

# USING TRACK CHANGES AND COMMENTS IN WORD 2003

This tutorial explains how to use Track Changes and Comment in Word 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

The Track Changes and Comment features help writers and reviewers or members of a writing team exchange information and suggestions. For more information on reviewing, see Chapter 14 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*. For more information on creating communications with at team, see Chapter 16.

## Turn on Track Changes

Track Changes enables you to insert suggested revisions someone else's draft without changing the draft permanently. The writer can then compare his or her original text with your suggested alternative, deciding which to use.

1. From the **Tools** menu, choose **Track Changes**.
  - On the status bar, TRK will appear in dark (but small) letters.
2. Make a correction or suggest a revision.
  - Deleted words will continue to be displayed but will be marked with a strikethrough.
  - Insertions will be displayed in a way that distinguishes them from unchanged text.
3. Continue making the changes you want to suggest.
4. When done, turn off Track Changes by choosing **Track Changes** from the **Tools** menu.
  - TRK will fade into the background.

## Insert a Comment

By inserting comments into someone else's draft, you can ask questions and make suggestions to the writer without changing the writer's text. You can also insert a comment that explains a tracked change you have made.

1. Place the cursor where you want the comment to appear.
2. If you want to signal the writer that your comment applies to a word, phase, or sentence, highlight that text.
3. From the **Insert** menu, choose **Comment**.
  - A set of brackets will appear that encloses the text you highlighted.
  - At the bottom of your screen, the **Comment Pane** will appear. The Comment Pane has horizontal stripes. The top line reads, "Main document changes and comments."
4. In the **Comment Pane**, type your comment.

## View Tracked Changes and Comments

When you are the writer or a member of a writing team, you can read other people's tracked changes comments in any one of four views.

1. From the **View** menu, choose **Page Layout**.
2. From the **View** menu, choose **Markup**.
  - The **Reviewing Toolbar** will appear.
  - If it doesn't, perform the following steps.
    - a. From the **View** menu, choose **Toolbars**.
    - b. From the menu that appears, choose **Reviewing**.

3. From the dropdown menu on the left end of the **Reviewing Toolbar**, choose the view you would like to have.
  - **Final Showing Markup** – Deleted text and comments appear in balloons beside the communication; inserted text and formatting changes are highlighted in the body of the communication.
  - **Final** – The communication appears as it would if all the changes were made; tracked changes and comments do not appear.
  - **Original Showing Markup** – Inserted text and comments appear in balloons and deleted text remains in the text itself.
  - **Original** – The communication appears as it would if no changes were made.
4. For other viewing options, click the arrow next to **Show** on the **Reviewing Toolbar**.

### Change the Appearance of Tracked Changes and Comments

You can change the appearance of the tracked changes and comments to make them easier for you to read.

1. On the **Track Changes** toolbar, click the arrow next to **Show**.
2. On the dropdown menu that appears, choose **Options**.
3. In the window that appears, change the appearance of tracked changes and comments in the way you desire.

### Accept and Reject Tracked Changes

As the writer, you can accept or reject each of the tracked changes made by your reviewer or team members. If you accept a tracked change, the reviewer's suggestion will automatically be incorporated into your text.

1. Open the communication.
2. If the tracked changes are not showing, choose **Markup** from the **View** menu.
3. Right click on the first tracked change.
4. From the options that appear, click on **Accept Change** or **Reject Change**.
5. If you want to accept or reject all of your reviewer's suggestions, choose to **Accept All Changes** or **Reject All Changes**.

### Show or Hide the Reviewing Pane

You can show or hide the reviewing pane.

1. From the **View** menu, choose **Toolbars**.
2. From the menu that appears, choose **Reviewing**.
  - The **Reviewing Toolbar** will appear.
3. Click on the **Reviewing Pane** icon at the right end of the toolbar.

### Print Tracked Changes and Comments

You can print a communication with tracked changes and comments in a variety of ways.

1. From the **View** menu, choose **Toolbars**.
2. From the menu that appears, choose **Reviewing**.
  - The **Reviewing Toolbar** will appear.
3. From the dropdown menu on the left end of the **Reviewing Toolbar**, choose the view of the communication you want to print (**Final Showing Markup**, **Final**, **Original Showing Markup**, or **Original**).
4. On the **Reviewing Toolbar**, click the arrow next to **Show**.
5. From the menu that appears, choose any other options you desire to use.
6. From the **File** menu, choose **Print**.
7. The **Print** window will appear.
8. Click **OK**.