

Tracking Changes with Word 2003

Turning on “Track Changes”-

1. Click the **Tools** menu
2. Click **Track Changes**.

** You can also double click the **TRK** button on the status bar at the bottom of the Word window.*



Once Track Changes is turned on, you should see a **Reviewing** toolbar somewhere in the window. If you don't see the Reviewing toolbar, then click on the **View** menu then **Toolbars** and then **Reviewing**.

Reviewing Toolbar-

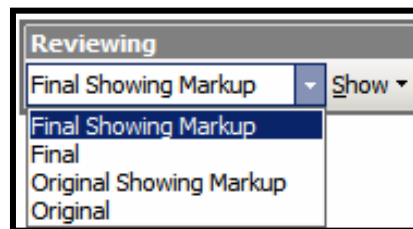


1. **Display for Review:**
Choose which version of the document you wish to view for review.
2. **Show:**
Choose which items you wish to have shown in your document while reviewing.
3. **Previous:**
View the previous change.
4. **Next:**
View the next change.
5. **Accept Change:**
Accept the current change.
6. **Reject Change/Delete Comment:**
Reject the current change, or delete the current comment.
7. **Insert Comment:**
Insert a comment while reviewing.
8. **Highlight:**
Highlight a certain section of the document; default color is yellow.
9. **Track Changes:**
Toggle on/off the ability to track changes while working on a document.
10. **Reviewing Pane:**
Open a new (large) window at the bottom of the screen that keeps track of all changes made.

The “Display” Drop-Down Box-

By default, Word displays documents with the “Final Showing Markup” setting. There are three other settings as well.

1. **“Show the Original text”:**
Allows you to see the original text without any of the changes
2. **“Original Showing Markup”:**
The document looks as it would if you had printed a version of the original and marked it up with a red pen. You would cross out what you want to delete and show insertions in the margin.
3. **“Final Showing Markup”:**
Shows you how the document will look if you **Accept** all the tracked changes.
4. **“Show the Final text”:**
You cannot see any of the changes; you only see what the document will look like with tracked changes hidden. * **Note!** You have not really gotten rid of the tracked changes. The tracked changes are still saved with the document and will display the next time you open it.



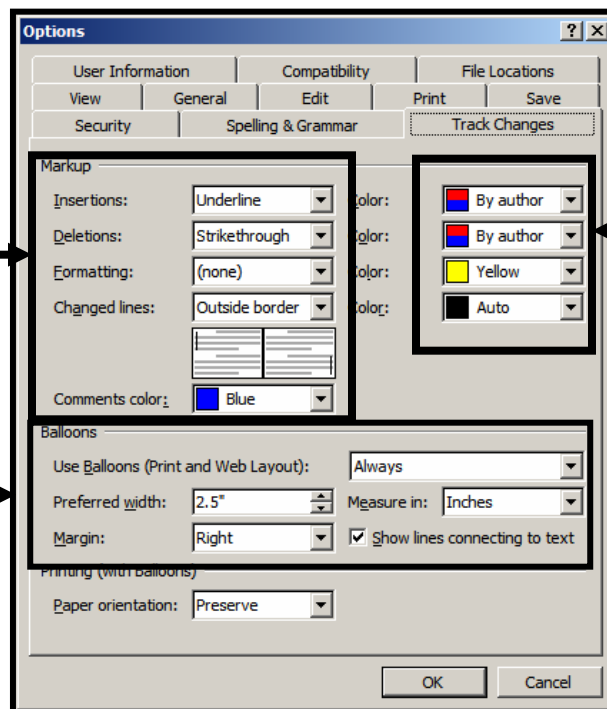
Track Changes Dialog Box Options-

If you want to have several reviewers (authors) look at a document, you can set this up in the “Track Changes” dialog box within Word’s **Options** menu.

1. Click on the **Tools** menu.
2. Click on **Options** from the list.
3. Click the **Track Changes** tab.

Change Markup or
Comment colors here.

Change Balloon
options here.




Review by color
or by Author.

Getting Rid of Tracked Changes-

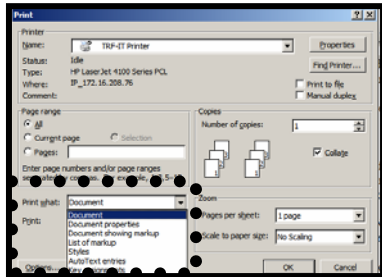
Do not use the “Show” option on the Track Changes toolbar to get rid of your tracked changes. Removing check boxes here only hides them temporarily. They will show again, when the document is re-opened.

The only way to **permanently get rid of Tracked changes** is to **Accept** or **Reject** the changes in the document. Follow the steps below to get rid of Tracked changes.

1. **Turn your track changes** on if it is not already.
2. On the **Reviewing toolbar**, click the **Final Showing Markup** in the **Display for Review** box.
3. Click the **Show** button on the **Reviewing toolbar**. There should be check marks in the **Comments, Ink Annotations, Insertions and Deletions**, and **Formatting** options. Also, make user that **All Reviewers** is checked.
4. Make sure the insertion point is at the beginning of the document. Click the Next  button on the Reviewing toolbar. Proceed through the document, accepting or rejecting changes and deleting comments.
5. Continue until you see the message that the document contains no comments or tracked changes.

Hiding Tracked Changes and Comments when Printing-

1. Click the **File** menu
2. Click **Print**
3. In the **Print** dialog box, in the **Print what** box, select **Document** (not **Document showing markup**).
4. Click **OK**.



*** Note!** If you hide a type of markup by deselecting its checkmark in the Show menu, the markup automatically still appears every time the document is opened. To make markups hidden each time you open a document, (like if you email it to someone who does not need the markup), then follow these steps.

1. Click **Tools, Options**
2. Click the **Security** tab.
3. **Clear** the **checkmark** from the “**Make hidden markup visible when opening or saving**” option.
 - Even though you clear this checkmark, **Markup is still in the document** and is visible by selecting it in the **Show** menu on the **reviewing toolbar**.
4. **Hide all changes** by deselecting them in the “**show**” menu on the reviewing toolbar.
5. You **MUST** then make a change (add spaces and then delete them) and then save your document.
6. **Reopen** to check. *** If you do not do step 5 above, it will not work.***

☒ **Pedagogical use for Track Changes in Word:**

This feature allows the instructor to electronically markup a student paper with constructive criticism in a very easy-to-read way. (The student needs to have Word on their end to see the changes) It also saves time printing, marking, scanning, and then resending a .jpeg to students to get your point across in an on-line course.

Use Word’s Track Changes feature for Science lab reports as well!

* A Note about Comment Initials in MS Word-

When you insert comments into a document, Word automatically places your initials directly after the word Comment. These initials are pulled from the **User Information** area of the **Options** menu. When IT sets up your computers, often they open Word for the first time and enter in some generic initials in this setting before you get your computer. In order for the correct initials to be inserted with your comments, you must change the **User Information settings** to your own initials.

Steps to Change User Information:

1. Click the **Tools** option from the menu bar.
2. Click **Options**.
3. Click the **User Information Tab**.
4. Put your initials in the **Initial** box.

