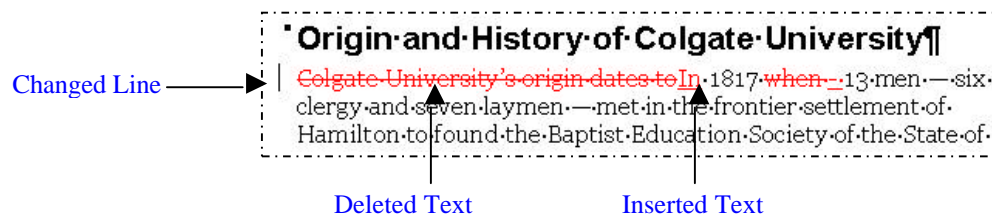


INTRODUCTION

Word enables you to keep track of changes to a document by author or by document version, you can insert reviewer comments into a document, and you can consolidate changes or comments into a final document.

Track Changes Feature

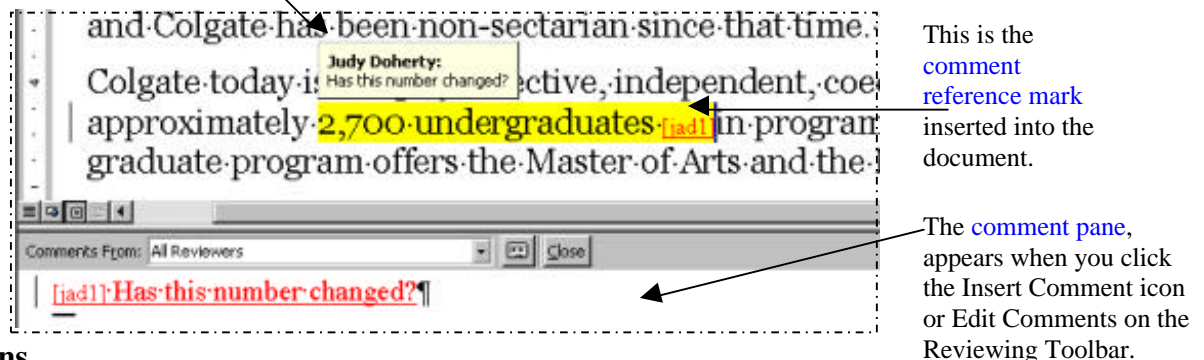
Allows you to track and identify each author's changes to a document. When you turn on this feature, Word marks each author's changes with colored text. In addition, A Screen Tip accompanies each change – when you point to a marked change, the tip pops up to show the author's name and date and time of the change. If there are more than one copy of the same document and each one contains changes, you can merge changes into a single copy of the document.



Comments

These are notes that are attached to a document's text. Comments can be inserted anywhere and can be displayed either at the point of insertion or in a special Comments pane at the bottom of the document window. Comments are numbered consecutively as you or others insert them. As with changes, each comment is color-coded and identified by its author, and you can merge comments from multiple copies of a document into one copy. You don't need to have the track changes feature turned on in order to insert comments.

This is the [Screen Tip](#) (hold your mouse over the comment). Screen Tips are turned on/off: from **Tools** menu, click **Options**, then click the **View** tab. Click ScreenTips check box.



Versions

You can store changes made to a document during a particular editing session. When you turn on the versioning feature, Word can save each editing session's changes as a separate version in the same document file, complete with comments from the person who made those changes. You can't merge information from different document versions, but you can view more than one version on the screen at a time to compare them.

SETUP AND PREPARATION FOR DOCUMENT SHARING OR REVIEW

Check User Information

Before you begin adding comments or making changes to a document, check your **User Information**. Here's how:

1. On the **Tools** menu, click **Options**, and then click the **User Information** tab.
2. In the **Name** and **Initials** boxes, type the name and initials you want to use in your own comments.

Notes:

- The information you type in the **User Information** dialog box is used by all Office programs. For example, if you're using the change-tracking feature in Microsoft Excel, this name appears in the ScreenTip above the change.
- If you're sending a document to multiple reviewers and want to avoid comments indicated by an unknown reviewer, ask your reviewers to add their initials by following this procedure.

Protect the Document

1. Open the document you want to prepare for review.
2. Check whether the document contains multiple versions by clicking **Versions** on the **File** menu.

If multiple versions exist, save the current version as a separate document with a different name, and use this copy as the review copy. This will prevent reviewers from opening and viewing previous versions of the document.

3. On the **Tools** menu, click **Protect Document**.
4. Do one of the following:
 - To let others change the document by inserting comments and tracked changes, make sure **Tracked Changes** is selected.
 - To let others insert only comments, click **Comments**.
 - To let only authorized reviewers add comments and changes, type a password.

Note You can send a document for online review by clicking **Send to Mail Recipient (as Attachment)** on the **Reviewing** toolbar.

Remove Hidden/Sensitive Information From Shared Documents

Make sure deleted information is completely removed from a document

If you save a document with the **Allow fast saves** check box selected (**Tools** menu, **Options** dialog box, **Save** tab) and then open the document as a text file, the document may contain information that you previously deleted. This happens because a "fast save" appends the changes you make to the end of the document; it doesn't incorporate the changes (including deleted information) into the document itself. To completely remove the deleted information from the document:

1. If you opened the document as a text file, close the text file and open the document as a regular Word document.
2. On the **File** menu, click **Save As**, and then click **Save**.

Note You can turn off "fast saves" by clicking **Options** on the **Tools** menu, clicking the **Save** tab, and then clearing the **Allow fast saves** check box.

Make sure a document doesn't contain "invisible" information

To reduce on-screen clutter, you may have hidden some information in your document — for example, revision marks for tracked changes, comments, and hidden text. Before you give others a copy of the document, it's a good idea to view this "invisible" information, and decide whether it's appropriate to include. For example, you may want to omit the information in a printed version of the document, or remove the information altogether before you distribute the document online.

View revision marks for tracked changes

1. Point to **Track Changes** on the **Tools** menu
2. Click **Highlight Changes**
3. Select the **Highlight changes on screen** check box

Hide comments before you print a document

1. Click **Options** on the **Tools** menu
2. Click the **Print** tab
3. Clear the **Comments** check box under **Include with document**.

View hidden text

1. click **Options** on the **Tools** menu
2. click the **View** tab
3. select the **Hidden text** check box under **Formatting marks**.

Omit hidden text in a printed document

1. click **Options** on the **Tools** menu
2. click the **Print** tab
3. clear the **Hidden text** check box under **Include with document**.

If you plan to distribute the document online, just delete the hidden text as you would delete any other text.

Prevent reviewers from opening previous versions of a document

If you specified that Microsoft Word save one or more versions of your document in the same file, those versions are saved as hidden information in the document, so that you can retrieve them later. Because versions of a document are available to others and because they do not remain hidden if you or someone else saves the document in another format, you may want to remove the versions before you share the document. If you want to keep the previous versions, save the current version as a **separate document** (with a new name), and then distribute only that document. If you don't want to keep the previous versions, delete the unwanted versions, and then distribute the document.

Change The Formatting Word Uses To Mark Tracked Changes

You can change the way revision marks look and work in Microsoft Word. Click **Options** (**Tools** menu), click the **Track Changes** tab, and then select one or more of the following options.

To	Do this
Change the color and other formatting that Word uses to identify changes.....	Select the formatting options you want. For Help on an option, click the question mark and then click the option.
Indicate deletions without revealing exact text, for example, if you want to maintain confidentiality.....	Replace the default strikethrough formatting. In the Mark box under Deleted text , click # or ^. The character # or ^ will replace deleted text.
Clear changed lines.....	In the Mark box under Changed lines , click (none) .
See/print changed lines to right of text.....	In the Mark box under Changed lines , click Right border . Switch to print layout view. In normal view, all changed lines appear on the left.
Display and print changed lines in left margin of even-numbered pages and right margin of odd-numbered pages.....	In the Mark box under Changed lines , click Outside border . To use this option, you must have selected the Different odd and even check box on the Layout tab in the Page Setup dialog box (File menu). If this option is not selected, Word displays the changed lines in the left margin of all pages. Change to print layout view. In normal view, all changed lines appear on the left.

ACTIVATE TRACK CHANGES

Track Changes is normally turned off in Word documents. There are 3 ways to activate the Track Changes feature. First, you must open the document you want to revise. Then you can do one of the following:

1. Double-click the Track Changes button on the status bar (it's labeled **TRK** down at the bottom of your Word window, where you see your page numbers, section, lines and column information);
2. Press **Ctrl+Shift+E**;
3. Point to **Track Changes** on the **Tools** menu and choose **Highlight Changes**; or
4. On the **Reviewing** toolbar, click **Track Changes** (to display the Reviewing toolbar, point to **Toolbars** on the **Views** menu, then click **Reviewing**).

Notes:

- You can change the color and other formatting that Word uses to mark changed text and graphics. And if you don't finish reviewing the document at one sitting, you can set up a reminder in Microsoft Outlook. On the **Reviewing** toolbar, click **Create Microsoft Outlook Task** and schedule the date and time when you want to continue reviewing the document. Microsoft Outlook will include a shortcut to this document in the task description.
- If you use change tracking and then save your document as a Web page, tracked changes **will** appear on your Web page.

Insert Comments In A Document

You and your reviewers can make annotations on the screen without changing the document text by typing comments. When a comment is added, Word numbers it and records it in a separate **comment pane**. Word then inserts a **comment reference mark** in the document and shades the text that's commented on with light yellow. As with revision marks, Word tracks each reviewer's comment reference marks in a distinct color. You can view comments in ScreenTips or in the comment pane. Use the comment pane to edit and review all the comments in the document. You can type comments by using the **Insert Comment** icon on the **Reviewing** toolbar.



This is the **Insert Comment** icon on the Reviewing Toolbar.

This is the **Reviewing** toolbar. To display the toolbar, point to **Toolbars** on the **Views** menu, then click **Reviewing**

INCORPORATE CHANGES AND COMMENTS

Merge Tracked Changes

If reviewers have returned changes and comments in separate copies of the original document, you can merge all their changes into the original document and then review each change from there

1. Open the original document into which you want to merge changes.
2. On the **Tools** menu, click **Merge Documents**.
3. Open one of the documents that has changes to be merged.
4. Repeat steps 2 and 3 until all copies of the document are merged.

Microsoft Word displays all the reviewers' tracked changes and comments, each reviewer represented by a different color. You can then **review comments** and **accept or reject changes** as usual.

Note: If the document you sent out for review was not set up for change tracking, but you have the original document, you can see where changes were made by comparing the edited copy to the original.

Accept Or Reject Changes Suggested With Change Tracking

You can review tracked changes in two ways:

- Use the **Reviewing** toolbar. First make sure revision marks are visible on the screen. On the **Tools** menu, click **Track Changes**, click **Highlight Changes**, and then select the **Highlight changes on screen** check box.
- Use the **Accept or Reject Changes** dialog box (**Tools** menu, **Track Changes** submenu, **Accept or Reject Changes** command).

Tip: If you turn on ScreenTips, you can see who made each change by resting the pointer on the suggested revision.

To	Do this
Review one change at a time.....	Click Next Change or Previous Change on the Reviewing toolbar.
Accept the change.....	Click Accept Change on the Reviewing toolbar.
Reject the change.....	Click Reject Change on the Reviewing toolbar.
Accept or reject all changes in one pass.....	On the Tools menu, point to Track Changes , click Accept or Reject Changes , then click Accept All or Reject All . If you change your mind, click Undo .
See how the document would look if you accepted all changes.....	On the Tools menu, point to Track Changes , and then click Highlight Changes . Clear the Highlight changes on screen check box.
Display the original, unchanged document so that you can see how the document would look if you rejected all changes.....	On the Tools menu, point to Track Changes , click Accept or Reject Changes , and click Original . Word displays changed formatting, not original formatting.

Review The Comments In A Document

Microsoft Word displays each comment and the name of the reviewer making the comment in a ScreenTip above the text. If a ScreenTip doesn't appear, click **Options** on the **Tools** menu, click the **View** tab, and then select the **ScreenTips** check box under **Show**. Word provides a few ways to review comments in a document.

To	Do this
View a text comment in a ScreenTip.....	Rest the pointer over text shaded with light yellow.
View each comment in sequence.....	Click Next Comment on the Reviewing toolbar..
View the previous comment.....	Click Previous Comment on the Reviewing toolbar.
View the comments of one reviewer.....	Display the comment pane by double-clicking the comment mark. (You must first make sure the comment mark is displayed by clicking Options on the Tools menu, clicking the View tab, and then selecting the Hidden text check box.) Click the name of the reviewer in the Comments From box at the top of the comment pane.
Locate a specific comment	Click Go To on the Edit menu. In the Go to what box, click Comment . In the Enter reviewer's name box, click the reviewer's name. Click Next until you find the next comment.
Print comments with document.....	On the File menu, click Print . Click Options , and then select the Comments check box.
Print only comments in a document.....	On the File menu, click Print . In the Print what box, click Comments .

OTHER EDITING OPTIONS

Compare Documents

Comparing documents is useful for viewing changes to a document that was not revised by using change tracking. Open the newer version of the document, and then use the **Compare Documents** command (**Tools** menu, **Track Changes** submenu) to open the document you want to compare it with. When you compare documents, Word marks text that was added to and deleted from the old document, just as it would if change tracking had been turned on.


1. Open the edited copy of the document.
2. On the **Tools** menu, point to **Track Changes**, and then click **Compare Documents**.
3. Open the original document.
4. If the edited version and the original version of the document do NOT have tracked changes, Microsoft Word displays the edited copy of the document with revision marks indicating what changed from the original.

If either version of the document DOES have tracked changes, Word displays a message box. Click **Yes** to compare the documents.

Note: If you've used the **Versions** command on the **File** menu to save multiple versions of the document in one file, and you want to compare the current version with an earlier one, you must first save the earlier version as a separate file under a different name.

Emphasize Text by Highlighting It

When important text is highlighted, it's easier for you and your reviewers to see the text when you scan the document. You can change the color used for highlighting text and remove the highlighting. Here's how:

1. On the **Reviewing** toolbar, click **Highlight** icon  on your Reviewing toolbar
2. Select the text or graphic you want to highlight.
3. Select the next item in the document that you want to highlight.
4. To turn off highlighting, click the **Highlight** icon again, or press ESC.

Notes

- Highlighting parts of a document works best when recipients will be reviewing the document online. When you highlight parts of a document that you intend to print, use a light color if you're using a monochrome or dot-matrix printer.
- To change the highlighter color, click the arrow next to **Highlight**, click the color you want, and then select the text or graphic you want to highlight.
- You can display or hide highlighting on the screen and in the printed document by clicking **Options** (**Tools** menu), and then selecting or clearing the **Highlight** check box on the **View** tab.

Save Multiple Versions Of A Document In One File

If you have a document that might be revised in the future, you might want to keep a record of each different draft. You can set up the document so that Word saves a "snapshot" of the current version automatically each time you or another reviewer closes the document after making changes. All versions are stored within one document, although Word displays only the current version by default. You save disk space because Word saves only the differences between versions, not an entire copy of each version.

For each version in the document, Word records the date and time the version was saved and the name of the person making the changes. You can view any one of the previous versions in a separate window by opening that version from the **Versions** dialog box (**File** menu).

You can also open, print, and delete earlier versions. Automatically save a version when closing a document. Compare saving multiple versions with saving a backup copy of a document, which is designed to ensure against data loss or against unintended changes. When backup saving is turned on, a new backup replaces the existing backup each time you save the document.