

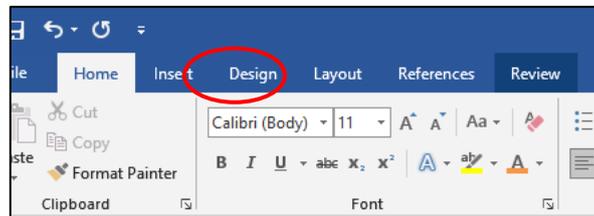


Using Microsoft Track Changes - Word 2019

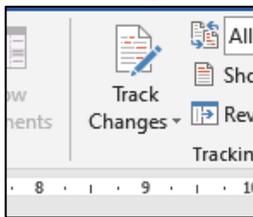
Reviewing a document which contains Track Changes

Step 1: Set up to review

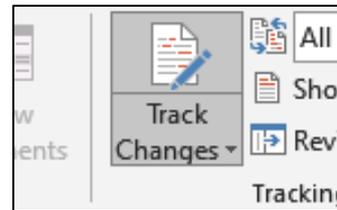
Open the Microsoft Word document which has Track Changes in and click on the Review tab.



Find the **Track Changes** icon in the **Tracking** group in the middle of the ribbon. When the Track Changes icon is dark grey the document will be recording changes but if you are just viewing a document with **Track Changes** in the feature should be turned off (so that your actions are not recorded inadvertently). So before reviewing the suggested changes check that Track Changes is turned off, if it is not turned off just click it to turn it off.



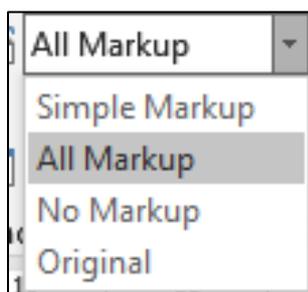
Track Changes off (icon light grey)



Track Changes on (icon dark grey)

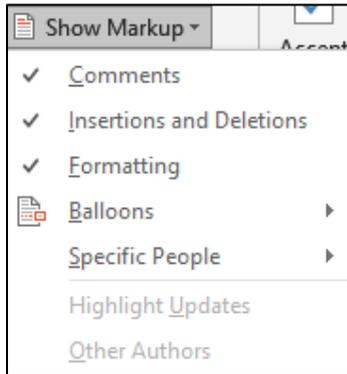
Step 2: Markup presentation options

There are different ways you can view the document. In the tracking group on the ribbon use the drop-down list to view these.



- Simple markup shows where markup is by a red line in the margin.
- All markup shows the full details of the markup (with different coloured text and lines) as well as any comments.
- No markup shows the document with all the changes applied.
- Original shows the document without any changes applied.

In the drop-down list beside Show Markup you can select the type of revisions you would like to see (this helps to focus on issues for example text content rather than formatting).

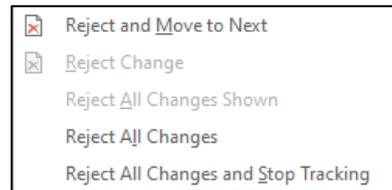
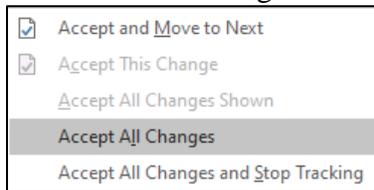


- Untick any items you do not want to see (by clicking on them) but keep any that you want to see ticked.
- If you prefer using balloons or to view the details in line with the text those options can be selected by clicking the arrow beside balloons.
- If you want to select specific people's Tracked Changes those can be selected from the arrow beside Specific People.

Step 3: Decisions on Changes

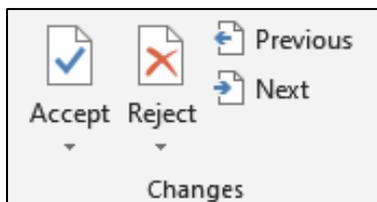
To review the changes, select All Markup. In the Changes group on the ribbon, you will see Accept and Reject, here you can either work through changes individually or deal with them all together.

On both Accept and Reject there is a drop-down arrow and a menu from which you could select to make changes one at a time or all together.

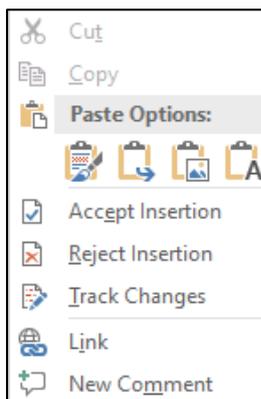


Unless you are very certain it is advisable to decide about the changes individually.

Place your cursor at the start of the text and click Accept, the cursor will move to the change under consideration and you can decide whether to accept it or reject it by either clicking on Accept or Accept and Move to Next or by clicking Reject or Reject and Move to Next.



If you want to move back to the previous change or forward to the next change you can click on Previous or Next.



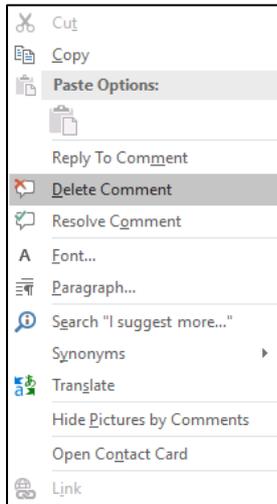
Another alternative place to accept or reject changes is on the text where you see the change.

Here right mouse button click to bring up a floating menu, click to Accept or Reject the change as appropriate.



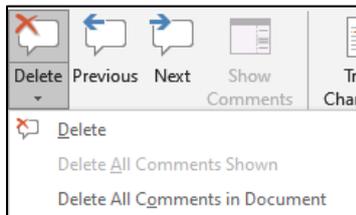
Step 4: Decisions on comments

The Comments in balloons in the right-hand margin are attached to a word or phrase so you can see precisely what they apply to. In your review, work through each one in turn. If you want to delete a comment you could right mouse click on the comment and select Delete Comment from the menu.



NB: Some collaborations, especially involving multiple authors, may entail using the Reply and Resolve features within the individual comments.

Another way to delete comments is to use the Comments area of the Review tab ribbon.



From here you can delete comments individually (Delete) or all together (Delete All Comments in Document).

Also, you can move through the comments using Previous and Next.