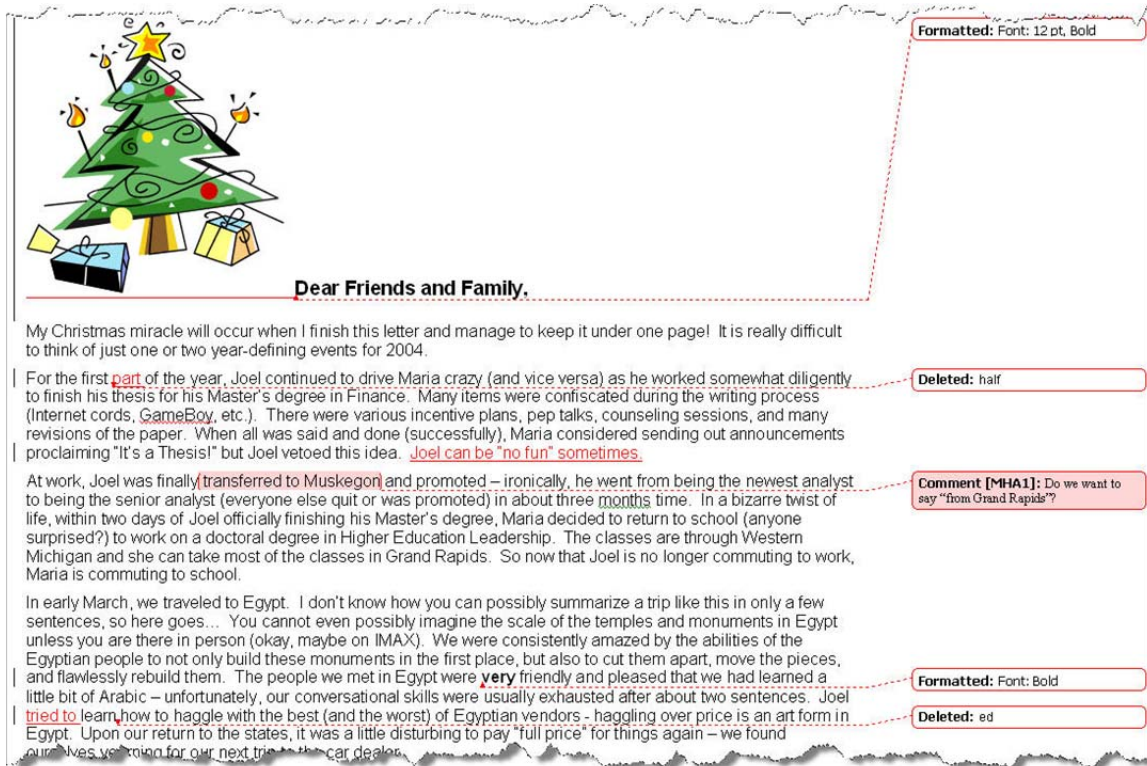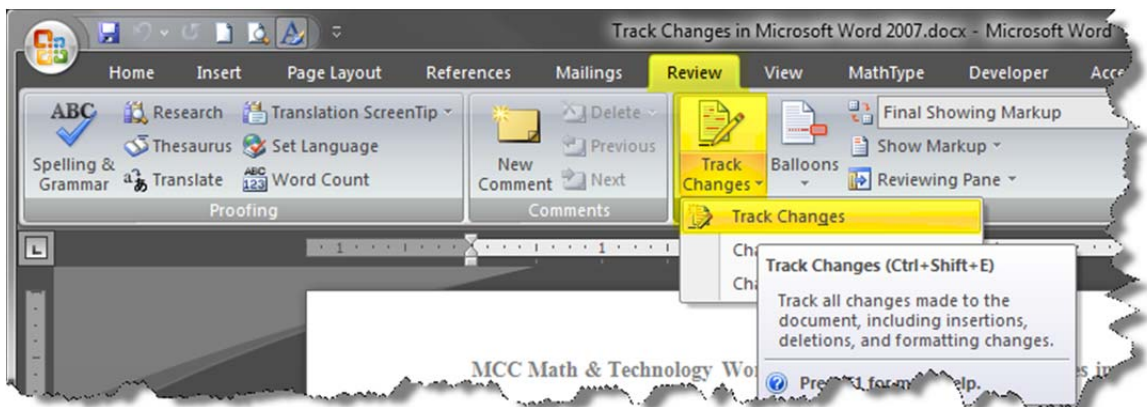# Making Documents Behave: How to use Track Changes

When a document has been edited by someone with Track Changes turned on, here's what it might look like:


If there are multiple editors, then there will be a different color for each person who commented.

In the **Review** tab of the Microsoft Word Ribbon, click on the drop-down under **Track Changes** and click **Track Changes** to turn it on..

Making Documents Behave: How to use Track Changes

You can tell if Track Changes is on because the Track Changes button will remain highlighted.
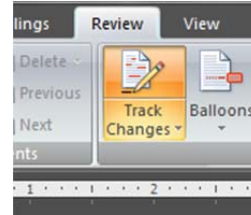
In a document that has been reviewed, you can right click on any highlighted or underlined text to get the options for dismissing or accepting changes or comments. In the drop-down under Accept or Reject you can also deal with all changes in the document at once.
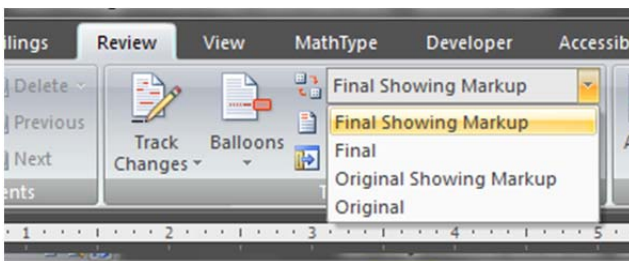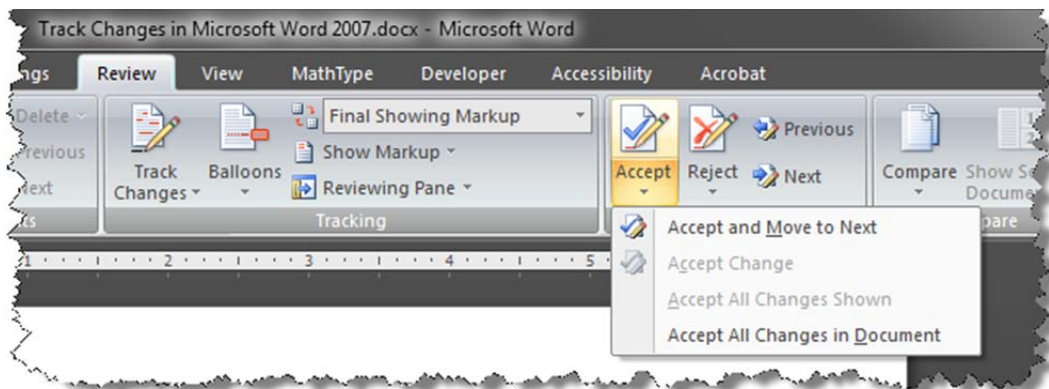
You can also see various versions of the document (with all changes, original w/markup)

And you can compare multiple versions of the same document (importing all suggested changes at once):
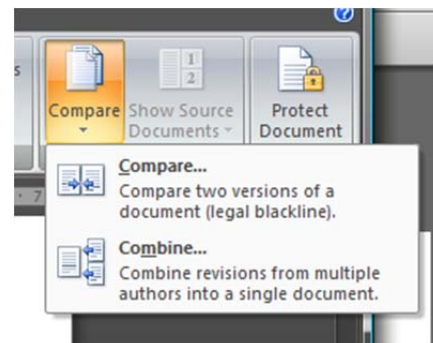
Make sure you toggle Track Changes back to OFF when you are finished.