

# Using Track Changes In Word

Version 1.0 – August 9, 2019

*Government Agency Name Redacted*

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## Change Record

<b>Version Number</b>	<b>Date</b>	<b>Description/Reason</b>	<b>Author</b>
1.0	August 9, 2019	Initial creation of document	V. Williams

## Purpose

Track Changes is a Microsoft Word function that allows a user to “track” edits that are made to a document. Ensuring **Track Changes** is on allows for version control and an easy and efficient peer review process.

## Turning on Track Changes

To track edits from all reviewers:

1. Click the **Review** tab, located at the top of the screen.
2. Click **Track Changes** (when this feature is on, all edits are shown in red). Please ensure this feature is turned on every time a document needs to be edited.

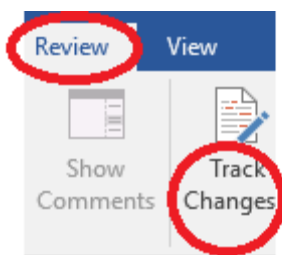


Figure 1: Turning on Track Changes

## Accepting Edits from Other Users

To accept edits:

1. Click the **Review** tab.
2. Click **Accept**.
3. Click **Accept and Move to Next** (to accept edits one by one) or **Accept All Changes** (to instantly accept all edits).

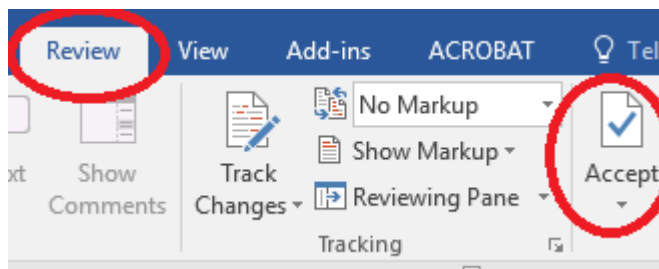


Figure 2: Accepting Edits

When changes are accepted, red edits will no longer appear.

## Switching Between Different Views

There are four different ways to view a document, and a document can be edited in all four views. To switch views:

1. Click the **Review** tab.
2. Click the dropdown arrow next to **All Markup**.
3. Four options will appear:
  - a. **Simple Markup**: Shows only comments.
  - b. **All Markup**: Shows all edits and comments (switch to the **No Markup** view if there are numerous red edits that become distracting).
  - c. **No Markup**: Shows current document without comments or edits (editing a document with this view is most helpful when there are many edits in a document).
  - d. **Original**: Shows original document without comments or edits.

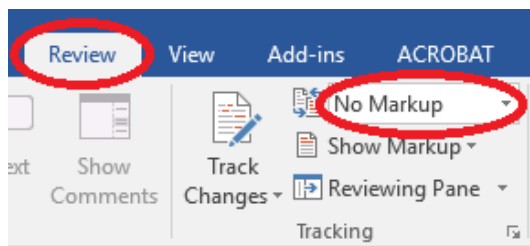


Figure 3: Selecting Different Views

## Using Comments

To add a comment:

1. Highlight the text in the document that needs a comment.
2. Click the **Review** tab.
3. Click **New Comment**, located on the left-hand side of the top menu.

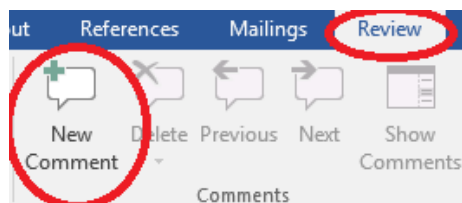


Figure 4: Adding a New Comment

### NOTE

Right-clicking on a comment provides the following options:

- Reply to Comment
- Delete Comment
- Mark Comment Done