



University Information
Technology Services

Microsoft Office Word 2013

Reviewing your Document

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft Office Word 2013 Reviewing your Document

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Introduction

This booklet is the companion document to the Word 2013: Reviewing your Document workshop. Several of the tools available under the *Review* tab provide the user with a way for tracking the changes in their document and leaving notes for others to see (e.g. when a professor returns a paper to the student, it usually has corrections in addition to comments), as well as combining and comparing changes across multiple documents.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Turn track changes on and off
- Understand the different review display settings and how to apply them
- Accept/reject changes to the document
- Add/delete/reply to comments in the document
- Lock tracking changes for your document
- Combine changed documents
- Compare changed documents

Collaborating on Documents

Word contains features that make it easy for several people to work on a document together. Rather than passing a hard copy of the document containing manual changes back and forth, you can have Word automatically track the changes, and then you can pass the document electronically.

Track Changes

By using the *Track Changes* tool, you can easily see what changes have been made to the existing document. This feature is very useful if you are collaborating with others, or wish to make suggestions that can be later accepted or rejected. Furthermore, you can quickly switch between different views to see the extent of the changes, or if you wish to view the original document in its entirety.

If you wish to make changes to a document that you want to share with others, you must enable *Track Changes* first before making any changes to your document:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Tracking* group, click on **Track Changes** (See Figure 1).

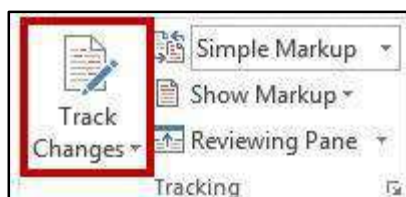


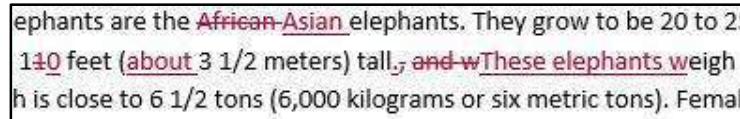
Figure 1 - Track Changes

3. Word will now begin to track changes to your document (e.g. inserting text, deleting text, etc). The *Track Changes* button will be shaded blue to indicate track changes has been activated.
4. To turn off *track changes*, click the **Track Changes** button.

Note: *Track Changes* will remain on unless it is deactivated; even if you save your document. Be sure to turn off track changes if you don't want others to track changes. If you want to prevent others from turning off track changes, see Locking Track Changes.

Making Changes to your Document with Track Changes


Once *Track Changes* has been activated, Word will make note of all changes made to your document. To make changes to your document, simply edit the document as you normally would. The default settings for changes will appear as red lettering for insertions, and red lettering with a strikethrough for deletions (See Figure 2).



elephants are the ~~African-Asian~~ elephants. They grow to be 20 to 21±0 feet (~~about~~ 3 1/2 meters) tall, ~~and w~~These elephants weigh h is close to 6 1/2 tons (6,000 kilograms or six metric tons). Female

Figure 2 - Changes to the Document

Leaving Comments

You can leave notes in your document for others to read that ask for clarification, explain a revision, etc. When your review settings are set to *Simple Markup*, all comments will be hidden and areas that have had a comment added will display a speech bubble .

To add a comment to your document:

1. Click within your **document**, or select a **section of text** that you want to add the comment to.

2. In the *Ribbon*, click on the **Review** tab.



3. In the *Comments* grouping, click on **New Comment** (See Figure 3).



Figure 3 - New Comment

4. A *comment textbox* will be added to your document. Type your **message** within the *comment textbox* to leave your comment (See Figure 4).




Figure 4 - Leaving a Comment

5. Once finished, click **anywhere** inside your document to leave the *comment textbox*.

6. To edit your comment, click on the **speech bubble**  to display your comment.

Reply to a Comment

The following shows how to reply to a comment while in *Simple Markup* view:

1. Click on the **speech bubble**  to display your comment. The *comment window* will appear.
2. In the *comment window*, click on the **Reply** icon (See Figure 5).

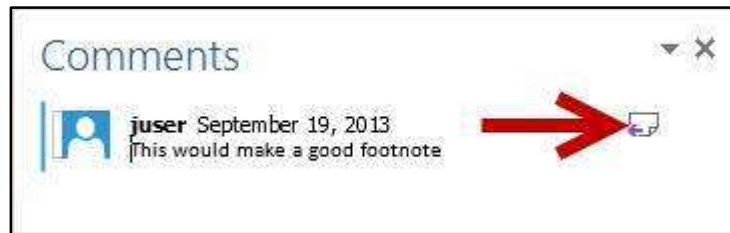


Figure 5 - Reply to Comment

3. Your *user name* will be added to the *comment window*. Type your **response** to the original comment (See Figure 6).



Figure 6 - Leaving a Response

Delete a Comment

The following shows how to delete to a comment while in *Simple Markup* view:

1. Click on the **speech bubble**  to display your comment.

2. In the *Ribbon*, click on the **Review** tab.



3. In the *Comments* grouping, click on **Delete** (See Figure 7).

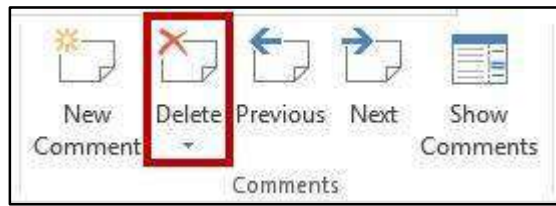


Figure 7 - Delete Comment

4. The comment will be deleted from the document.

Changing your Review Display Settings

While *Track Changes* is active, you can alter your display settings to show how changes appear in your document. To alter your settings:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Tracking* group, next to the *Review Display Settings* icon (📄), click on the **dropdown** (See Figure 8).

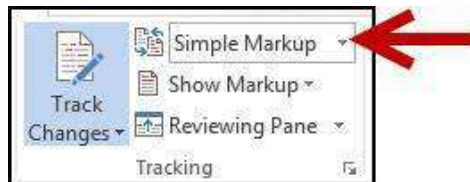


Figure 8 - Review Display Settings

3. A list of display options will appear. Select one of the following to apply (See Figure 9):

Simple Markup	Provides a clean, uncomplicated view of your document. You will see indicators where tracked changes have been made as a red line. Will also show comments as a speech bubble. See Error! Not a valid result for table..
All Markup	Will show all changes and comments made to your document.
No Markup	Will show how the final version of the document will look with changes. No comments will be shown.
Original	Will show how the original version of the document looks without changes and comments.

Figure 9 - Review Display Options

Activating the Reviewing Pane

When active, the *Reviewing Pane* will display the number of revisions in the document, the type of change made, and what was changed. You can also use the *Reviewing Pane* to quickly jump to revisions within your document by selecting them. To activate the *Reviewing Pane*:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Tracking* group, click on **Reviewing Pane** (See Figure 13).

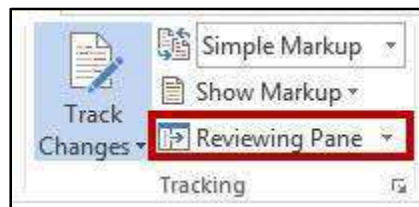


Figure 13 - Activate Reviewing Pane

3. The *Reviewing Pane* will appear on the left side of your document (See Figure 14).



Figure 14 - Reviewing Pane

Locking Track Changes

If you are collaborating on a document with users, and want to ensure that *Track Changes* is used, you can *Lock Tracking* so the tracking option cannot be turned off:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Tracking* group, click on the **lower-half of the Track Changes** icon (See Figure 15).



Figure 15 - Accessing Lock Tracking

3. A dropdown list will appear. Click on **Lock Tracking** from the list (See Figure 16).



Figure 16 - Lock Tracking

4. The *Lock Tracking* window will appear. Set a password (if desired) and click **OK** (See Figure 17).

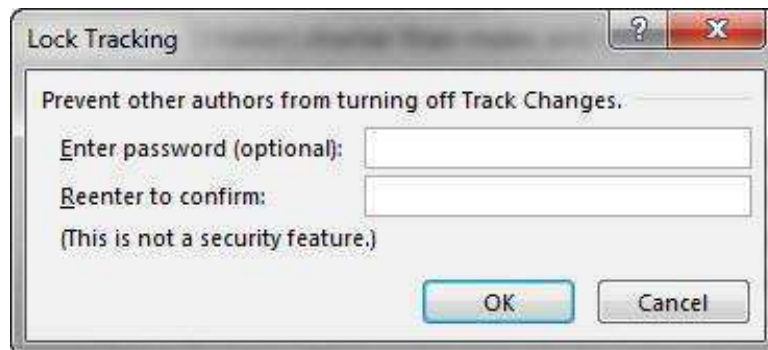


Figure 17 - Lock Tracking Window

5. The document will now be locked to track changes. To remove this, follow steps 1-3 above (enter the password if prompted).

Accepting and Rejecting Changes

If you receive a document that has had changes made, you can move through the document to accept or reject the changes in the document. Once the changes have been accepted/rejected, the track markings will disappear.

The easiest way to accept/reject changes is to start from the beginning of your document. The following explains how to accept/reject changes:

1. Click to **place your cursor** at the beginning of the document.

2. In the *Ribbon*, click on the **Review** tab.



3. In the *Changes* group, you will see two options: (See Figure 18).

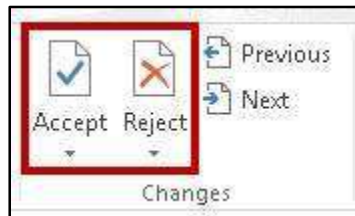


Figure 18 - Accept/Reject Changes

- A. Click on **Accept** to accept the change and move on to the next change in your document.
- B. Click on **Reject** to reject the change and move on to the next change in your document.
- C. To navigate between changes without accepting/rejecting, click on the **previous/next** buttons in the *Changes* grouping (See Figure 19).

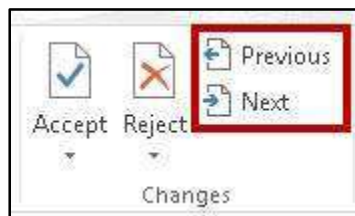


Figure 19 - Previous/Next Revision

4. Continue this process until you have moved through the entire document.

Personalize Your Copy of Word

By personalizing your copy of Word, changes made to the document will show your “user name” and make it easier for others to identify your revisions when multiple reviewers are involved. This is helpful if you plan to collaborate with other users.

The following explains how to modify user information:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Tracking* group, click the **Dialog Box Launcher** (See Figure 20).

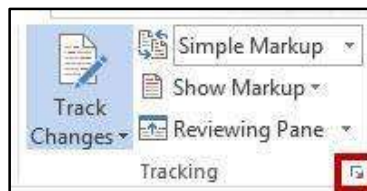


Figure 20 - Track Changes Dialog Box

3. The *Track Changes Options* window will appear. Click on **Change User Name...** (See Figure 21).



Figure 21 - Change User Name

4. The Word Options window will open. In the *Personalize your copy of Microsoft Office*, enter your **name** and **initials** (See Figure 22).



Figure 22 - Personalize Word

5. Click on **OK**. Your copy of Word has been personalized.

Compare Changed Documents

If you receive a document that has been revised, but *track changes* were not enabled, then you can use the *Compare* tool in Word to determine what changes were made between the original document and the revised one. Please note, that to use this tool, you will need the original document and the revised document in order to compare.

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Compare* group, click on **Compare** (See Figure 23).



Figure 23 - Compare

3. A dropdown list will appear. Click on **Compare...** (See Figure 24).

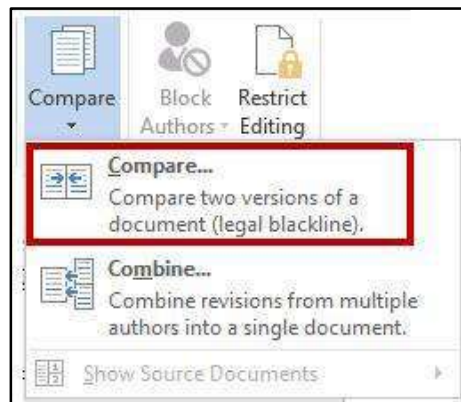


Figure 24 - Compare Changes

4. The *Compare Documents Window* will appear. Click on the **Folders** next to *original document* and *revised document* to browse through your computer and select the appropriate documents (See Figure 25).

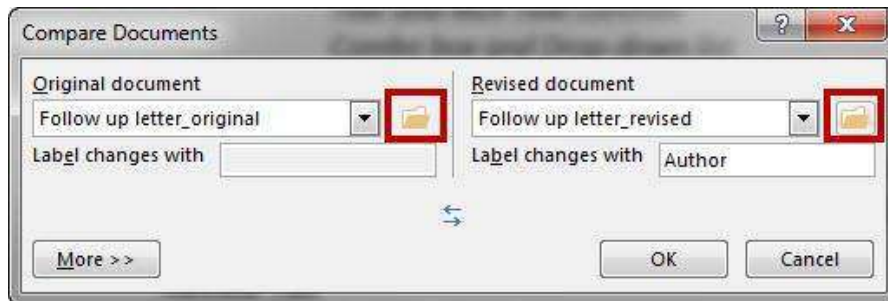


Figure 25 - Compare Documents Window

5. Click on **OK**.
6. A screen will appear that shows three documents (from left to right): the *compared document*, the *original document*, and the *revised document* (See Figure 26).

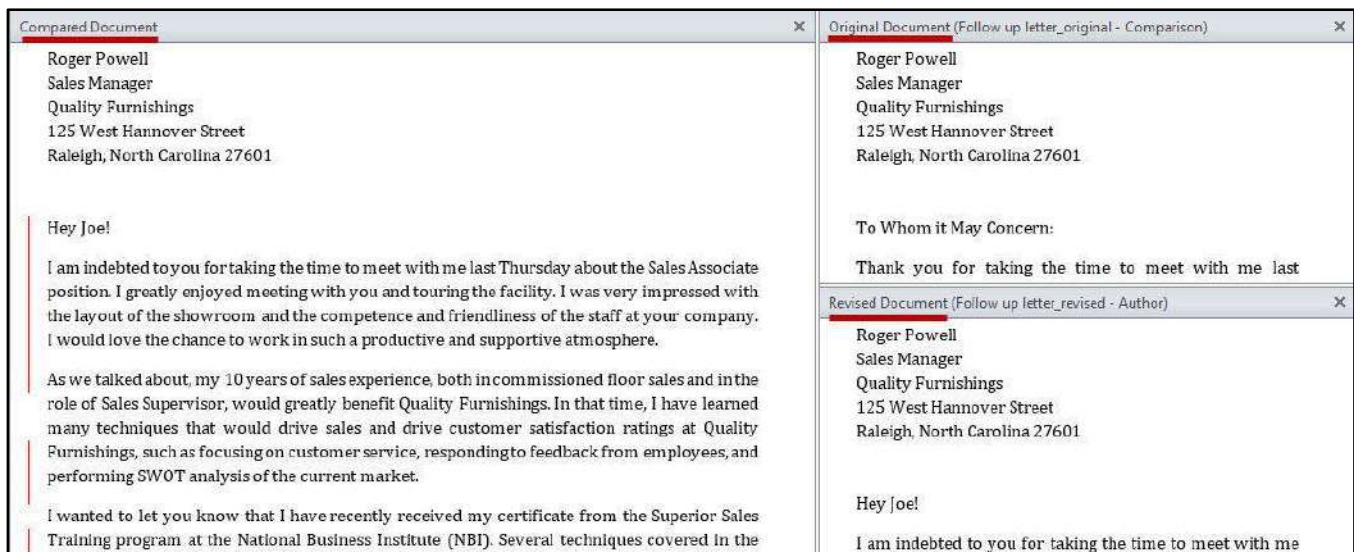


Figure 26 - Documents Compared

7. You can go through the changes in the *compared document* section and accept/reject changes as needed.
8. When finished reviewing the *compared document*, you can save it as its own version of the document.

Combine Changed Documents

If you send a document for review to several reviewers, and each reviewer returns the document, you can *combine* the documents two at a time until all the reviewer changes have been incorporated into a single document. The following explains how to combine multiple documents:

1. In the *Ribbon*, click on the **Review** tab.



2. In the *Compare* group, click on **Compare** (See Figure 27).



Figure 27 - Compare

3. A dropdown list will appear. Click on **Combine...** (See Figure 28).

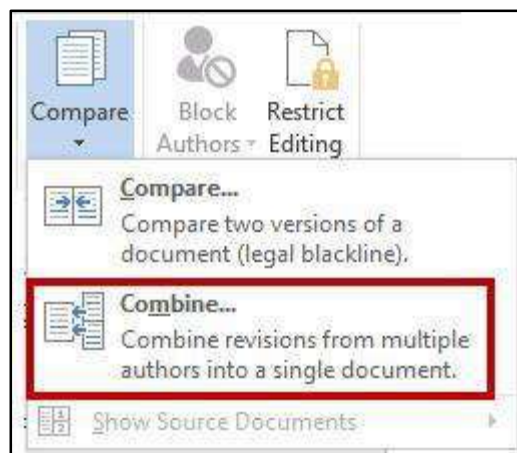


Figure 28 – Combine Changes

4. The *Combine Documents Window* will appear. Click on the **Folder** next to *original document* and *revised document* to browse through your computer and select the appropriate documents (See Figure 29).

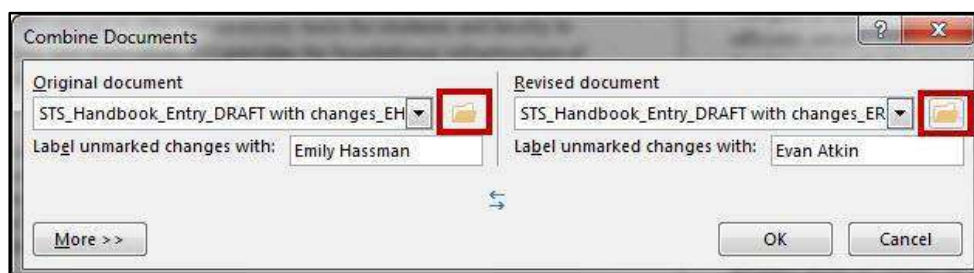


Figure 29 - Combine Documents Window

- A. Under *Original Document*, select document into which you want to combine the changes from multiple sources (e.g. your master document).
 - B. Under *Revised Document*, select the document that contains the changes by one of the reviewers.
5. Click on **More >>**. Additional options will appear.
 6. Under *Show Changes*, click on **Original Document** (See Figure 30).



Figure 30 - Show Changes

7. Click on **OK**.
8. A screen will appear that shows three documents (from left to right): the *combined document*, the *original document*, and the *revised document* (See Figure 31).

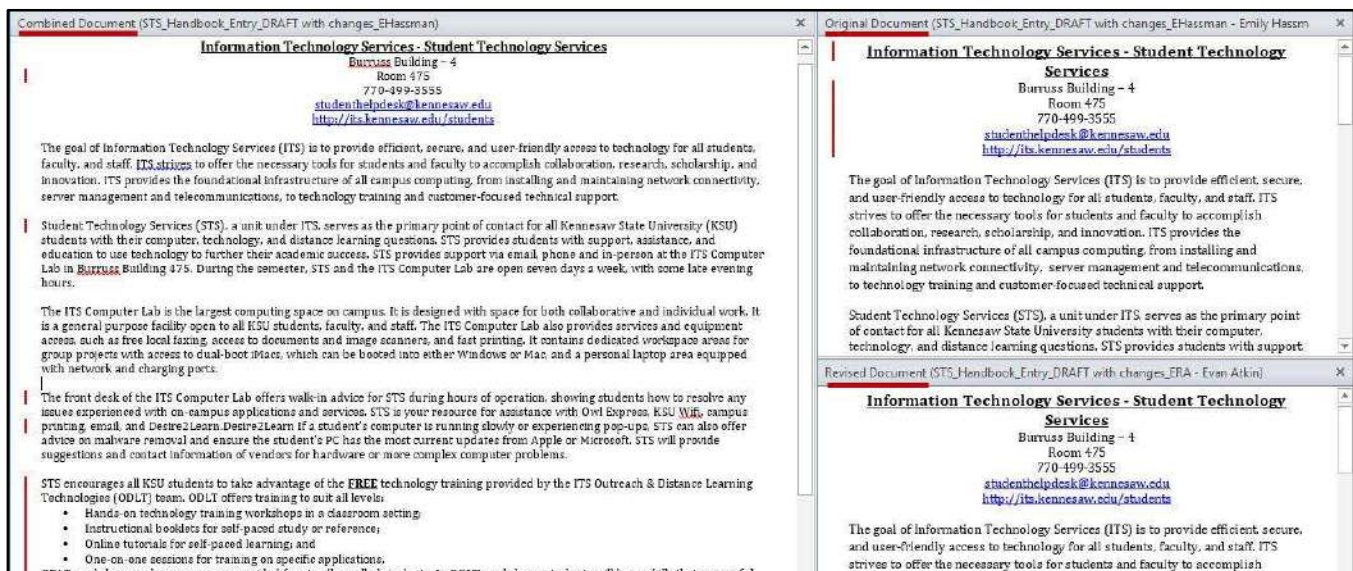


Figure 31 - Documents Combined

9. When finished reviewing the *combined document*, save it as its own version of the documentation.
10. Repeat steps 1 – 9 again, using the saved document from step 9 as your *Original Document*.

Additional Help

For additional help or installation issues, please contact the KSU Service Desk (Faculty & Staff) or the KSU Student Help Desk (Students).

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu/faculty-staff/>

KSU Student Help Desk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu/students/>