**MS Word Track Changes Features**

Microsoft Word offers a feature called Track Changes, which can be very helpful to utilise when someone else edits or proofreads your document.

This feature, when enabled, can record (and display) all changes made to the document –additions, modifications and deletions. It will note the change made, the date and time the change occurred and who made the change (who = Author name set up in MS Word Properties).

Even if multiple people were to work on sequential copies of a document, Track Changes can be used to record and display what was added/changed/deleted, when the change occurred and who made the change.

Note that different authors can be assigned different tracking colours to easily differentiate who made what change.

**To enable Track Changes:**

Tools 🡪 Track Changes 🡪 Highlight Changes

Then select “Track Changes while editing”

Please note that turning off Track Changes does not remove the tracked changes from your document – the only way to do this is to either accept or reject the changes made, i.e. for each change, click on the tick or cross on the change balloon, or select a block of text with your mouse and click on ‘Accept Change’ (or ‘Reject Change’) from the toolbar to accept (or reject) all changes within the selected block. Alternatively, (with caution) select Accept All Changes (or Reject All Changes), which would accept (or reject) all changes made throughout the document as a whole.

You do have the option to view ‘Final Showing Markup, (display all changes) ‘Final’ (display final result with no tracked changes visible), ‘Original Showing Markup’ and ‘Original’ versions of the document.

*Overview of features and sample markup can be found on the next page.*

**Overview of features:**

[Before you ask, the original text below is dummy text and is not in English.]

**Insert text**

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Note: a vertical bar will appear on the left hand side of the text to indicate changes.

**Delete text**

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**Modify text (or formatting)**

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Fix mistakes in text quia *consequuntur* magni dolores eos qui *ratione voluptatem* sequi nesciunt.

 **Comment**

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