HOW TO USE TRACK CHANGES IN WORD

Your edited or proofread text may look something like this at the end:

<u>"Changes visible"</u>

This version shows you every change I've made in your document, displayed in the markup pane on the right-hand side and/or directly in the text. This can make the document very cluttered, so you will also receive a "Final" version of your proofread or edited document:

<u>"Final"</u>

The "Final" version is identical to the "Changes visible" version, except you can no longer see the individual edits I made, only my comments. It is much easier to read and work with.

Now let's assume that you want to undo a change:

Use the "Changes visible" version and go to the Review tab in Word, which looks like this:
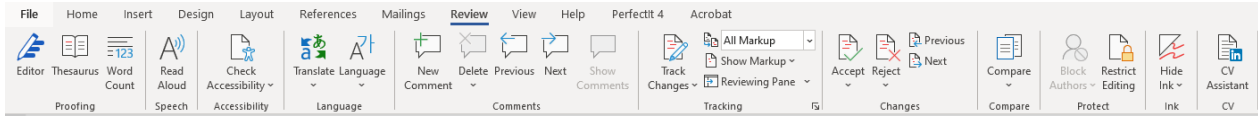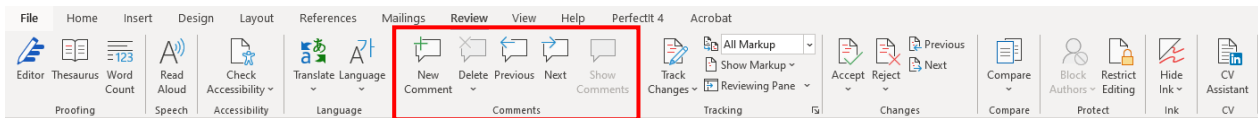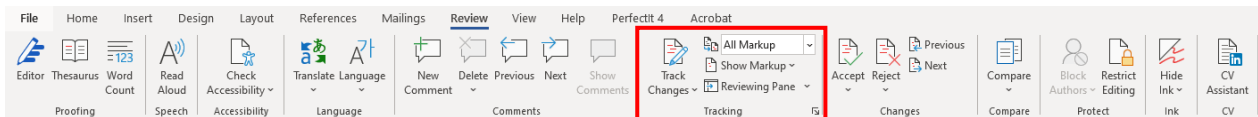

The "Comments" section allows you to write, view or delete a comment:

Next to the "Comments" section you have the "Tracking" section. Here you can turn Track Changes on/off and choose how you want to display the markup:

When the "Track Changes" field is greyed out, all changes you make will be recorded (marked up):
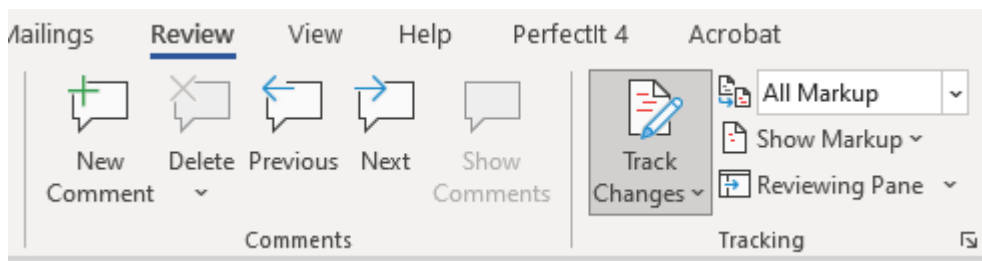
When you want to stop tracking/recording your changes, simply click on the "Track Changes" field again so that it is no longer greyed out:

You can "Accept" or "Reject" changes either on a case-by-case basis or across the entire document:
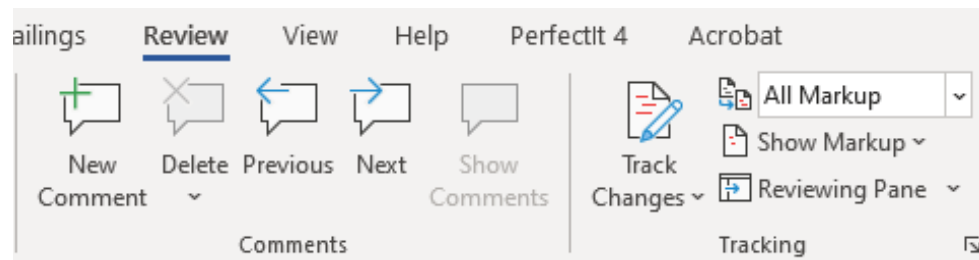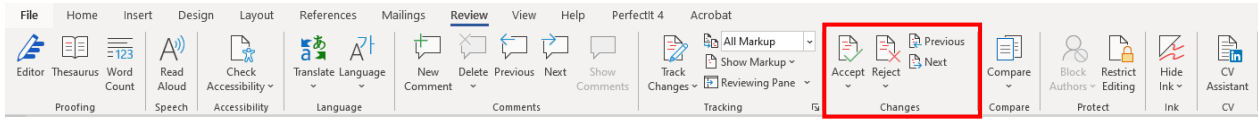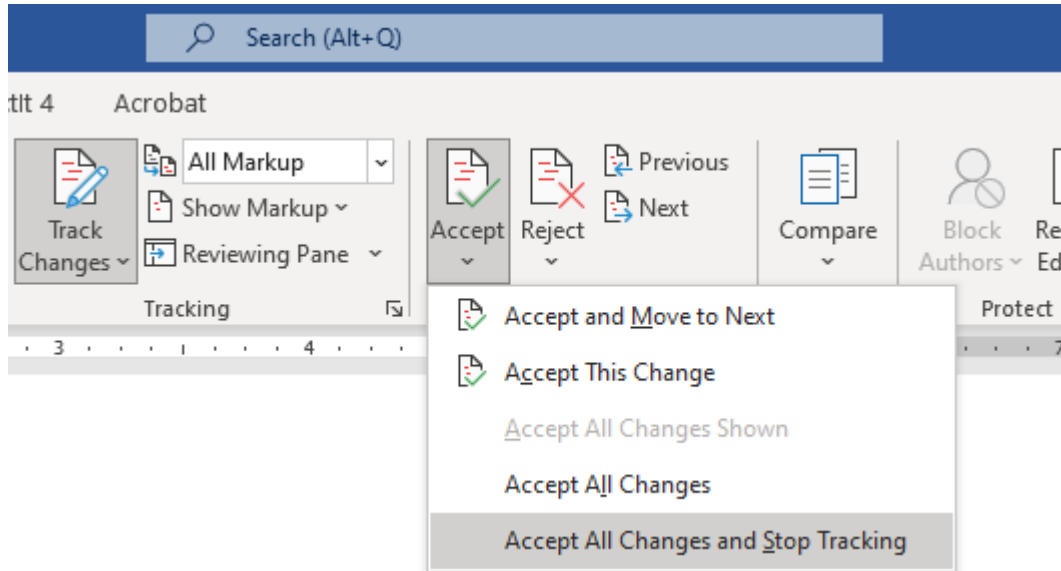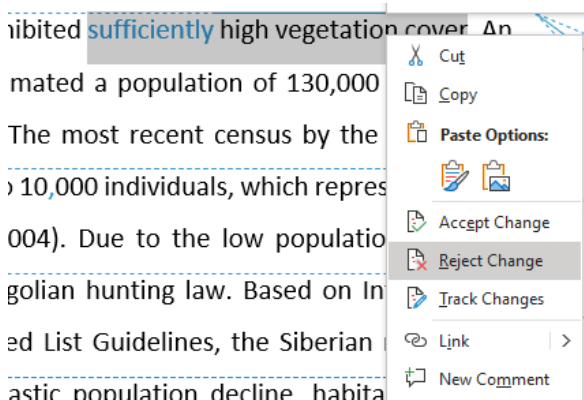

To accept all changes, open the dropdown menu for "Accept" and select "Accept All Changes and Stop Tracking":

You can follow the same steps to reject changes.

Another way to accept or reject changes is to select the text, right-click and then hit "Accept Change" or "Reject Change" from the contextual menu.

Before you submit your final piece, make sure that all changes have been accepted or rejected, all comments are deleted, and Track Changes is turned off.