Tip of the Week

April 28, 2017 - April is Advanced Documents Tips Month

We are excited to share with you a new tip of the week, every Friday.
The tips are short, to the point and cover a range of subjects.
We hope these tips help you to work with technology more efficiently and successfully.

Track Changes in Word

When you want to see who's been making changes to your shared Microsoft Word document, turn on the Track Changes feature. When you turn on Track Changes, every change you make to the document will appear as a colored markup. If you delete text, it won't disappear; but instead the text will be crossed out or if you add text it will be underlined. This allows you to see edits before making changes permanent.

- If you have multiple reviewers, each person will be assigned a different markup color.

> Dear Ms. ~~Lin~~Johnson:
>
> Thank you for meeting with me this ~~morning~~ today to discuss the executive assistant position. I enjoyed our ~~conversation~~discussion, and I am very excited about the

Turn Track Changes on or off

1. On the Review tab, in the Tracking group, click the Track Changes command.
   Track Changes will be turned on. From this point on, any changes you make to the document will appear as colored markups.
   ** Click the Track Changes command again to turn the feature off.
- When you turn off Track Changes, Word stops marking up new changes. Any changes that were already tracked remain marked up in the document until you accept or reject them.
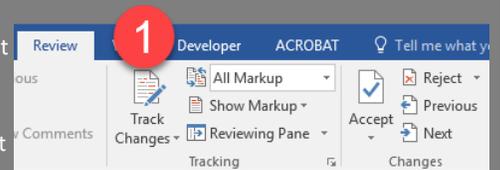
Reviewing Changes

Tracked changes are just suggested changes. To become permanent, they must be accepted. On the other hand, to remove the changes the author must choose to reject them.

1. Select the change you want to accept or reject.
2. On the Review tab, in the Tracking group, click the Accept or Reject command.
   The markup will disappear, and Word will automatically jump to the next change. You can continue accepting or rejecting each change until you have reviewed all of them.
3. When you are finished, click the Track Changes command to turn off Track Changes
- To accept all changes at once, click the Accept drop-down arrow, then select Accept All from the menu. If you no longer want to track your changes, you can select Accept All and Stop Tracking.
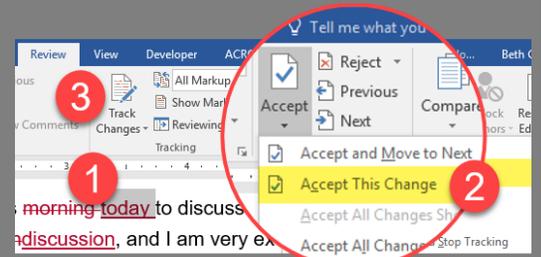
Track Changes Viewing Options

If you have a lot of tracked changes, they may become distracting. Word provides a few ways to customize how tracked changes appear:

- Simple Markup: this shows the final version without inline markups. Red markers will appear in the left margin to indicate where a change has been made.
- All Markup: this shows the final version with inline markups.
- No Markup: this shows the final version and hides all markups.
- Original: this shows the original version and hides all markups.
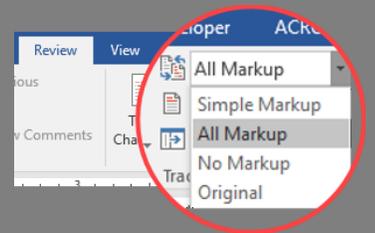
Comments

Sometimes you may want to add a comment to provide feedback instead of editing the document.
Add Comments:
1. Highlight text, or place the insertion point where you want the comment to appear.
2. From the Review tab, click the New Comment command.
3. Type your comment. When you are done, you can close the comment box by pressing the ESC key or by clicking anywhere outside the comment box.
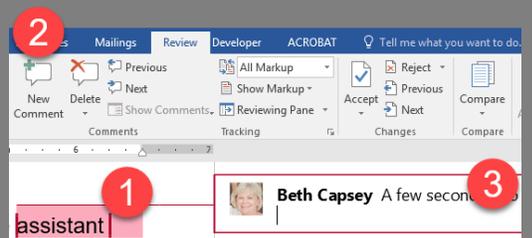
● Tip of the Week ● April 28, 2017 ●
To view archived Tips of the Week on the MSD website click here.
Please do not reply to this e-mail. The mailbox this is sent from is not monitored.