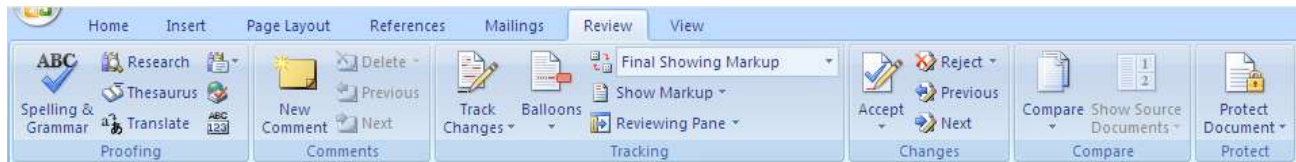


Track Changes in Word 2007

Track Changes is a Function Within Microsoft Word That Allows Users To Edit and Review Documents

Setting Up



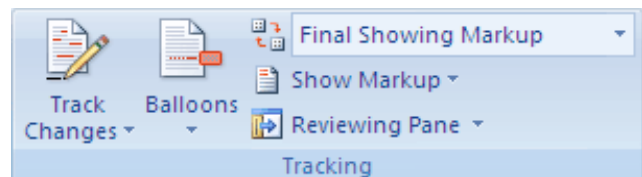
On the Control Ribbon, click into the **Review** tab, and activate Track Changes by clicking the **Track Changes** button and selecting *Track Changes* from the drop-down menu. From there, click the drop-down menu adjacent to **Display View** (the two documents with arrows button) and select a viewing option by clicking one of the respective names:

- *Final* final document but without showing changes made
- *Final Showing Markup* final document showing changes made
- *Original* original document without showing changes
- *Original Showing Markup* original document but showing changes made

Once a display is chosen, a manner of viewing changes must be selected: inline with the text as editing notations, in side balloons with explanations, or a combination of both. To select how the changes will appear, click on **Balloons** and select one of the options below:

- *Show Revisions In Balloons* All revisions/comments/formatting appear in balloons
- *Show Revisions Inline* Revisions appear inline as well as comments/formatting
- *Show Only Comments and Formatting* Revisions appear inline, comments/formatting in balloons

Changes made will be tracked using a unique color for each user on separate computers or logins. If multiple users are on the same computer and same login, they can manually change the username at any time (all changes made from that point on will appear in a different color with a unique username) by clicking **Track Changes**, selecting *Change Username*, and typing his/her name in the provided box.



Using Track Changes

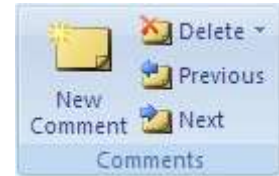
Changes

Depending on the options used to set up track changes, revisions to the document will appear in several different forms; however, they will still share the same functionality for approving/rejecting changes. As changes are made, they can be accepted or denied. To accept a change, click **Accept**, or click **Reject** to undo the revision; click **Previous** or **Next** to review the next change.



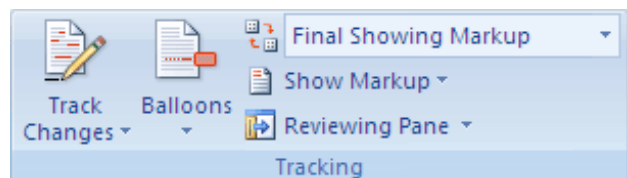
Comments

In addition to tracking basic revisions, it is also possible to comment on portions of the text using an electronic sticky note. To make a comment, highlight a portion of text and click **New Comment**; the note will appear in a balloon on the right of the screen. Like changes, they can be reviewed by running through **Previous** and **Next** or removed by clicking **Delete**.



Multiple Reviewers & Markup

When multiple users are making revisions to a single document, Track Changes can use a filter to either display changes made by each unique user or view a specific type of change made by all users. To filter by reviewer, click **Show Markup**, select *Reviewers*, and then select/deselect the user name from the dropdown menu. To filter for specific types of changes made by all users, click **Show Markup** and select/deselect any combination of *Comments*, *Ink*, *Insertions/Deletions*, *Formatting*, and *Markup Area Highlighted*



Reviewing Pane


When reviewing changes made to a document, it is possible to view the revisions in a summarized list rather than inline with the text or in a balloon. To activate the list, click **Reviewing Pane** and select viewing *horizontally* or *vertically*; a side panel will appear with an itemized list of changes and comments made to each section of the document. From there changes can be accepted or rejected as usual.

Compare Documents

Aside from tracking changes made to a single document, it is possible to open two documents and compare them for differences in text, formatting, and content. To compare two documents, click **Compare** and load the two files--a summary of the differences will be displayed in the review pane and within the text.



Security

While Track Changes can be useful for storing document revision data, it also leaves sometimes unwanted or sensitive information embedded in the file. To clear a document of personal data, click , select *Prepare*, and from that menu select *Inspect Document*. Word will now search for various personal data in five categories:

Comments/Revisions/Versions/Annotations, Document Properties/Personal Information, Custom XML Data, Headers/Footers/Watermarks, and Hidden Text. If Word finds data in any of these categories, it will give you the option of removing it by clicking **Remove All**. It is also possible to lock the document from future changes by selecting *Mark as Final* or to allow revisions only by authorized users by selecting *Restrict Permission**



*this requires an MSN hotmail account