**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**.