



How To Use Track Changes in Microsoft Word

To work in this mode, pull up the document that I edited for you in Word. Go to “Tools” and select “Track Changes.”

This will open an additional toolbar that allows you to accept, reject and move between the editor’s corrections and suggestions.

On the far left of this toolbar, there is a pull down menu which lets you choose which version of the document you want to work with:

- Final Showing Markup shows deleted text in balloons, while inserted text and formatting changes are shown inline, in red font.
- Final allows you to see how the document would look if you accepted all the changes I made.
- Original Showing Markup shows the inserted text and formatting changes in balloons, while the deleted text remains inline.
- Original shows the original, unchanged document so that you can see how the document would look if you rejected all changes.

I recommend to my clients that you take a look at your edits in “FINAL SHOWING MARKUP”

Accept, Reject or Delete Changes

There are four icons on the “Track Changes” toolbar that let you accept, reject or delete the suggested changes made on your document. There is an icon with a blue arrow pointing to the left, and one with a blue arrow pointing to the right. These let you skip forward and backward through changes and comments.

Next to these, there is an icon with a blue check, which means “Accept Changes.” The pull down arrow to the right of the icon lets you decide if you want to accept all changes at once, or to accept them individually.

There is also an icon with a red X. This is the “Reject Change/Delete Comment” option. The pull down arrow to the right of this lets you reject all changes to the document at once, or individually. **If you trust my edits inherently, without question, this would be the quickest and easiest way to get to your final, polished document.**

To accept and reject without using the toolbar, just right click on top of any correction or comment, and choose your choice to accept, reject, or delete.

The “Comments” Feature



The editor will use the “Comment” feature to add questions or suggestions which will appear in balloons near the right margin of the document. As you are skipping through, accepting or rejecting corrections, the comments are included in this process and you can choose to delete them by either using the red X icon, or by right-clicking and choosing to “Delete Comment.”

Another way to see comments is by fixing your pointer on the spot where a comment was made, and the comment will then immediately pop-up for you to see.

It is important to note that, until you choose to delete the comments, they are a permanent part of your document. More will be explained about this in the next section.

The “Show” Pull Down Menu

The “Show” pull down menu allows you to pick and choose which corrections and comments you want to see.

- If you only want to see comments, click on the “Show” pull down menu and uncheck all other options except “Comments.”
- If you only want to see corrections, click on “Show” and leave checked only the types of corrections you want to see.

It is very important to note that when leaving options unchecked, you are hiding them, not deleting them. When you are finished with your document, it is important you make sure you have accepted, rejected or deleted all corrections or comments, or they will be visible to anyone else who receives your document. Your document will not be in final corrected form until you have done this. In its standard mode, “Track Changes” opens with all available options in “Show” checked. This is to save you from sending out a “finished” product that still has comments attached to it.

So, when giving your document its final review, click the “Show” menu and check that “Final”, “Comments”, “Ink Annotations”, “Insertions and Deletions”, “Formatting”, and “All Reviewers” are selected.

Additional New Icons on the Track Changes Toolbar

- The folder icon with a yellow star in the upper left corner is for adding comments.
- The document icon with a yellow star in the upper left corner is another way to turn “Track Changes” on and off.
- The document icon with a blue arrow pointing upward is the “Reviewing Pane.” This opens up on the bottom of the page to show you all changes made to the document.

Track Changes is by far the most efficient way to edit documents. In fact, I often adjust my fee downward for clients who ASK for Track Changes! It is just that easy! However, if you are having problems or are uncomfortable with the document in this form, *do not hesitate to contact me!* Your satisfaction is my final goal.