Track Changes

Introduction

Track Changes is one of the best and most powerful features in MS Word. It is used to keep track of the changes made to a document. Hence, anyone who created a document can to accept or reject changes.

This feature allows tracking all changes made to the document including insertions, deletion, and formatting changes. Track Changes allow the user to markup changes in the document after reviewing the document. These changes are displayed as Markups in Balloons or Inline format or in the reviewing pane.

Getting Started

The tracking functions are available under the **Review** tab on the command ribbon as shown in *Figure 1*. This function group is labeled as **Track Changes** in the **Tracking** group. To enable Track Changes, click **Track Changes** or use the shortcut key **Ctrl+Shift+E.**
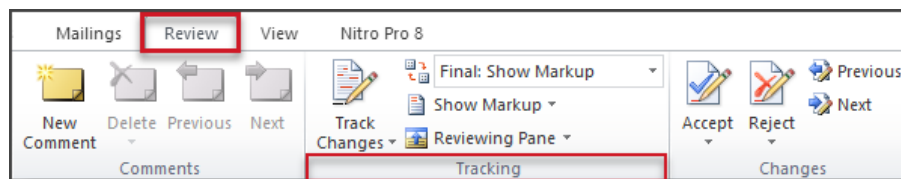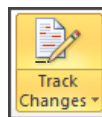

Figure 1: Review Tab tracking functions

Figure 2: Track Changes ON

Under Track Changes, there is a drop-down list of action. List shows **Track Changes, Track Changing Options** and **Change User Name.** See *Figure 3.*
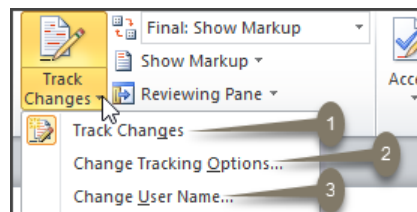

Figure 3: Track Changes Drop-Down List

1. To **Turn ON** or **OFF** the **Track Changes,** click on **Track Changes** in the **drop-down list**.
2. In the **Change Tracking Options**, the user can customize the track changes features while editing the document. Users can customize the following:
   - Color and formatting of edited text.
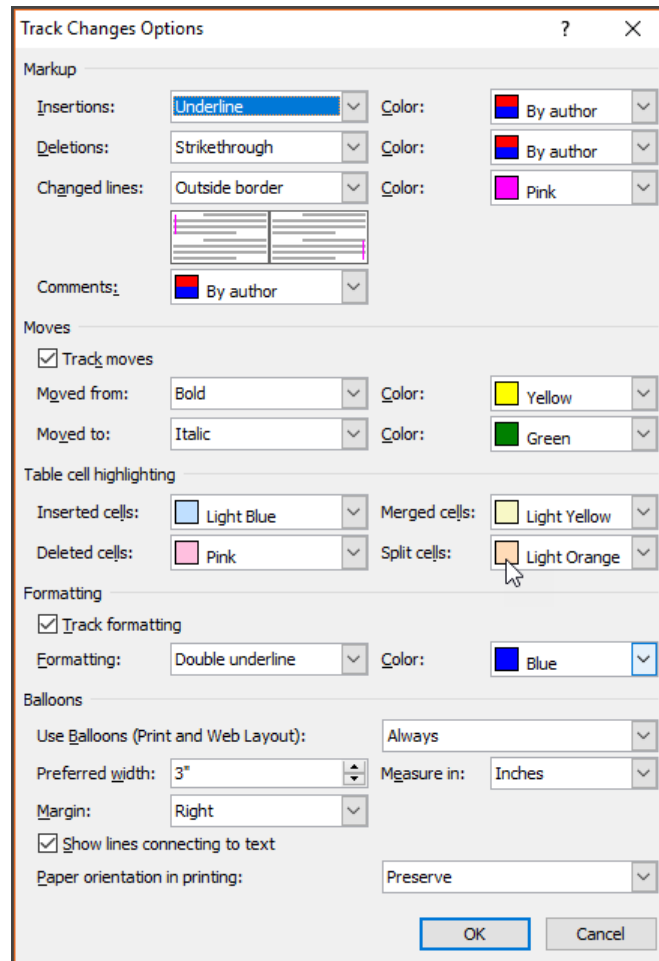
- Graphics and position of the markup margin.

Figure 4: Track Changes Options

3. In **Change User name**, multiple users can make changes to the document using same computer by changing their name.

Figure 5: Changing the User name

4. After changing the user name, when the user makes changes to the document, the edited markups change their color.
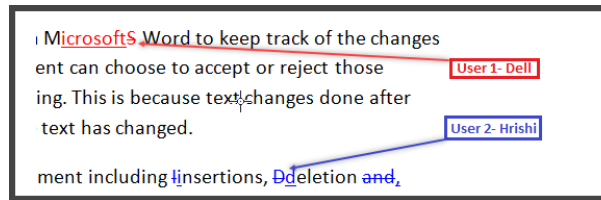
Figure 6: Difference in Markup

Display and Review Command

Under the **Display and Review** command, the user can choose how to view proposed changes to the document. There are four options in the drop-down menu:
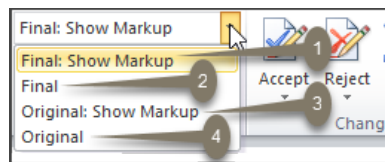

Figure 7: Display and Review Command

Options	Description
Final: Show Markup	Shows the final version along with the markup.
Final	Shows the final version and hides all markups.
Original: Show Markup	Shows the original version without markups.
Original	Shows the original version along with the markup.

Show Markup

Under **Show Markup**, the user can choose any type of mark up to show in the document. See *Figure 8*. They can hide or show comments, select insertions and deletions, format changes, and so on.
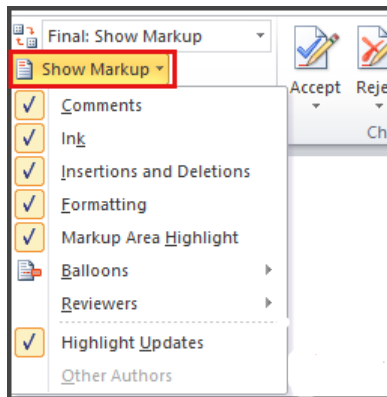

Figure 8: Show Markup Command Menu

By default, most of the revisions show up **inline.** However, the user can choose other two options to show the revised content. This can be done as follows:

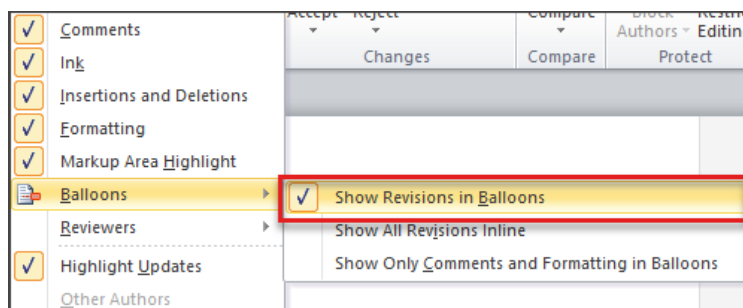1. **Revisions in Balloons** are shown in the right margin of the document. See *Figure 9 Figure 10.*
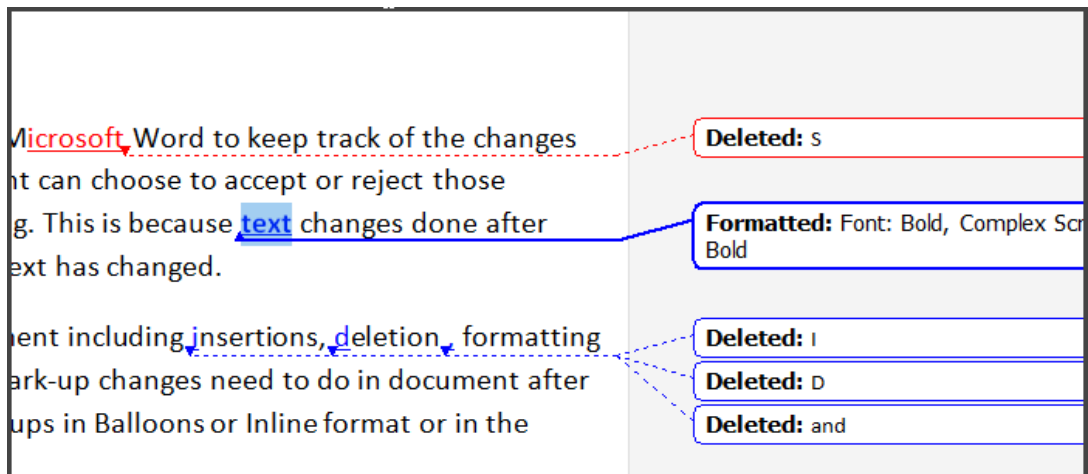

Figure 9: Revisions in Balloons

Figure 10: Comments Shows in Right Margin

2. **Only Comments and Formatting in Balloons** are shown in balloons in the right margin of the document. See *Figure 11 and Figure 12*.
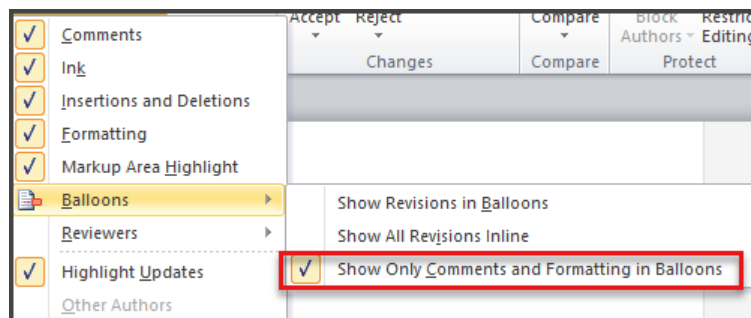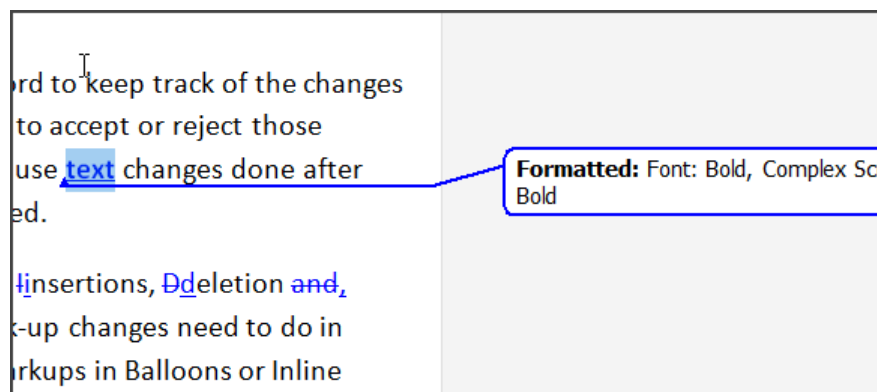

Figure 11: Comments and Formatting in Balloons

Figure 12: Showing comments and formatting in the right margin

Reviewing Pane

Reviewing Pane shows all revisions in separate windows. They are seen either in the **Vertical Pane** or in the **Horizontal Pane.** See *Figure 13*. Reviewing Pane also show changes made by other users or co-authors.
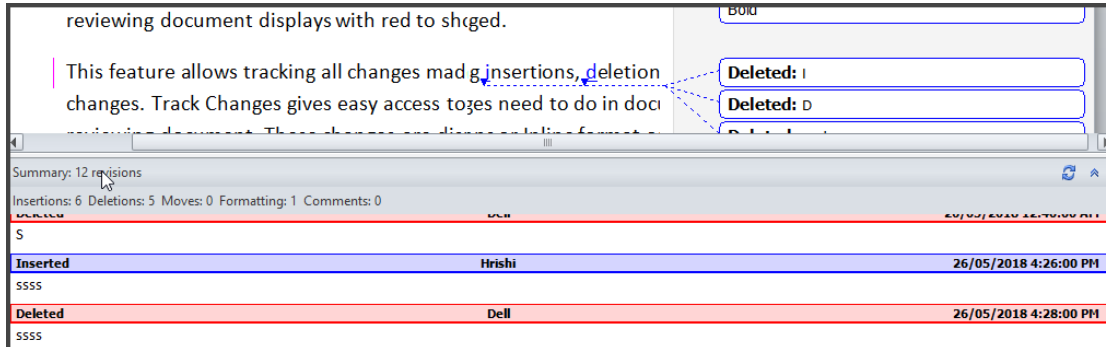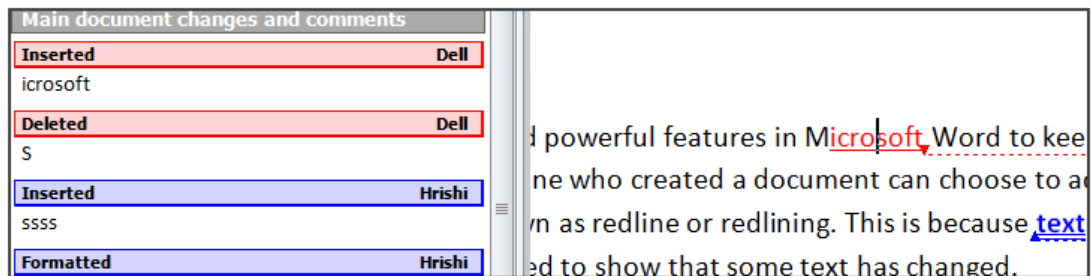

Figure 13: Horizontal Pane

Figure 14: Vertical Pane

Accepting changes

Track changes are the changes made by the reviewer. The user can **Accept** or **Reject** the changes. The user has to select changes that they want to accept or reject. See *Figure 15.*
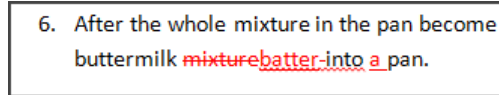

Figure 15: Selecting Changes

From the **Review** tab, click **Accept** to accept changes. See *Figure 16.*
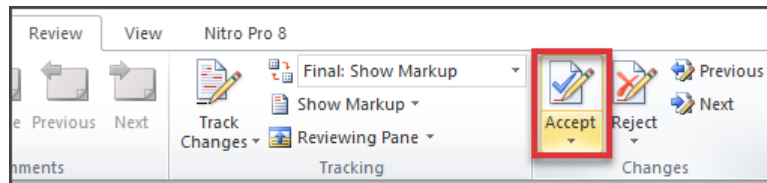

Figure 16: Accept Changes

After you Accept changes, the markup text will look normal. See *Figure 17.*
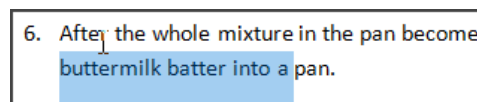

Figure 17: Markups Disappeared After Clicking on Accept

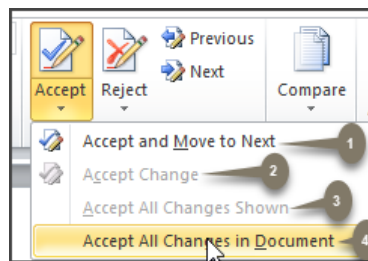There are four options in **Accept** menu drop-down as shown in *Figure 18*.

Figure 18: Accept Drop-down Menu List

Options	Feature
Accept and Move to Next	Allows the user to accept the selected change and move to the next subsequent change.
Accept Change	Allows the user to accept only selected change.
Accept All Changes Shown	Allows the user to accept all the formatting changes in the document.
Accept All Changes in Document	Allows the user can accept all changes in the document. The user can select this option after they have reviewed the entire document.

Rejecting Changes

To reject changes, go to the **Review** tab, select **Reject** to reject the changes as shown in *Figure 19*.

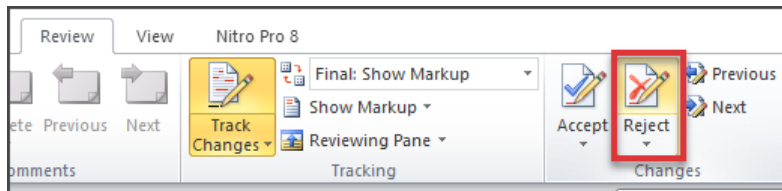*Note:* The user can delete changes made by other users.

Figure 19: Reject Changes

After selecting **Reject,** changes will be rejected and markup text will look normal as shown in *Figure 20.*

Figure 20: Markups Disappeared After Clicking on Reject

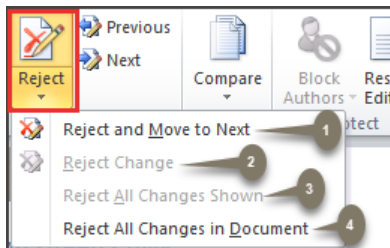There are four options in **Reject** menu drop-down as shown in *Figure 21*.

Figure 21: Reject Drop-down Menu List

Options	Features
Reject and Move to Next	Allows users to reject the selected change and move to the next subsequent change.
Reject Change	Allows the user to reject only selected change.
Reject All Changes Shown	Allows the user to reject all the formatting changes.
Reject All Changes in Documents.	The user can reject all changes after reviewing all documents. The user can select Reject All Changes in Documents.

Turning off Track Changes

After the user makes changes to the document, they can turn off the track changes. To turn off track changes, go the **Review** tab. In the Tracking command group, click **Track Changes**.
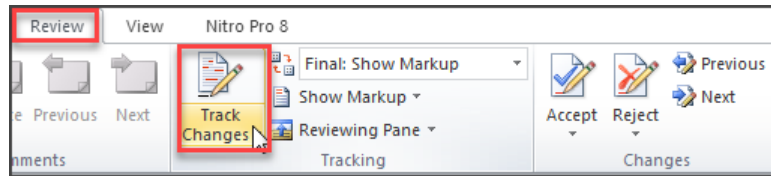
Figure 22: Turning off Track Changes

In this way, users can benefit from the Track Changes feature to review documents in Microsoft Word 2010.