

## Making Changes in Preferences

Telling the differences between reviewers (there are eight different colors that can be used for reviewers – if more than that, colors will be recycled). To select your own color – go to **Preferences > Track Changes** and in the Color boxes, click the color you want displayed.

Each reviewer is listed by name. If the reviewer information does not show up – go to **Preferences > Track Changes** and select the items you want to show in the balloons (author, time stamp and action buttons). If you do not want the balloons to show up with the changes (they will be in the body of the text instead) – go to **Preferences > Track Changes** and clear the Use balloons to display changes.

## Editing and Tracking Changes

### Making Basic Edits

1. Make sure the Reviewing toolbar is available. If it is not – go to **View > Toolbars > Reviewing**



2. Open the document that you want to edit.
3. On the Reviewing toolbar, click Track Changes (TRK will be selected on the status bar).
4. Make any changes you want by inserting, deleting, or moving text or graphics.
5. If you do not want the comments to show when printing – go to **View > Markup** and remove the checkmark.
6. If you have hidden the text go to **Preferences > View** then select the Hidden Text under Nonprinting Characters. To omit hidden text from printed documents – go to **Preferences > Print** and make sure the text box next to Hidden Text is unchecked.

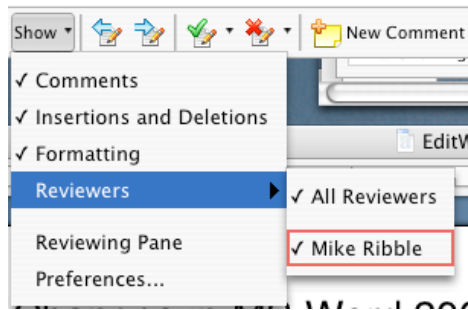
### Reviewing tracked changes

1. To review each item in sequence – click Next or Previous on the Reviewing toolbar



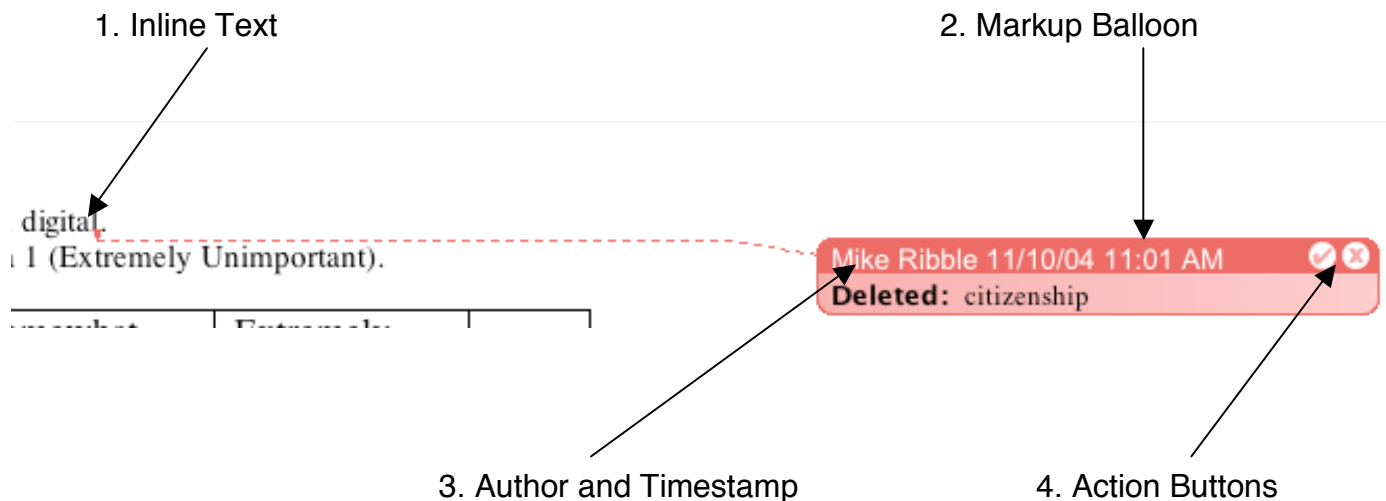
2. Click Accept Change or Reject Change/Delete Comment
3. In the pull down next to Accept or Reject Change there are options to accept all or reject all changes.

To display a certain reviewer's changes – go to the **Reviewing** toolbar, click **Show** then point to **Reviewers**.



You can remove all the checkmarks except for the Reviewer comments that you want to see. Or you can see all reviewers by checking All Reviewers.

To see the comments/changes that have been made, there are text balloons in the margin (unless you have changed in Preferences). Once you start Track Changes, any alteration of the document will be listed. There are four main parts of the edit.



1. Inline Text – What text was modified and where.
2. Markup Balloon – Provides the information that was modified.
3. Author and Timestamp – Who made the changes and when.
4. Action Buttons – Allow the reader to accept or reject the changes.

Any reviewer can make a comment without changing the document by clicking **New Comment**



on the Reviewing Toolbar

When printing a document with markup showing, Word will pick the best orientation and zoom level to display the marked document. You also have the option to only print a list of the markup on the document (this can also be turned off – see preferences above).