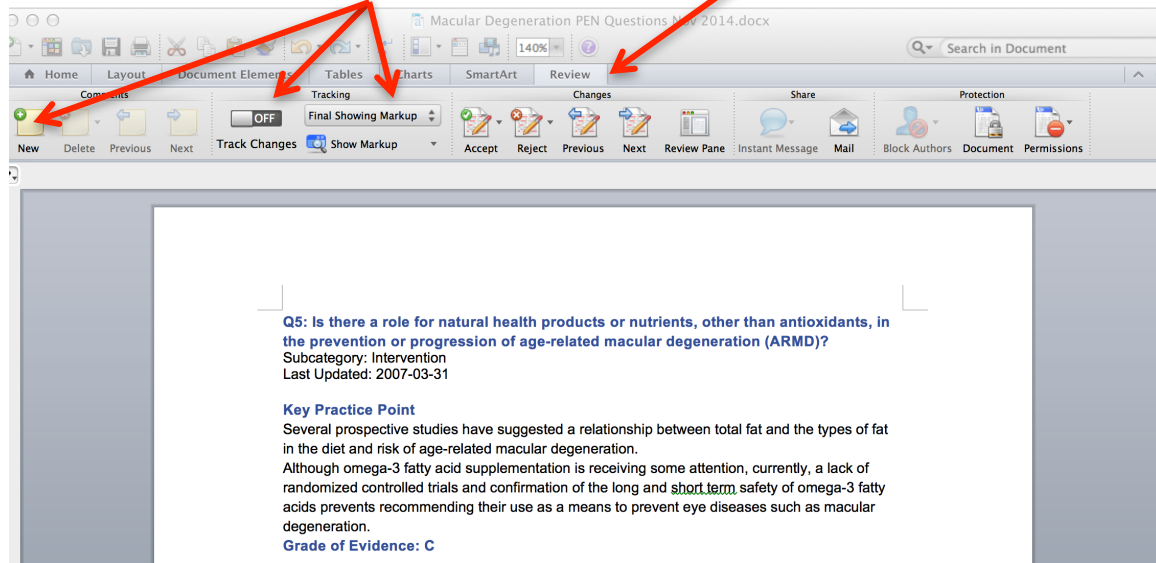


Using Track Changes in a WORD document

MAC Users

With the WORD document open in WORD – click on Review on the document toolbar
You will then see the Review options:

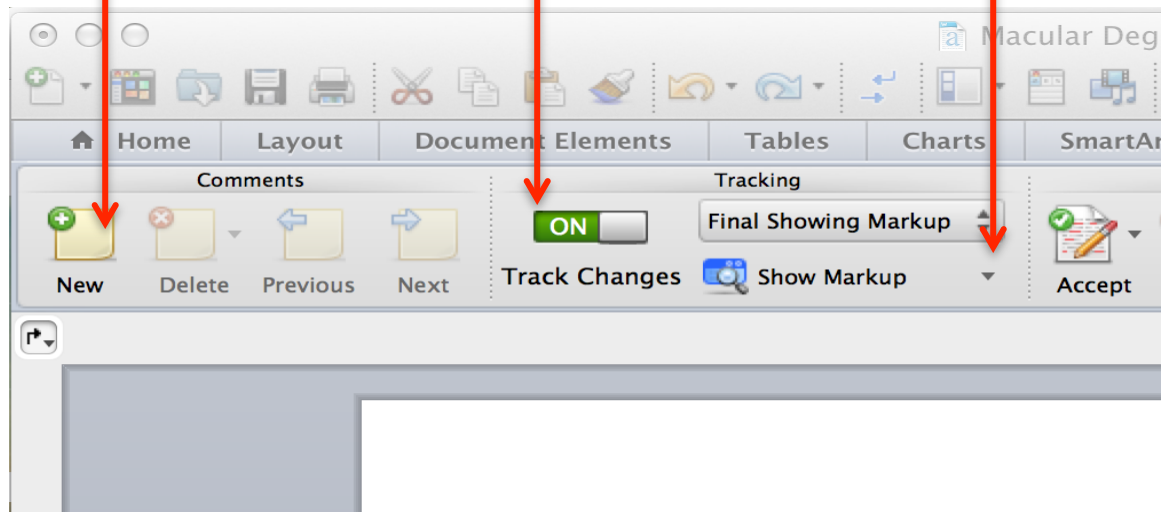


Looking more closely at the Review Options:

New – add a Comment

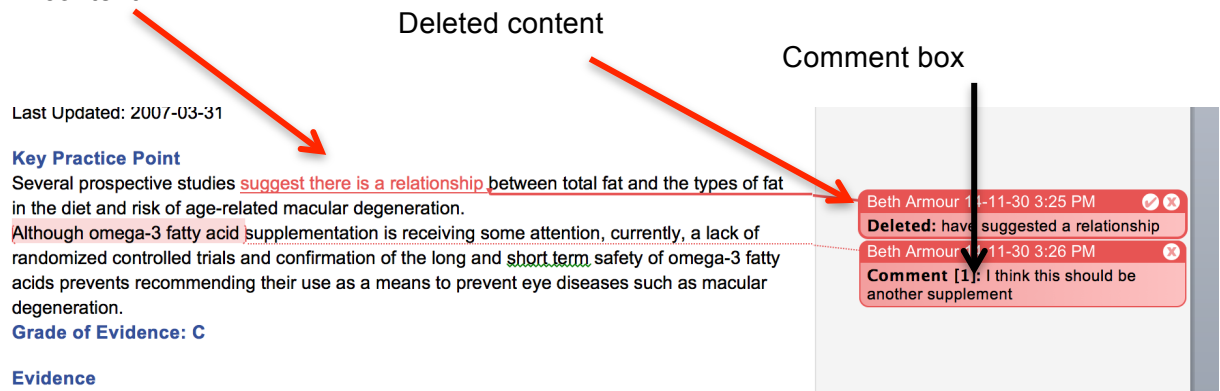
Track Changes - On/Off button – this should be ON

Show Markup – Clicking on the down arrow you will see what options you can choose to show: Comments, Insertions and Deletions, Formatting, Markup Area Highlight – all should be checked.



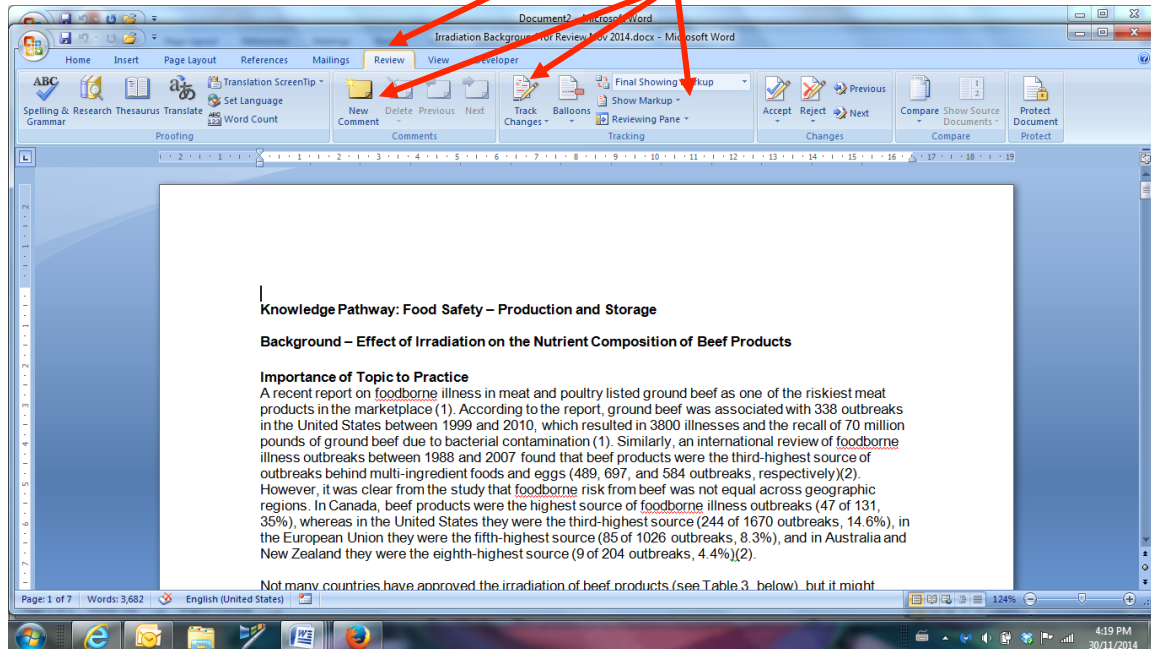
There is also Preferences in the list for Show Markup – you can choose colours etc.

This is what a WORD page looks like when you are using Track Changes:
Added in content



PC Users

With the WORD document open in WORD - click on Review on the document toolbar
You will then see the Review options

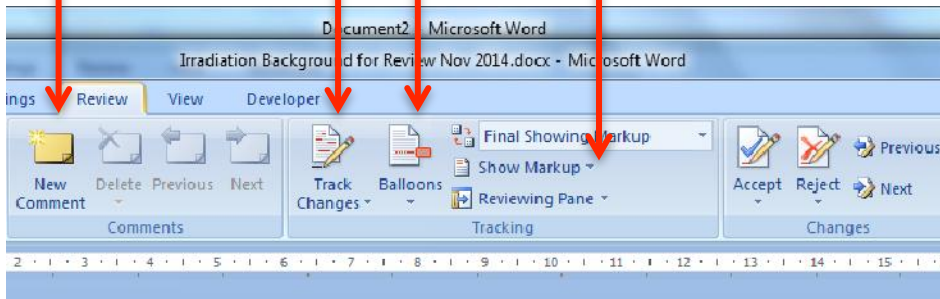


Looking more closely at the Review Options:

New – add a Comment

Track Changes – Click on the icon – it should be highlighted
Balloons – Show Only Comments and Formatting in
Balloons should be highlighted

Show Markup – Clicking on the down arrow
you will see what options you can choose to
show: Comments, Ink, Insertions and
Deletions, Formatting, Markup Area
Highlight – all should be checked.



This is what a WORD page looks like when you are using Track Changes:

Added in content

Deleted content

Comment Balloon

