

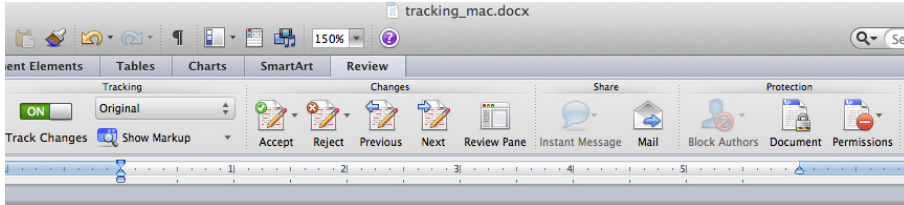
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# MAC Tracking Change Procedure

With tracked changes, multiple users can collaborate on a document and each person's changes are tracked. When tracked changes are turned on, Word marks any changes that are made by any authors of the document.

## Tracking On / Off

Select Review Tab > swipe Track Changes ON



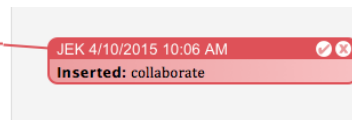
## Edit Text

Mouseover text or insert text to be edited

Comments appear to the right of document

**NOTE :** If you are submitting changes, save the document without **Accepting / Rejecting** Changes.

With tracked changes, multiple users can **collaborate** on a document, and each person's changes are tracked and displayed in a different color. However, the changes are not included in the document text until they are reviewed and accepted. Do any of the following:



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## Upon Receiving Commented Document for Review

### Accept / Reject Changes

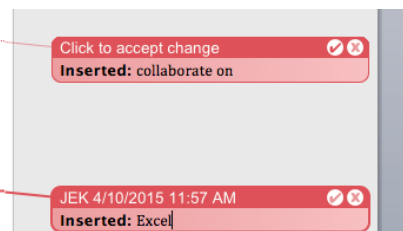
Accept change within Comment bubble by clicking check mark

Reject change within Comment bubble by clicking X mark

With tracked changes, multiple users can **collaborate** on a document, and each person's changes are tracked and displayed in a different color. However, the changes are not included in the document text until they are reviewed and accepted. Do any of the following:

- Turn on track changes

When tracked changes are turned on, **Word** marks any changes that are made by any authors of the document.



Carefully review changes, then **Accept/ Reject** edits, and finally save, otherwise tracking changes will not be included when the document is closed and submitted for further review.

Please see Word Help for more information.