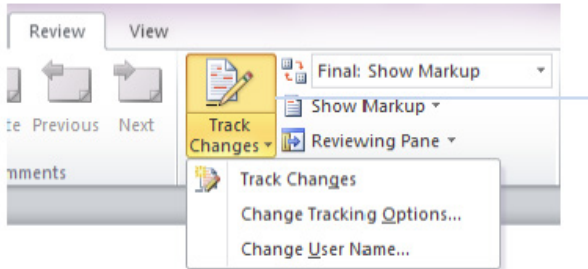

Windows Tracking Change Procedure

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 > click Track Changes

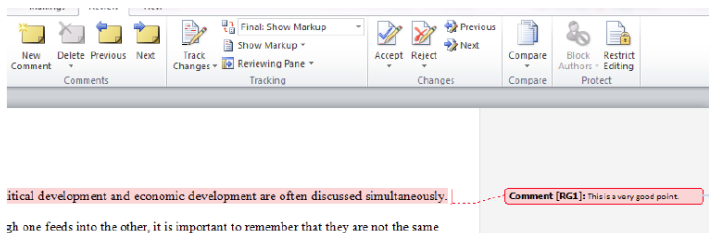


Edit Text

Mouseover text or insert text to be edited

Comments appear to the right of document

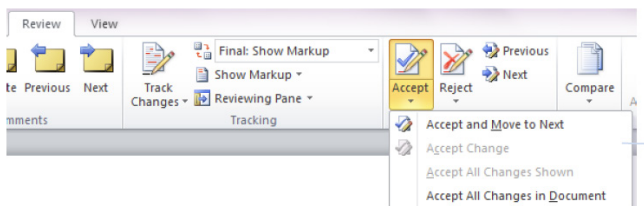
NOTE : If you are submitting changes, save the document without **Accepting / Rejecting** Changes.



Upon Receiving Commented Document for Review

Accept / Reject Changes

Click Review Tab > select Accept or Reject Change



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.