**Word 2016**
**Track Changes and Comments**

# Introduction

Let's say someone asks you to proofread or collaborate on a document. If you had a printed copy, you might use a red pen to cross out sentences, mark misspellings, and add comments in the margins. Word allows you to do all of these things electronically using the **Track Changes** and **Comments** features.

Optional: Download our **practice document**.

Watch the video below to learn more about Track Changes and Comments.

*Video removed from printing pages

## Understanding Track Changes

When you turn on **Track Changes**, every change you make to the document will appear as a colored **markup**. If you delete text, it won't disappear—instead, the text will be **crossed out**. If you add text, it will be **underlined**. This allows you to see edits before making the changes permanent.
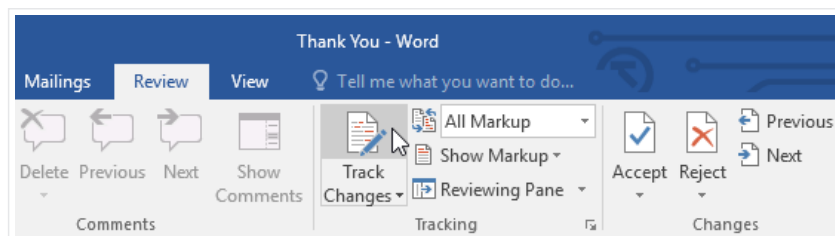


If there are multiple reviewers, each person will be assigned a different markup color.

## To turn on Track Changes:

1   From the **Review** tab, click the **Track Changes** command.



2   Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your companyQuality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

# Reviewing changes

Tracked changes are really just suggested changes. To become permanent, they must be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.
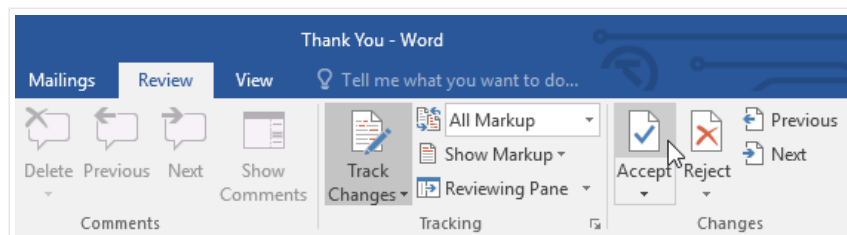
## To accept or reject changes:

1   Select the change you want to accept or reject.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your companyQuality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

2   From the **Review** tab, click the **Accept** or **Reject** command.

3   The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed all of them.

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at your companyQuality Furnishings. I would love the chance to work in such a productive and very supportive atmosphere.

4   When you're finished, click the **Track Changes** command to **turn off** Track Changes.
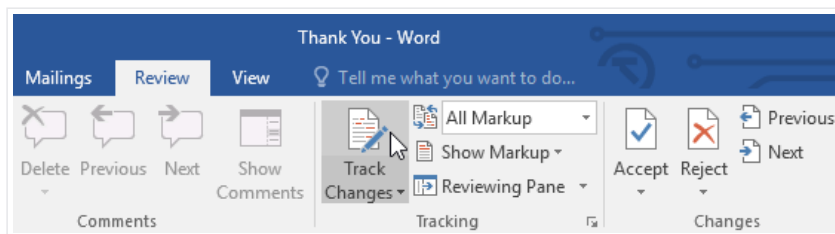


To accept all changes at once, click the **Accept** drop-down arrow, then select **Accept All**. If you no longer want to track your changes, you can select **Accept All and Stop Tracking**.
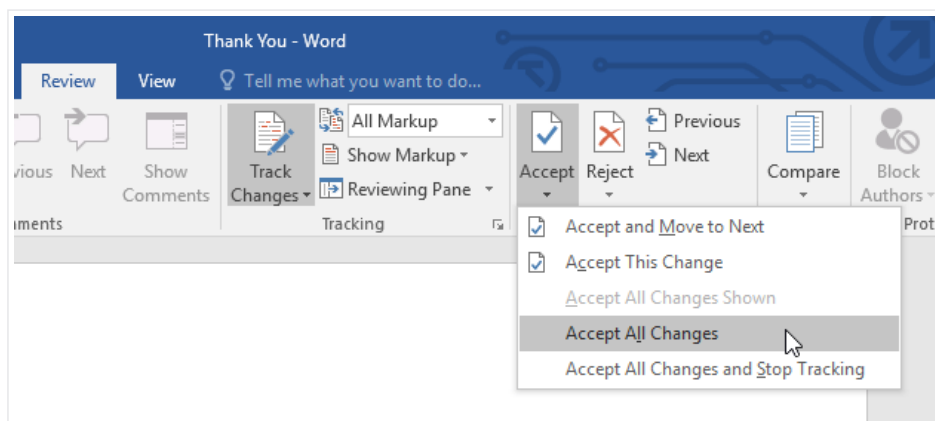


# Track Changes viewing options

If you have a lot of tracked changes, they may become distracting if you're trying to read through a document. Fortunately, Word provides a few ways to customize how tracked changes appear:

- **Simple Markup**: This shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.

- **All Markup**: This shows the final version with inline markups.

- **No Markup**: This shows the final version and hides all markups.

- **Original**: This shows the original version and hides all markups.

## To hide tracked changes:

1   From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command.
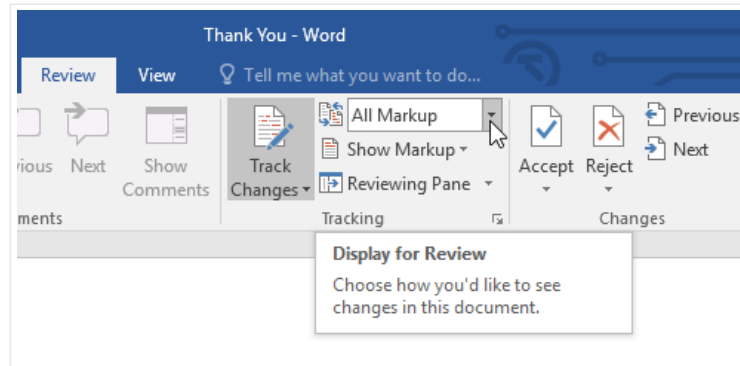
2    Select the desired option from the drop-down menu. In our example, we'll select **No Markup** to preview the final version of the document before accepting the changes.
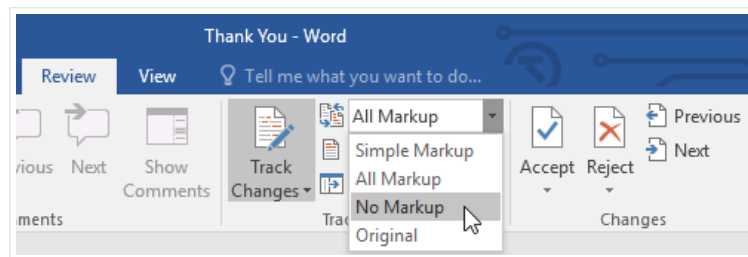
You can also click the marker in the left margin to switch between **Simple Markup** and **All Markup**.
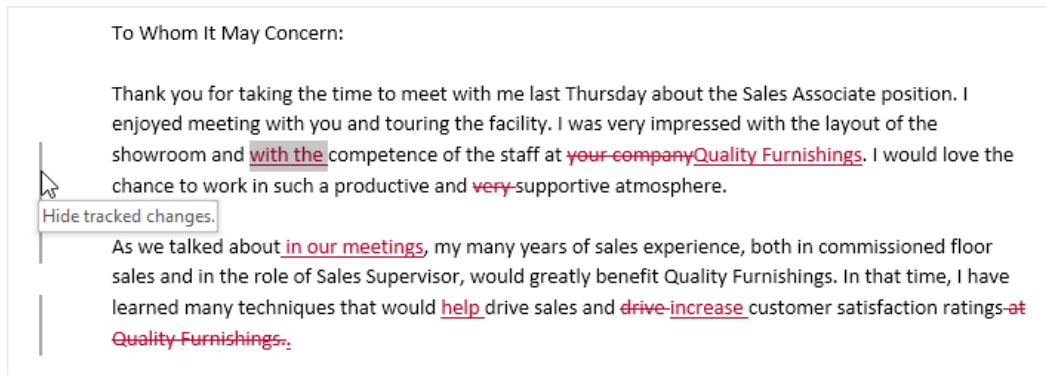
Remember that hiding Track Changes is not the same as **reviewing changes**. You will still need to **accept** or **reject** the changes before sending out the final version of your document.
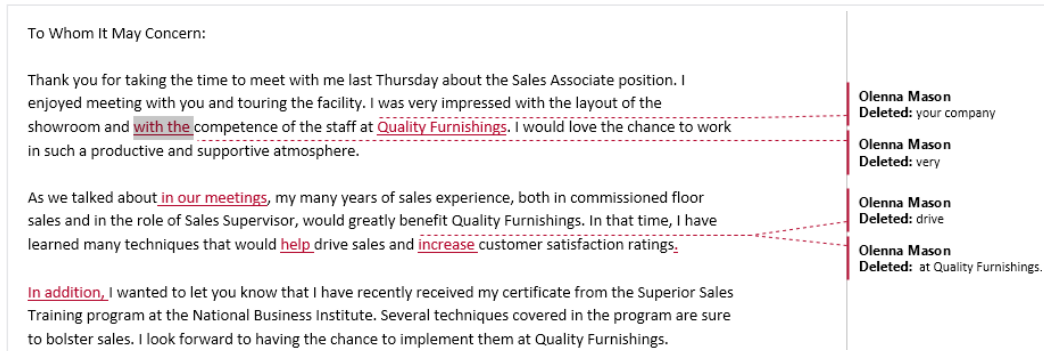
## To show revisions in balloons:

By default, most revisions appear **inline**, meaning the text itself is marked. You can also choose to show the revisions in **balloons**, which moves most revisions to the right margin. Removing inline markups can make the document easier to read, and balloons also give you more detailed information about some markups.

1    From the **Review** tab, click **Show Markup > Balloons > Show Revisions in Balloons**.
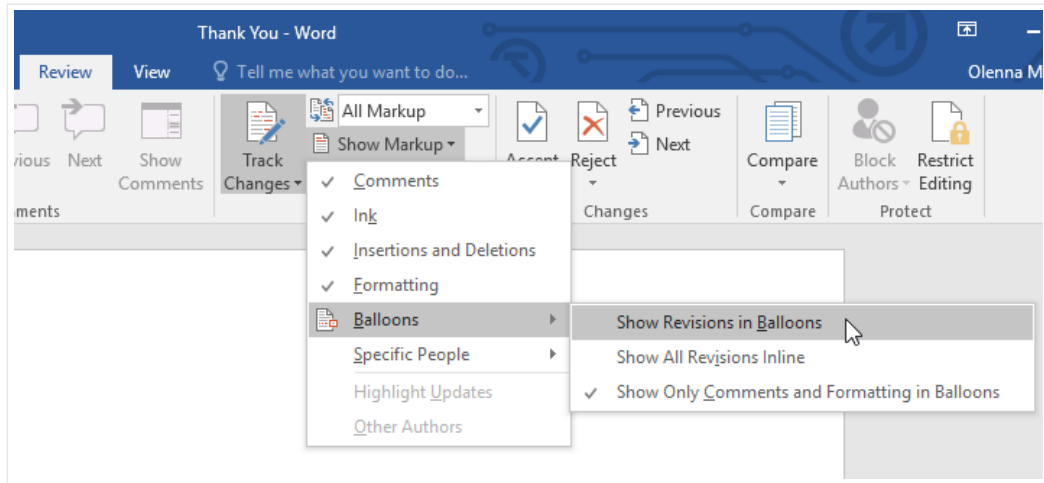
2   Most revisions will appear in the right margin, although any added text will still
    appear inline.



To go back to **inline** markups, you can select either **Show All Revisions Inline** or
**Show Only Comments and Formatting in Balloons**.

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# Comments

Sometimes you may want to add a **comment** to provide feedback instead of editing a document. While it's often used in combination with Track Changes, you don't necessarily need to have Track Changes turned on to add comments.
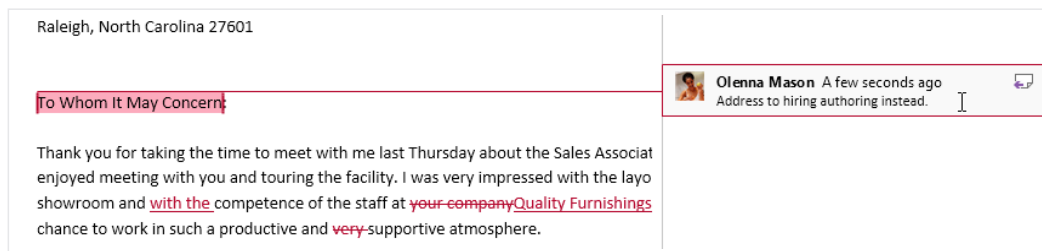
## To add comments:

1   **Highlight some text**, or place the **insertion point** where you want the comment to
    appear.
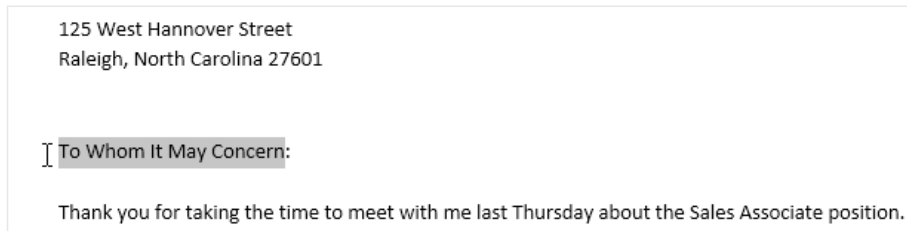
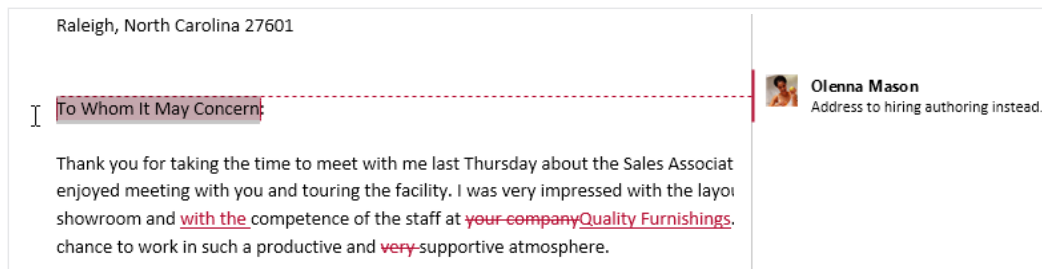2    From the **Review** tab, click the **New Comment** command.
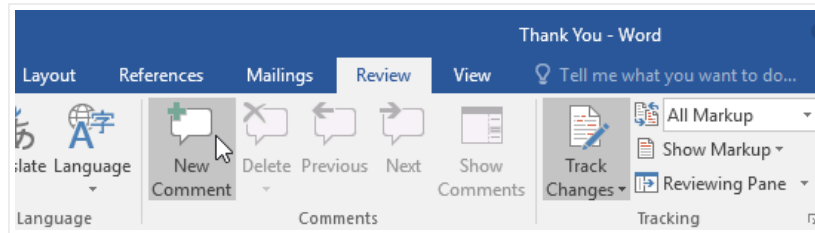


3    Type your comment. When you're done, you can close the comment box by pressing the **Esc** key or by clicking anywhere outside the comment box.
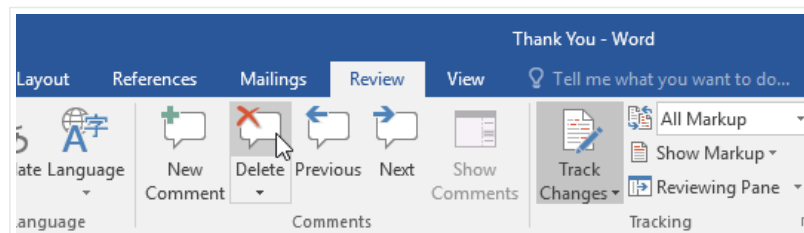


# To delete comments:
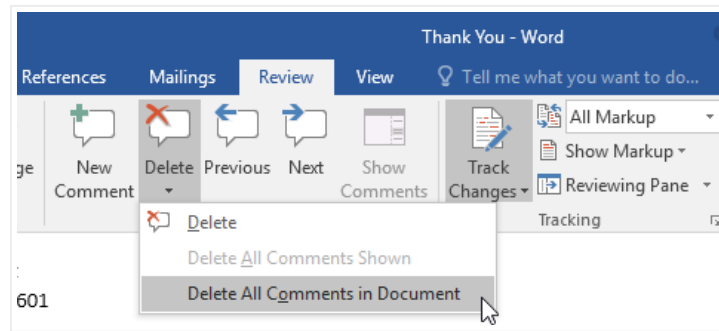
1    Select the comment you want to delete.



2    From the **Review** tab, click the **Delete** command.



3    The comment will be deleted.

To delete all comments, click the **Delete** drop-down arrow and select **Delete All Comments in Document**.



# Comparing documents

If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document (the documents must also have different file names).

## To compare two documents:

1   From the **Review** tab, click the **Compare** command, then select **Compare** from the drop-down menu.
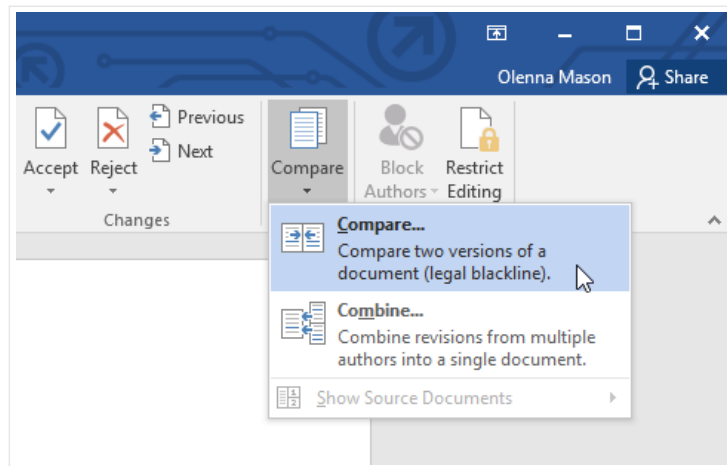


2   A dialog box will appear. Choose your **Original document** by clicking the drop-down arrow and selecting the document from the list. If the file is not in the list, click the **Browse** button to locate it.

3   Choose the **Revised document**, then click **OK**.
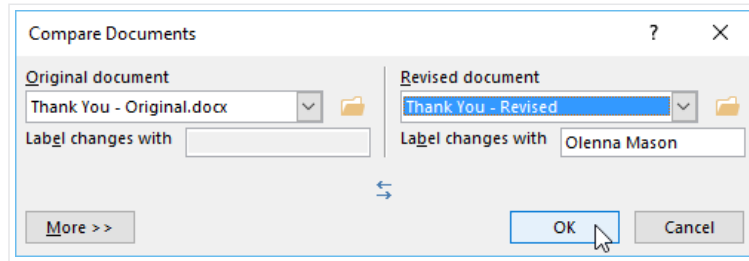
4   Word will compare the two files to determine what was changed and then create a new document. The changes will appear as colored **markups**, just like **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.
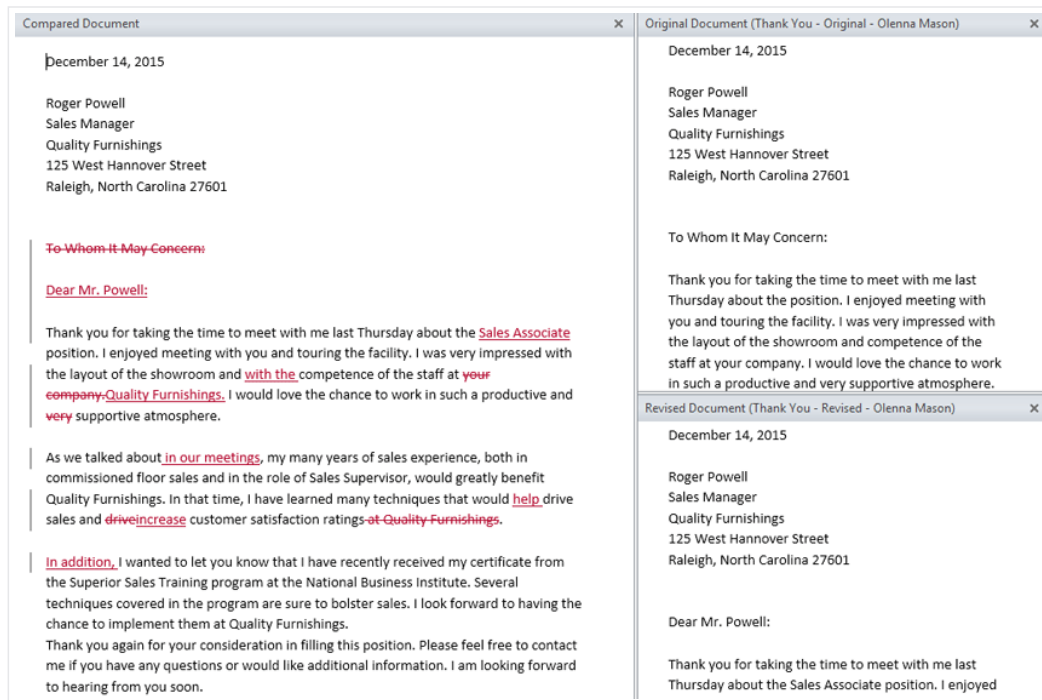


# Challenge!

1   Open our **practice document**.

2   Turn on **Track Changes** and show **All Markup**.

3   In the **Tracking** group, choose **Show Revisions in Balloons**.

4   In the first paragraph, edit the second sentence so it reads **It was a pleasure to meet with you and tour the facility.**

5   In the second paragraph, change the word **techniques** to **strategies**.

6   Change the **font** of the letter to **Cambria, 12 pt**.

7   In the third paragraph, select the words **Thank you** and insert a **comment** that says **Put this on the same line as Quality Furnishings.**

8   At this point, your letter should look something something like this (**Note:** The markup color may vary):

December 14, 2015

Roger Powell
Sales Manager
Quality Furnishings
125 West Hannover Street
Raleigh, North Carolina 27601

To Whom It May Concern:

Thank you for taking the time to meet with me last Thursday about the position. It was a pleasure to meet with you and tour the facility. I was very impressed with the layout of the showroom and competence of the staff at your company. I would love the chance to work in such a productive and very supportive atmosphere.

As we talked about, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many strategies that would drive sales and drive customer satisfaction ratings at Quality Furnishings.

I wanted to let you know that I have recently received my certificate from the Superior Sales Training program at the National Business Institute. Several techniques covered in the program are sure to bolster sales. I look forward to having the chance to implement them at Quality Furnishings.
Thank you again for your consideration in filling this position. Please feel free to contact me if you have any questions or would like additional information. I am looking forward to hearing from you soon.

Sincerely,

Julia Fillory
(919) 555-1234
jfillory@hotmail.com

**Author**
Formatted: Font: Cambria, 12 pt

**Author**
Deleted: I enjoyed meeting with you and touring the facility

**Author**
Deleted: techniques

**Author**
Put this on the same line as Quality Furnishings.

**Author**
Formatted: Font: Cambria, 12 pt

9   Click the **Accept** drop-down arrow and select **Accept All Changes and Stop Tracking**.