



Need to Know IT

Track Changes

The 'Track Changes' function is located on the 'Review' ribbon.

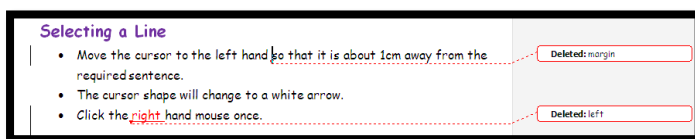
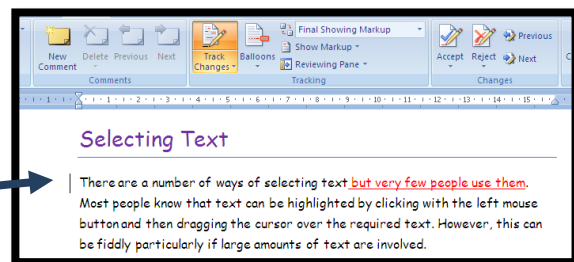
The track changes function is often used when several people make changes to a document. The function keeps track of all changes made, including additions and deletions.

Turning on Track Changes



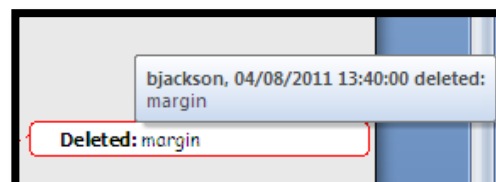
1. Select the 'Review' tab
2. Click the 'Track Changes' icon.

At first, there will be no apparent difference to the document, however as you type, new text will appear in red, and there will be a black line in the left hand margin.

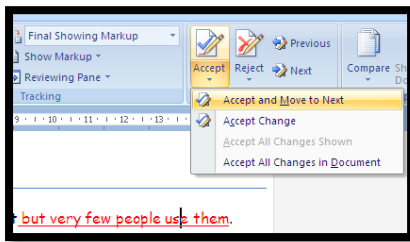


If a word is altered or deleted this is shown in a balloon in a margin on the right hand side of the document.

Hovering the mouse cursor over the balloon will show details of the author, the date and time of the change, and the change that was made.



Accepting and Rejecting Changes

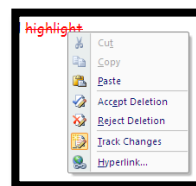


Click the item that has been changed.

Click either the **'Accept'** or **'Reject'** icon. This opens a small drop menu which allows you to do one of the following:

- Accept / Reject the change and move to the next change
- Accept / Reject the selected change.
- Accept / Reject all changes in the document

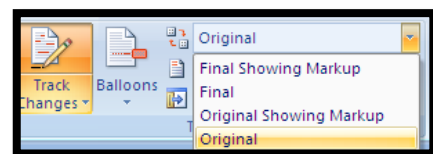
Alternatively, right mouse click the change to open the context sensitive menu and select from the options displayed on the drop down list.



NB: The **'Track Changes'** option can be switched off by clicking the **'Track Changes'** icon, however, changes that have been tracked will still need to be accepted or rejected.

Track Changes Viewing Options

There are four viewing options available when tracking changes made to a document. These are accessed through the option in the Tracking pane. The default option is **'Final Showing Markup'**.



'Final Showing Markup' shows the final document with all of the changes included.

'Final' shows the document with all proposed changes included.

'Original Showing Markup' shows the original document with proposed alterations in the mark up margin.

'Original' shows the document before the changes were made.