

Tip - Tracked Changes in Microsoft Word 2003, Part II

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.

This email details more information about the Tracked Changes feature in Word 2003.

Removing Tracked Changes and Comments: To remove tracked changes and comments, you need to accept or reject the changes and delete the comments.

1. On the **View** menu, point to **Toolbars**, and then click **Reviewing**.
2. On the **Reviewing** toolbar, click **Show**, and then make sure that a check mark appears next to each of the following items:
 - Comments
 - Ink Annotations (Word 2003 only)
 - Insertions and Deletions
 - Formatting
 - Reviewers (Point to **Reviewers** and make sure that **All Reviewers** is selected.)**Note:** If a check mark does not appear next to an item, click the item to select it.
3. On the **Reviewing** toolbar, click **Next** to advance from one revision or comment to the next.
4. On the **Reviewing** toolbar, click either **Accept Change** or **Reject Change/Delete Comment** for each revision or comment.

Repeat steps 3 and 4 until all the revisions in the document have either been accepted or rejected and all the comments have been deleted.

If you know that you want to **accept all the changes**, click the arrow next to **Accept Change**, and then click **Accept All Changes in Document**.

If you know that you want to reject all the changes, click the arrow next to **Reject Change/Delete Comment**, and then click **Reject All Changes in Document**.

To remove all comments, you must delete them. Click the arrow next to **Reject Change/Delete Comment**, and then click **Delete All Comments in Document**.

Following are several helpful tasks to use in Word 2003 for tracking changes:

Display Reviewing Toolbar: To display the **Reviewing** toolbar, point to **Toolbars** on the **View** menu, and then click **Reviewing**.

Display for Review box: On the **Reviewing** toolbar, the **Display for Review** box provides four options for viewing your document. If you select **Final** or **Original**, revision marks and comments are hidden. To display the revision marks, select **Final Showing Markup** or **Original Showing Markup**.

Show menu: You can hide comments and revisions by turning them off on the **Show** menu on the **Reviewing** toolbar. Items that are marked with a check mark on the **Show** menu are displayed; items without a check mark are hidden. To display an item, such as **Insertions and Deletions**, select it on the **Show** menu.

Option for hiding markup: In Word 2003, the **Make hidden markup visible when opening or saving** option may be turned off. To turn on the option, click **Options (Tools menu)**, and then, on the **Security** tab, select the **Make hidden markup visible when opening or saving** check box.

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.