Using Track changes in Word documents

Click Review > Track Changes.

Now Word’s in Simple Markup view. Word marks up any changes that anyone makes to the document and shows you where the changes are by displaying a line near the margin.

To make a document look professional, box designs that complement each sidebar. Click Insert and then choose...

Word shows a little balloon where someone’s made a comment.

To see the changes and comments, click the line or the balloon. That switches Word into All Markup view.

If you’d rather see all the comments, but not all the changes, click Show Comments.
Turn off Track Changes

To turn off Track Changes, click the Track Changes button. Word stops marking up new changes—but all of the changes that were already tracked stay marked up in the document until you remove them.

Remove tracked changes

**Important** The only way to get tracked changes out of a document is to accept or reject them. Choosing No Markup in the Display for Review box helps you see what the final document will look like—but it only hides tracked changes temporarily. The changes are not deleted, and they’ll show up again the next time anyone opens the document. To delete the tracked changes permanently, accept or reject them.

Click **Review > Next > Accept or Reject**.

Word accepts the change or removes it and then moves to the next change.

To delete comments from a document, click each comment and then click **Delete**, or click **Delete All Comments in Document**.

**Tip** Before you share the final version of your document, it’s a good idea to run Document Inspector. This tool checks for tracked changes and comments, hidden text, personal names in properties, and other information you might not want to share widely. To run Document Inspector, click **File > Info > Check for Issues > Inspect Document**.