

# Using Comments and Track Changes in Word

Reviewing Word documents with Comments and Track Changes.

*This article covers the following:*

- ➔ [About commenting on or reviewing a document](#)
- ➔ [Setting up Track Changes](#)
- ➔ [Prevent other users from turning off Track Changes](#)
- ➔ [Adding Comments to a document](#)
- ➔ [Accepting and Rejecting the Changes and Comments \(you must do this before you distribute the final version of your document\)](#)
- ➔ [Tracking Options](#)

*Next Month:*

- ➔ Compare two documents
  - ➔ Combine multiple documents
  - ➔ Using the Reviewing Features Safely
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## About Commenting on or Reviewing a Document

One way of getting a colleague's feedback on a document would be to give them a printed copy to read through. They might then write their comments and suggested changes on it with a coloured pen.

Of course, in Word this can be done electronically!

Word has two useful features to enable this: Track Changes and Comments.

### *What is Track Changes?*

Change tracking, or revision marking, is used when a reviewer wants to make changes in the document itself and keep track of the changes. With change tracking, a record is kept of every change made, which can later be accepted or rejected.

*When the Track Changes feature is enabled, every change made to the document shows up as coloured mark-ups.*

If text is deleted, it will remain in the document, but with a visible strike through it.

If text is inserted, it will be underlined.

This means that you can see which changes have been made and then accept or reject them before making the changes permanent.

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*The really useful thing is that if several different people make their own changes in the same document, each author's changes are displayed in a different colour, so you can easily tell who made which changes.*

### *What are Comments?*

In addition to changing text, people can make a comment about part of the document.

*Comments show in "balloons" in the right margin of the document. They can be read by the original author or by any other reviewers and can be accepted or rejected along with the other changes.*

Just like with the tracked changes, comments made by different authors are displayed in a different colour, so you can easily tell who made which comments.



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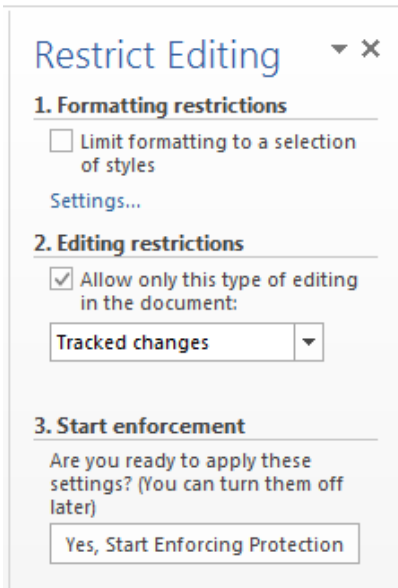
Use the **Protect Document** feature.

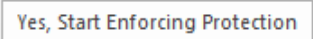
*This will allow you to ensure track changes cannot be turned off without a password.*



Restrict Editing

- ➔ Choose **Restrict Editing** from the **Review** tab.
- ➔ The **Restrict Formatting and Editing** pane will be displayed.



- ➔ Select **Allow only this type of editing in the document.**
- ➔ Then choose **Tracked Changes** from the drop down list.
- ➔ Click 
- ➔ Enter and confirm a password if you want to use one (Note: this password is not recoverable if you forget it!).



- ➔ The **Track Changes** button becomes unavailable and changes are permanently tracked (until protection is stopped and track changes disabled).

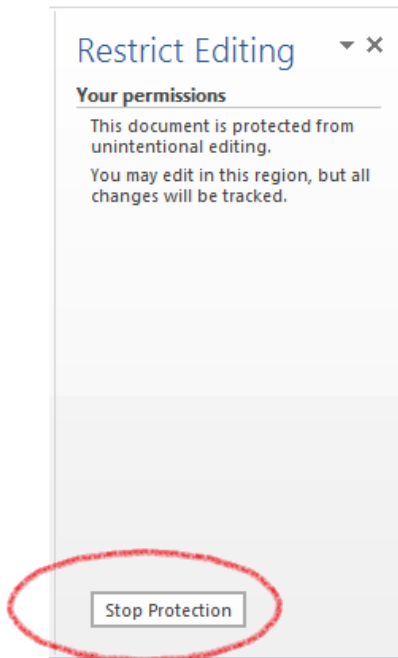
- ➔ User Authentication is available only if your system is set up for Information Rights Management

Once applied, protection ensures that other users do not disable the track changes without a password. This means that all changes made will be highlighted.

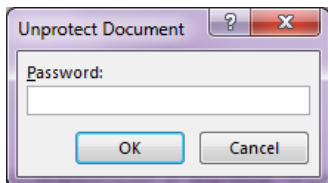
To stop enforcing protection:



- ➔ Choose **Restrict Editing** from the **Review** tab to display the **Restrict Formatting and Editing** pane (if it is not already displayed).
- ➔ Click the **Stop Protection** button at the bottom of the pane.



- ➔ Enter the password if prompted.



- ➔ You will then be able to disable **Track Changes**.

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## Adding Comments to a document

A comment is a note or annotation that an author or reviewer adds to a document. Word displays the comment in a balloon in the margin of the document or in the **Reviewing Pane**.

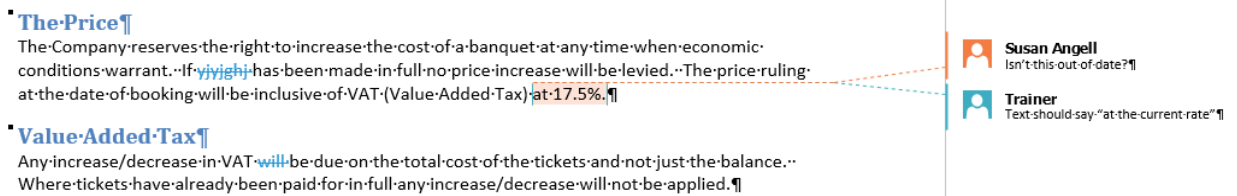
*Track changes does not need to be on for comments to be added.*

### Inserting Comments

- Position the insertion point where you want the comment, or select the text to be commented on.



- Click the **Review** tab and choose **New Comment**.
- Type the comment text in the comment balloon.
- To return to the document click in the document text.



- As with Track Changes, each person who comments, appears in a different colour.
- Rest the insertion point over the balloon to display the name of the reviewer.

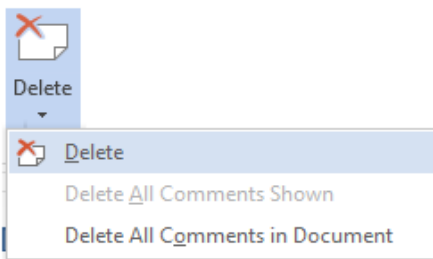
*If the comment balloons are hidden, type the comment in the Reviewing Pane.*

### To Delete a comment

- Select the comment



- Choose **Delete** from the **Review** tab.



- Use the dropdown arrow for further options.



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## Accepting and Rejecting the Changes and Comments



*Highlighting everyone's suggested changes with the mark-up is only one part of the reviewing process.*

You use the **Review** tab to control how the mark-up is displayed and also to accept or reject each change.

**IMPORTANT:** Before the final version of the document can be distributed or published, all highlighted changes **must** be **Accepted** so they become part of the document properly, or **Rejected** so they are permanently removed from the document.


*To review each item in sequence:*

On the **Review** tab:

- Use  Next and  Previous to highlight the next or previous change (this will include any comments).




Accept

- Use  to make the currently selected change permanent in the document and remove its mark-up.

*The next change in the document will automatically be highlighted ready for you to accept or reject.*



Reject

- Use  to permanently remove the currently selected change from the document.

*The next change in the document will automatically be highlighted ready for you to accept or reject.*

- Use the drop down arrows for further options such as Accepting all changes in the document.

*When you have worked your way through the entire document and all changes have been accepted or rejected, make sure track changes is turned off and your document is ready.*

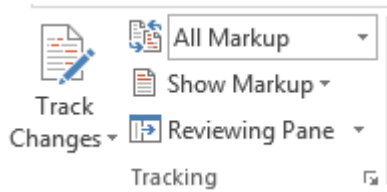
**NOTE:** Accepting a comment will leave it in the document. Rejecting a comment will delete it.



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## Tracking Options

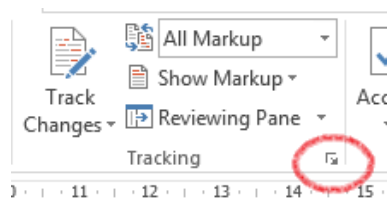
Here we will look at the options in the **Tracking** group on the **Review** tab.



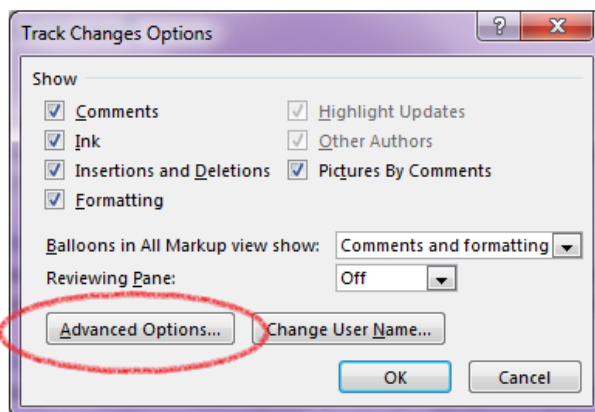
### *Change the mark-up colours and options:*

*Change the colour and formatting Word uses to mark changed text and graphics in the Advanced Track Changes Options.*

- ➔ Choose the launcher from the **tracking** group on the **Review** tab.

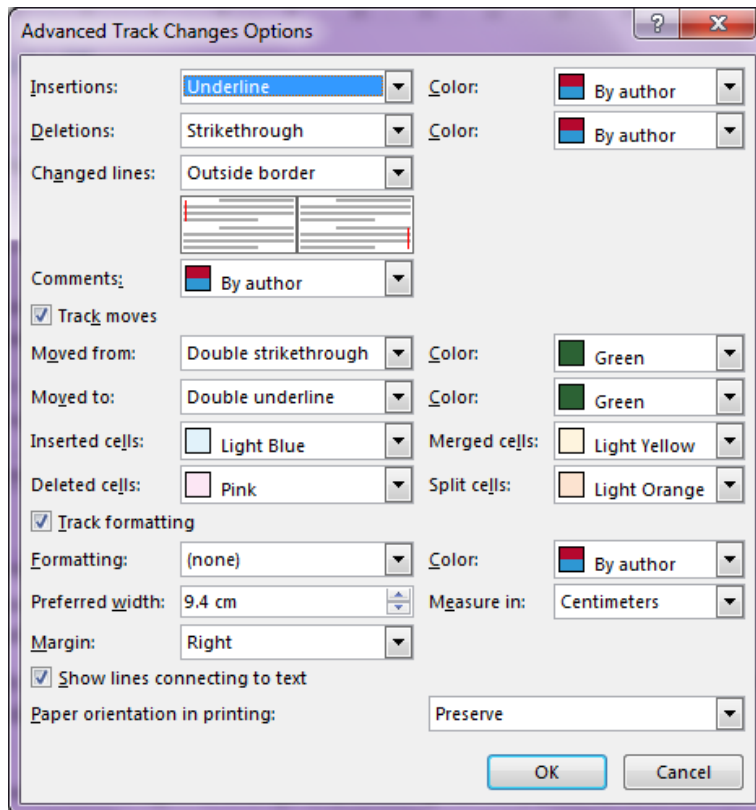


- ➔ The **Track Changes Options** dialogue box will appear.



- ➔ Choose **Advanced Options** to access the Advanced options dialogue box.





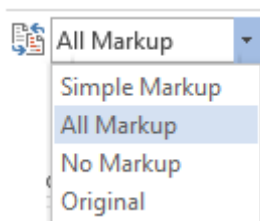
- ➔ Select options as required and choose **OK**.

### Hide the Mark-up:

You might want to do this if there are lots of changes in a document and you want temporarily hide them to quickly read through without being distracted.

**IMPORTANT:** Do remember to show the mark-up again when you're done, so it doesn't get sent out with hidden (but easily viewable) mark-up!

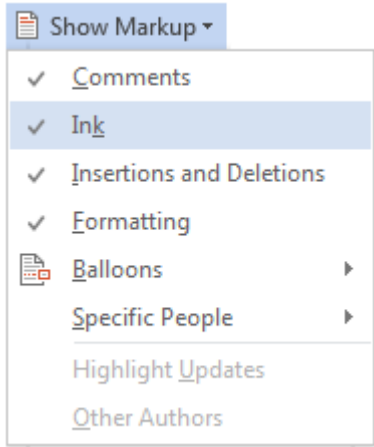
- ➔ Choose the **display for review** dropdown arrow.



- ➔ Then choose the required view option.
- ➔ **IMPORTANT:** these options will not accept or reject changes, just hide them – **do not** distribute the document until the changes have been accepted or rejected, because they are still there and can easily be viewed, making your company look unprofessional, or causing controversy.

### *Specify which Mark-up to see:*




- Choose the  dropdown arrow:



- Select or de-select which elements of mark-up you want to see.

### *Show revisions in a separate window:*

You can view the changes and comments in a separate window or pane if you prefer.

- Choose  Reviewing Pane ▾
- Then choose  Reviewing Pane Vertical... or  Reviewing Pane Horizontal... as required.
- The Reviewing pane is displayed.

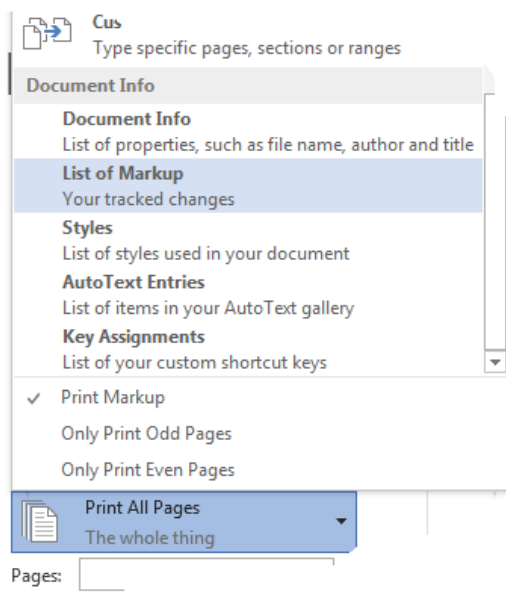
## Printing Mark-up

To print mark-up only:

- Click **File / Print**.
- Under Settings, click the arrow next to Print All Pages.
- Click List of Mark-up (you might need to scroll the list)

To print a document and its mark-up:

- Click the **File / Print**.
- Under Settings, click the arrow next to Print All Pages.
- Check Print Mark-up.



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