


Guidelines for Working with Tracked Changes in *Microsoft Word 2013*

Microsoft Word's Track Changes feature makes it easy to view the changes that have been made in a digitally edited document.

- Before you start editing a document turn on *Track Changes*, by clicking  on the **Review** tab
 - Most changes will be marked up as you type
 - For changes that are not marked you may choose to add a comment
 - Select *New Comment* on the **Review** tab
 - You may wish to highlight text related to the comment first
 - See the *Comments* section of the **Review** tab to delete a comment, or right click
- Under the **Review** tab in the *Tracking* section
 - *All Markup* displays the document in a format that indicates where changes have been made
 - *No Markup* displays the document with changes blended in
 - *Original* displays the document without the tracked changes
- Under the **Review** tab in the *Changes* section
 - Use *Accept* to approve a suggested revision & clear tracked changes formatting
 - Use *Reject* to retain original text, remove suggested revision(s) & clear tracked changes formatting
 - Notice the dropdown options under *Accept* and *Reject* allow you to clear tracked changes individually or for the entire document at once
- If you *Accept* or *Reject* a change and change your mind, you may use **Undo** (Ctrl-Z) to go back to a previous step