



Office of Strategy, Planning and Policy

**Got the policy revision blues? Try Track Changes—
it'll change your life!**

Strategy, Planning and Policy

March 17, 2011

TRACK CHANGES—WHAT IS IT?

Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.

- For example, Let's say Bill creates a document and emails it to his colleague, Lee, for feedback. Lee can edit the document with Track Changes on. When Lee sends the document back to Bill, Bill can see what changes Lee had made.

Track Changes is also known as redline, or redlining. This is because some industries traditionally draw a vertical red line in the margin to show that some text has changed.

HOW DO I TURN TRACK CHANGES “ON” AND “OFF”?

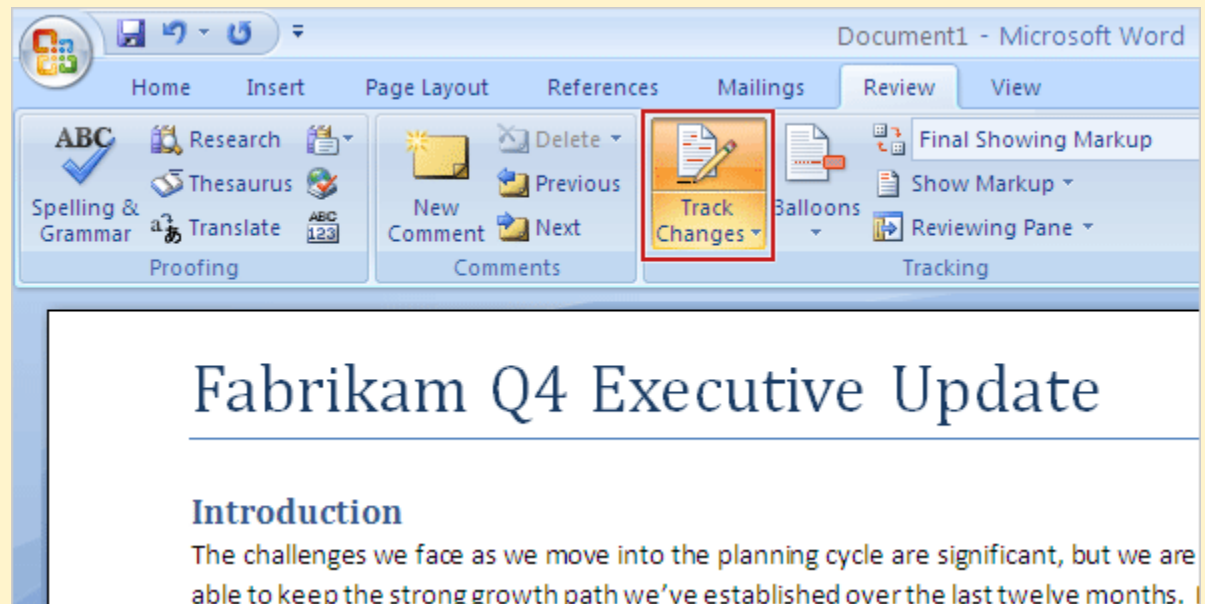
To turn on Track Changes (that is, to tell Word to track each change you make in your document), do one of the following:

- In all versions of Word: Ctrl+Shift+e
- In Word 2007 and Word 2010: on the status bar, click "Track Changes: Off" to turn on track changes. If you can't see "Track Changes" on the status bar then right-click the status bar and click Track Changes.
- In Word 2007 and Word 2010: Review > Track Changes. When the button is highlighted, Word is tracking changes.
- In Word 2003 and earlier versions: Double-click the TRK text in the status bar at the bottom of the screen. If TRK is black, Word is tracking changes.
- In Word 2002 and 2003: Tools > Track Changes.
- In Word 2000 and earlier versions: Tools > Track Changes > Highlight Changes. Tick Track Changes while editing.

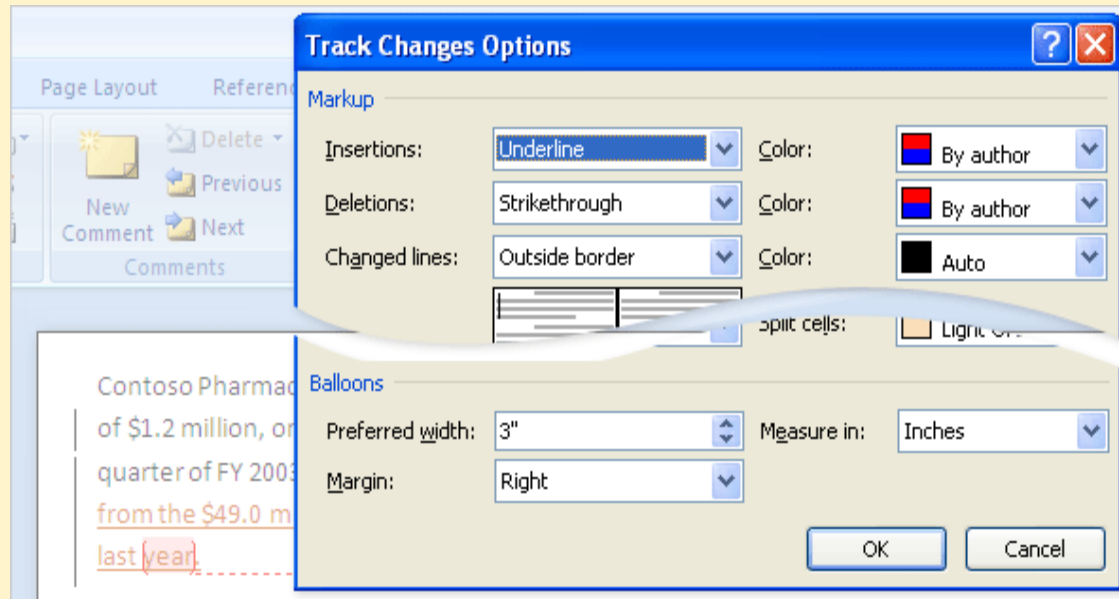
TURNING “ON” TRACK CHANGES

When you turn on Track Changes, Word inserts marks that show where deletions, insertions, and formatting changes are made.

To turn on Track Changes, on the **Review** tab, in the Tracking group, click **Track Changes**.



EDITING TRACK CHANGES OPTIONS



You have some options for how tracked changes and comments are displayed. On the **Review** tab, in the Tracking group, click the **arrow on Track Changes**. Then click **Change Tracking Options**.

Angelo State University uses the following guidelines:

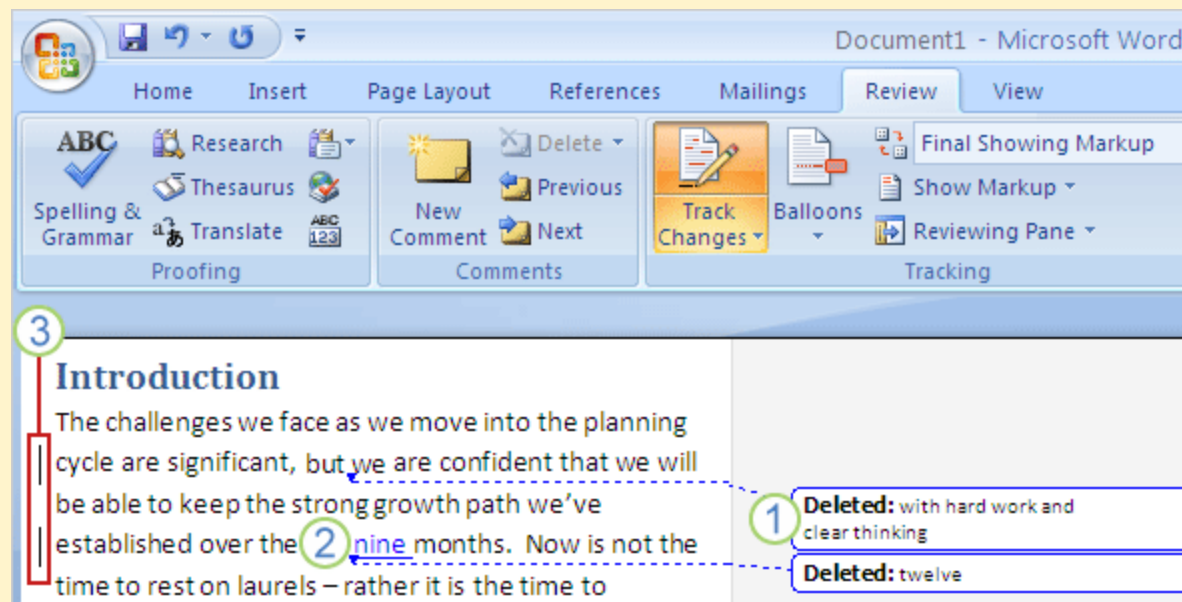
Insertions: Underline Blue

Deletions: ~~Strikethrough Red~~

VIEWING REVISIONS

After you turn Track Changes on, work in Word as you normally do.

As you insert or delete text, or move text or graphics around, each change appears with markup — marks such as colors and lines that show where each revision is and what it is.

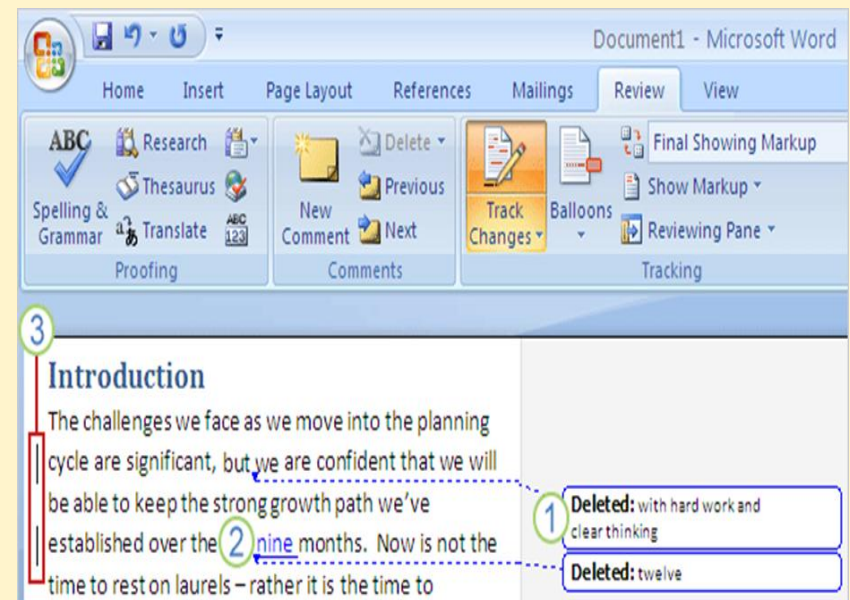


USE OF BALLOONS

****Personally, I use balloons ONLY for comments and formatting (it makes the document much less cluttered). To change this option, please click on the **review** tab, then click on the **arrow on the Track Changes button**. Once here, click on **Change Tracking Options**—this will pull up your options window. Look down at the bottom and change your setting for “Use Balloons” to “Only for Commenting and/or Formatting.”****

When you delete the text “with hard work and clear thinking,” the deleted text is put in a balloon in the document margin.

To replace “twelve” with “nine,” you select “twelve” and type “nine” over it. “Twelve” goes into a balloon in the document margin; the newly inserted “nine” is underlined.



VIEWING REVISIONS—CONTINUED

A vertical line appears in the left margin next to each sentence with tracked changes. This is an additional signal that there are changes in some sentences.

Document1 - Microsoft Word

Home Insert Page Layout References Mailings **Review** View

Spelling & Grammar Proofing Research Thesaurus Translate ABC 123

New Comment Previous Next Comments

Track Changes Balloons

Final Showing Markup Show Markup Reviewing Pane Tracking

3 Introduction

The challenges we face as we move into the planning cycle are significant, but we are confident that we will be able to keep the strong growth path we've established over the **2** nine months. Now is not the time to rest on laurels – rather it is the time to

1 Deleted: with hard work and clear thinking

Deleted: twelve

INSERTING COMMENTS

You made some revisions, but you'd also like to explain why you deleted "twelve" in the first sentence.

No problem: Insert a comment, which is an annotation that you can add to the document.

To do that, place the cursor at the end of the text you want to comment on, "nine" in this example. On the **Review** tab, in the **Comments** group, click **New Comment**.

The screenshot displays the Microsoft Word interface with the **Review** tab selected. The **Comments** group is visible, and the **New Comment** button is highlighted with a red box. Below the ribbon, a document snippet titled **Introduction** is shown. The text reads: "The challenges we face as we move into the planning cycle are significant, but we are confident that we will be able to keep the strong growth path we've established over the last **nine** months. Now is not the time to rest on laurels – rather it is the time to". A comment box with a blue border is positioned to the right of the text, containing the text: "Comment [RB1]: The campaign started nine, not twelve months ago." Below the comment box, two **Deleted** annotations are visible: "Deleted: with hard work and clear thinking" and "Deleted: twelve".

MORE THAN ONE REVIEWER?

When more than one person reviews a document, you might want to know what changes were made by which reviewer.

Here are some ways to tell who did what.

The screenshot displays the Microsoft Word interface with the Reviewing Pane open on the right. The ribbon at the top includes the Proofing, Comments, and Tracking tabs. The document text shows several tracked changes and comments:

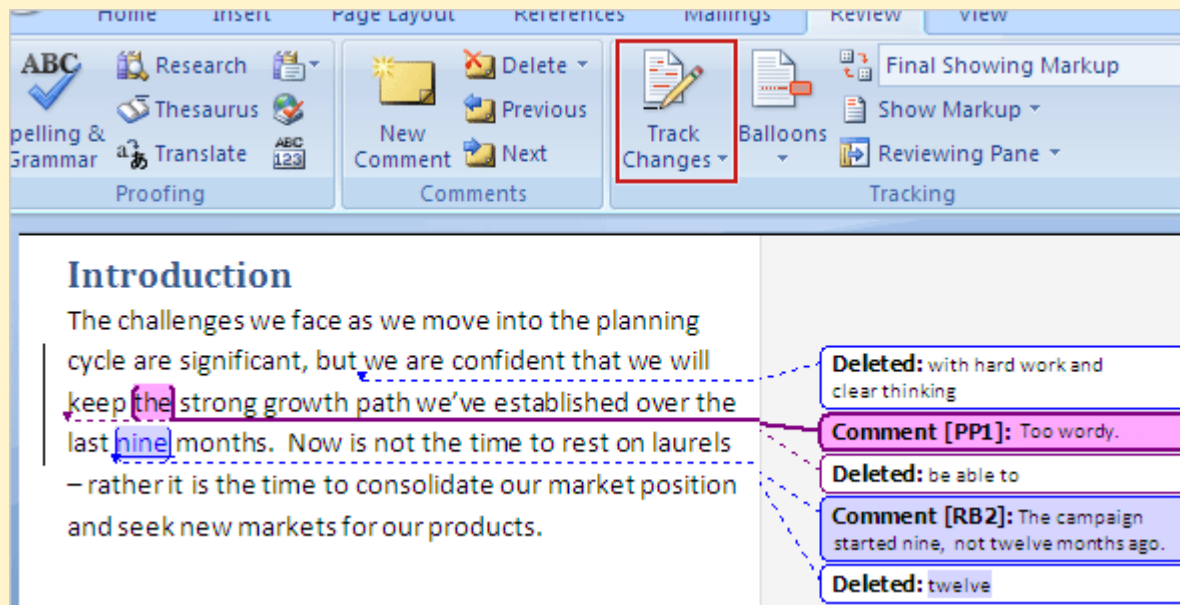
- Comment 1:** A comment by Pilar Pinilla (PP1) on the word "nine" in the sentence "keep the strong growth path we've established over the last nine months." The comment text is "Too wordy." This comment is highlighted in pink.
- Comment 2:** A comment by Richard Bready (RB2) on the word "twelve" in the sentence "and seek new markets for our products." The comment text is "The campaign started nine, not twelve months ago." This comment is highlighted in blue.
- Deleted text:** Several pieces of text are marked as deleted, including "with hard work and clear thinking", "be able to", and "twelve".

Numbered callouts (1, 2, 3) point to the comment boxes, and dashed lines connect them to the corresponding tracked changes in the document text.

1. See who made a comment by moving the mouse pointer over it in the document.
2. Look at the color of the revision. Pilar Pinilla's comments (PP) appear in one color...
3. ...while Richard Bready's comments (RB) appear in another.

TURNING “OFF” TRACK CHANGES—DOESN’T MEAN DELETION

In case you wondered, turning Track Changes off does NOT delete tracked changes — or comments.



All tracked changes already made up to that point remain in your document, even though Track Changes is turned off.

Any revisions you go on to make will not be marked as revisions.

In order to delete the mark-ups, please follow the acceptance/rejection guidelines on the following slides. **Before accepting all changes, make sure you review the Executive Assistant Submittal Checklist on the next slide.**

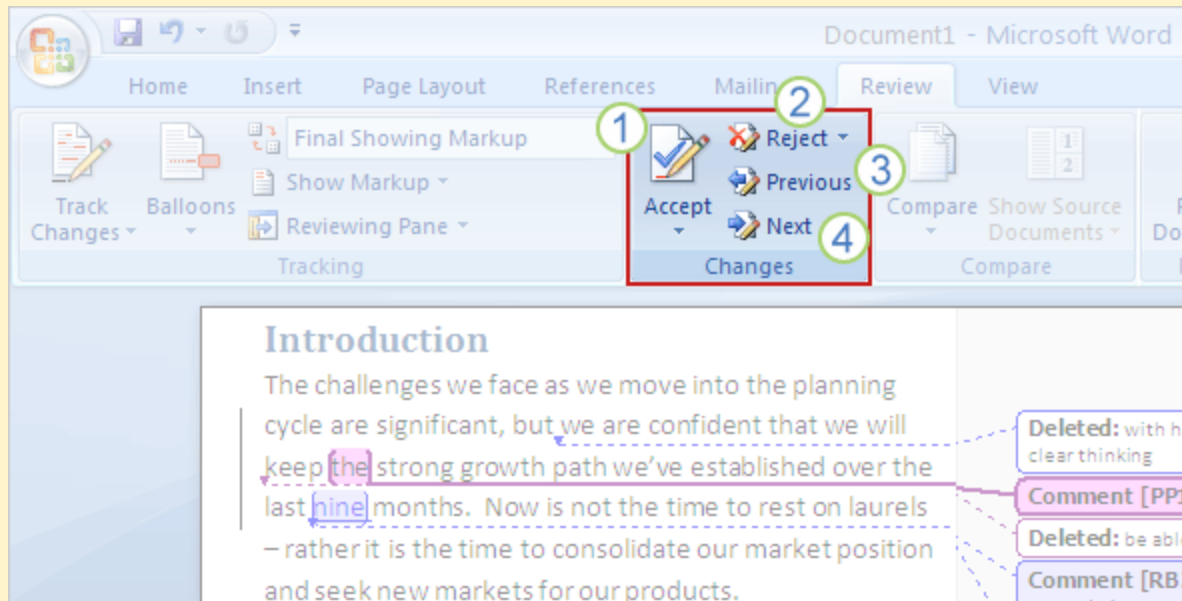
EXECUTIVE ASSISTANT SUBMITTAL CHECKLIST:

1. Always make sure you begin your revisions by using the correct version of the policy. Remember: The policy from the [Operating Policy/Procedure Manual](#) is the latest and correct version.
2. Once you have finished making all appropriate revisions to the original document, save the “marked-up” version as your “**Redline**.” This version will show the Executive Assistant (EA) what changes were made and helps the EA present the changes to the appropriate Vice President.
3. After you have successfully saved the **Redline** version of the policy revisions, you may then use the “Accept/Reject/Delete” features explained on the next slide to produce your final “**Clean**” copy of the revisions.
4. You must submit the following to your EA:
 - Completed [Routing Sheet](#) with all appropriate signatures;
 - **Redline** version of your recommended revisions (**MUST** include an electronic copy); and
 - **Final “Clean”** version of your recommended revisions (**MUST** include an electronic copy).

ACCEPT OR REJECT CHANGES—AND/OR DELETE COMMENTS

When the revisions are done, someone must review them and then accept or reject them.

The reviewer can deal with revisions one at a time or all at once, and can read the comments and then delete them.



1. On the **Review** tab, in the **Changes** group, use the **Accept button** to accept changes one at a time or in sequence, or to accept all changes at once.
2. Use the **Reject button** to reject changes one at a time or in sequence, or to reject all changes at once.
3. Use the **Previous button** to review each item going toward the beginning of the document.
4. Use the **Next button** to review each item going toward the end of the document.

If you want to accept and reject changes and delete comments **all at once** rather than one at a time, **right-click in the document.**

HOW-TO VIDEOS—FOR ADDITIONAL TUTORIAL

Please click the appropriate link below:

[Windows Users](#)

[Mac Users](#)

FURTHER QUESTIONS?

For more detailed information regarding Track Changes, please review this [article](#).

For additional questions, please contact 325-942-2708.