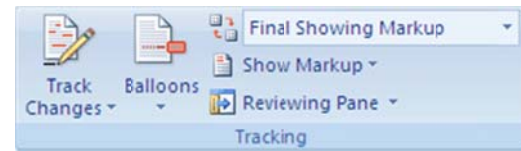


Microsoft Word 2007 Mini Skills

Turn on Change Tracking

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

- To 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 Track Changes on or off.



NOTE If the **Track Changes** command is unavailable, you might have to turn off document protection. On the **Review** tab, in the **Protect** group, click **Protect Document**, and then click **Stop Protection** at the bottom of the **Protect Document** task pane.



Track changes while you edit

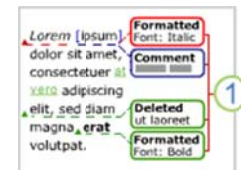
- Open the document that you want to revise.
- On the **Review** tab, in the **Tracking** group, click the **Track Changes** image.

To 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 track changes on or off.

- 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.

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.



Change the way that markup is displayed

Do any of the following:

- 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**.
- 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 of the revisions and comments in the document appear inline.

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