Need to Manage Drafts/Revisions to Your Papers? Word’s Track Changes, Commenting, and Compare Tools Can Help!

This document provides instructions for using some of the tools available in Microsoft Word to assist in reviewing documents as well as managing revisions.

Track Changes

The Track Changes feature allows you to make, view, and manage revisions by author. The document owner can accept a change to incorporate it into the final version or reject a change to disregard it.

To use Track Changes,

1. From the **Review** tab, in the Tracking group, click **Track Changes**.

2. Make the desired changes by inserting, deleting, moving, or formatting text or graphics.

3. A Track Changes indicator can be added to the status bar, allowing you to quickly see/change if Track Changes is on/off.
a. To add the Track Changes indicator to the status bar, right-click the status bar and click to place a checkmark by Track Changes.

b. The status bar now indicates whether Track Changes is turned on or off. To switch, simply click the indicator.

4. Please note that turning Track Changes off does not eliminate the tracked changes in your document. To ensure that there are no more tracked changes in your document, be sure that all changes are showing, and then use the Accept or Reject commands for each change in the document.

To change the Track Changes options,

1. You can change the color and other formatting that Word uses to mark changed text and graphics by clicking the arrow next to Track Changes and then clicking Change Tracking Options.
2. You can view all changes, including deletions, inline instead of inside balloons that appear in the margins of your document. To show changes inline, in the Tracking group, click Balloons, and then click Show all revisions inline. When you click Show all revisions inline, all of the revisions and comments in the document appear inline.

3. To highlight the margin area where all balloons appear, click Markup Area Highlight under Show Markup.

To review a summary of tracked changes,

1. Turn on the Reviewing Pane to display all of the changes that currently appear in your document, the total number of changes, and the number of changes of each type. The Reviewing Pane also allows you to read long comments that do not fit within a comment bubble.

2. On the Review tab, in the Tracking group, click Reviewing Pane to view the summary at the side of your screen. To view the summary across the bottom of your screen instead of on the side of your screen, click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal.

   a. If necessary, click Show Detailed Summary to view the number of each type of change.

To review each tracked change and comment in sequence,

1. On the Review tab, in the Changes group, click Next or Previous.

2. For each change, click Accept or Reject.
3. To accept or reject all changes at once, on the Review tab, in the Changes group, click the arrow below Accept or Reject and click Accept/Reject All Changes in Document.

4. Use the Reviewing Pane to ensure all tracked changes are accepted or rejected. The summary section at the top of the Reviewing Pane displays the exact number of tracked changes that remain in your document.

To review changes by type of edit or by a specific reviewer,

1. On the Review tab, in the Tracking group, click the arrow next to Show Markup.

2. Clear all check boxes except for the ones next to the types of changes that you want to review.

3. Or point to Reviewers, and then clear all check boxes except for the ones next to the names of the reviewers whose changes you want to review.

To hide tracked changes in a document,
1. On the **Review** tab, in the **Tracking** group, the **Display for Review** box indicates the current viewing mode.

2. If you click **Final** or **Original**, tracked changes are hidden. To display them, select **Final Showing Markup** or **Original Showing Markup**.

Be sure to remove all tracked changes in a document before sharing the final copy with others. Merely hiding tracked changes in your copy does **NOT** prevent others from viewing the changes. To check your document for tracked changes,

1. Open the document you want to inspect for tracked changes.
2. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Inspect Document**.
3. In the **Document Inspector** dialog box, click **Inspect**.
4. Review the inspection results. If Document Inspector finds comments and tracked changes, you are prompted to click **Remove All** next to **Comments, Revisions**.
5. Click Reinspect or Close.

To print a document with tracked changes,

1. Display the tracked changes the way that you want them to appear in the printed document using the Show Markup or Display for Review options.

2. From the Microsoft Office Button, click Print.

3. In the Print dialog box, in the Print what box,
   a. Choose Document showing markup to print the tracked changes.
   b. Choose List of markup to print a list of the tracked changes.
c. Choose **Document** to hide tracked changes.

4. If you choose to print tracked changes, Word chooses the zoom level and page orientation to best display the tracked changes. To adjust the layout for printing tracked changes:
   a. On the **Review** tab, in the **Tracking** group, click the arrow next to **Track Changes**, and then click **Change Tracking Options**.
   b. Under **Balloons**, in the **Paper orientation in printing** list, click one of the following:
      i. **Auto**: When you select this option, Word decides the orientation that will provide the best layout for your document.
      ii. **Preserve**: When you select this option, Word prints the document with the orientation that is specified in the **Page Setup** dialog box.
iii. **Force Landscape**: When you select this option, the orientation is landscape and the most room is allowed for balloons.

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**Working with Comments**

A comment is a note or annotation that an author or reviewer adds to a document. They are a great way to make a suggestion without actually altering the text. Comments are displayed in balloons in the margin of the document or in the Reviewing Pane.

To insert a comment,

1. Select the text upon which you want to comment.
2. From the **Review** tab, in the **Comments** group, click **New Comment**.
3. Type the comment in the balloon.
4. To respond to a comment, click its balloon, and then click New Comment in the Comments group. Type your response in the new comment balloon.

To edit a comment,

1. Click in the comment balloon and make the desired changes.

To delete a comment,

1. **Right-click** the comment and choose Delete Comment.

2. Or click the comment balloon and click the Delete button on the Review tab.

3. To delete all comments, click the **dropdown arrow under the Delete** button on the Review tab and choose Delete All Comments in Document.

4. As with tracked changes, all comments should be deleted (not merely hidden) before sharing the final version with others.

Comments can be printed in the same way as tracked changes. (See page 6.)

**Tri-Pane Review Panel**

When you send a draft of a document to others for their input, Word 2007 helps you efficiently collect and manage their revisions. You can combine the documents two at a time until all the changes have been incorporated into a single document. While you are combining documents, Word will display for you both versions of the document, with the changes clearly marked in a third version.
To turn on the tri-pane review panel,

1. On the Review tab, in the Compare group, click Compare.

![Image of the Review tab with Compare highlighted]

2. To compare two versions of a document (the original and the revised one), click Compare. To combine multiple versions of a document, click Combine. (Combine allows you to repeat the following steps until all versions of the document have been combined.)

3. Under Original document, browse for the document into which you want to combine the changes from multiple sources. Under Revised document, browse for the document that contains the changes by one of the reviewers.

![Image of the Compare Documents dialog box]

4. Click More.

5. Under Show changes, select the options for what you want to compare in the documents.

![Image of the Compare Documents dialog box with Show changes options selected]

6. To retain the integrity of the original document while revisions are being considered, under Show changes in, click New document. Or to merge all revisions into the original document, click Original document.
7. Click OK.

8. Repeat steps 1-7, as needed, until all revisions are merged.

9. To change which documents appear on the screen, in the Compare group, click Hide Source Documents or Show Source Documents.

10. Please note that Word can store only one set of formatting changes at a time. Therefore, when you merge multiple documents, you may be prompted to decide whether you want to keep the formatting from the original document or use the formatting from the edited document. If you do not need to track formatting changes, you can clear the Formatting check box in the Compare and Merge Documents dialog box (see Step 5 on Page 10).