

When revising a Word Document for changes that need to be reviewed by another person before finalizing, the Track Changes tool allows multiple parties to accept or reject any edits.

- 1. Open your Word Document.
- 2. Click the *Review Tab* at the top.
- 3. Go to the *Tracking* section in the toolbar and make sure you've selected *All Markup*.



4. Next expand the Tracking option by clicking the bottom right corner.



5. The following popup will appear. Make sure the following selections are made:

Track Changes Options	? ×
Show	
O <u>C</u> omments	Highlight Updates
Ink Ink	Other Authors
Insertions and <u>D</u> eletio	ns 📃 Pic <u>t</u> ures By Comments
<u>Formatting</u>	
<u>B</u> alloons in All Markup vie Reviewing <u>P</u> ane:	w show: Comments and formatting
Advanced Options	Change User <u>N</u> ame
	OK Cancel



6. Before clicking OK, click Advanced Options.

Track Changes Options	?	×			
Show					
✓ <u>Comments</u> ✓ <u>Highlight Updates</u>					
Ink Other Authors					
✓ Insertions and Deletions Pictures By Comments					
<u> </u>					
Balloons in All Markup view show: Comments and f	ormattii	ng 🗸			
Reviewing Pane:					
Advanced Options Change User <u>N</u> ame					
ОК	Can	cel			

7. In the *Advanced Options* make sure the following selections are made:

		indiges options		? X
	Markup			
	Insertions:	Color only ~	<u>C</u> olor:	Classic Blue
	Deletions:	Strikethrough	<u>C</u> olor:	Red 🗸
	Changed lines:	Outside border V		
	Commenter			
	Comments:	By author		
	Moves			
NCHECK	Moved from:	Double strikethrough	Color:	Green
	Moved to:	Double underline	Color:	Green
	- Table cell highligh	ting		Green
	Inserted cells:	Light Blue	Merged cells:	Light Yellow
	Deleted cells:		Split cells:	
	Formatting			
NCHECK	Track formatt	ing		
	Formatting:	(none) 🗸	<u>C</u> olor:	By author
	Balloons			
	Preferred width:	3.7*	M <u>e</u> asure in:	Inches 🗸
	Margin:	Right 🗸		
CHECK	how lines co	onnecting to text		
	Paper orientation	n in printing:	Preserve	~
			0	K Cancel

Click OK when done.





Track Changes Options		?	×
Show			
Comments	Highlight Update:	5	
🗌 Ink 🗹	Other Authors		
✓ Insertions and <u>D</u> eletions	Pic <u>t</u> ures By Comme	ents	
<u> </u>			
Balloons in All Markup view show:	Comments and	formatt	ting 🗸
Reviewing Pane:	Off 🗸		
Advanced Options Chang	e User <u>N</u> ame		
	ОК	Car	ncel

9. The LAST step before you begin revising your document is to make sure you click *Track Changes* to activate the tracking tool. If activated, it should appear grey.



Now you're ready to begin! As you make changes, Word will automatically mark your changes for the next reviewer to see what you may have deleted or added to the original document.