Using Track Changes in MS Word

This article tells you everything you need to know to review your document using track changes in MS Word.

- Advantages of Using Track Changes
- Turning Track Changes On and Off
- Document Views
- Accepting and Rejecting Changes

## Advantages of Using Track Changes

Track Changes is a feature of Microsoft Word that allows you to see the revisions made to your document. It is usually used for collaborative works, i.e., when more than one person works on one document. This feature is highly beneficial to researchers, writers, and editors. **Track Changes** gives you the flexibility of accepting and rejecting whatever information you want.

Turning Track Changes On and Off

There are four different ways to turn track changes on or off.

1. **The conventional way**
   - Select **Track Changes** under the **Tools** menu
2. **The Reviewing Toolbar**
   - Select the **Reviewing** toolbar and click on the **Track Changes** button
3. **The Status Bar**
   - Double click **TRK** on the **Status** bar or right click **TRK** and select **Track Changes**
4. **Shortcut Keys**
   - Ctrl + Shift + E
   - Alt + T + T

You can check if **Track Changes** is enabled or disabled by checking whether **TRK** is strong or dim.

Enabled	Disabled
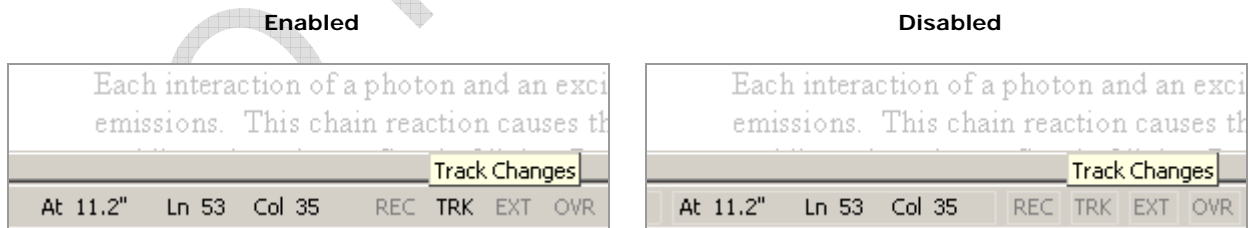
Note that when you turn off **Track Changes**, the changes that you have already tracked are not removed.

> **Our recommendation:** The fastest way to turn **Track Changes** on or off is by using the shortcut key Ctrl + Shift + E.

Document Views

When you receive a document, you will receive it in the **Final Showing Markup** view (without balloons). By default, MS Word shows the tracked changes in a different color, using underline and strikethrough to indicate deleted and inserted text. A vertical line also appears on the left margin to indicate changed text. Note that these are the default settings of MS Word and can be modified anytime.

Some atoms do not have excited states that cannot store energy for a relatively shortlong time. These shortlong-lived states can last as long as 1/1,000 of an hoursecond, much longer than the duration of fewmost excited states.

You can accept and reject changes by using the **Reviewing** toolbar. To enable the **Reviewing** toolbar, select it from **Toolbars** under the **View** menu or by right click any toolbar and select **Reviewing** on the menu.
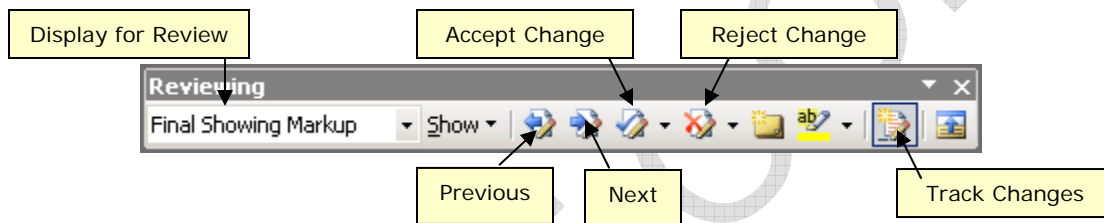
You can select four options to view your document using the **Display for Review** dropdown: **Original**, **Final**, **Original Showing Markup**, and **Final Showing Markup**. Note that in the default view, i.e., without balloons, there is no visible difference between the **Final Showing Markup** and **Original Showing Markup** views. However, if you enable **Balloons**, the difference will be more apparent. You can enable balloons from the **Reviewing** toolbar itself. Just click on **Balloons** under the **Show** menu, and then check **Always**.
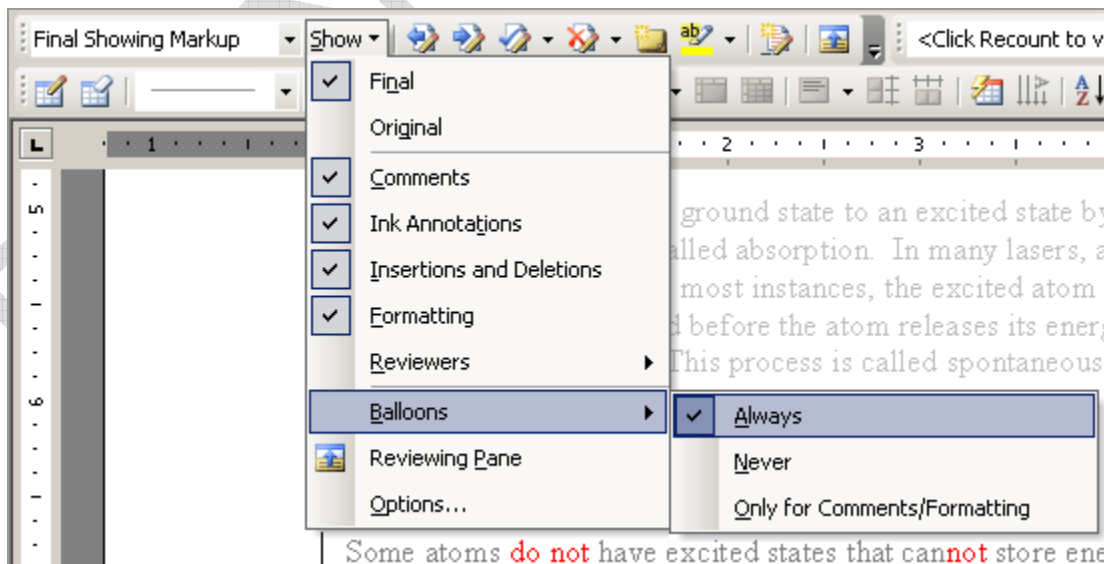
- **Original:** Shows you the original version of your document, as if no changes have been made or you have rejected all changes.

> Some atoms have excited states that can store energy for a relatively long time. These long-lived states can last as long as 1/1,000 of a second, much longer than the duration of most excited states.

- **Final:** Shows you the final version of your document, as if the changes were not tracked or you have accepted all changes.

> Some atoms do not have excited states that cannot store energy for a relatively short time. These short-lived states can last as long as 1/1,000 of an hour, much longer than the duration of few excited states.

- **Original Showing Markup:** In this view, the deleted text appears in a different color and struck through, while the inserted text appears in **Balloons**. Thus, what you see in the text is all the original words. It is effectively like a hardcopy markup.

> Some atoms have excited states that can store energy for a relatively long time. These long-lived states can last as long as 1/1,000 of a second, much longer than the duration of most excited states.

| Inserted: do not |
| Inserted: not |
| Inserted: short |
| Inserted: short |
| Inserted: n |
| Inserted: hour |
| Inserted: few |

- **Final Showing Markup:** In this view, the inserted text appears in a different color and underlined, while the deleted text appears in **Balloons**. Thus, what you see in the text is all the final words.

> Some atoms do not have excited states that cannot store energy for a relatively short time. These short-lived states can last as long as 1/1,000 of an hour, much longer than the duration of few excited states.

| Deleted: long |
| Deleted: long |
| Deleted: second |
| Deleted: most |

> **Our recommendation:** The most convenient view to review tracked changes is the default view, i.e., without balloons.

Accepting and Rejecting Changes

The **Accept Change** and **Reject Change** buttons on the **Reviewing** toolbar are used to accept or reject a change. Here is a simple table to explain what happens to a change once you accept or reject it. Note that when you accept or reject a change, the change is effected in all the four views.

	Insertion	Deletion
Accept	The insertion becomes a part of the text	The deletion is removed from the text
Reject	The inserted text is removed.	The deleted text is restored

There are several ways in which you can accept and reject changes:

- **Accept or Reject one change at a time**

  You can navigate through each change by using the **Previous** and **Next** buttons on the **Reviewing** toolbar and then clicking either **Accept Change** or **Reject Change** .

- **Accept or Reject the changes selected**

  You select text with your mouse or keyboard and then click on **Accept Change** or **Reject Change** .

- **Accept or Reject all the changes in your document**

  Under the dropdown menu of **Accept Change** or **Reject Change** , click on **Accept All Changes in Document** or **Reject All Changes in Document**.

> **Our recommendation:** Define keyboard shortcut keys for "AcceptChangesSelected" and "RejectChangesSelected" to work faster, and yet go through every change.