Track Changes

Walden University Academic Skills Center

Word’s track changes function allows users to make changes in a document (i.e., inserting and deleting content or changing formatting) that users can track. These changes appear in a different colored font as the regular text, along with inserting comment bubbles when users change formatting. Whenever users change a line of text, Word places a black line in the left margin of the page.

Turning On/Off Track Changes

To turn on track changes:

1. Under the “Review” tab, choose the “Track Changes” option

Accepting or Rejecting Track Changes

To accept or reject track changes:

1. Click the change
2. Under the “Review” tab, choose either “Accept” or “Reject”
3. Use the “Previous” or “Next” options to move from change to change.

4. Another option is to right click a change and choose “Accept insertion” or “Reject insertion”.

To accept or reject all track changes:

1. Choose the “Accept All Changes in Document” or “Reject All Changes in Document” in the drop-down menu under “Accept” and “Reject”.

Adjusting Track Change’s Options

To change which track changes Word shows:

1. Adjust the “Display for Review” drop-down menu options

- Final Showing Markup: shows the final document and all changes (default view)
- Final: shows the document if all changes were accepted
- Original Showing Markup: shows the original document and all changes
2. Adjust the “Show Markup” drop-down menu selections
   
   - Comments: hides or shows comments
   - Insertions and Deletions: hides or shows insertions or deletions
   - Formatting: hides or shows formatting changes