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Use Word's Track Changes Feature to Provide Better Feedback while "Going Green"

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Track Changes in Word 2007

Type	Procedural
Purpose	This workshop demonstrates how to use the Track Changes feature within Microsoft Word 2007. This training is designed for people with an understanding of Microsoft Windows and Microsoft Office 2007.
Requirements	Microsoft Windows Operating System Microsoft Office Word 2007
Revision Date	01/11/2011
Audience	Bridgewater State University Faculty, Staff, and Administrators

Track Changes is a feature in Word that allows you to keep track when changes are made to a document. To find the tools to track changes, select the Review tab on the office ribbon.
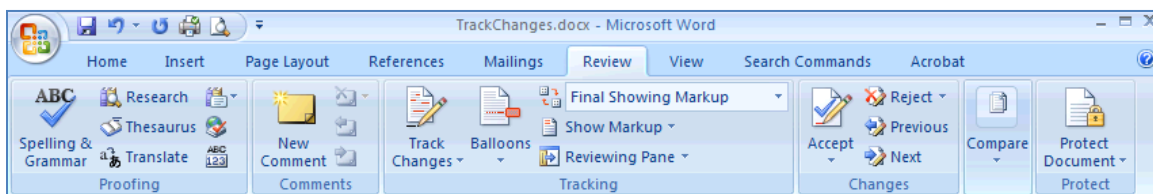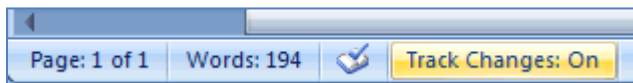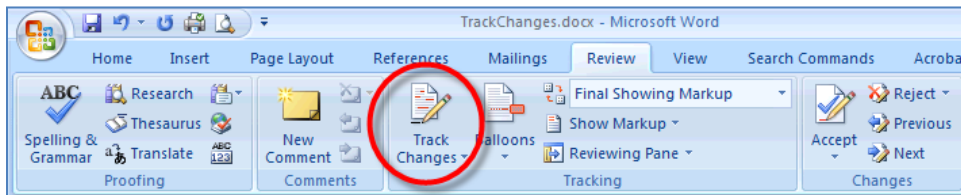
To add a track changes indicator to the status bar, right-click the status bar and click Track Changes.
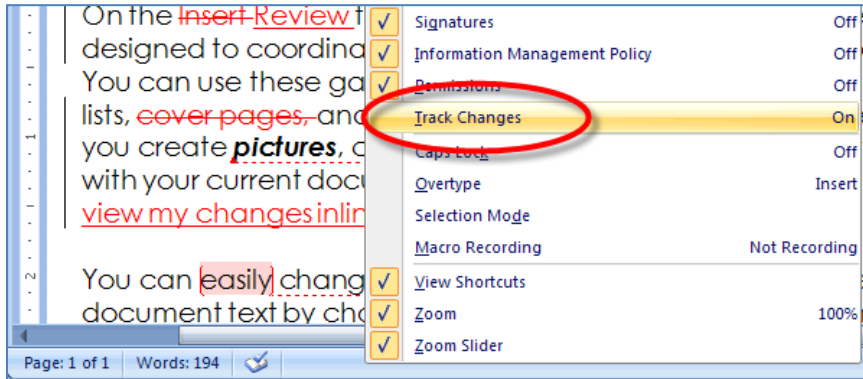
Begin Track Changes

To keep track of the changes you make in a document, click the Track Changes icon in the tracking block of the Review tab or click the Track Changes indicator on the status bar.


Make the changes that you want by inserting, deleting, moving, or formatting text or graphics. As you edit the document, Word marks the document to show the reviewer the changes you made. Word displays items deleted, comments, formatting changes, and content that has moved in balloons in the right margin.

If you prefer, you can view changes, including deletions, inline instead of in balloons. To change this, click the Balloons button in the Tracking block of the Review tab and select Show all revisions inline. Now your changes appear inline and not in balloons in the margin.

Comments

To add a new comment, put your cursor where you would like to add the comment and click the New Comment button in the Comments block on the Review tab.
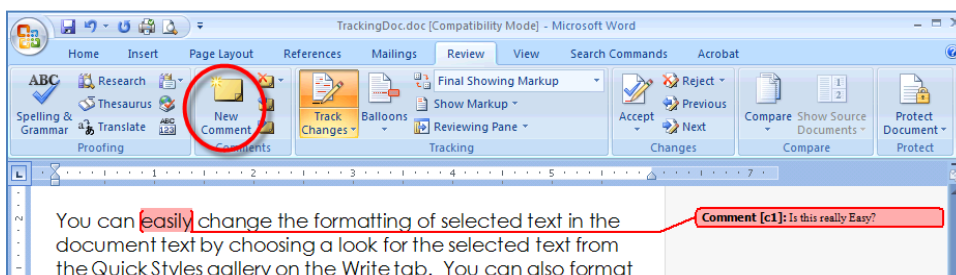
Document Views

There are four ways to view a document after you have tracked changes:

- Final Showing Markup: shows the document with the changes displayed
- Final: shows the changed document, without the changes displayed
- Original Showing Markup: shows original document with the changes displayed
- Original: shows original document without any changes.

To change the view, choose from the drop down menu in the Tracking Block of the Review Tab.
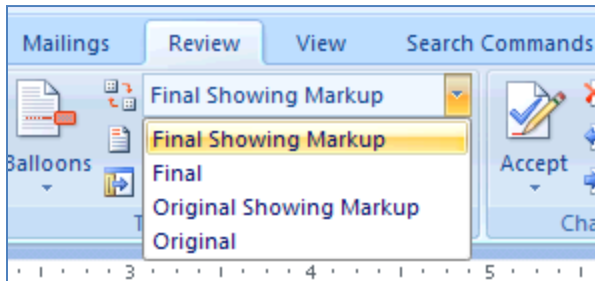
The Show Markup feature allows you to view different items (comments, formatting, etc.) and choose to view different authors' comments.
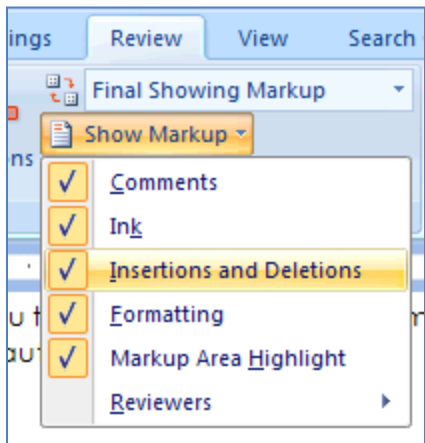
Accept or Reject Changes

While there are various ways to hide the tracked changes or comments, all changes made while Track Changes was turned on and comments inserted will remain part of the document until they are either accepted or rejected (or, in the case of comments, deleted).

To get rid of tracked changes and comments, you need to accept or reject the changes and delete the comments. On the Review tab, in the Changes Block, click Next or Previous.
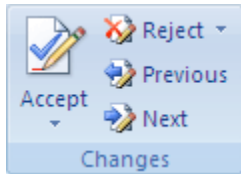
Do one of the following:

- In the Changes Block, click Accept and Move to Next.
- In the Changes Block, click Reject and Move to Next.

Repeat until all the tracked changes in the document have been accepted or rejected and all the comments have been deleted.

- To accept all the changes, click Accept, and then click Accept All Changes in Document.
- To reject all the changes, click Reject, and then click Reject All Changes in Document.

To remove all comments, you must delete them. In the Comments Block, click the arrow next to Delete, and then click Delete All Comments in Document.

Turn off change tracking

On the Review tab, in the Tracking Block, click the Track Changes button or click the Track Changes indicator on the status bar.
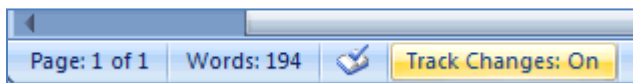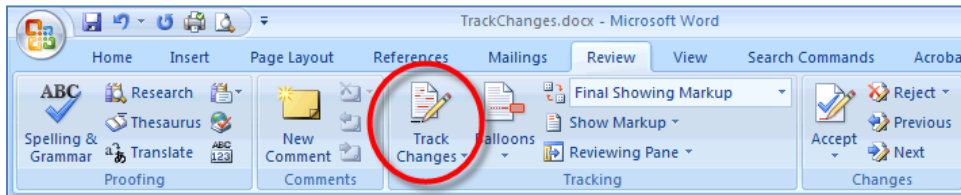
Turning off change tracking does not eliminate the tracked changes in your document. To ensure that there are no more tracked changes in your document, be sure that all changes are showing, and then use the Accept or Reject commands for each change in the document.
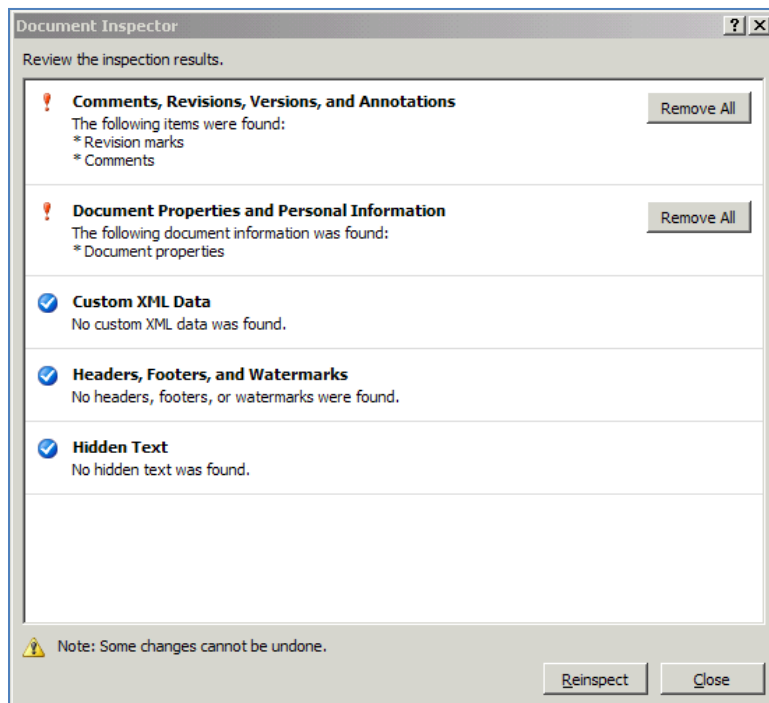
Document Inspector

Office Word 2007 provides a new tool called Document Inspector that allows you to check any document for tracked changes, comments, hidden text, and other personal information before you share with others.

To check a document, open the document you want to inspect for tracked changes and comments. Click the Microsoft Office Button, select Prepare, and then click Inspect Document.
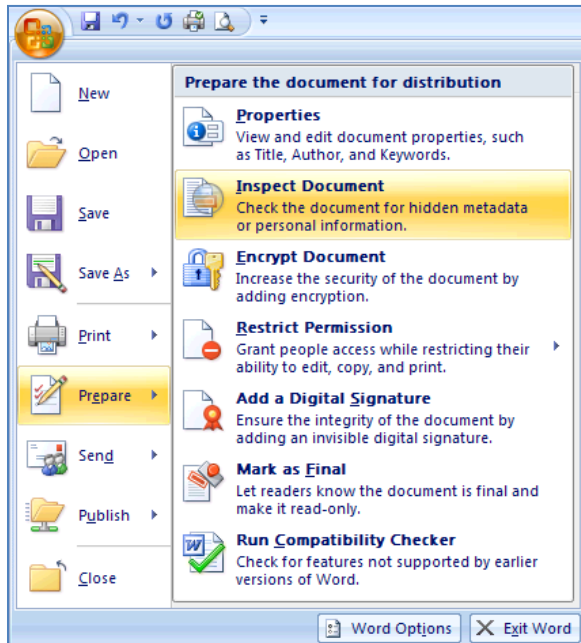
In the Document Inspector dialog box, click Inspect.

Review the inspection results. If Document Inspector finds comments and tracked changes, you are prompted to click Remove All next to Comments, Revisions, Versions, and Annotations.

Click Reinspect or Close.