

Microsoft Word - Track-Changes



Track Changes.

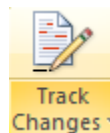
It is very useful to be able to *track changes* within your document as create it or *modify* the document at a later stage.

Word will show the changes in a **differant colour** to the original text and also displays **revision markers** like underlining.

It is also possible to **Accept** or **Reject** changes and comments using the **Accept & Reject** buttons located on the **Review** tab.

Track Changes as You Go.

1. **Open** the required document.
2. **Click** the **Review** tab.
3. **Click** on the **Track Changes** button → **Track changes**.

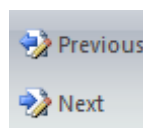
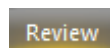


Track Changes on the **Status Bar** will be displayed (as long as the status bar has been set to display option, right click over status bar to turn track changes option on or off).

4. To turn **off** Track Changes → Click **Track Changes**.

Reviewing Changes.

1. **Open** the required document.
2. **Click** the **Review** tab.
3. **Click** on either **Previous** / **Next** to navigate through the changes.



4. Click either **Accept** or **Reject** changes.



5. It is also possible to **Accept All changes in a document** by selecting **Accept** → **Accept All Changes in Document**.
6. It is also possible to **Reject all changes in a document** by selecting **Reject** → **Reject All Changes in Document**.

Accept All Changes in Document

Reject All Changes in Document