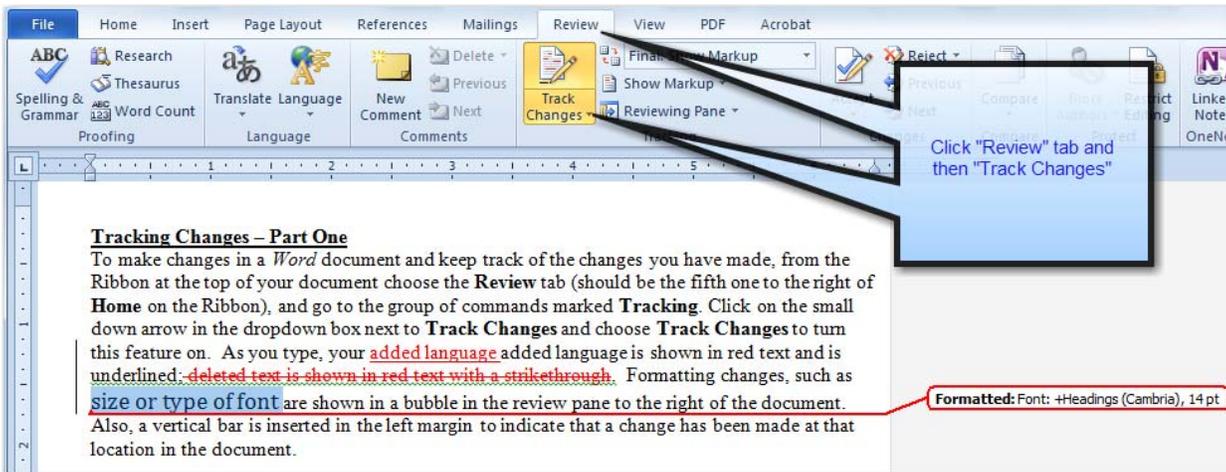


Tracking Changes – Part One

To make changes in a *Word* document and keep track of the changes you have made, from the Ribbon at the top of your document choose the **Review** tab (should be the fifth one to the right of **Home** on the Ribbon), and go to the group of commands marked **Tracking**. Click on the small down arrow in the dropdown box next to **Track Changes** and choose **Track Changes** to turn this feature on. As you type, your added language is shown in red text and is underlined; deleted text is shown in red text with a strikethrough. Formatting changes, such as size or type of font are shown in a bubble in the review pane to the right of the document. Also, a vertical bar is inserted in the left margin to indicate that a change has been made at that location in the document.



Tracking Changes – Part Two

Now the tricky part: *getting rid of tracked changes!*

Back to the group of commands marked **Tracking**: At the top of that group you will see a dropdown box marked **Final: Show Markup**. If you choose **Final**, your changes will no longer be visible. However, neither choosing the **Final** view nor turning off **Track Changes** removes your revision marks; they are still there and will show up if you save, close and reopen your document or send it to another user as an attachment. In order for your document to be in **Final** form you need to review and either accept or reject your changes. To do so, go to the **Changes** group to the right of the **Tracking** group on the Ribbon. Click on the button with the blue checkmark which gives you the option to accept an individual change or all changes; the button with the red “x” gives you the option to reject an individual change or all changes. Unless you need to go through each individual change, choose **Accept All Changes In Document**. Your document is now in **Final** version; if you save, close and reopen it, you will see all of your changes have been incorporated into the document and the tracking marks are gone.

