# Microsoft Word Track Changes

**This document is provided for your information only. You SHOULD NOT upload a document into iMedRIS that contains tracked changes. You can choose to use track changes for your own purposes, but before you upload a revised document into iMedRIS, you must accept all changes and turn track changes off. If you need assistance in using iMedRIS to "check in" your revised document, please call the IRB for help or consult page 9 of our guide "Guide to Using the New Application (Form 1) PI Response form" located on our website at** http://www.uthsc.edu/research/compliance/irb/researchers/tools-guides.php **.**

Track Changes is a way for Word to keep track of the changes that you make to a document. Then you can choose to accept or reject those changes. Track changes is also known as redline or redlining. This is because some users traditionally draw a vertical red line in the margin to show that some text has changed.
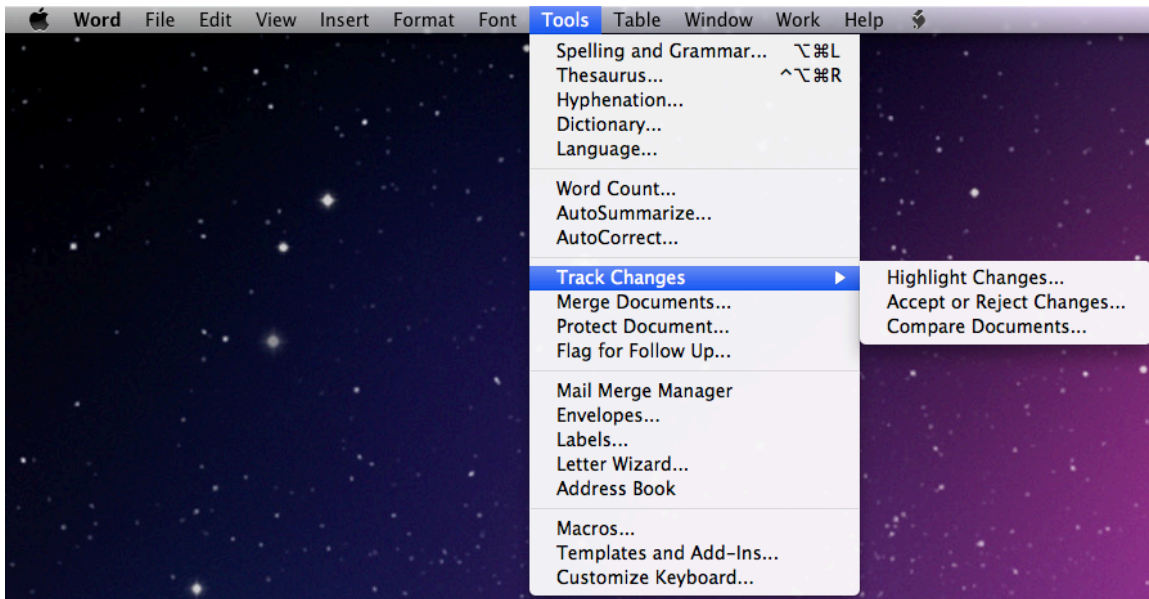
**How to turn track changes on and off** (that is to tell Word to track each change you make in your document), do one of the following:

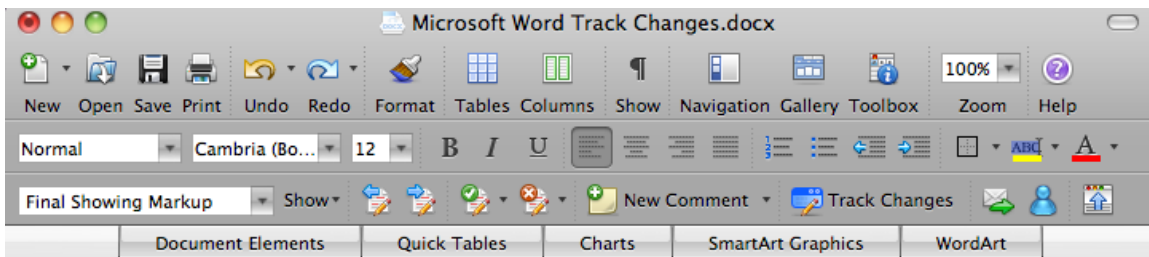1.    In Word 2007: Click the **Review** tab > **Track Changes**
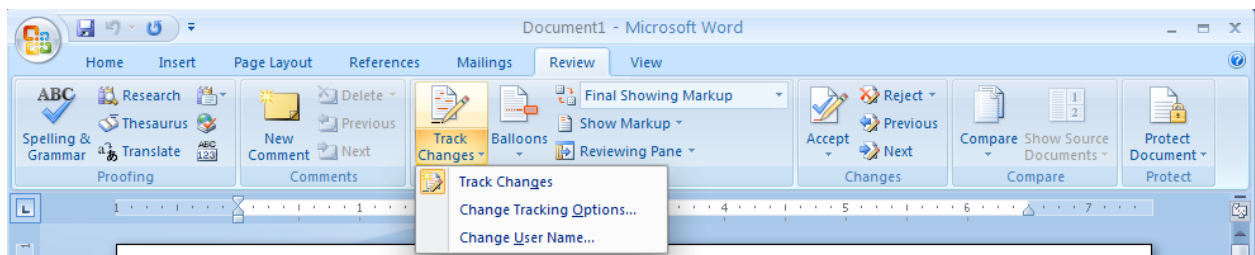


**OR**

2.    In Word 2007 for Macs:  **Tools > Track Changes > Highlight Changes**

**OR**

3. In Word 2007 for Macs: Click the **Track Changes** in the toolbar (bottom right of tool bar)
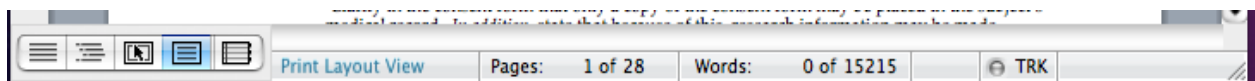


**OR**

4. In all versions of Word: Ctrl-E (that's Ctrl + Shift + e)

**OR**

5. In all versions of Word Double on **TRK** in the menu bar at the bottom of the screen. When TRK is grayed out, track changes is turned off. When **TRK** is bold or you see a blue dot next to it, it is turned on.
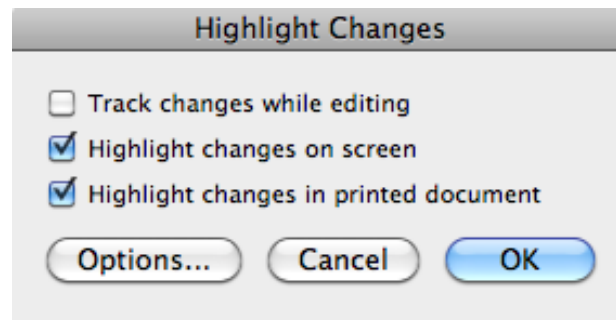
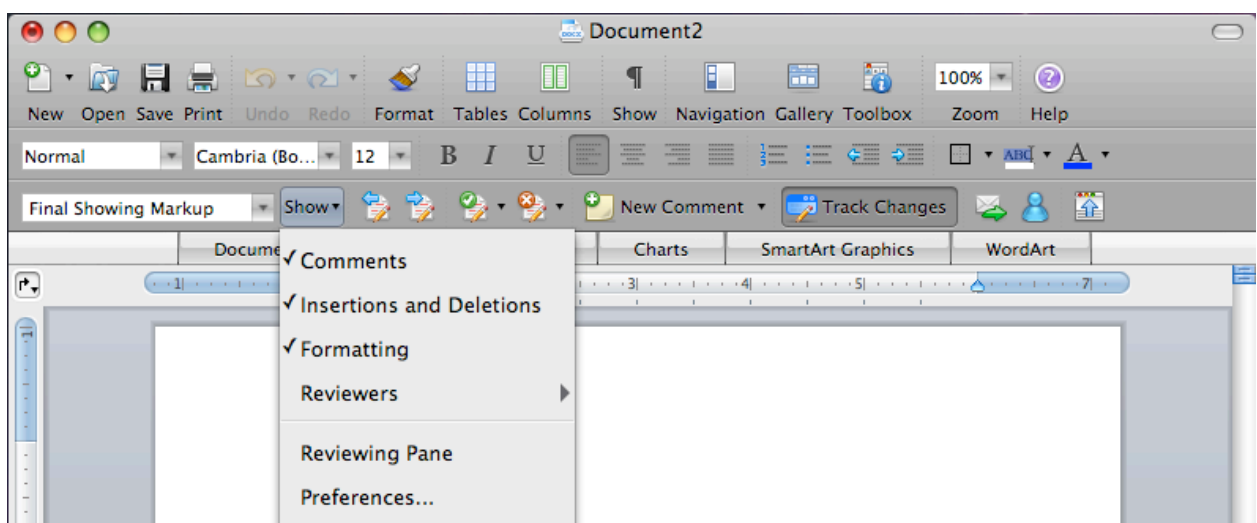**How to display the tracked changes** (that is to see the tracked changes in your document)

1.  In Word 2007: Click the **Review** tab > **Track Changes** > **Change Tracking Options**
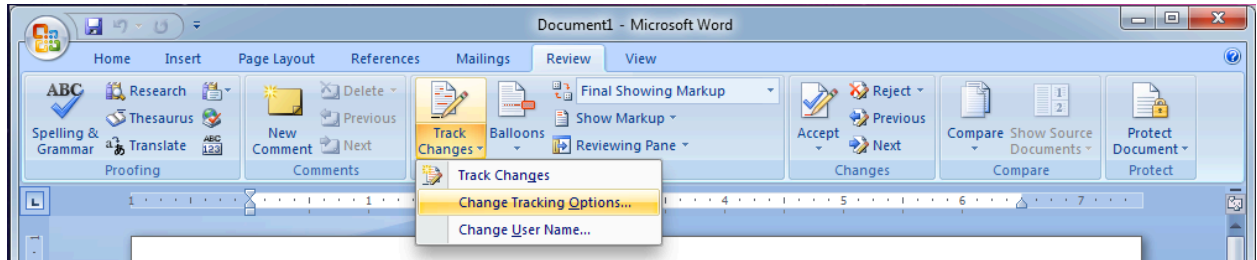


2.  In Word 2007 for Macs:  **Tools > Track Changes > Highlight Changes** > **Highlight changes on screen**



3.  In Word 2007 for Macs: in the **Reviewing** toolbar, click **Show** and select the types of changes you would like highlighted.

4. In Word 2002 and 2003, on the **Reviewing** toolbar, choose **Final with Markup** or **Original with Markup**. This will show you what changes have been made. If you are using balloons to display track changes (there's information about balloons, below), then:

- Original Showing Markup displays insertions in balloons.
- Final Showing Markup displays deletions in balloons.

5. In Word 2000 and earlier, **Tools > Track Changes > Highlight Changes**. Tick **Highlight Changes on Screen**.

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## How to control how Word displays tracked changes

1. In Word 2007: Click the **Review** tab > **Track Changes** > **Change Tracking Options**
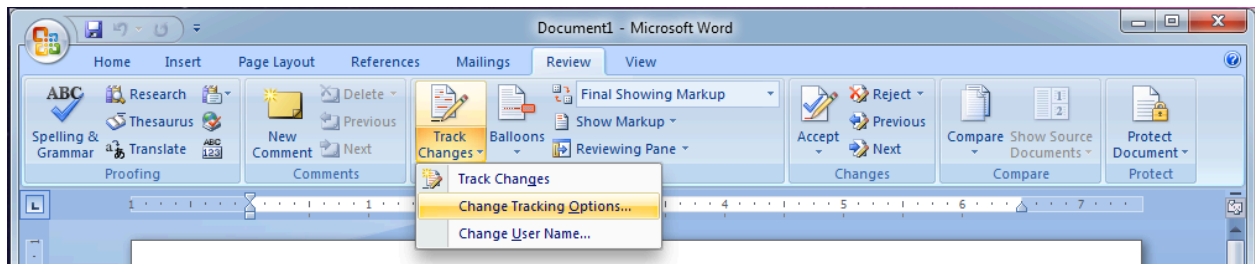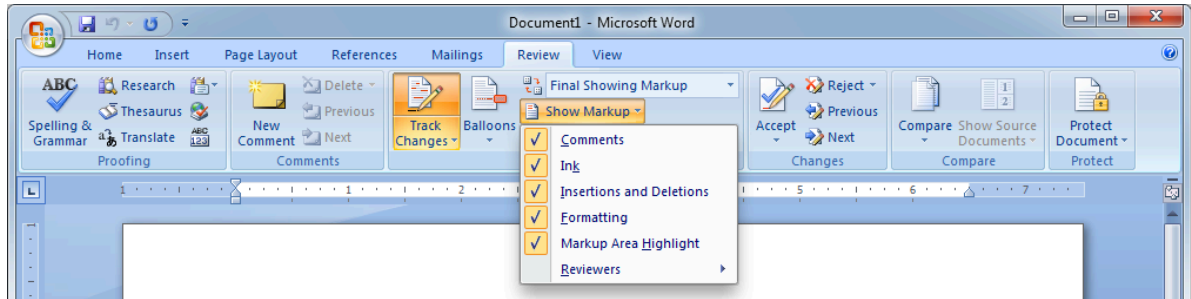


1. In Word 2007 for Macs: **Tools > Track Changes > Highlight Changes** > **Options** (select appropriate options)
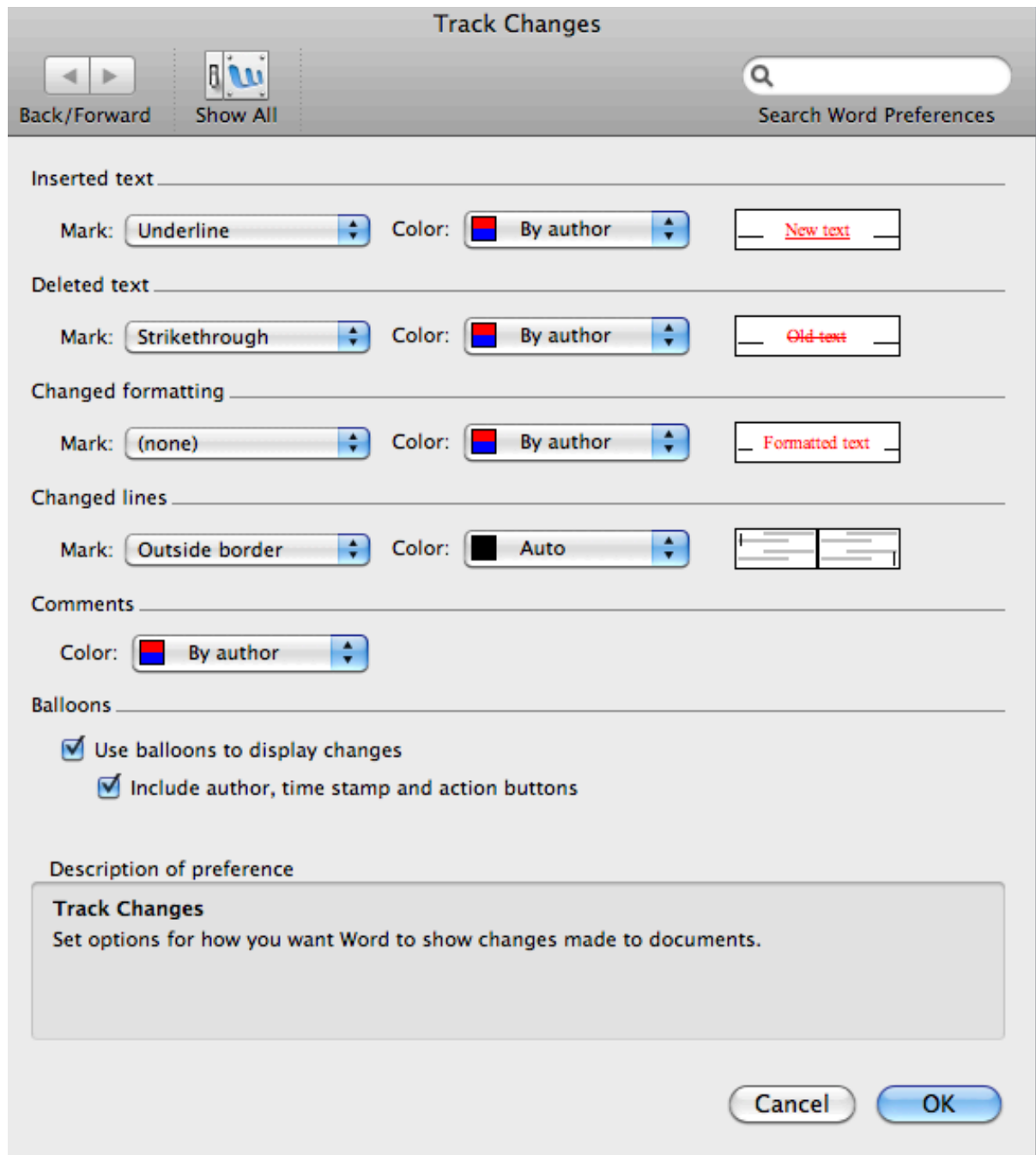
3. **Tools > Options**. Click the **Track Changes** tab. Here you choose how to display tracked changes when you are displaying tracked changes.

**How to hide (but not delete) track changes** (that is to turn off the display of tracked changes) There are several ways to do this, depending on what you need:
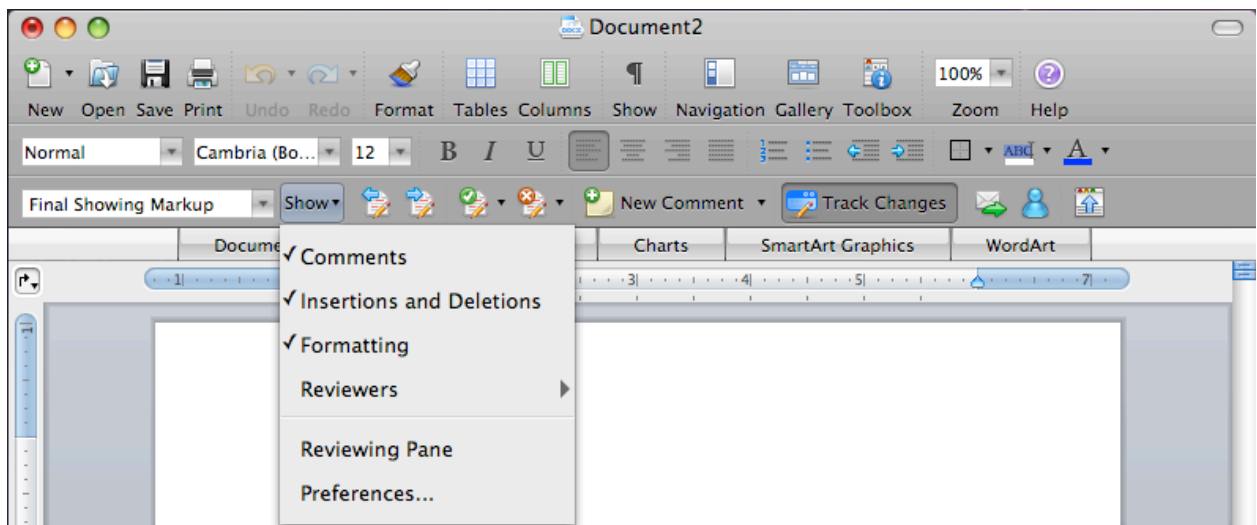
1.  In Word 2007: Click the **Review** tab **> Show Markup (un-check the items you wish to hide**



2.  In Word 2007 for Macs:  **Tools > Track Changes > Highlight Changes > Highlight changes on screen**
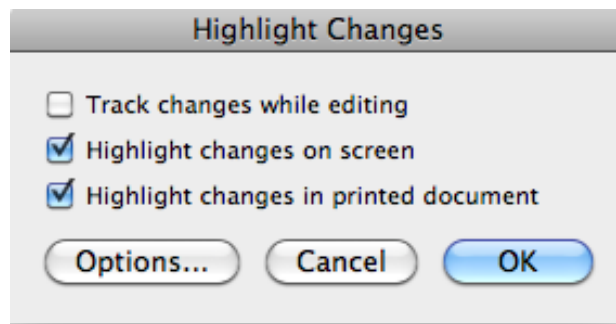


3.  In Word 2007 for Macs: in the **Reviewing** toolbar, click **Show** and un-tick the items you would like to hide.

4. In Word 2002 and 2003, on the **Reviewing** toolbar, choose **Final**. This displays your document as if you had *accepted* all the tracked changes in the document. It hides (but does not remove) the tracked changes.

5. In Word 2002 and 2003, on the **Reviewing** toolbar, choose **Original.** This displays your document as if you had *rejected* all the tracked changes in the document. It hides (but does not remove) the tracked changes.

6. In earlier versions of Word, **Tools > Track Changes > Highlight Changes**. Un-tick **Highlight Changes on Screen**. This displays your document as if you had *accepted* all the tracked changes. It hides (but does not remove) the tracked changes.

But... if you turn off the *display* of tracked changes, it doesn't mean they're not there. The tracked changes are just hidden. Anyone could open your document and choose to view your tracked changes. To remove the tracked changes from your document, read on...
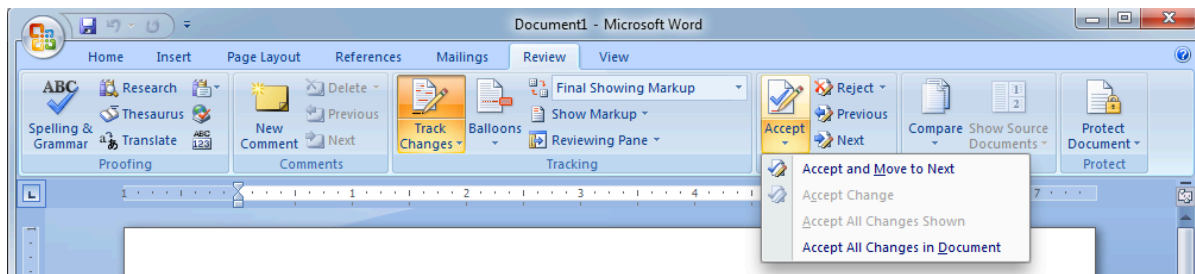
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## How to remove tracked changes

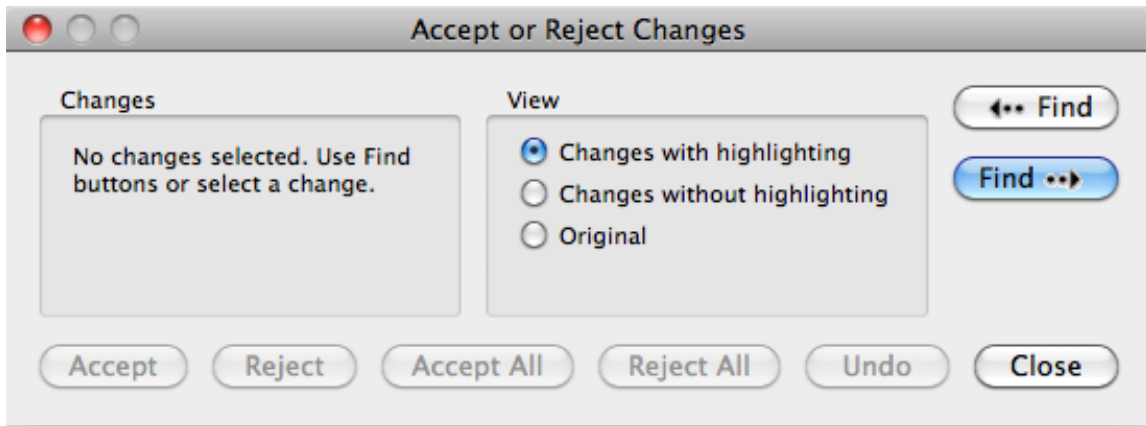## How to delete tracked changes from your document

To delete a tracked change, either accept it or reject it.

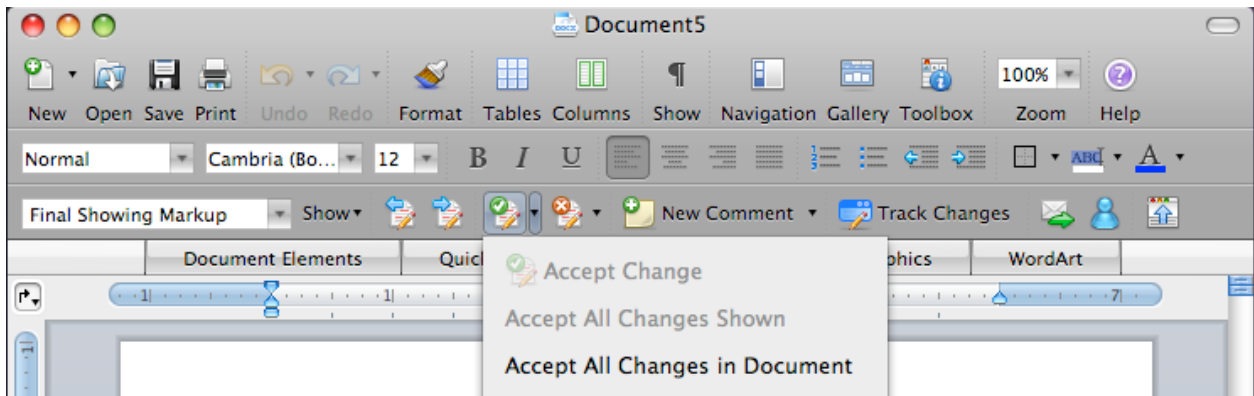## How to accept or reject one tracked change

1. In Word 2007: Click the **Review** tab > **Accept > Accept and Move to Next** (alternatively, you may Reject the change and move to Next)



2. In Word 2007 for Macs: **Tools > Track Changes > Accept or Reject Changes > Accept**
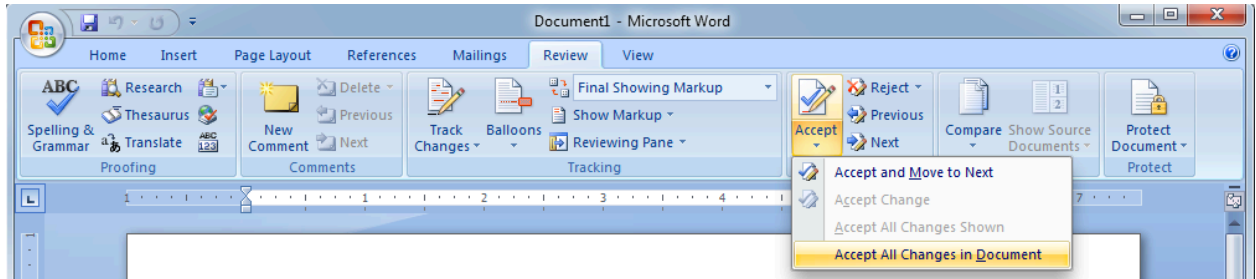
3. In Word 2007 for Macs: in the **Reviewing** toolbar, find the icon with the green check with the paper and pencil and click the down arrow next to it to **Accept Change.** Alternatively, find the icon with the red X and paper and pencil, click the down arrow next to it to **Reject** a change.



4. To accept one tracked change in Word 2002 or Word 2003, click within the change and then on the **Reviewing** toolbar, click the **Accept Change** button (it's the one with the blue tick). Or, right-click on the tracked change and choose **Accept Insertion** or **Accept Deletion** or **Accept Format Change** etc.

5. To reject (i.e. delete) one tracked change in Word 2002 or Word 2003, on the **Reviewing** toolbar, click the **Reject Change** button (it's the one with the red cross). Or, right-click on the tracked change and choose **Reject Insertion** or **Reject Deletion** or **Reject Format Change** etc.

6. In Word 2000 and earlier, **Tools > Track Changes > Accept or Reject Changes**. Click one of the Find buttons (with the green arrow) to go through the changes one by one. Accept or reject the change.

## How to accept or reject all tracked changes in the document in one step

1. In Word 2007: click the **Review** tab **> Accept > Accept All Changes in Document** (alternatively, you may Reject All Changes in the Document)



2. In Word 2007 for Macs: **Tools > Track Changes > Accept or Reject Changes > Accept All**
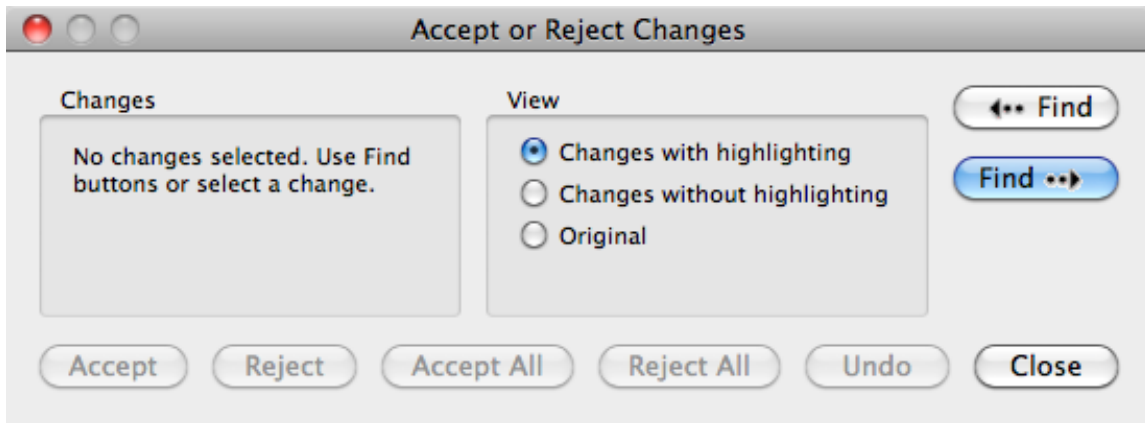


3. In Word 2007 for Macs: in the **Reviewing** toolbar, find the icon with the green check with the paper and pencil, click the down arrow next to this icon and select **Accept all changes in document**
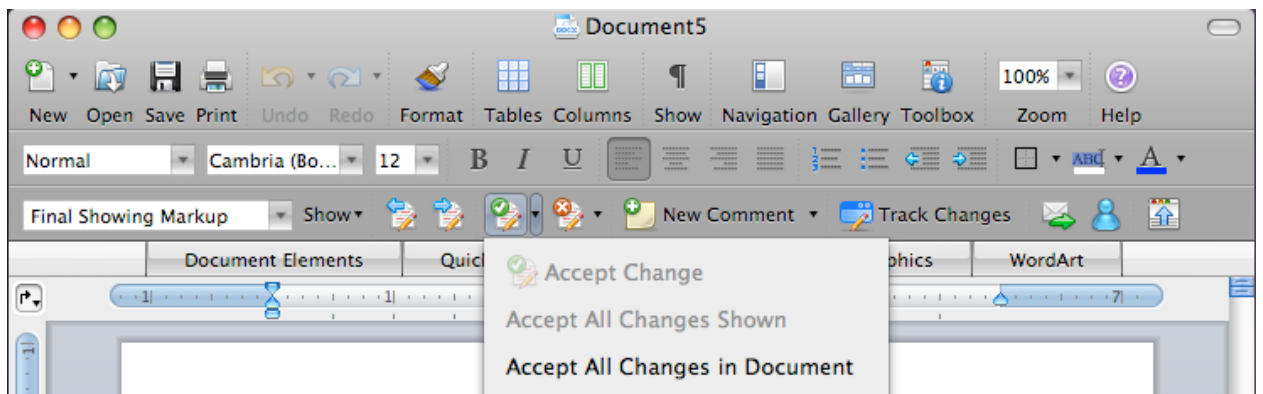
4. To accept all changes in Word 2002 or Word 2003: on the **Reviewing** toolbar, hover over the **Accept Change** button (the one with the blue tick). Click on the arrow you see to the right of the button. Choose **Accept all Changes in Document**.

5. To reject (or delete) all changes in Word 2002 or Word 2003: on the **Reviewing** toolbar, hover over the **Reject Change** button (the one with the red cross). Click on the arrow you see to the right of the button. Choose **Reject all Changes in Document**.

6. In Word 2000 and earlier, **Tools > Track Changes > Accept or Reject Changes**. You can choose to accept or reject all the changes in the document.
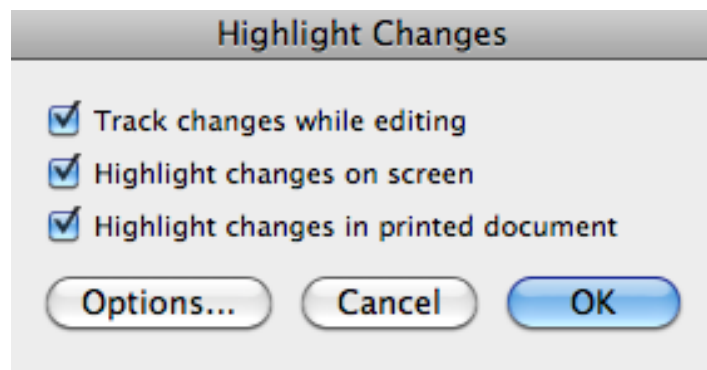
## Printing tracked changes

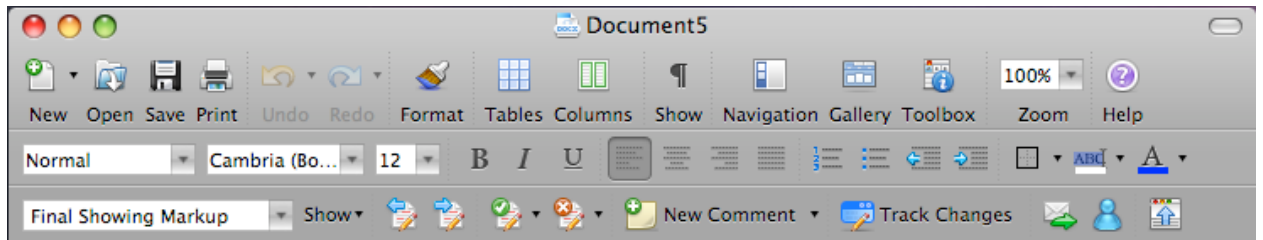## How to print out your document showing the tracked changes
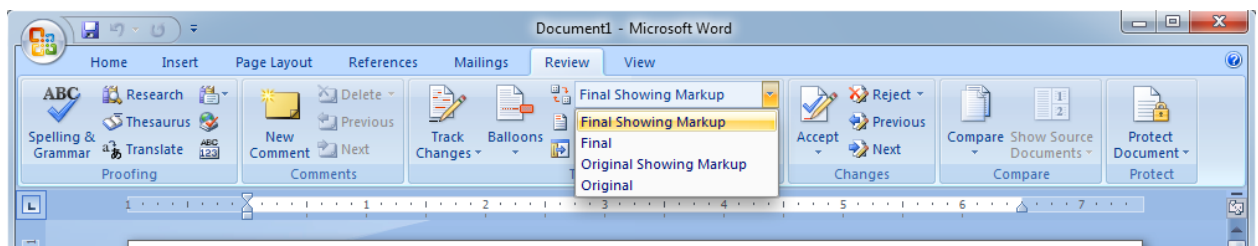
1. In Word 2007: click the **Review** tab **> Final Showing Markup**



2. In Word 2007 for Macs: **Tools > Track Changes > Highlight Changes > Highlight changes in printed document**
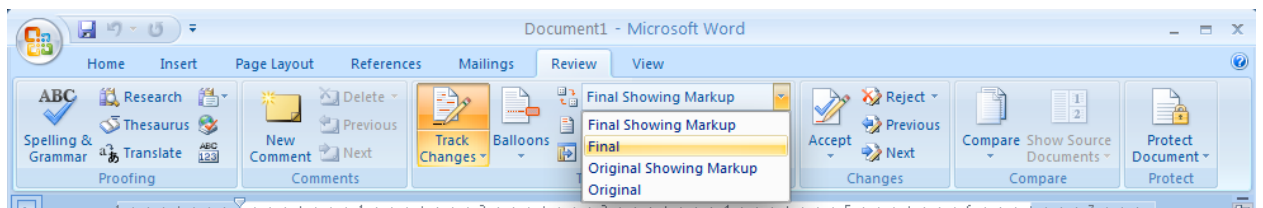


3. In Word 2007 for Macs: in the **Reviewing** toolbar, select **Final Showing Markup**
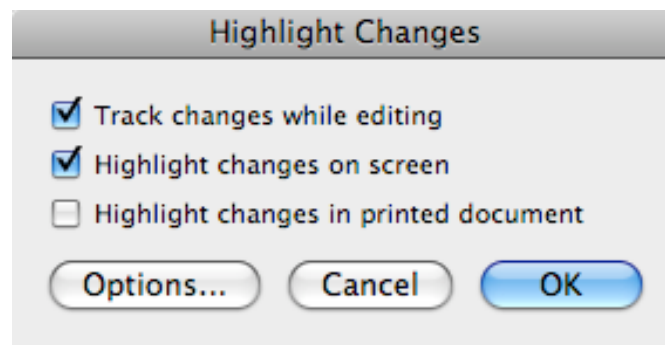
4. Word 2002 and 2003: **File > Print**. In the "Print What" box, choose **Document showing Markup.**

5. Word 2002 and before: **Tools > Track Changes > Highlight Changes**. Tick **Highlight Changes in Printed Document.**

## How to print out your document *without* showing the tracked changes
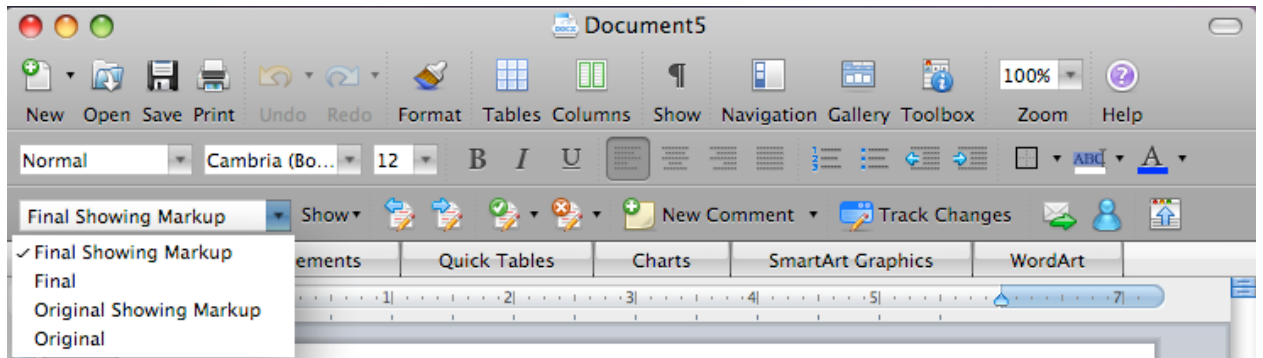
1. In Word 2007: click the **Review** tab **> Final Showing Markup.** Select **Final** from the drop-down menu.



2. In Word 2007 for Macs: **Tools > Track Changes.** Un-tick **Highlight changes in printed document**
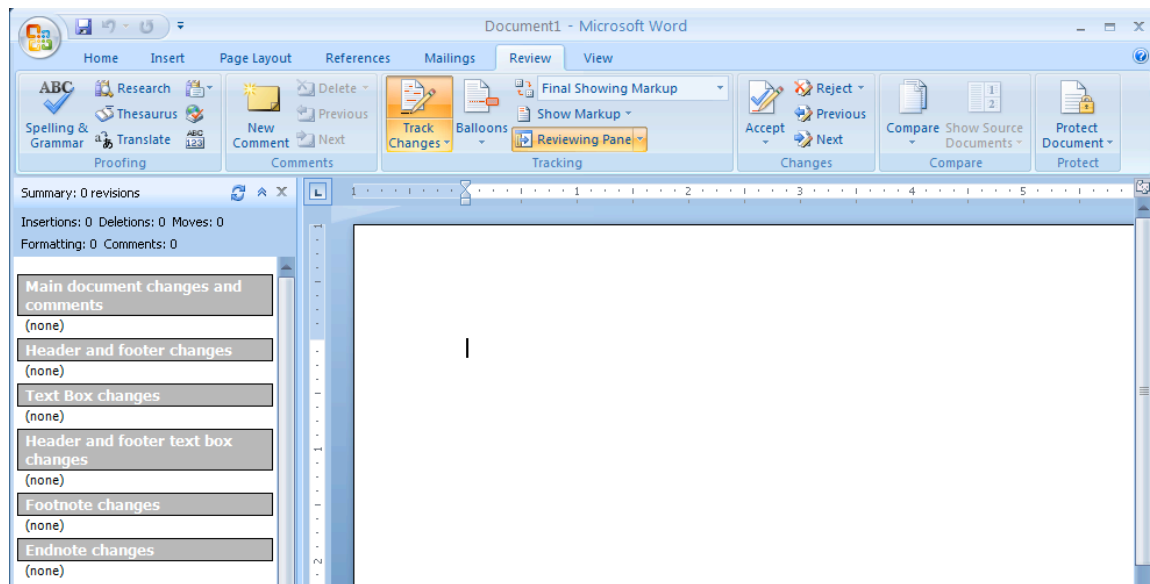


3. In Word 2007 for Macs: in the **Reviewing** toolbar, go to the box labeled **Final Showing Markup**, click the down arrow next to it and select **Final.**

4. Word 2002 and 2003: **File > Print**. In the "Print What" box, choose Document.

5. Word 2002 and before: **Tools > Track Changes > Highlight Changes**. Un-tick **Highlight Changes in Printed Document**

## How to print a list of the tracked changes in your document

1. In Word 2007: click the **Review** tab **> Review Pane**



2. In Word 2007 for Macs: **View > Toolbars > Reviewing (Reviewing toolbar).** From the Toolbar, select **Show > Reviewing Pane**
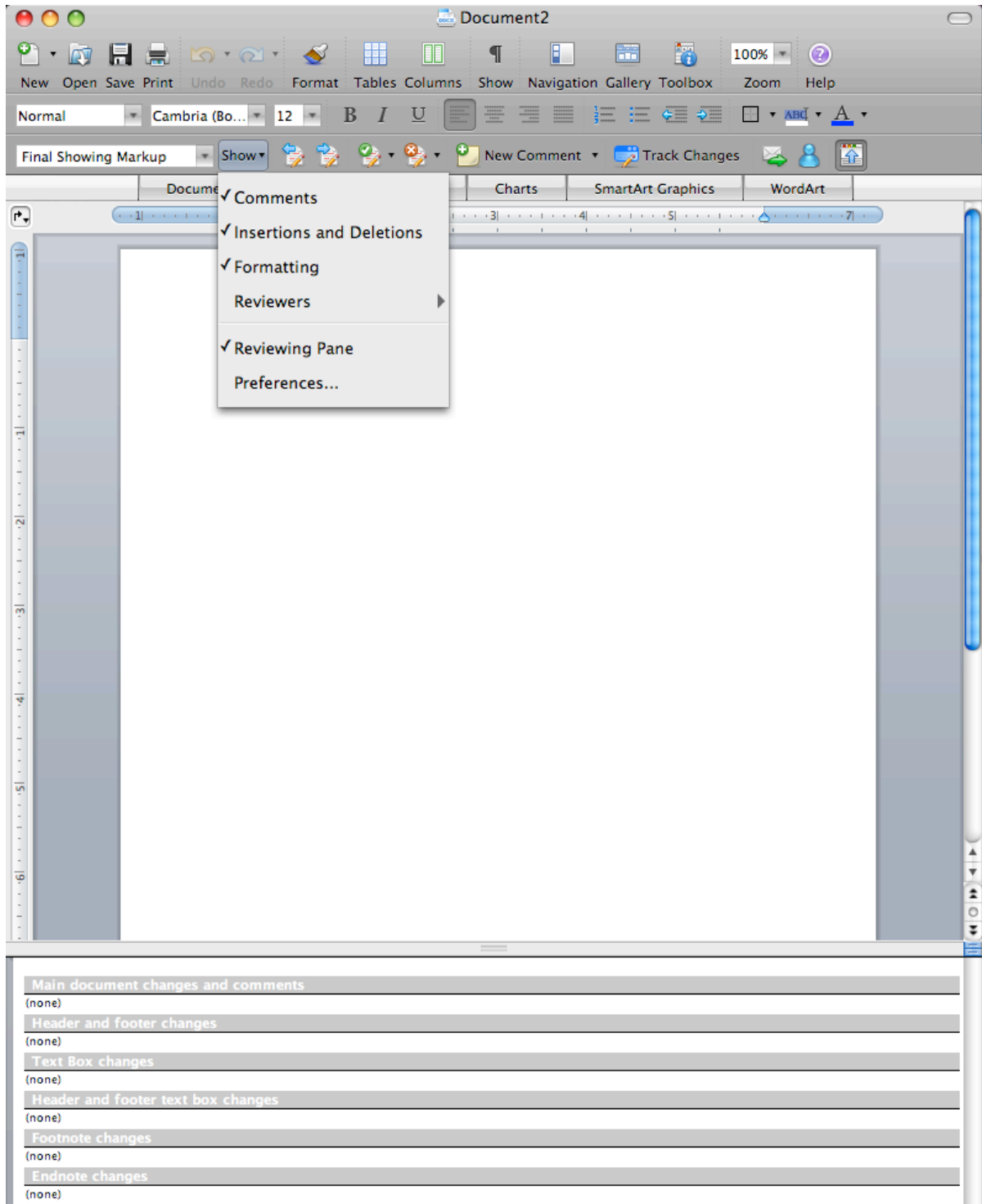
3. Word 2002 and 2003: **File > Print**. In the "Print What" box, choose List of Markup.

That functionality is not available in earlier versions of Word. But in earlier versions, you can print just the comments. **File > Print**. In the "Print What" box, choose Comments.

## Working with more than one author or reviewer: Who did what?

**How to see which changes were made by which author (also known as a reviewer)**

If several authors have reviewed the document while **Track Changes** was on, then you can identify the author (or reviewer) in several ways:

1. In Word 2007 and Word 2007 for Macs, if you show revisions as balloons in the margins of the document, the reviewer's name will appear in the balloon below the listed change.

2. In Word 2007: click the **Review** tab **> Track Changes > Change User Name**
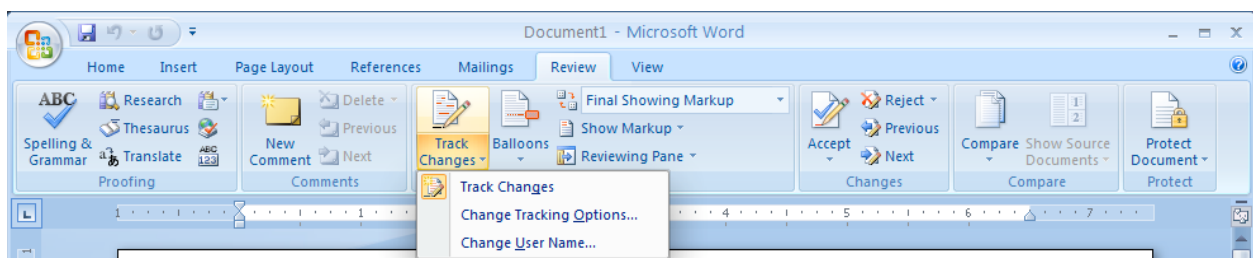


3. In Word 2007 for Macs: **View > Toolbars > Reviewing.** From the Toolbar, select **Show > Reviewers**
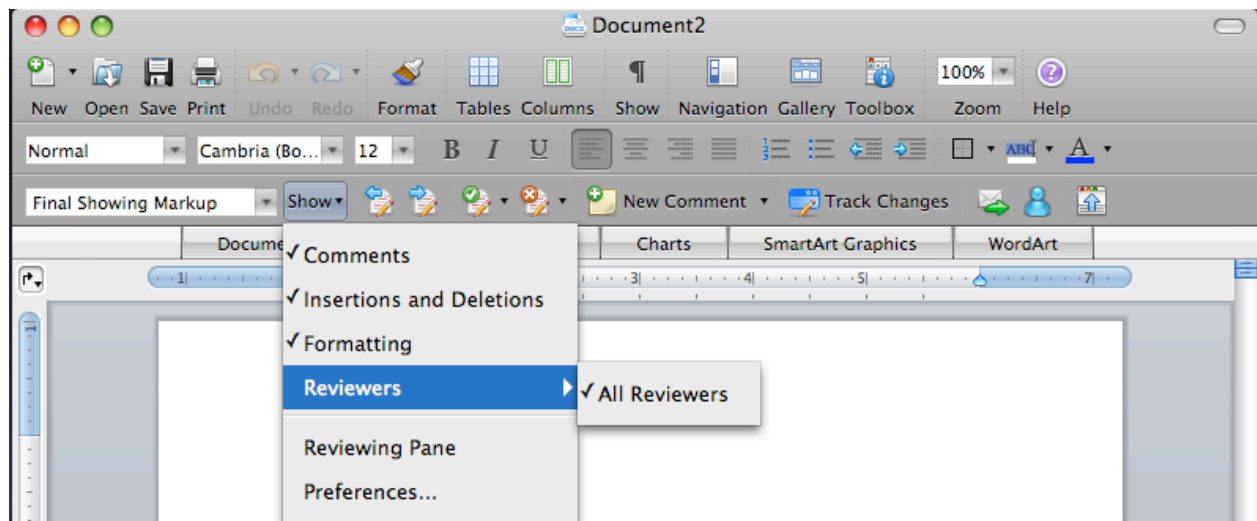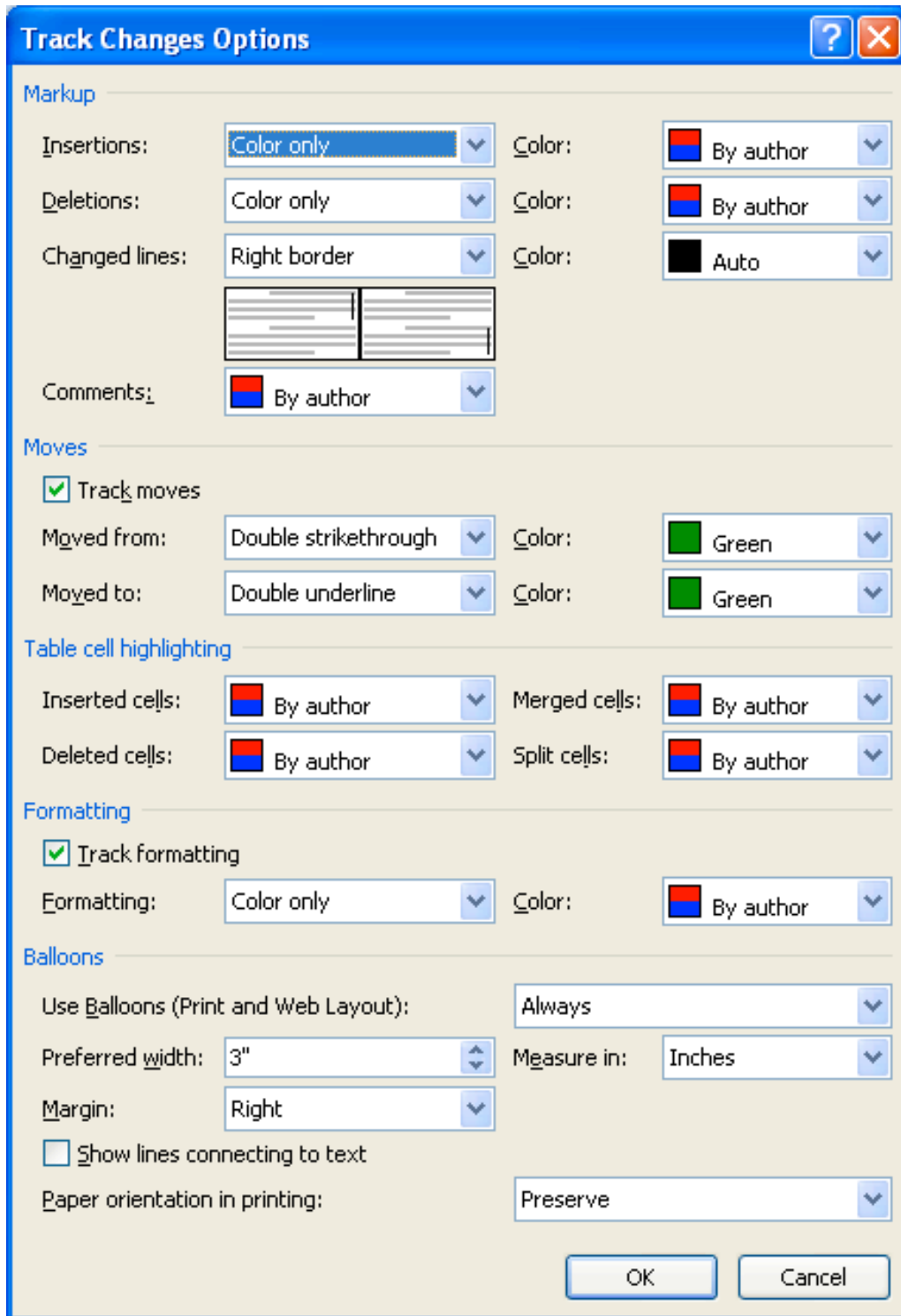


4. Hover the mouse over the tracked change. A balloon will appear that shows you the name of the author.

5. On the **Reviewing** toolbar, click the **Reviewing Pane** button. You can now see a pane at the bottom (or on the left) of the screen that identifies the author of each change.
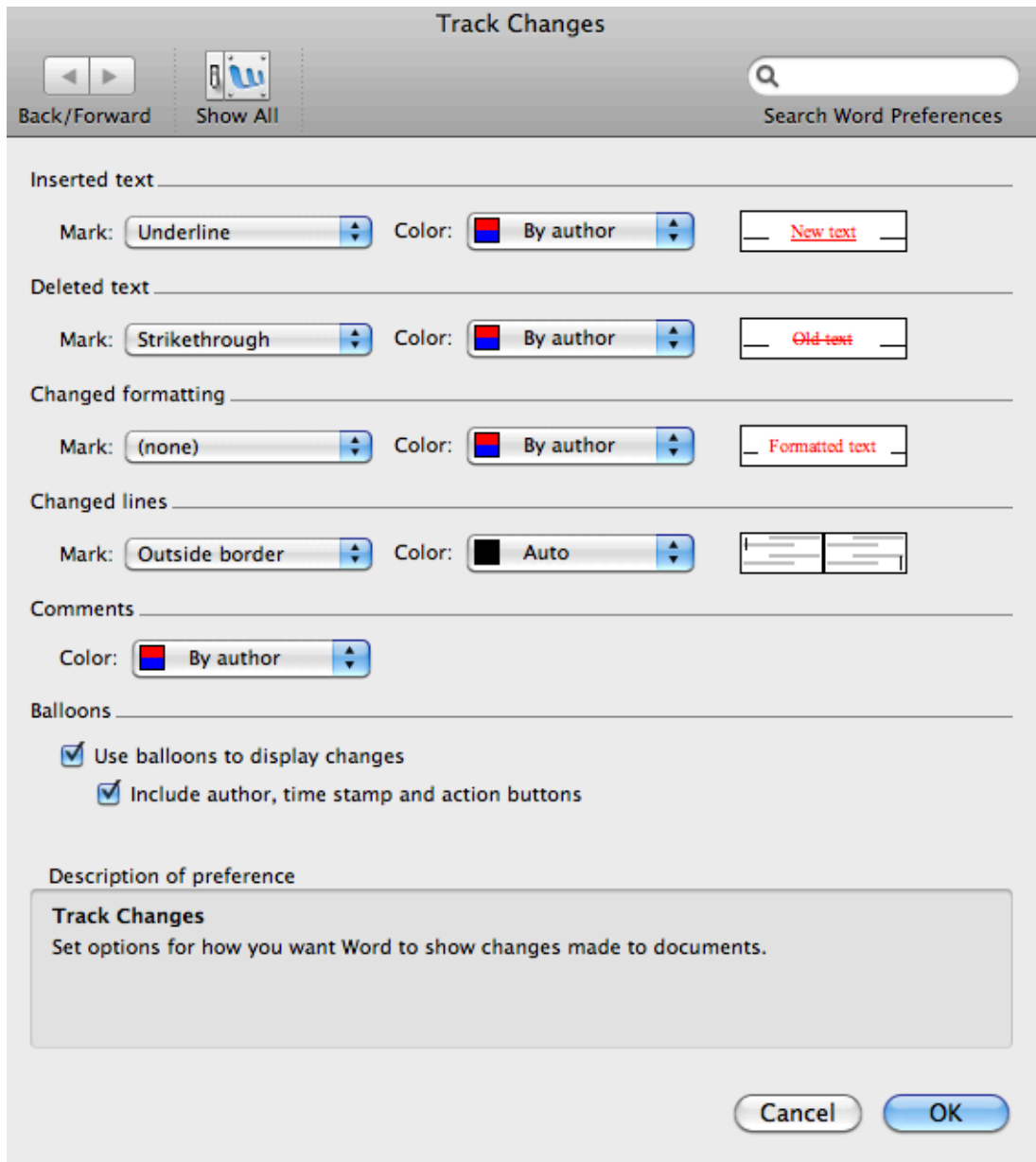
6. In Word 2002 and Word 2003, if you are using balloons to display tracked changes, hover the mouse over the balloon.

**How to display each author's changes in a different color**

1. In Word 2007: Click the **Review** tab > **Track Changes** > **Change Tracking Options** (select appropriate options)

**Track Changes Options**

**Markup**

| | | | |
|---|---|---|---|
| Insertions: | Color only | Color: | By author |
| Deletions: | Color only | Color: | By author |
| Changed lines: | Right border | Color: | Auto |
| Comments: | By author | | |

**Moves**

☑ Track moves

| | | | |
|---|---|---|---|
| Moved from: | Double strikethrough | Color: | Green |
| Moved to: | Double underline | Color: | Green |

**Table cell highlighting**

| | | | |
|---|---|---|---|
| Inserted cells: | By author | Merged cells: | By author |
| Deleted cells: | By author | Split cells: | By author |

**Formatting**

☑ Track formatting

| | | | |
|---|---|---|---|
| Formatting: | Color only | Color: | By author |

**Balloons**

| | |
|---|---|
| Use Balloons (Print and Web Layout): | Always |
| Preferred width: 3" | Measure in: Inches |
| Margin: | Right |

☐ Show lines connecting to text

| | |
|---|---|
| Paper orientation in printing: | Preserve |

OK   Cancel

2. In Word 2007 for Macs: **Tools > Track Changes > Highlight Changes** > **Options** (select appropriate options)

3. In Word 2002 and Word 2003, **Tools > Options**. Click the **Track Changes** tab. In any of the Color boxes, choose "By Author".

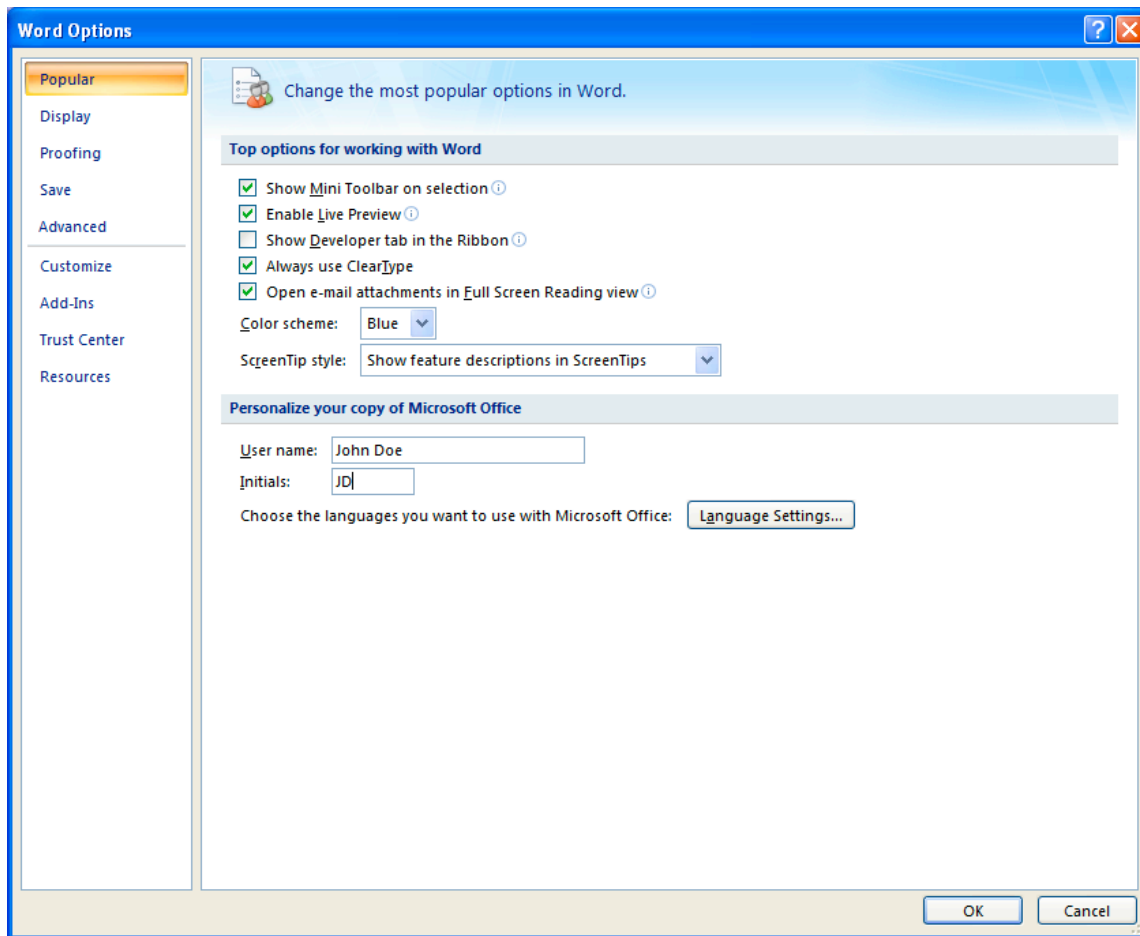**How Word chooses which color to allocate to which author**

You can choose to display tracked changed in any of 16 colors. But if you want Word to display different reviewers' revisions in different colors (that is, if you choose to display using the "By Author" color), then Word only provides 8 colors with which to distinguish authors.

In theory, Word allocates colors to reviewers in the following order: red, blue, green, violet, dark red, teal, dark yellow and grey. For the 9th and subsequent reviewers of a document, Word

cycles through the colors again. But in practice, as reviewers come and go (as their revisions are accepted or rejected), the allocation of colors to reviewers ends up, in effect, random.

You can test this out by changing the user's name and turning on tracked changes and making some changes to your document at:

1.  In Word 2007: click the **Review** tab **> Track Changes > Change User Name**



2.  In Word 2007 for Macs: **Word > Preferences > Personal Settings > User Information.**

3. In Word 2002 and Word 2003: **Tools > Options > User Information**

**Can you allocate a specific color to each author?**

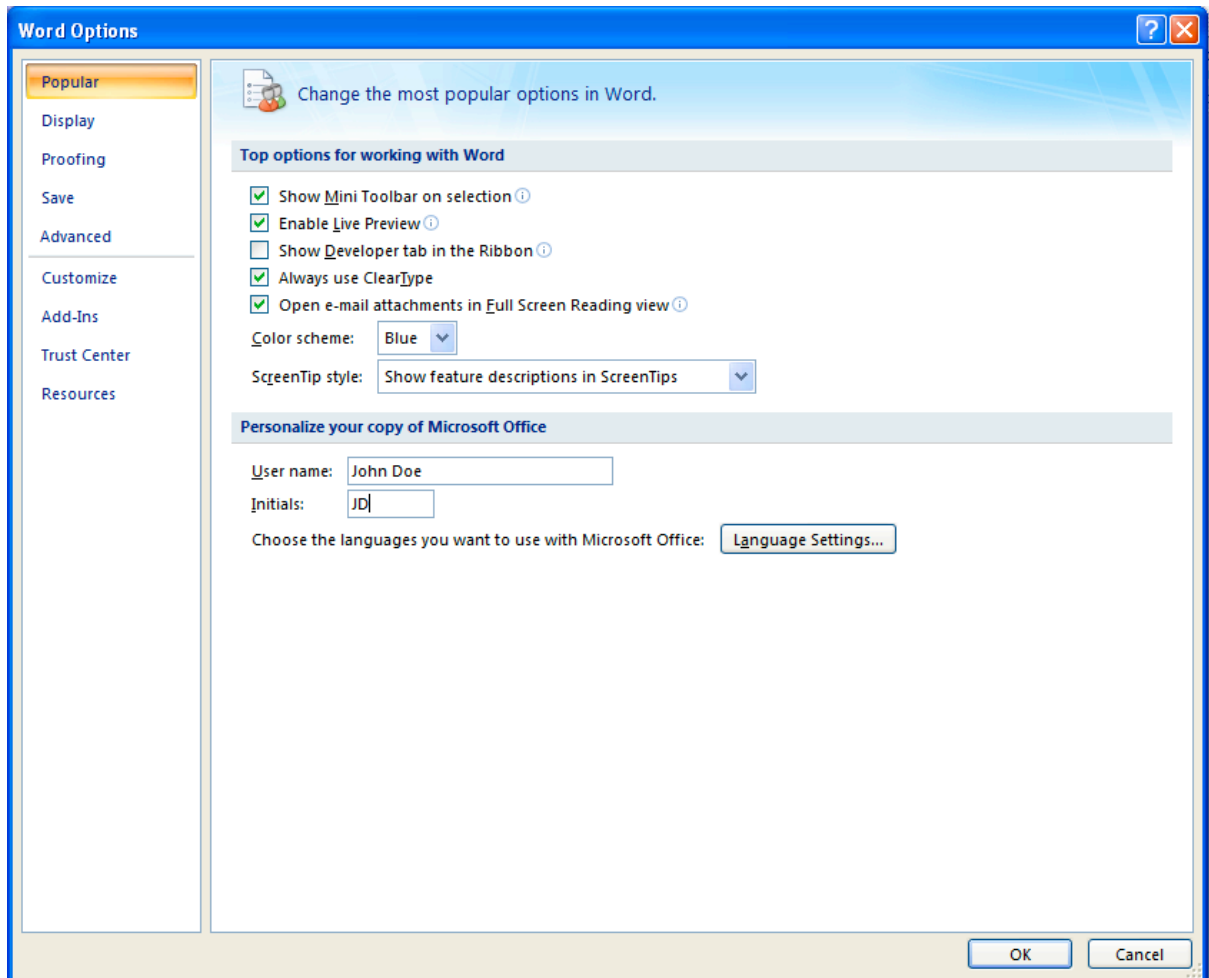No. Word allocates colors to authors (who are also called reviewers).

**If an author's revisions are shown in red on one machine, will they also be red on someone else's machine?**

Maybe, maybe not. Don't rely on any one author's revisions being displayed in a particular color from day to day, or from machine to machine. Word likes to be creative, and you can't control its creative urges!

**Where Word get the author's name**

Word attributes a tracked change to the name of the author specified at:

1. In Word 2007: click the **Review tab > Track Changes > Change User Name**



2. In Word 2007 for Macs: **Word > Preferences > Personal Settings > User Information**

3. In Word 2002 and Word 2003:  **Tools > Options > User Information**.


**How to display only the changes (or revisions) made by one author (or reviewer)**

1. In Word 2007: click the **Review** tab **> Show Markup > Reviewers**, and tick or untick names to choose the reviewer whose changes you want to see.
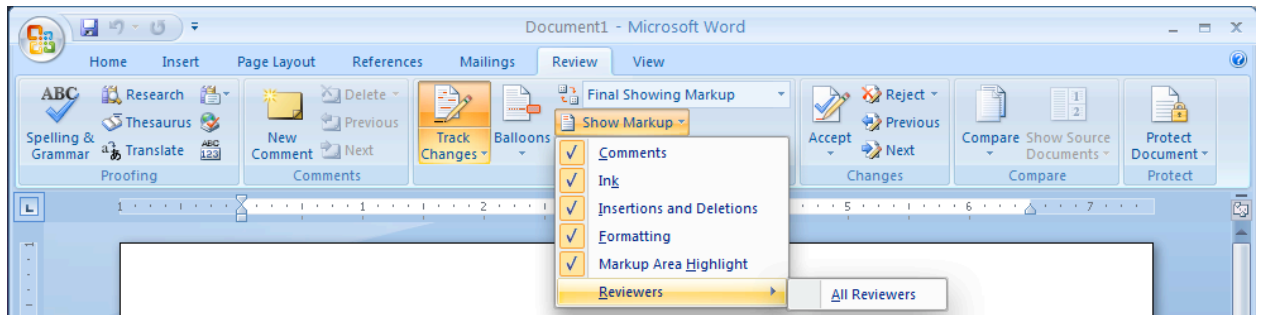
2. In Word 2007 for Macs: on the **Reviewing** toolbar, **Show > Reviewers**, and tick or un-tick names to choose the reviewer whose changes you want to see.
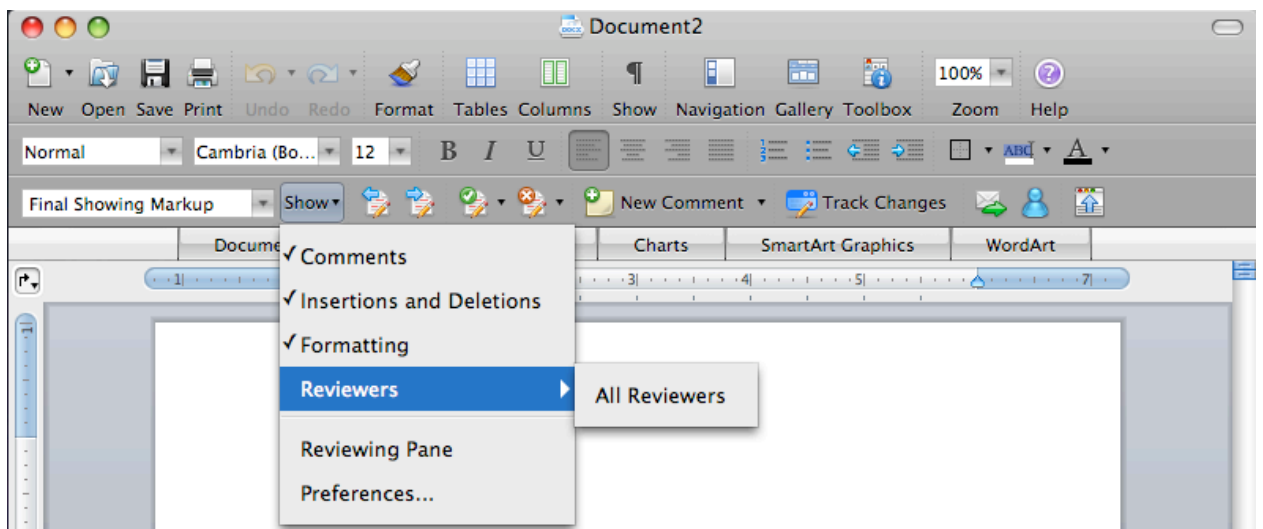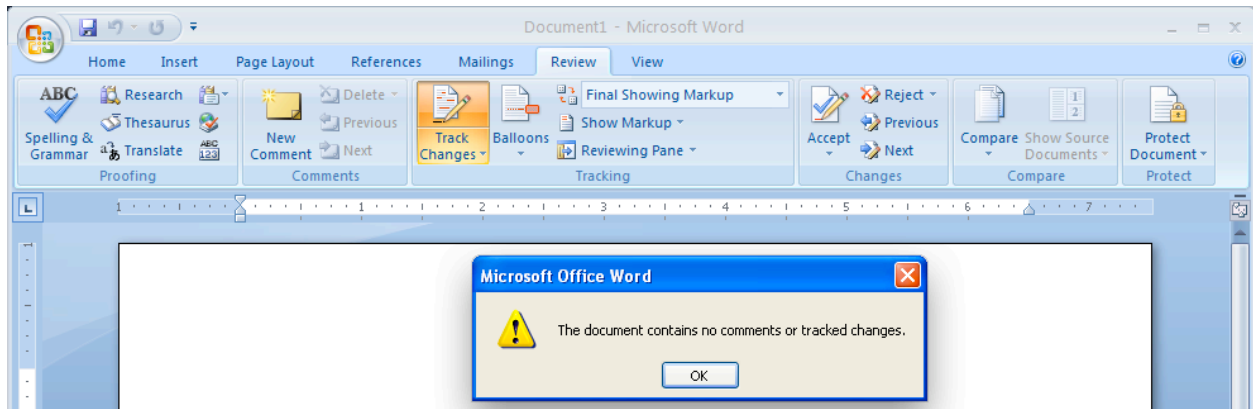


3. In Word 2002 or 2003, on the **Reviewing** toolbar, **Show > Reviewers**, and tick or un-tick names to choose the reviewer whose changes you want to see.

   There is no equivalent functionality in earlier versions of Word.

## How to tell if there are Tracked Changes in your document

1. In Word 2007: click the **Review** tab **> Next** (blue arrow on top of paper and pencil). If the message box says, "The document contains no comments or tracked changes", then there are no comments or tracked changes. Otherwise, the cursor will move to the first tracked change in the document.
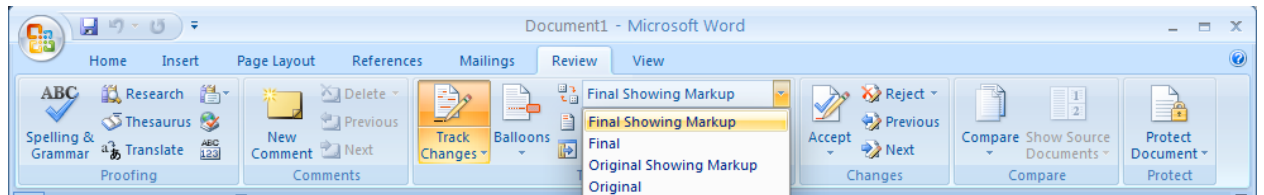
2. In Word 2007 for Macs: on the **Reviewing** toolbar, click the **Next** icon (right blue arrow with paper and pencil). If the message box says, "The document contains no comments or tracked changes", then there are no comments or tracked changes. Otherwise, the cursor will move to the first tracked change in the document.
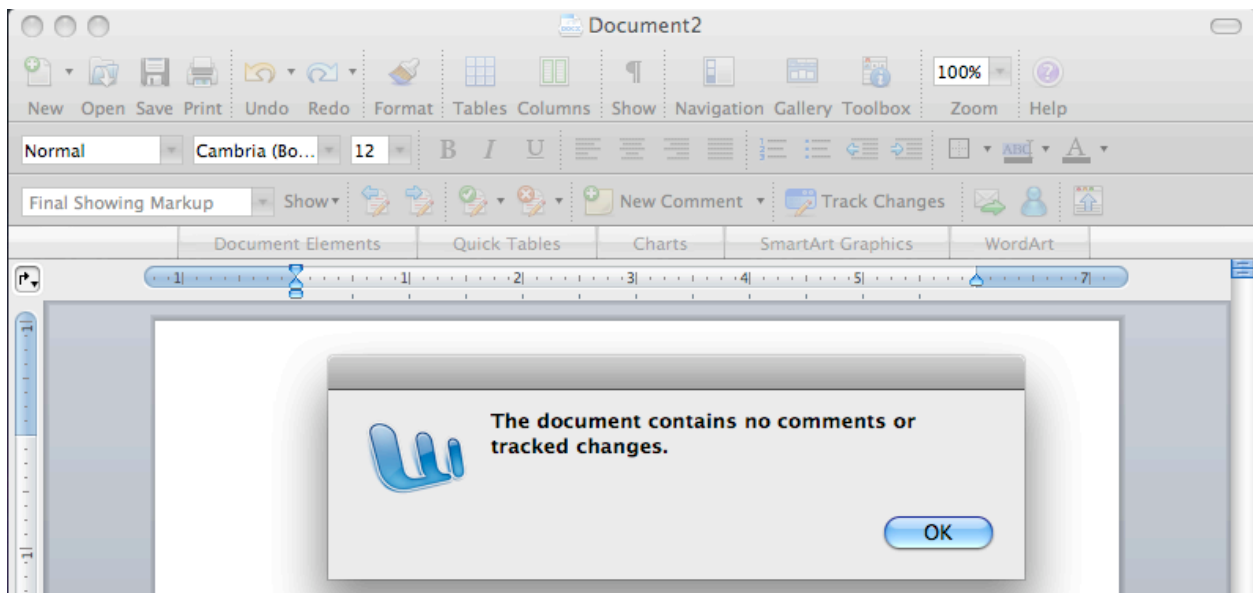


3. In Word 2002 and Word 2003, on the **Reviewing** toolbar, click the **Next** button (it's the one with the blue arrow). If the message box says, "The document contains no comments or tracked changes", then there are no comments or tracked changes. Otherwise, the cursor will move to the first tracked change in the document.

4. In Word 2000 and earlier, **Tools > Track Changes > Accept or Reject Changes**. Click one of the Find buttons (with the green arrow).

**How can you make sure that Word always displays tracked changes when you open a document**

1. In Word 2007: click the **Review** tab **> Final Showing Markup**



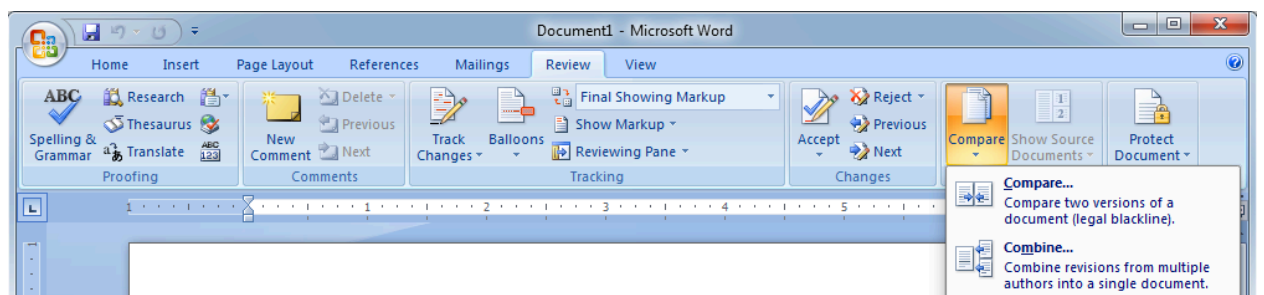2. In Word 2007 for Macs: on the **Reviewing** toolbar, select Final Showing Markup
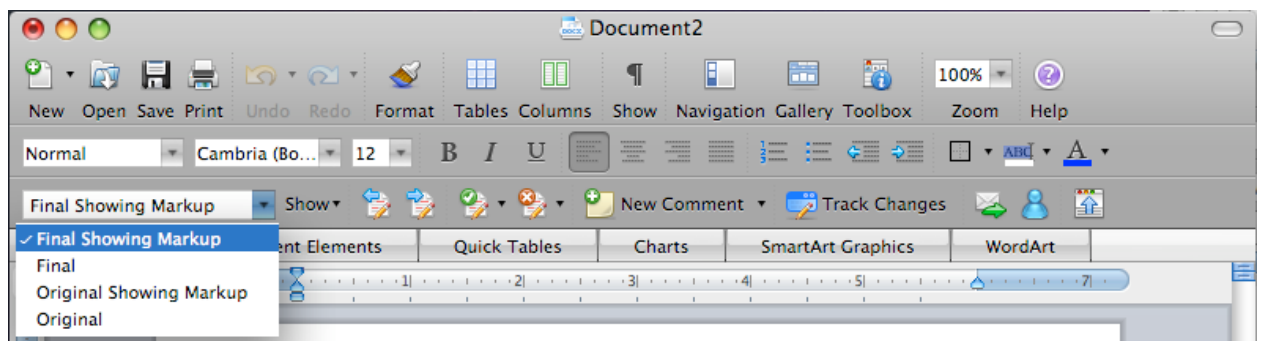


3. In Word 2003, **Tools > Options > Security**. Tick "Make hidden markup visible when opening or saving."
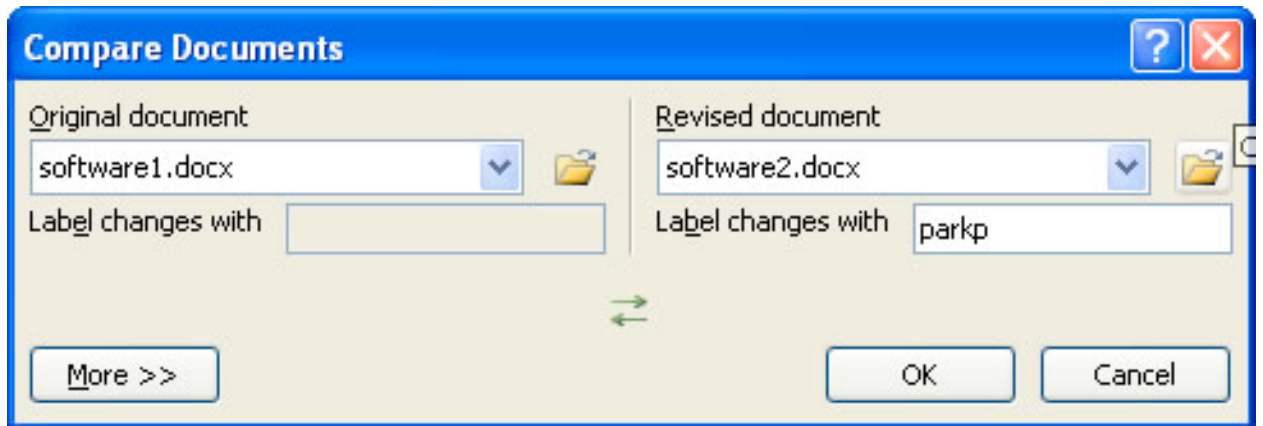
This functionality isn't available in earlier versions of Word.

**How to compare two documents**

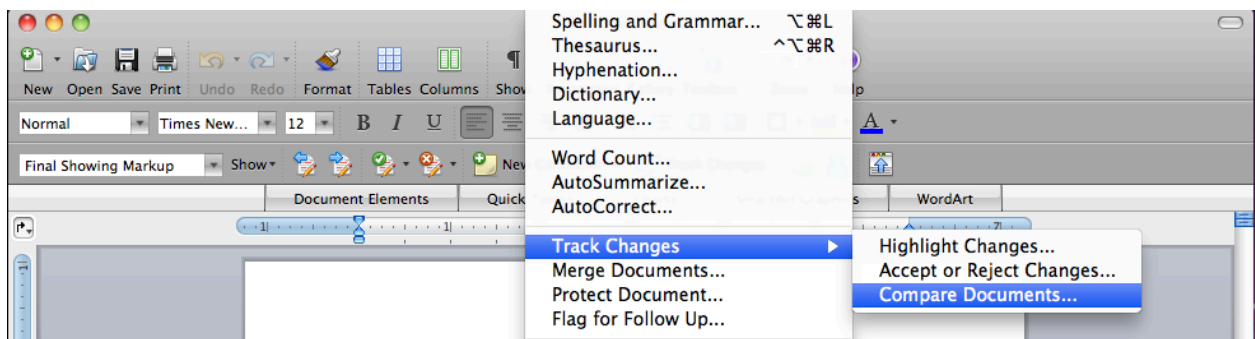1. In Word 2007: click the **Review** tab **> Compare command.**



Using the browse buttons choose the original and the revised documents you want to compare:

On clicking OK you are presented with 3 'columns'. In the right column the original document appears at the top and the revised at the bottom. In the centre is the compare document. All 3 columns scroll synchronously. You can accept differences by clicking against a difference and then clicking 'Accept' in the review tab. The review column on the left details what changes have been made and there is a summary at the top.
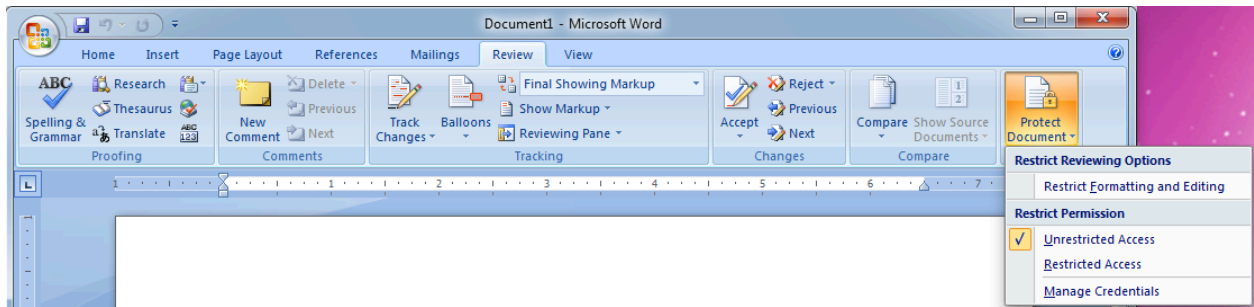
2.  In Word 2007 for Macs: **Tools > Track Changes > Compare Documents**



Using the browse buttons choose the original and the revised documents you want to compare

## How to protect your document from being modified or changed by others

1.  In Word 2007: click the **Review** tab **> Protect Document.**  Choose an option from the Protect Document drop-down list.  Your protection choices include limiting formatting styles and restricting certain types of document editing.

2. In Word 2007 for Macs: **Tools > Protect Document**
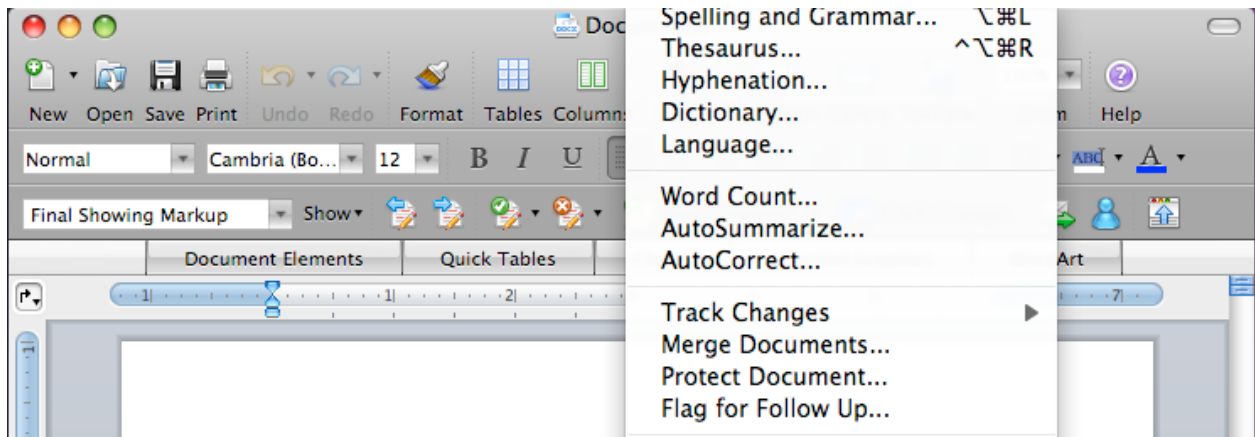


Next, tick the appropriate items you would like to protect the document for. In addition, you have the option to password protect your document.
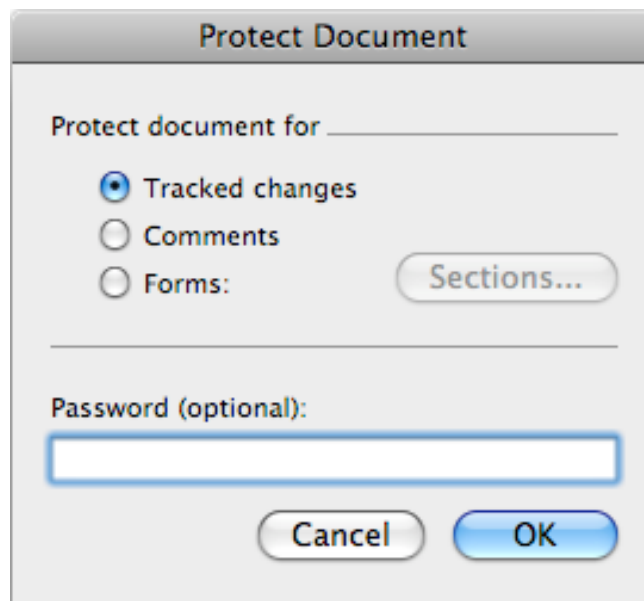
### How to copy text containing tracked changes

### How do you copy text to another document *without* copying the track changes?

In the donor document, turn **on** Track Changes (ensure that TRK on the status bar is dark).

In the recipient document, turn **off** Track Changes (ensure that TRK on the status bar is dimmed).

Now copy and paste.

### How do you copy text to another document *with* the tracked changes?

In the donor document, turn **off** Track Changes (ensure that TRK on the status bar is dimmed).

In the recipient document, turn **off** Track Changes (ensure that TRK on the status bar is dimmed).

Now copy and paste.

However, if you have a table containing tracked changes, and you select *only* the table, then the tracked changes won't copy into the new document.

The workaround is to select a paragraph before or after the table as well as the table itself. Make sure Track Changes is turned off, and then copy. Now, the tracked changes will copy along with the text.

### Other issues with track changes

### When you use Tracked Changes the numbering of my captions gets mixed up. Caption numbering seems to skip some numbers. How do I stop that?

If track changes is on, and you delete a figure caption, Word marks the caption for deletion. It waits for you to accept or reject that change before it really deletes the text from your document. So while track changes is on, the numbering *appears* to be wrong. When you think about it, Word is doing exactly what you would want. When you accept or reject all the changes, do ctrl-a then press F9. That will update all fields in the document and the caption numbers will be fixed.