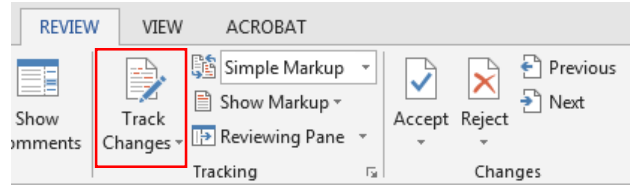


Reviewing Documents: Track Changes in Word 2013

Documents can be reviewed and edited online by using the **Track Changes** tools.

To turn Track Changes on or off, click the **Review** tab, and then the **Track Changes** button.



The Track Changes function records every edit made without changing anything permanently. While in Track Changes, all edits are highlighted on screen and in the printed document. Additionally, Word puts revision marks in the margin to indicate where deletions, insertions, and other formatting edit changes are made within a document.

- Typically, insertions are marked by text being highlighted in another color and underlined.
- Typically, deletions are marked by strike through text that is highlighted in another color.

Revision mark

Example: This is inserted text, this is normal text, and ~~this is deleted text~~.

Revision marks are very important, because sometimes edits are not easily identified. The vertical markup lines help identify which lines in a document have edits on them. One character edits and punctuation edits are especially difficult to see without revision marks.

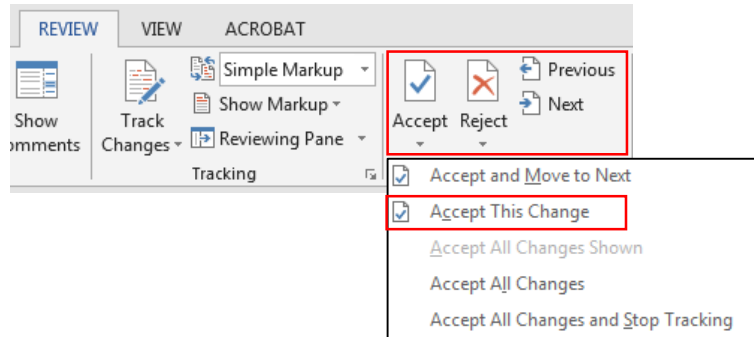
To make it easier to review a document, click the revision mark in the margin to display or hide the edits made with Track Changes.

Hold the mouse over an edit to display who made the edit and when he/she made it.

Mark Schmitt, 11/4/2015 9:29:00 PM
deleted:
this is deleted text.

~~this is deleted text~~

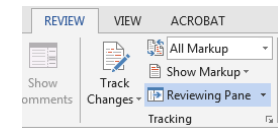
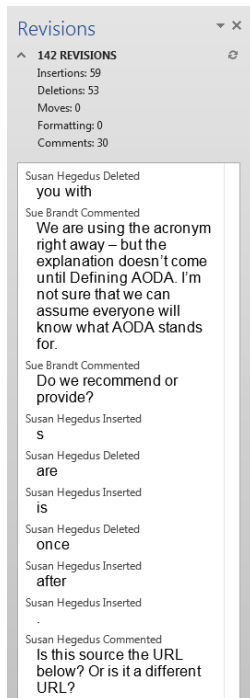
When reviewing a document that has been edited with Track Changes, remember that the revisions do not become permanent until they are either accepted or rejected.



To accept or reject edits:

1. Click in the document at the top of page 1.
2. Click the **Next** button in the **Review** tab to highlight the first revision.
3. Decide what you want to do with the revision, and choose either the **Accept** or **Reject** dropdown arrow.
4. Choose either “**Accept this change**” or “**Reject this change**”.
5. Click the **Next** button to move on to the next change.

Note: If the **Accept** or **Reject** button is clicked instead of using the dropdown option, the revision is made or abandoned and Word moves on to the next change. However, many formatting errors like extra spaces and incorrect punctuation could be missed.



The **Reviewing Pane** tool is another way to identify any revisions made in a document. Click the **Reviewing Pane** button in the **Review** tab to display the list of revisions.

When a revision item is selected in the **Reviewing Pane**, Word jumps to that location in the document. You can then decide what to do with the edit and accept or reject the change using the **Accept** or **Reject** dropdown arrows.