

Word 2013 Track Changes Quick Reference Guide

Why would you use Track Changes?

Track Changes allows you to manage changes that have been made to a document. When the Track Changes feature is activated, each insertion, deletion or formatting change that you or reviewers make to a document is marked.

Start/Stop/Lock Track Changes

To start/stop track changes: On the *Review* tab click **Track Changes**.

To lock tracking changes (set the password so others cannot turn off tracking): On the *Review* tab click **Track Changes > Lock Tracking**. Enter password and re-enter to confirm. Click **OK**.

Comments

The New Comments feature also lets you add comments to the document. On *Review* tab:

To add a new comment: Place the cursor where you would like to add the comment, click **New Comment**, and then type your comment.

To edit a comment: Click inside the comment and make the necessary changes to the text.

To respond to a comment: Click in the comment, click **New Comment**, and then type your response.

To delete a comment: Click inside the comment then click the **Delete** button on the ribbon, OR right-click on the small Comment icon in the upper right of the comment box and select **Delete Comment** from the contextual menu.

Accept or reject changes

When you view the changes in a document, you can accept or reject tracked changes and delete comments one at a time, or all at once.

To accept a change and move to the next:

1. On the *Review* tab in the *Changes* group, click the arrow on the **Accept** button.
2. Click **Accept and Move to Next**.

To accept all changes in the document:

1. On the *Review* tab, in the *Changes* group, click the arrow on the **Accept** button.
2. Click **Accept All Changes in Document**.

To reject a change and move to the next:

1. On the *Review* tab in the *Changes* group, click the arrow on the **Reject** button.
2. Click **Reject and Move to Next**.

To reject all changes in the document:

1. On the *Review* tab in the *Changes* group, click the arrow on the **Reject** button.
2. Click **Reject All Changes in Document**.

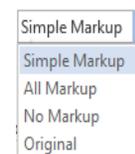
Display for review

There are four ways to view a document after you have tracked changes:

- Simple Markup: Displays document with the changes made with line to left of paragraph where changes were made.
- All Markup: Displays original document along with changes made.
- No Markup: Displays changed document without the markups shown.
- Original: Displays original document without any changes.

To change the view of the document markups:

Click the down arrow and select the appropriate option.



Note: You can temporarily hide markup by type or by reviewer. However, hiding the markup by clearing items on the *Display for Review* menu does not remove markup. For example, If you save and close a document with “No Markup” selected, the markups will still display the next time the document is opened.

Word 2013 Compare Documents Quick Reference Guide

What does the Compare feature do?

The Compare feature enables you to compare the differences between two documents (for example, compare an original document with a revised one).

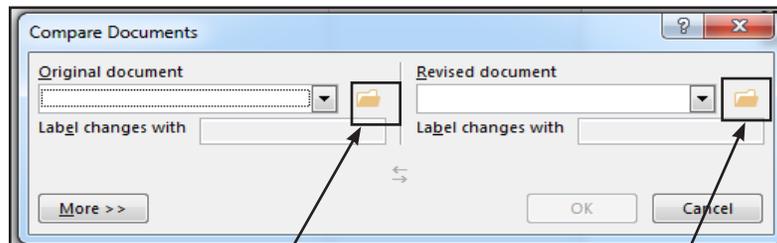
Compare two documents

To compare a revised document to the original document:

1. Click the **Review** tab and then click the arrow on the Compare button and choose **Compare**.



2. Click the **Browse for Original** button to navigate and select the Original document and then click the **Browse for Revised** button to navigate and select revised document.

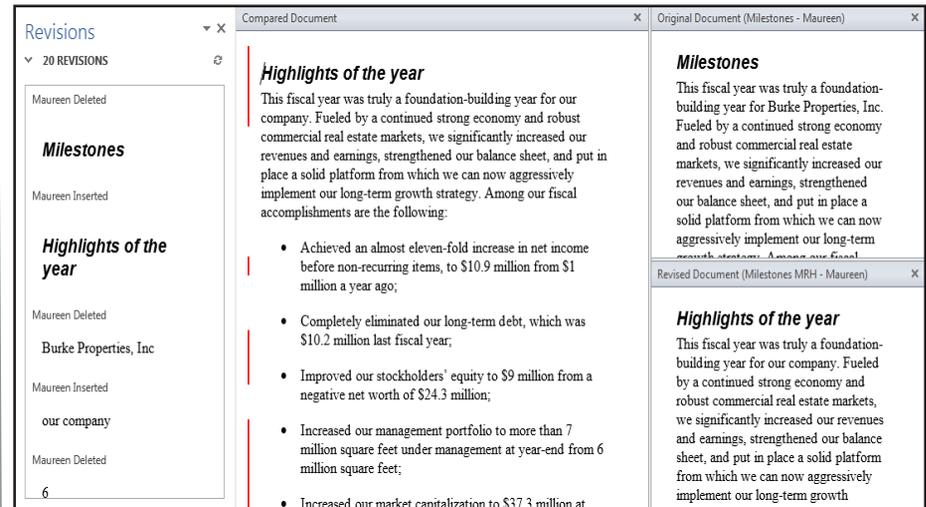


Browse for Original button

Browse for Revised button

3. Click **OK**.

Sample of compared documents:



Note: Words that have either been inserted or deleted from one of the documents will display in red.