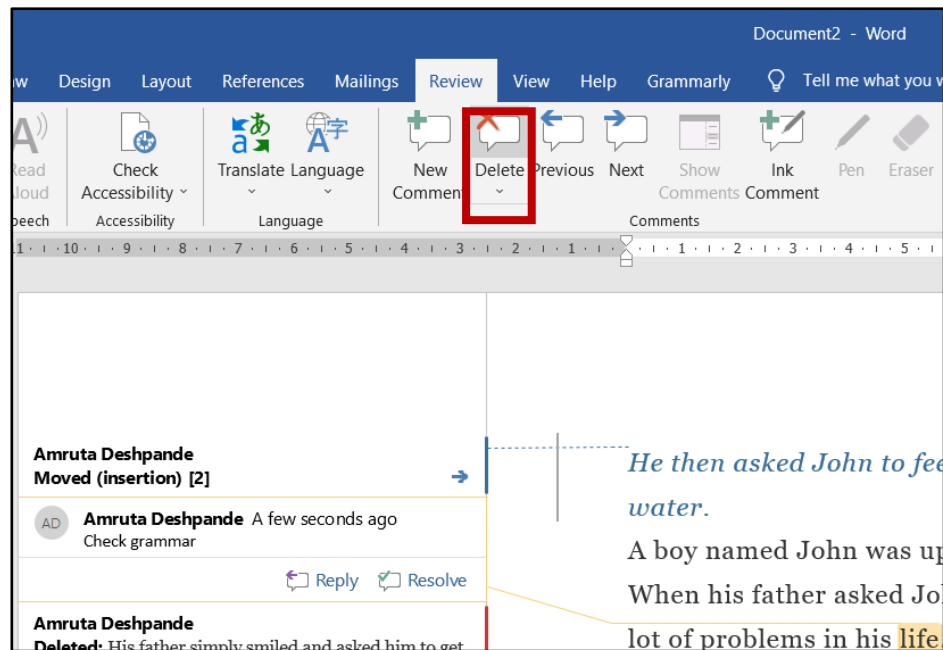


Figure 52: Deleting a Comment

The comment is deleted.



### Note

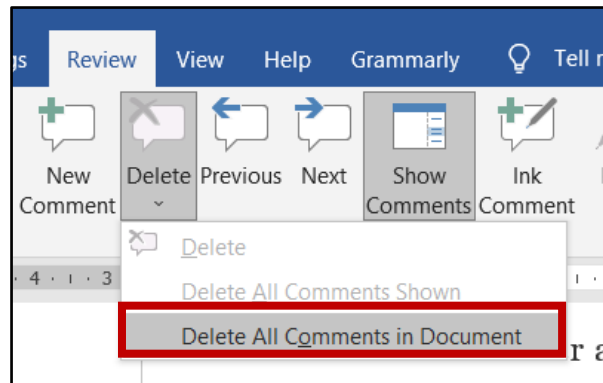
You can right-click the selected comment, and then click Delete Comment.

## 5.8 Deleting All Comments

You can delete all the comments in the document in one go.

To delete all the comments in the document, follow the steps given below.

1. On the **Review** tab, in the **Comments** group, click the **Delete** arrow.
2. Click **Delete All Comments**.



*Figure 53: Deleting All Comments*

All the comments in the document are deleted.

## 6 Working with Display Options

The changes as well as the comments can be displayed in different ways. Different ways to display the changes in the document are given below.

- To display the changes (deletions/formatting) in the balloons
- To display only the comments
- To display the changes and comments inline
- To display only the formatting changes
- To display only insertions and deletions
- To display the changes and comments by specific people
- To display only formatting and comments in balloons

By default, all the changes and comments are shown in balloons in the Markup area.

### 6.1 Displaying Edits and Comments Inline

This option allows you to show all the insertions, deletions and comments as a part of the document.

To display the changes and comments inline, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** arrow.
2. In the list, rest the mouse on **Balloons**, and then click **Show All Revisions Inline**.



#### Note

All Markup option must be selected in the Display for Review drop down list.

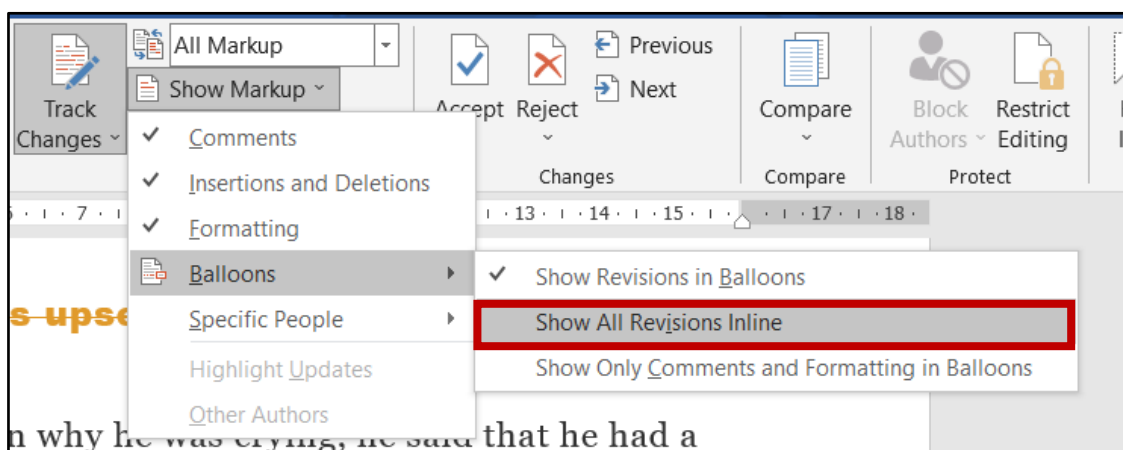


Figure 54: Showing All Revisions Inline

All the revisions such as insertions, deletions, comments and so on are displayed as a part of the text.

A boy named John was upset. His father found him crying.

When his father asked John why he was crying, he said that he had a lot of problems in his life.

His father simply smiled and asked him to get a potato, an egg, and some coffee beans. He placed them in three bowls.

He then asked John to feel their texture and then fill each bowl with water.

~~John noticed that the potato had become soft and its skin was peeling off easily; the egg had become harder and tougher; the coffee beans had completely changed and filled the bowl of water with aroma and flavour.~~

**Moral of the story**<sup>[AD1]</sup>

Life will always have problems and pressures, like the boiling water in the story. It's <sup>[AD2]</sup>how you respond and react to these problems that counts the ~~most~~<sup>[AD3][AD4][AD5]</sup>!

*Figure 55: All Revisions Inline*

## 6.2 Displaying all Comments and Formatting in Balloons

This option allows you to display all the comments and only formatting changes in balloons. It displays the insertions, and deletions as a part of the document.

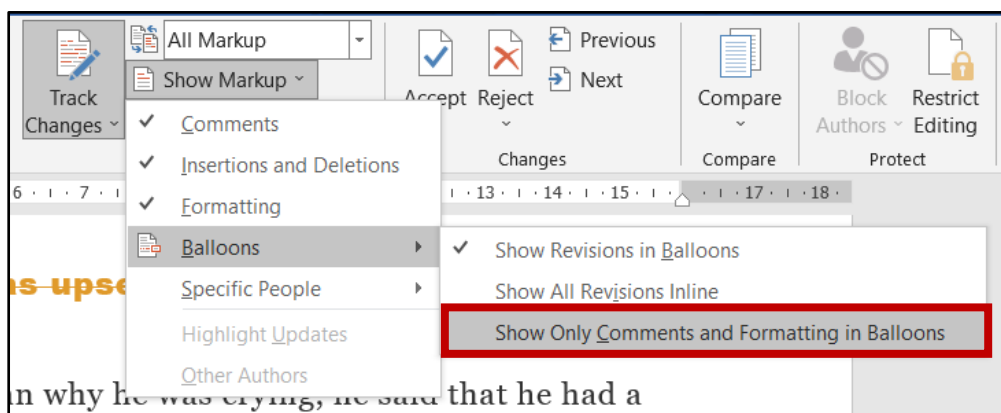
To display comments and formatting in balloons, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** arrow.
2. In the list, rest the mouse on **Balloons** and then click **Show Comments and Formatting in Balloons**.



### Note

All Markup option must be selected in the Display for Review drop down list.



*Figure 56: Showing Comments & Formatting in Balloons*

Only the comments and formatting changes are displayed in balloons. Insertions and deletions are displayed as a part of the document.

The screenshot displays a document editor interface. On the left, a red-bordered panel contains two comments from 'Amruta Deshpande'. The first comment, 'Formatted: Font: Arial Black', is linked to the title 'A boy named John was upset. His father found him crying.' The second comment, 'Check the article use', is linked to the phrase 'the story. It's' in the 'Moral of the story' section. The main document area shows the title in orange, followed by a paragraph about John's problems. The paragraph contains several red strikethroughs and red underlines. The 'Moral of the story' section is highlighted in yellow.

**Amruta Deshpande**  
Formatted: Font: Arial Black

**A boy named John was upset. His father found him crying.**

When his father asked John why he was crying, he said that he had a lot of problems in his life.

His father simply smiled and asked him to get a potato, an egg, and some coffee beans. He placed them in three bowls.

He then asked John to feel their texture and then fill each bowl with water.

John noticed that the potato had become soft and its skin was peeling off easily; the egg had become harder and tougher; the coffee beans had completely changed and filled the bowl of water with aroma and flavour.

**Moral of the story**

Life will always have problems and pressures, like the boiling water in the story. It's how you respond and react to these problems that counts the most!

**Amruta Deshpande**  
Change

**Amruta Deshpande**  
Check the article use

*Figure 57: Comments & Formatting in Balloons*



## 6.3 Displaying Revisions in Balloons

This option allows you to display all the comments, formatting changes, and deletions in balloons.

To work with this display option, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click the **Show Markup** arrow.
2. In the list, rest the mouse on **Balloons** and then click **Show Revisions in Balloons**.



### Note

All Markup option must be selected in the Display for Review drop down list.

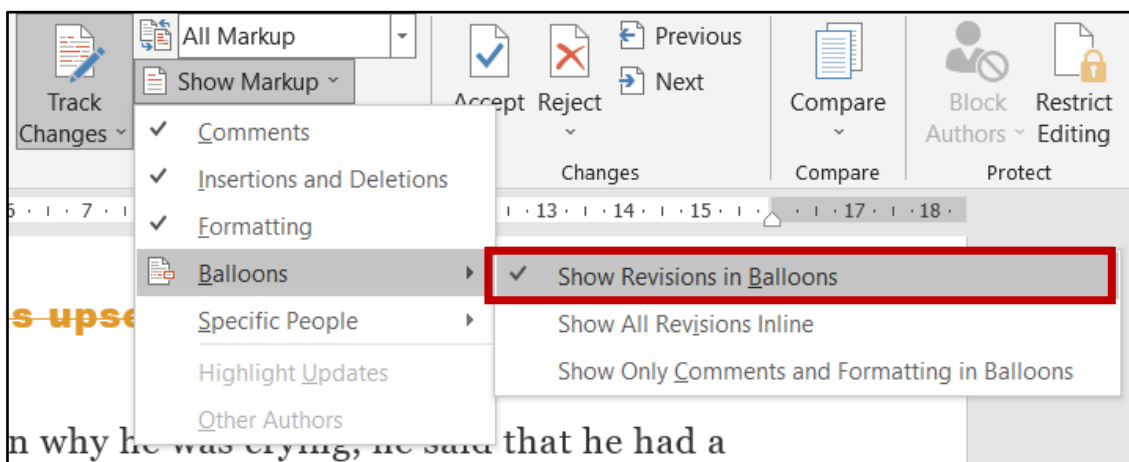


Figure 58: Showing Revisions in Balloons

All the comments, formatting changes and deletions are shown in balloons.

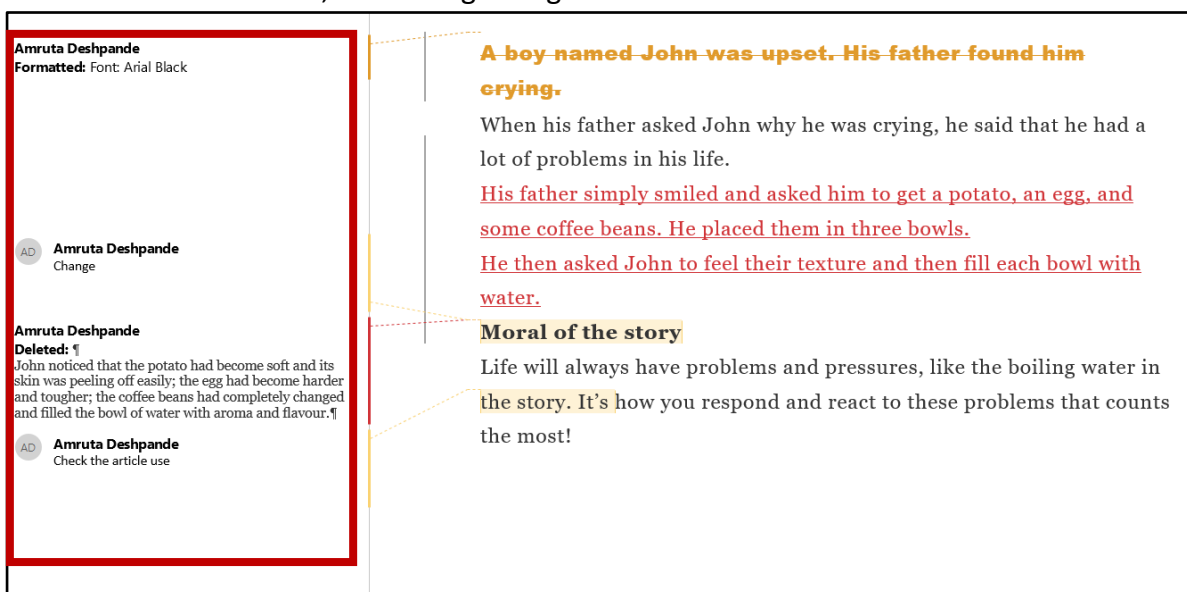


Figure 59: Comments, Formatting & Changes in Balloons

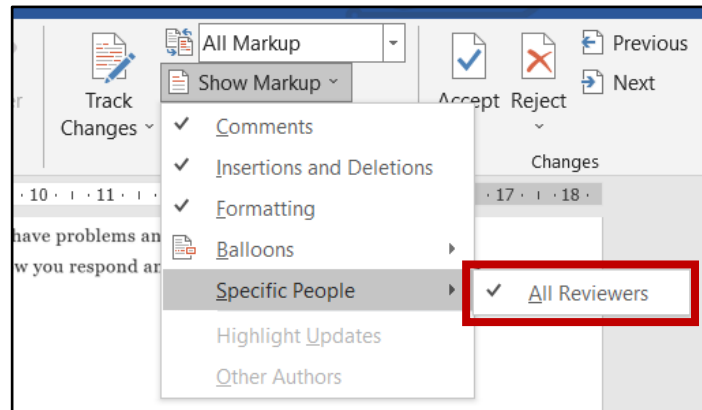
## 6.4 Displaying Changes by Selected Reviewers

This option allows you to view the revisions by a particular reviewer or all reviewers.

To select the reviewer, follow the steps given below.

1. On the **Review** tab, in the **Tracking** group, click **Show Markup** arrow.
2. In the list, rest the mouse on **Specific people** and then click **All Reviewers** or **Specific Reviewer**.

Only the changes made by the selected reviewer are displayed.



*Figure 60: Displaying Changes to Selected Reviewers*

## 6.5 Displaying only Insertions & Deletions

This option allows you to display only the insertions and deletions. It does not display the comments or formatting changes.

To display only insertions and deletions, follow the steps given below.

1. On the **Review** tab, click the **Show Markup** arrow.
2. In the list, click **Insertions and Deletions**.
3. Remove the checkmarks for other commands.



**Note** By default, all the commands in Show Markup show checkmarks.

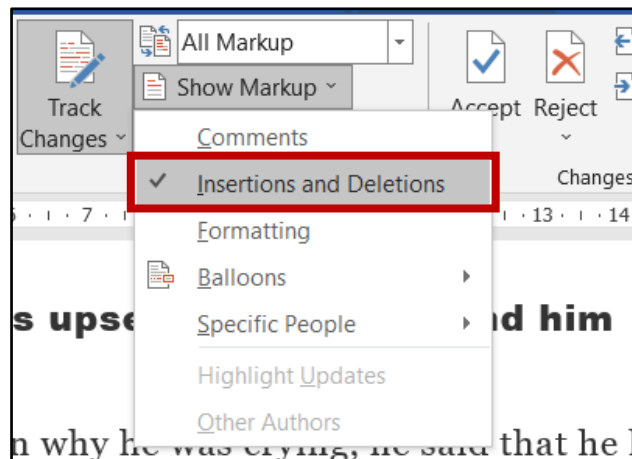


Figure 61: Displaying Insertions & Deletions in Balloons

Only the insertions and deletions are shown in the balloons.

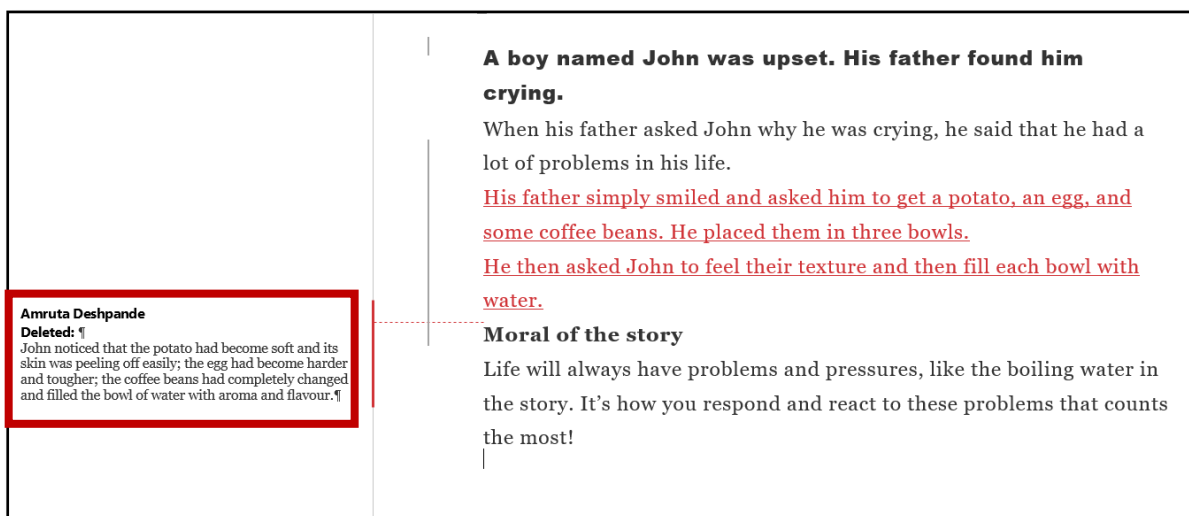


Figure 62: Insertions & Deletions in Balloons

## 6.6 Displaying only Formatting Changes

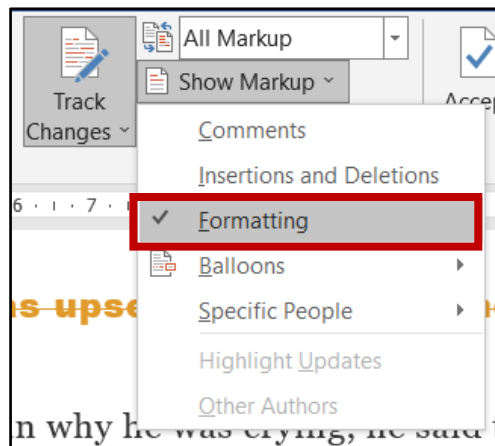
This option allows you to display only the formatting changes. It does not display the comments, insertions or deletions.

To display only formatting changes, follow the steps given below.

1. On the **Review** tab, click **Show Markup** arrow.
2. In the list, click **Formatting**.
3. Remove the checkmarks for other commands.

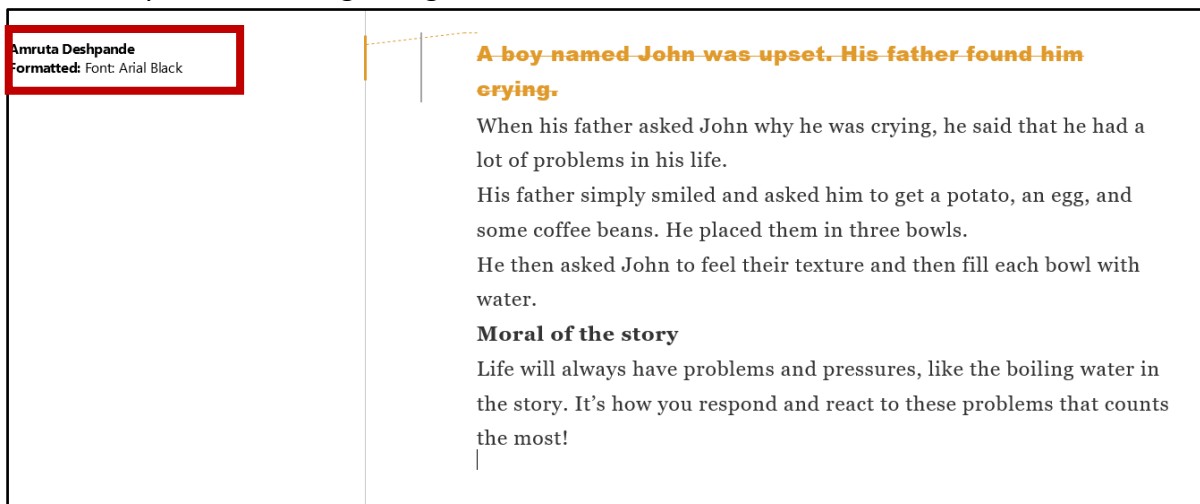


**Note** By default, all the commands in Show Markup show checkmarks.



*Figure 63: Displaying Formatting Changes in Balloons*

Only the formatting changes are shown in the balloons.



*Figure 64: Formatting Changes in Balloons*

## 6.7 Displaying only Comments

This option allows you to display only the comments in the balloons, without descriptions.

To display only comments, follow the steps given below.

1. On the **Review** tab, click **Show Markup** arrow.
2. In the list, click **Comments**.
3. Remove the checkmarks for other commands.



**Note** By default, all the commands in Show Markup show checkmarks.

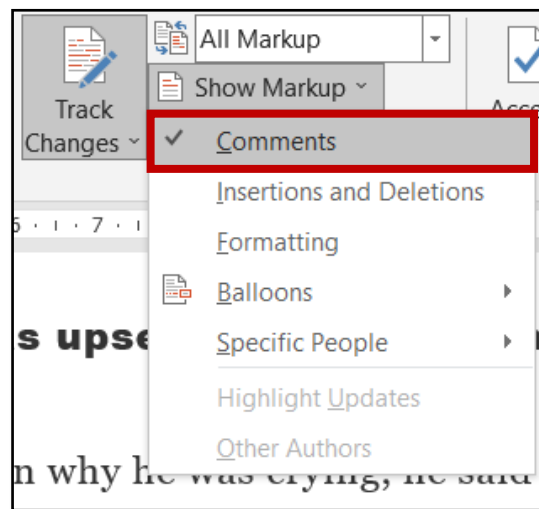


Figure 65: Displaying Comments in Balloons

Only the comments are shown in the balloons.

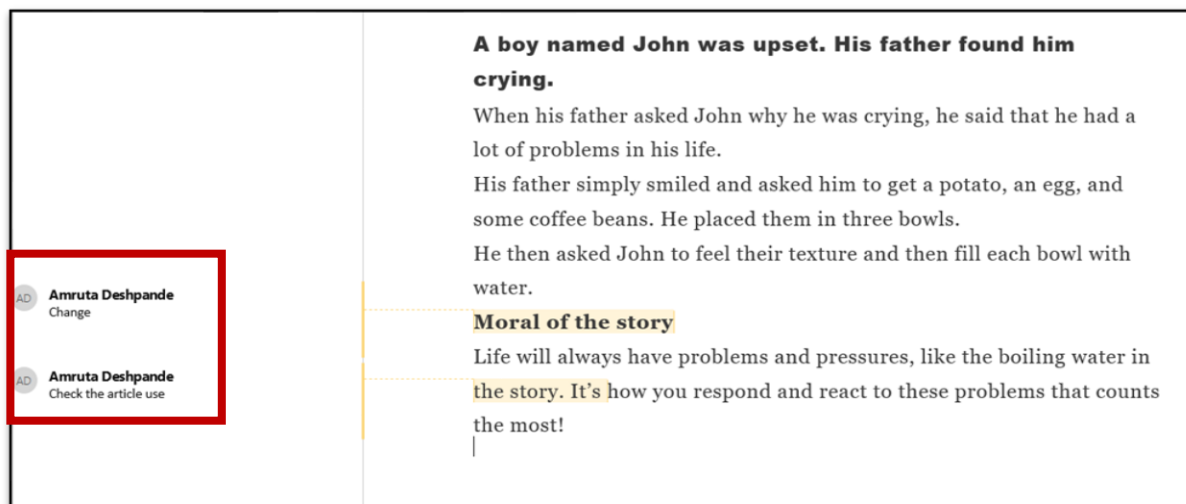


Figure 66: Comments in Balloons