

### **Tip - Tracked Changes in Microsoft Word 2003**

One of CAIT's new standards is MS Office 2003. We will continue to migrate all users to this application suite. Users who relied upon the Track Changes function in Word 2000 have noticed that this function behaves differently in the updated 2003 version.

#### **Word 2003 Defaults:**

To prevent you from inadvertently distributing documents that contain revision marks and comments, Word 2003 will display revision marks and comments **by default**. Word 2003 also implements a new option: **Make hidden markup visible when opening or saving**, which is turned on **by default**.

[See Tools->Options, Security Tab near bottom under "Privacy options."]

**Preserving Revision Marks and Comments:** If you want to preserve revision marks or comments in a document, **and** you want to share the document without others seeing the revisions and comments, the best solution is to keep separate copies of the document: one for distribution and one for yourself. In the public version of the document, accept or reject all revision marks and delete all comments. In the private version of the document, you can leave the revisions and comments in place.

If you need assistance with tracked changes in Word 2003, please contact the Help Desk at 617-495-8411, or via email to [dls@harvard.edu](mailto:dls@harvard.edu).