Review, accept, reject, and hide tracked changes in Microsoft Word

Applies To: Word 2010, Word 2007

To prevent you from inadvertently distributing documents that contain tracked changes and comments, Word displays tracked changes and comments by default. **Final Showing Markup** is the default option in the **Display for Review** box.

In Word, you can track every insertion, deletion, move, formatting change, or comment that you make so that you can review all changes later. And the Reviewing Pane displays all of the changes that currently appear in your document, the total number of changes, and the number of changes of each type.

As you review tracked changes and comments, you can accept or reject each. Until you accept or reject all tracked changes and comments in a document, even hidden changes will appear to viewers in documents you send or display. For more information about tracking changes, see Track changes in Word (added at the end of this document).

Review a summary of tracked changes

The Reviewing Pane is a handy tool for making sure that all tracked changes have been removed from your document and won’t show up to others who might view your document. The summary section at the top of the Reviewing Pane displays the exact number of visible tracked changes and comments that remain in your document.

The Reviewing Pane also allows you to read long comments that don’t fit within a comment bubble.

**NOTE:** The Reviewing Pane, unlike the document or the comment bubbles, is not the best tool for making changes to your document. Instead of deleting text or comments or making other changes in the Reviewing Pane, make all editorial changes in the document. The changes will then be visible in the Reviewing Pane.

1. On the **Review** tab, in the **Tracking** group, choose one of the following:
   o To view the summary at the side of your screen, choose **Reviewing Pane**.

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To view the summary across the bottom of your screen, in the **Reviewing Pane** list, choose **Reviewing Pane Horizontal**.

2. Choose **Show Detailed Summary** to view the number of each type of change.

![Summary: 3 revisions](image)

Review each tracked change and comment in sequence

1. On the **Review** tab, in the **Changes** group, click **Next** or **Previous**.

![Accept Reject Previous Next](image)

2. Do one of the following:
   - In the **Changes** group, choose **Accept**.
   - In the **Changes** group, choose **Reject**.
   - In the **Comments** group, choose **Delete**.

3. Accept or reject changes and delete comments until there are no more tracked changes or comments in your document, and then confirm all tracked changes are accepted or rejected and that all comments are deleted.

4. On the **Review** tab, in the **Tracking** group, choose **Reviewing Pane**.

   **NOTE:** The summary section at the top of the **Reviewing Pane** displays the exact number of tracked changes and comments that remain in your document.

Accept all changes at the same time
1. On the **Review** tab, in the **Changes** group, choose **Next** or **Previous**.

   ![Image](https://i.imgur.com/3.png)

2. In the **Accept** list, choose **Accept All Changes in Document**.

Reject all changes at the same time

1. On the **Review** tab, in the **Changes** group, choose **Next** or **Previous**.

   ![Image](https://i.imgur.com/3.png)

2. In the **Reject** list, choose **Reject All Changes in Document**.

Review changes by type of edit or by a specific reviewer

1. On the **Review** tab, in the **Tracking** group, do one of the following:

   ![Image](https://i.imgur.com/3.png)

   - In the **Show Markup** list, all check boxes except for those next to the types of changes that you want to review.
   - In the **Show Markup** list, choose **Reviewers**, and then clear all check boxes except those next to the names of the reviewers whose changes you want to see.
   - In the **Show Markup** list, choose **All Reviewers** to select or clear the check boxes for all reviewers in the list

2. On the **Review** tab, in the **Changes** group, choose **Next** or **Previous**.

Source: [https://support.office.com](https://support.office.com)
3. Do one of the following:
   
   o In the **Changes** group, choose **Accept**.
   
   o In the **Changes** group, choose **Reject**.

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**Track changes in Word**


When you want to see who’s been making changes to your document, turn on the Track Changes feature.

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**Turn on Track changes**

You can easily make and view tracked changes and comments while you work in a document. By default, Microsoft Office Word 2007 uses balloons to display deletions, comments, formatting changes, and content that has moved. If you want to see all your changes inline, you can change settings so that tracked changes and comments display the way you want.

Balloons (1) show formatting changes, comments, and deletions.

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**NOTE:** To prevent you from inadvertently distributing documents that contain tracked changes and comments, Word displays tracked changes and comments by default. Final Showing Markup is the default option in the **Display for Review** box.

1. Open the document that you want to revise.
2. On the **Review** tab, in the **Tracking** group, click the **Track Changes** button. The **Track changes** button becomes highlighted, as shown in the following figure.

![Track Changes Button](https://support.office.com)

3. Optional. Add a track changes indicator to the status bar. Right-click the status bar, and click **Track Changes**. Click the **Track Changes** indicator on the status bar to turn on or turn off track changes.

4. Make the changes that you want by inserting, deleting, moving, or formatting text or graphics. You can also add comments.

   **NOTE:** If you use change tracking and then save your document as a Web page (.htm or .html), tracked changes will appear on your Web page.

   Be aware that there are various ways to hide tracked changes or comments, but all the changes that were made while the Track Changes feature was turned on and all the comments that were inserted remain part of the document until they are accepted or rejected (or, in the case of comments, deleted).

   Hiding tracked changes—for example, under **Show Markup**, clearing the check mark for **Insertions and Deletions**—doesn't delete existing tracked changes or comments from the document. Instead, hiding tracked changes enables you to view the document without having to wade through crossed-out text, underlining, and balloons.

**Turn off Track Changes**

- On the **Review** tab, in the **Tracking** group, click the **Track Changes** button.

  The **Track Changes** button is no longer highlighted, as shown in the following image.

![Track Changes Button](https://support.office.com)

If you customized the status bar to include a track changes indicator, clicking **Track Changes** in the **Tracking** group will also turn off the indicator in the status bar.
NOTE: Turning off change tracking does not eliminate the tracked changes in your document. To ensure that there are no more tracked changes in your document, be sure that all changes are showing, and then use the **Accept** or **Reject** commands for each change in the document.

Find hidden changes and comments

There are several ways to hide tracked changes and comments, which may lead you to think that they are not in the document. For example:

- **Display for Review box**  On the **Review** tab, in the **Tracking** group, the **Display for Review** box shows you what viewing mode you are in. It also provides additional options for viewing your document. If you click **Final** or **Original**, tracked changes and comments are hidden. To display them, select **Final Showing Markup** or **Original Showing Markup**.

- **Show Markup**  On the **Review** tab, in the **Tracking** group, you can use the **Show Markup** list to hide comments and tracked changes. Items that are marked with a check mark under **Show Markup** are displayed; items without a check mark are hidden. To display an item, such as **Insertions and Deletions**, click it on the **Show Markup** menu.

Show all changes (revisions) in document

The default in Word is to display deletions and comments in balloons in the margins of the document. However, you can change the display to show comments inline and all deletions as crossed out instead of inside balloons.

1. On the **Review** tab, in the **Tracking** group, click **Balloons**.

2. Click **Show All Revisions Inline** to show deletions as crossed out and comments inline.
There are several options available for changing how tracked changes (markup) is displayed.

- You can change the color and other formatting that Word uses to mark changed text and graphics by clicking the arrow next to **Track Changes** and then clicking **Change Tracking Options**.

  **NOTE:** While you can't assign specific colors for changes made by different reviewers, each reviewer's changes appear as a different color in the document so that you can track multiple reviewers.

- You can view all changes, including deletions, inline instead of inside balloons that appear in the margins of your document. To show changes inline, in the **Tracking** group, click **Balloons**, and then click **Show all revisions inline**.

  When you click **Show all revisions inline**, all the revisions and comments in the document appear inline.

- To highlight the margin area where all balloons appear, under **Show Markup**, click **Markup Area Highlight**.

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