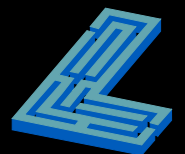


Microsoft Word 2007: Comprehensive



Lesson 12: Collaborating in Word

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Tracking Changes to Documents

- **Track Changes** is one of Word's most useful collaboration tools
 - Word records and marks each change to a document
 - Helps you review and approve or reject each change

Deleted text

Inserted text

Deleted: e


Comment: I like your corrections.

Deleted: s

Deleted: which are

Comment: Love the graph. Thanks.

Comments by different authors

TIP  You can distribute several copies of a document, and then merge all changes into a single document.

Tracking Changes to Documents

- **Set the username and initials**
 - Different colors distinguish the edits of each author
- **Switch on Track Changes**
 - The Track Changes button is active
 - Word can now track and highlight every change to the document

Personalize your copy of Microsoft Office

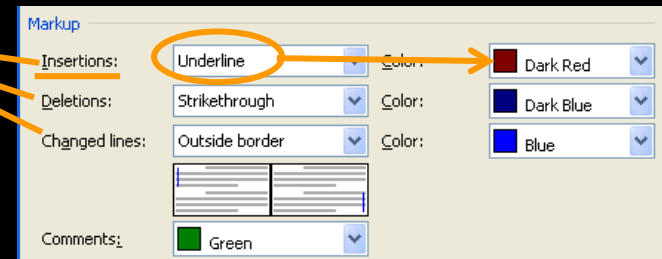
User name:

Initials:



Setting Reviewer Ink Colors

- Each reviewer specifies colors for his or her comments and tracked changes
- Easy to rapidly identify changes submitted by specific reviewers
- Keep a consistent color for a reviewer you work with frequently



TIP

You can leave the default settings and let Word assign colors as it sees fit.

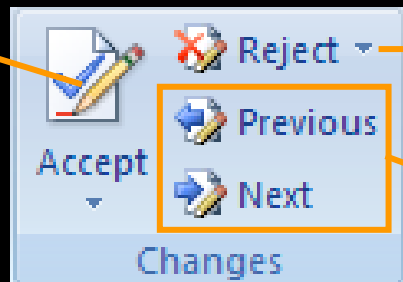


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Reviewing Tracked Changes

- Word jumps from one change to the next
- Accept or reject each change
- After you review a change, Word un-marks the revision

Accept the currently selected change



Reject the currently accepted change

Navigate to the next/
previous tracked changes

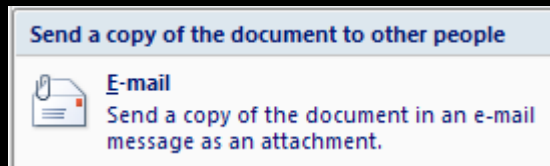
Adding Comments to a Document

- Allows reviews to *talk with each other* about a document
 - Example: point out the reason for a deletion



Sending a Document for Review via Email

- Send a document for review from within Word



- The Track Changes feature is automatically switched on
- A new email message with the document attached is generated



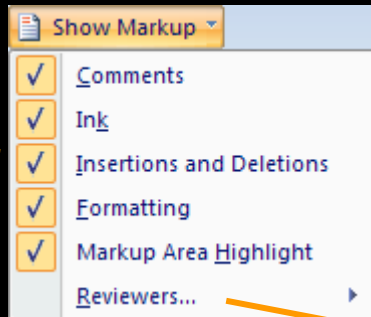
When reviewers return the documents to you as email attachments, Word can automatically merge the tracked changes into the original copy of the document for review.



Combining Tracked Changes

- Control which reviewer's tracked changes are visible
- Select the types of tracked changes to be displayed

Types of tracked changes



Specify reviewers

Protecting Documents

- For tracked changes
- For comments



TIP

You can protect a document for tracked changes or for comments, but not for both simultaneously.

Protect Document

1. **Formatting restrictions**

☐ Limit formatting to a selection of styles

[Settings...](#)

2. **Editing restrictions**

☒ Allow only this type of editing in the document:

Tracked changes

3. **Start enforcement**

Are you ready to apply these settings? (You can turn them off later)

[Yes, Start Enforcing Protection](#)



TIP

Passwords are case sensitive

Start Enforcing Protection

Enter new password (optional):

Reenter password to confirm:

[OK](#) [Cancel](#)

Word hides the password from others



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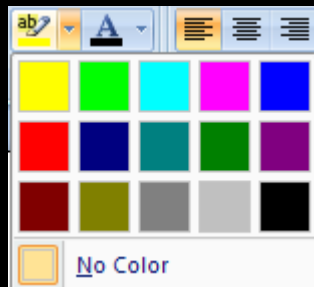
Compare Non-tracked Documents

- Enjoy Track Changes benefits if reviewer forgot to turn it on
- Word applies Track Changes techniques
 - Balloons and underlining

Original document	Revised document
Combine_Annual Report.docx	Samantha_Annual Report.docx
Label unmarked changes with: Ariana Brod	Label unmarked changes with: Samantha Evans

Using the Highlighter

- Like its real-life counterpart
- Choose from multiple colors



- Highlight a note you made to yourself so you don't overlook it

and local activities. The workshops will feature a variety of
n IT accompanied by learning activities to promote student
IT skills. Check to see if Samantha has any other changes.

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