



Educational Technology

---Microsoft Word---

How To...

Track Changes

Tracking changes in Microsoft Word can be a very useful tool when collaborating on a project or reviewing a paper. The use of the reviewing toolbar bar, comments, and tracking deletions or additions to a document will be discussed.

There are links to a complete listing of the reviewing toolbar and track changes according reviewer's format (Word 2000, 2003, or Mac) listed on the Ed tech website (<http://www.wartburg.edu>) under Micro-Workshop #1 and under Microsoft Word.

Listed here will only be an overview of what was discussed, the rest can be found online at the website links posted.

The Reviewing Toolbar:

To turn on go View>Toolbars>Reviewing

In this toolbar starting left to right:

- 1.) The 4 views offered: Final showing markup shows all the changes on the final document. The final document shows what the document would look like if the comments were deleted and changes were accepted. Then the original showing markup, showing the original markup and then finally the original document.
- 2.) "Show": This is a drop down menu that offers the reviewer to show different features like the comments, ink annotations, etc. There is also an option to show individual or a group of reviewers and their comments and also the option to show the reviewing pane.
- 3.) Next over is the little blue arrow pointing to the left. This arrow allows a reviewer to move to the previous comment or change in the document.
- 4.) Next is the little blue arrow pointing to the right. This arrow allows a reviewer to move to the next comment or change in the document.
- 5.) Next is a clipboard with a blue check mark on it with a drop down arrow also. If reviewer click on the icon reviewer will accept the change in the document. If the reviewer clicks on the little drop down arrow, a new box will appear below the toolbar. This allows for the option of accepting the change in the document, accepting all changes shown in the document, and accepting all the changes in the document.
- 6.) Further to the right now is a clipboard with a red X on it with a drop down arrow beside it also. If reviewer click on the icon reviewer will reject the

change or delete the comment that reviewer cursor is on. Otherwise if reviewer clicks the little drop down arrow, a new box will appear below the toolbar. This allows for the reviewer to reject all the changes shown in the document, reject all changes in the document, delete all the comments shown in the document, and also delete all the comments in the document.

- 7.) The next icon to the right looks like a big Post-It Note® it is a comment. These comments can be placed anywhere in the document by left clicking the mouse where reviewer want to add a comment and the clicking on the icon. A new dialogue box will appear to the right of the screen, type reviewer comment here. (Adding a comment can also be done through Insert>Comment-this is the same function).
- 8.) The next icon over is the most important one of all it is the Track Changes icon. The reviewer must have the icon depressed or highlighted in orange or another color (depending on reviewer version and platform of Word there will be differences) for the computer to track reviewer changes. Not depressed, not tracking changes. If it is depressed then it is tracking the changes.
- 9.) The final icon in the reviewing toolbar is the Reviewing Pane. This allows the reviewer a concise listing of all the changes made in the document. This listing appears at the bottom of the screen and can be scrolled through and reviewed.

That is the Reviewing Toolbar!

How to use the Reviewing Toolbar:

On the website there is posted 3 documents: Example #1-Original, Example #2-All Changes, and Example #3-Final. At the workshop we went through each of these documents. It will be hard to replicate some of the instruction shown but this description will try.

Example #1-Original

In this document there was a Word file that needed to be reviewed. The reviewer made comments to the document and then sent it out to all his friends for further review (sending documents out for review can be a good thing, but only if the document is out for review. A reviewer should NEVER send out a document that is NOT clean in the “Final Showing Markup”, continue reading and you should be able to figure it out).

Example #2-All Changes

In this document the reviewer received the document full of changes, deletions and corrections. Notice the different reviewers and colors associated along with the differences in changes and comments. The reviewer now wants to make this document a final copy for publication or mass e-mailing purposes.

Example #3- Final

In this document the reviewer has now made this document a final draft that can be sent out for publication or mass e-mailing purposes. To accomplish this task he or she went through the document and deleted all the comments and then accepted or reject all the changes. This was accomplished through the task of the Reviewing Toolbar. When the document shows now comments or changes in the Final Showing Markup the document is clean for publication or mass e-mailings.

If reviewer has any questions or would like more

Information feel free to contact us...

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