Word Processing 5N1358

9. Use Mark-up Capabilities

CONTENTS

RMN & SO'N

1. Use Markup Capabilities to Make Track Changes to Documents

Markup capabilities allow a user or multiple users to review a document and annotate or record any changes that need to be made to the document. For example a tutor could review an assignment for a student and make recommendations that would help improve the work in the document, without changing the document itself.

Word allows markup capabilities through **Review** tab, in the groups **Comments** and **Tracking**. In order to preserve the layout of a document, Word shows some markup elements in the text of the document while others are displayed in balloons that appear in the margin.

## 2. Review and Track Changes

Reviewing or **Tracking** is commonly used when two people are working on one word document and are suggesting changes to each other regarding the work. After the review is complete the end user of the document can choose to accept or reject those changes.

For example let's say Bill creates a document and emails it to his colleague, Lee, for feedback. Lee can edit the document with Track Changes on. When Lee sends the document back to Bill, Bill can see what changes Lee had made.

Track Changes is also known as redline, or redlining. This is because some industries traditionally draw a vertical red line in the margin to show that some text has changed.

3. Turn Track Changes On and Off

To turn **on** track changes go to the **Review** tab to the **Tracking** group and click on the **Track Changes** command button. Alternatively use the keyboard shortcuts Ctrl + Shift + E. When the track changes command button is highlighted track changes is turned on. To turn it off click the track changes command button again.
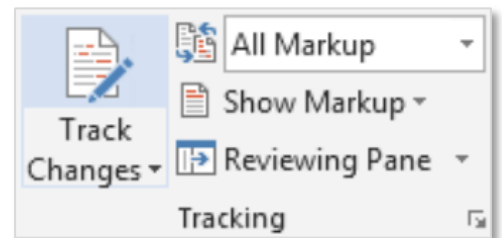
In addition on the status bar, click **"Track Changes: On"** to turn on track changes. If "Track Changes" isn't on the status bar then right-click the status bar and click Track Changes.
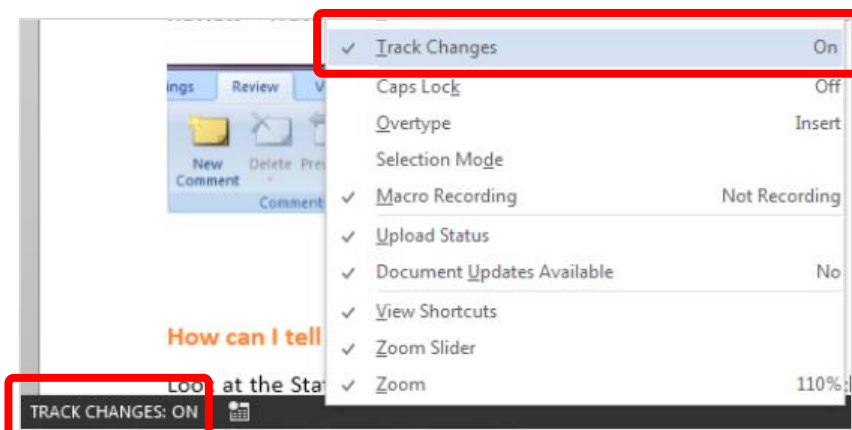
How can I tell if Word is tracking changes in my document?

Look at the Status Bar at the bottom of the screen. Look for **"Track Changes: On"** or **"Track Changes: Off"**. If changes are being tracked in the document a grey line will also display down the left side of the paragraph being edited and the formatted text will have balloons displaying in the right panel of the document.

4. Display the Tracked Changes

Go to the **Review** tab, to the **Display for Review** menu in the **Tracking** group. Select the option **All Markup** from the drop down menu this will show what changes have been made. In addition check the selected items on the **Show Markup** menu to be sure that Word is showing the correct options.
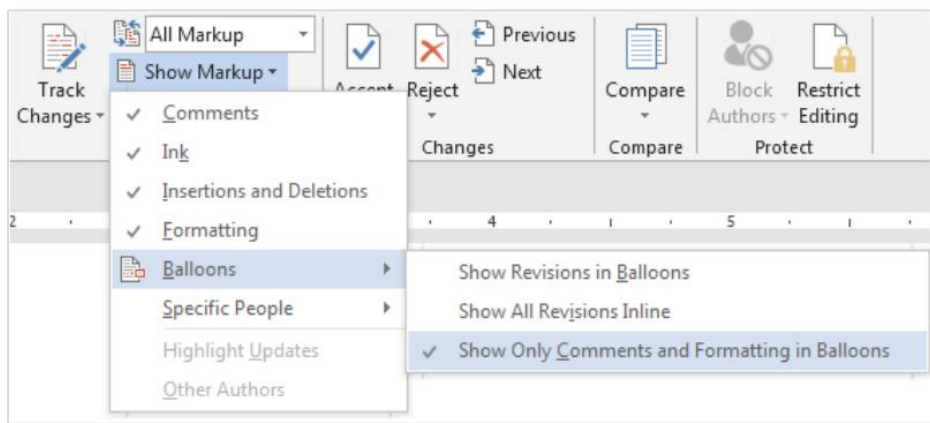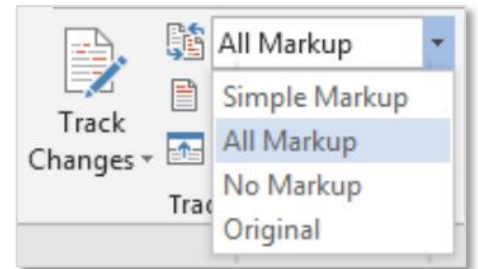
If balloons are being used to display track changes (there's information about balloons, below), then **All Markup** displays insertions will be in balloons and formatting in the document text.

The changes which are made to the word document are then tracked using balloons and comments on the side of the page. Comments can be added by the editor of the document. These can be used to suggest possible changes for the document or explain changes which have been made.

The reviewing pane can be used to detail all the changes which have been made to the document. These are shown at the bottom of the page or on the left vertical pane. Use the scroll bar at the side of the reviewing pain to browse the changes. The **Reviewing Pane** is accessed from the **Tracking** group on the **Review** tab.

5. How to Hide (but not Delete) Tracked Changes

There are several ways to do this, depending on what is needed:

On the **Review** tab, in the **Tracking** group, choose **No Markup** from the drop down menu. This displays the document as if tracked changes have been *accepted*. It hides (but does not remove) the tracked changes.
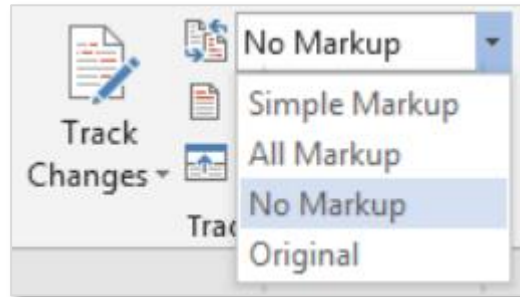
On the Review tab, in the Tracking group, choose **Original**. This displays the document as if tracked changes have been *rejected*. It hides (but does not remove) the tracked changes.
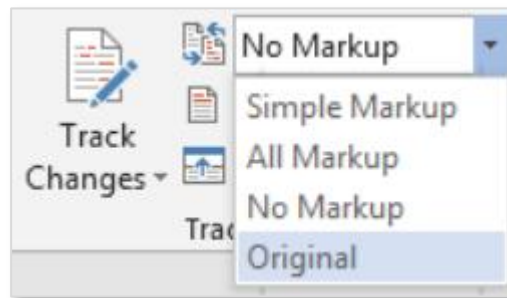
*But… if the **display** tracked changes is turned off, it doesn't mean they're not there. The tracked changes are just hidden. Anyone could open the document and choose to view the tracked changes.*

NOTES:

6. How to Remove Tracked changes by Accepting or Rejecting

When the track changes are suggested it is possible to accept or reject the suggested editing to the document. Move through each of the changes by using **previous** and **next** and decide whether to **Accept** or **Reject** the changes.

The highlight option is like using a highlighter marker on a real page. This can be used to bring a specific area of text to the reader's attention.
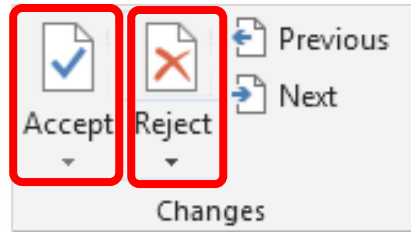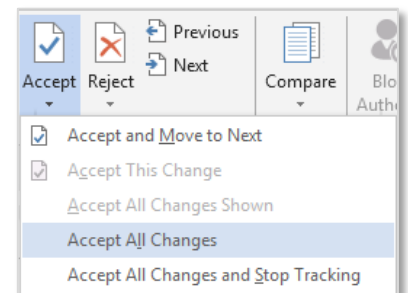
Right-click on the tracked change and choose Accept Insertion or Reject Deletion or Accept Change or Reject Format Change etc.
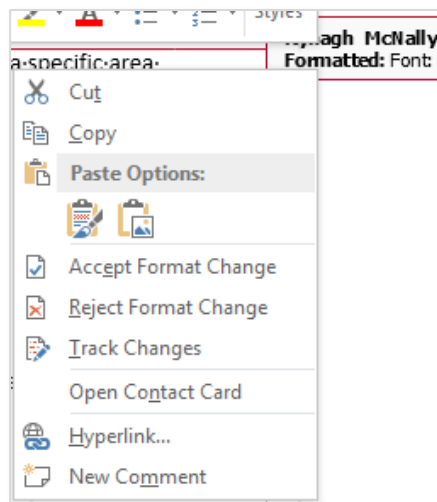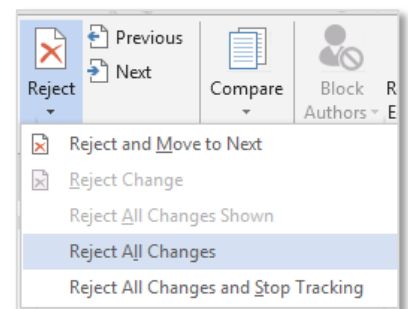
7. Accept or Reject all Tracked Changes in the document in one Step

To accept all changes in the document, on the **Review** tab, click the bottom half of the **Accept** button and choose **Accept All Changes in Document**.

To reject all the changes in the document, on the **Review** tab, click the bottom half of the **Reject** button and choose **Reject All Changes in Document**.

These notes have been compiled by Rynagh McNally and Suzannah O'Neill for students of Monaghan Institute.

8. Print Tracked Changes

Go to the **File** menu home menu and click on **Print**. Under **Settings**, click the first button that usually displays **Print All Pages**. On the drop down menu, choose **Print Mark-up**. This facility will only work documents which have review comments in them.

NOTES:
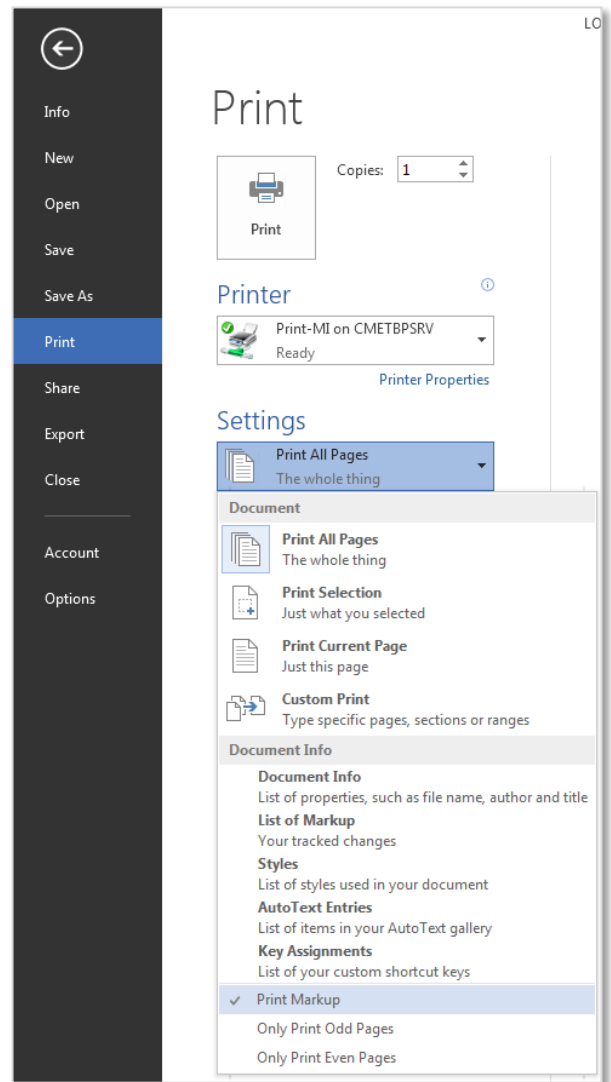
9. Security Issues with Tracking Changes

How can I tell if there are Tracked Changes in my document?

On the **Review** tab, click the **Next** button. If the message says "The document contains no comments or tracked changes" then there are no comments or tracked changes. Otherwise, the insertion point will move to the first tracked change in the document.

How can I make sure that Word always displays tracked changes when I open a document?

Go to **File** > **Options**. From the Word Options dialog, choose **Trust Centre** > **Trust Centre Settings** > **Privacy Options**. In the "Document-specific settings" section, tick the box "Make hidden mark-up visible when opening or saving".

Can Word warn me before I email a document containing tracked changes?

Go to **File** > **Options**. From the Word Options dialog, choose **Trust Centre** > **Trust Centre Settings** > **Privacy Option**s. In the "Document-specific settings" section, tick the box "Warn before printing, saving or sending a file that contains tracked changes or comments".

10. How to Use Balloons

Whether editing a document of your own or working with someone else, Microsoft Word provides numerous options to facilitate the revision process. The use of balloons is one of these options. When "Track Changes," is used - deleted text, new formatting and moved content displays as balloons, according to Microsoft. Balloons can also be used to add comments about words, lines, paragraphs or even pages of text.

Turning on Balloons

In the **Review** tab in the **Tracking** group select the **Show Mark-up** command button. Then select **Comments**.
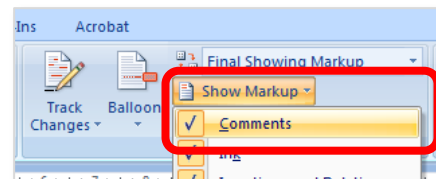
Inserting Comment Balloons

Then place the cursor next to the text to be commented on. Hold the mouse button down and drag the mouse to select the text. On the **Review** tab in the **Comments** group select **New Comment** and then type the comment in the balloon.
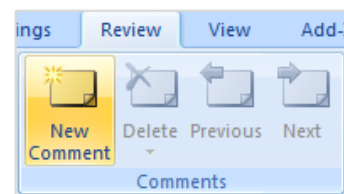
Deleting Balloons

To delete balloon comments first locate the balloon to be deleted, then right click the balloon and select **Delete Comment** if it is a comment balloon. Select to reject the change if it is a revision balloon.
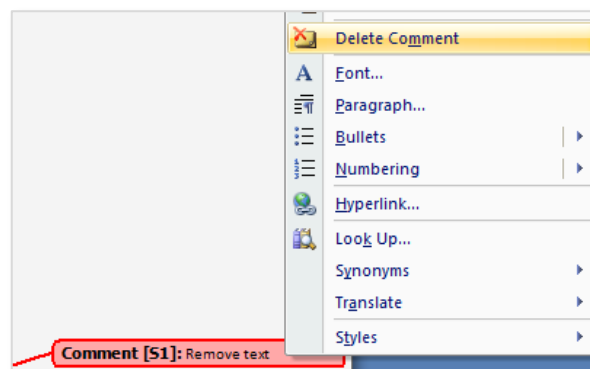
11. References

Websites:

Tracking Changes in Word - for more information visit Office.Microsoft.com.

Tracking Changes in Word – for more information visit University of Edinburgh.

Tracking Changes in Word - for more information visit Shauna Kelly.