

GSD. Word – How to Enable and Use Track Changes in Microsoft Word

Article ID: KB0039216

Created: 2024-12-19 13:59:28

Updated: 2025-01-23 16:59:36

Author: {'link':

'https://fmcnaddev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

'https://fmcnaddev.service-now.com/api/now/table/kb_category/7ad1d804c38a1a100acd3300150131f2',

'value': '7ad1d804c38a1a100acd3300150131f2'}

General Information:

Possible symptoms/errors:

How to Enable and Use Track Changes in Microsoft Word

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Track Changes is a tool in Microsoft Word which shows the user any markups, changes or comments made to a certain document.

Enabling Track Changes is useful when user is sharing documents with other users/colleague because it provides them a way to make the changes made in the document easy to spot. It also allows users to see exactly what changes were made and by whom.

Details:

A. Turn On Track Changes

1. User can turn Track Changes on and off by going to Review tab and then selecting Track Changes from the Tracking group.

Note:

When it's turned on, deletions are marked with a strike-through, and additions are marked with an underline. Different authors' changes are indicated with different colors. When it's turned off, Word stops marking changes, but the colored underlines and strikethrough are still in the document.

B. View Changes Made in the Document

1. To review the changes in their document, user needs to go to Review tab and then select option from the drop-down list (Simple Markup, All Markup, No Markup and Original).

Simple Markup – Advise the user to choose this option to review the changes indicated by a red line in the margin. All Markup – Ask the user to choose this option for a detailed view of the changes. No

Markup – Tell the user to choose this option for a preview of how the document will look if they make all the suggested changes permanent. Original – Advise the user to choose this option to view the original document as if all the suggested changes were removed.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A