University Information
Technology Services

# Microsoft Office
# Word 2016 for Windows

## Reviewing Your Document

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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# University Information Technology Services

## Microsoft Office: Word 2016 for Windows
## Reviewing Your Document

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## Introduction

This booklet is the companion document to the Word 2016: 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. Click on the **Review** tab (See Figure 1).
2. In the *Review* tab, 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 to indicate track changes has been activated.
4. To turn off T*rack 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.

The·largest·elephants·are·the·~~African·~~Asian·elephants.·They·grow·to·be·20·to·25·feet·(6·to·7·1/2·meters)·long,·~~11·~~10·feet·(about·3·1/2·meters)·tall~~,·and.~~·These·elephants·weigh·up·to·13,200·

**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.

## New Comment

1. Click within your **document**, or select a **section of text** that you want to add the comment to.
2. Click on the **Review** tab (See Figure 3).
3. In the *Review* tab, click on **New Comment** (See Figure 3).

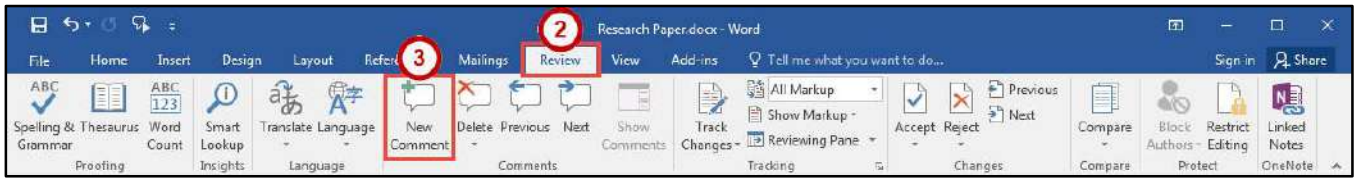


**Figure 3 - New Comment**

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

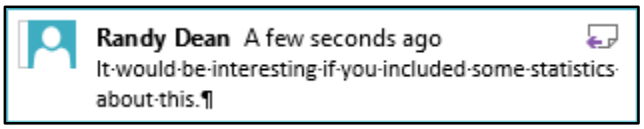


**Figure 4 - Comment Textbox**

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

## Edit a Comment

1. Search within your **document** for the comment to edit.
2. Click on the comment **speech bubble**.
3. Once you are finished editing, click **anywhere** inside your document to leave the *comment textbox*.

## Reply to a Comment

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

1. Click on the comment **speech bubble** to display your comment.
2. In the *comment window*, click on the **Reply** icon.

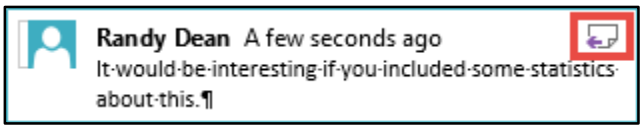


**Figure 5 - Reply to a Comment**

3. Your *username* will be added to the *comment window*. Type your **response** to the comment.

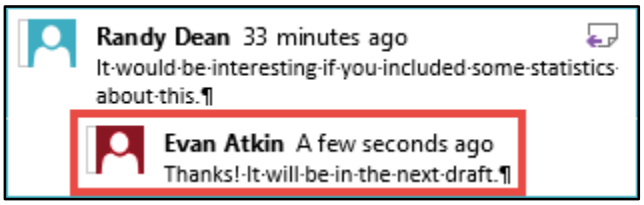


**Figure 6 - Response to a Comment**

## Delete a Comment

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

1. Click on the **speech bubble** to display your comment.
2. Click on the **Review** tab (See Figure 7).
3. In the *Review* tab, click on **Delete** (See Figure 7).

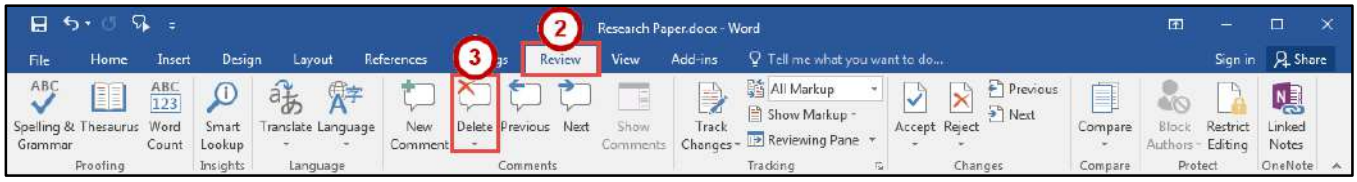


**Figure 7 - Delete a Comment**

## 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. Click on the **Review** tab (See Figure 8).
2. In the *Review* tab, click on the **Display for Review drop-down** (See Figure 8).
3. A list of display options will appear. Select one of the following to apply:
   a. **Simple Markup** - Provides a clean, uncomplicated view of your document. You will see indicators where tracked changes have been made as a red line. It will also show comments as a speech bubble (See Figure 8).
   b. **All Markup** - Will show all changes and comments made to your document (See Figure 8).
   c. **No Markup** - Will show how the final version of the document will look with changes. No comments will be shown (See Figure 8).
   d. **Original** - Will show how the original version of the document looks without changes and comments (See Figure 8).

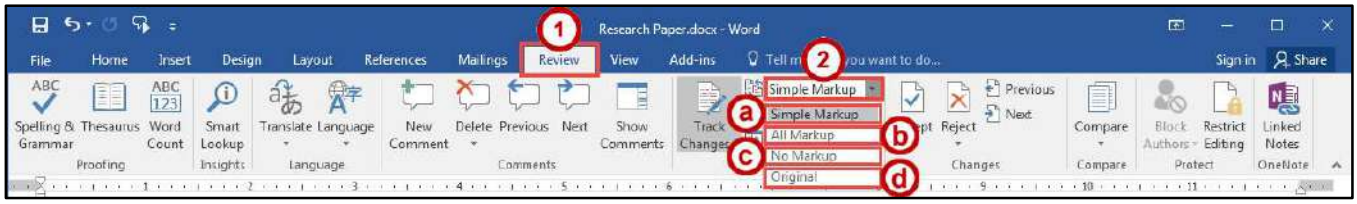


**Figure 8 - Display for Review**

## Using the Simple Markup Display Settings

The *Simple Markup* display setting will show you sections of your document that have had changes made to them as a red line in the left side margin. Comments will also be shown as a speech bubble in the right margin of your document. The changes will remain hidden until you click the red line, upon which the changes and comments will be made visible.

1. Ensure that *Simple Markup* has been selected as your *Display for Review* on the *Review* tab.
2. *Red lines* will appear in the left margin of your document, indicating that a change has been made on this line (See Figure 9).
3. Click the **red line** to show the changes made in your document (See Figure 9).

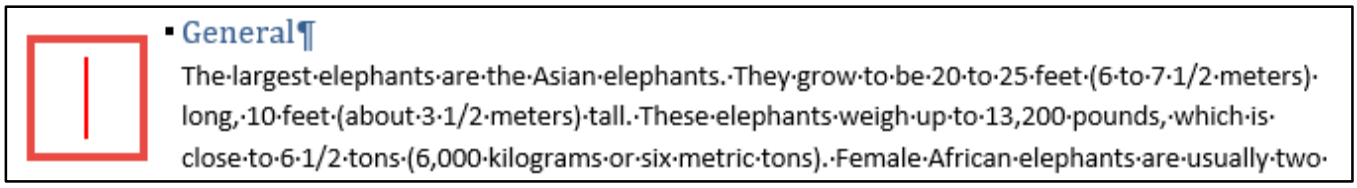


**Figure 9 - Red Line Indicating a Change**

4. The red line will become gray and the changes in your document will become visible.
5. To hide the changes again, click the **Gray Line** (See Figure 10).

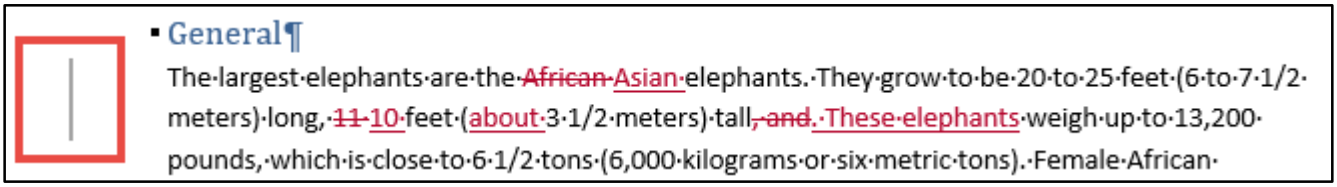


**Figure 10 - Gray Line Indicating Changes Visible**

## 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. The following shows how to activate the *Reviewing Pane*:

1. Click on the **Review** tab (See Figure 11).
2. In the *Review* tab, click on **Reviewing Pane** (See Figure 11).

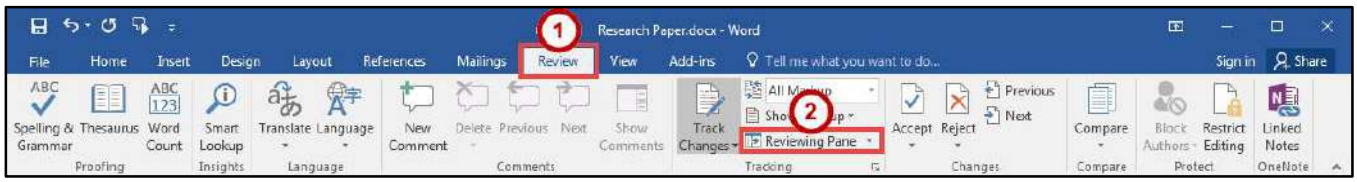


**Figure 11 - Enable Reviewing Pane**

3. The *Reviewing Pane* will appear on the left side of your document.

**Figure 12 - 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.

### Enable Lock Tracking

1. Click on the **Review** tab (See Figure 13).
2. In the *Review* tab, click on the **lower-half of the Track Changes** icon (See Figure 13).
3. In the *Track Changes* drop-down, click **Lock Tracking** (See Figure 13).

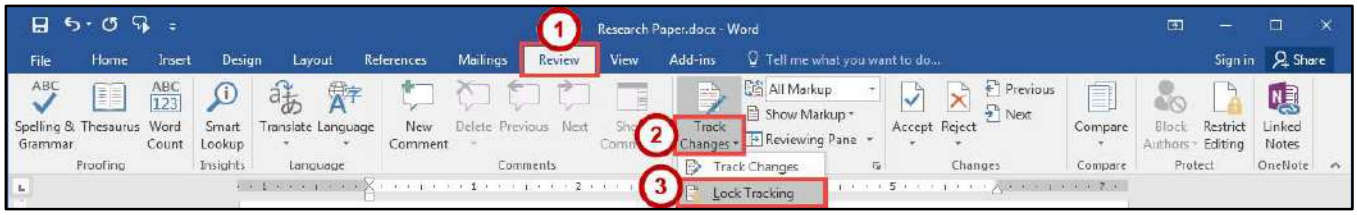


**Figure 13 - Lock Tracking**

4. In the *Lock Tracking* window, set a password (if desired) and click **OK**.

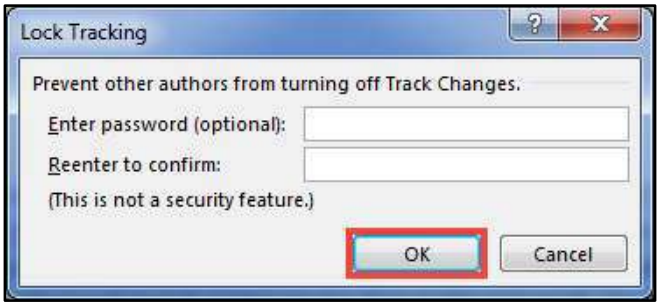


**Figure 14 - Lock Tracking**

### Disable Lock Tracking

1. Click on the **Review** tab (See Figure 15).
2. In the *Review* tab, click on the **lower-half of the Track Changes** icon (See Figure 15).
3. In the *Track Changes* drop-down, click **Lock Tracking** (See Figure 15).

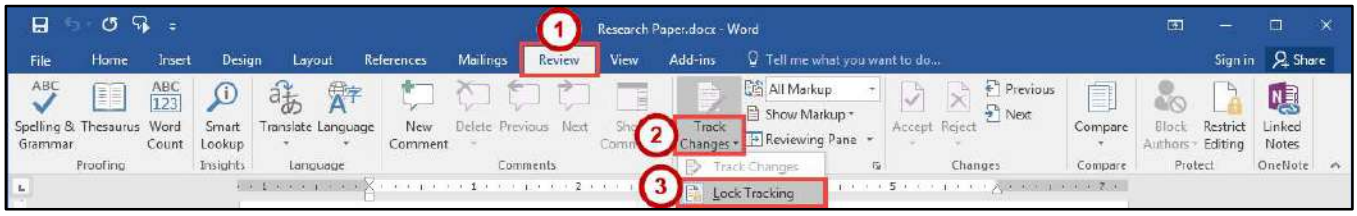


**Figure 15 - Disable Lock Tracking**

## 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. Click on the **Review** tab (See Figure 16).
3. In the *Changes* group on the *Review* tab, you can do the following:
   a. **Accept** - Accept the change and move to the next change in your document (See Figure 16).
   b. **Reject** - Reject the change and move to the next change in your document (See Figure 16).
   c. **Previous/Next** - Navigate between changes without accepting/rejecting (See Figure 16).
4. Continue this process until you have moved through the entire document.

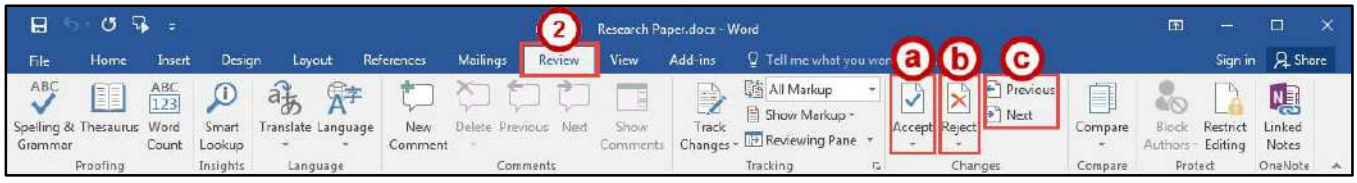


**Figure 16 - Accepting and Rejecting Changes**

## 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 your user information:

1. Click the **File** tab.
2. In the *Backstage View*, click **Options**.
3. The *Word Options* window will appear, click **General** (See Figure 17).
4. In the *Personalize your copy of Microsoft Office* section, *e*nter your **name** and **initials** (See Figure 17).
5. Click the **OK** button (See Figure 17).

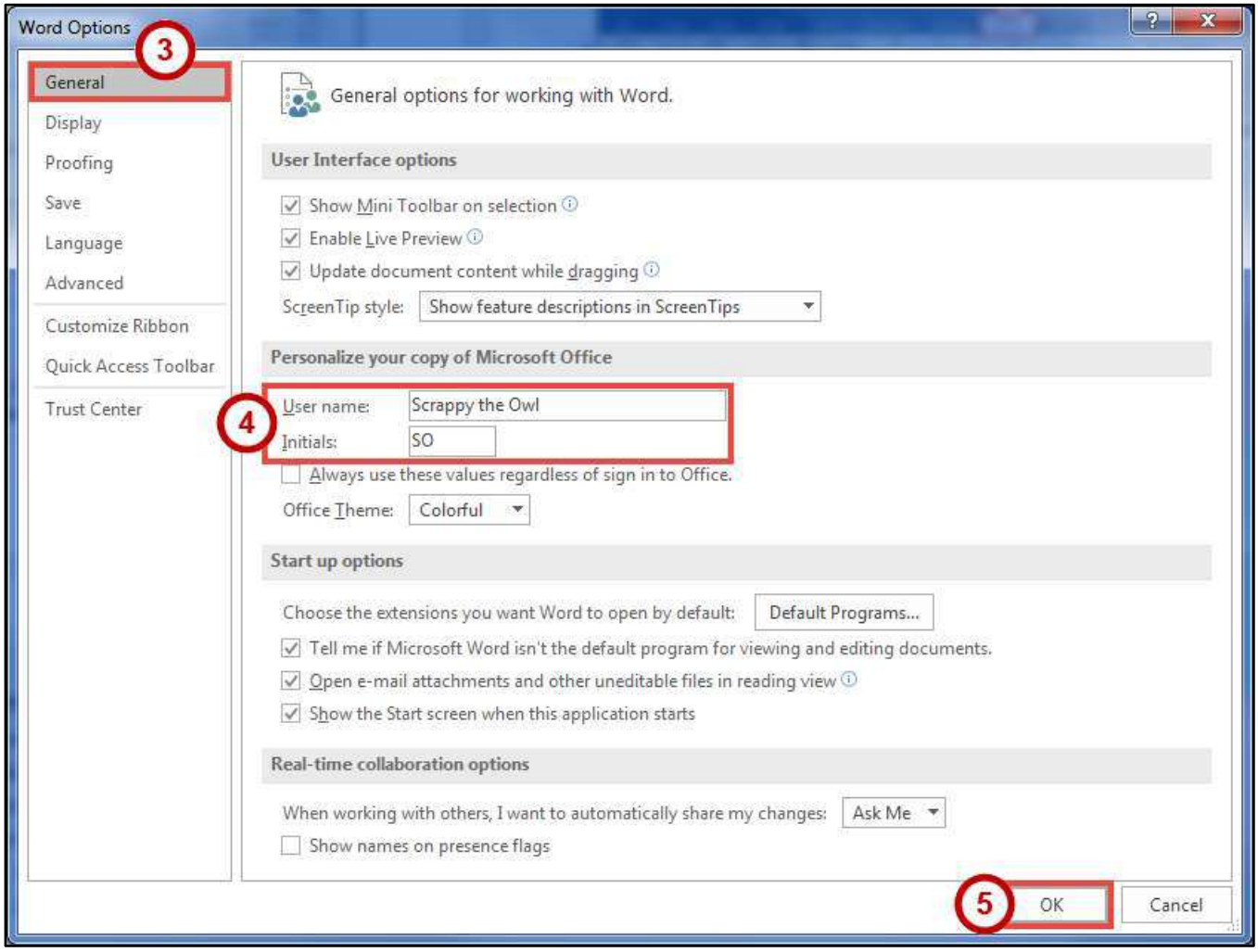


**Figure 17 - Personalize your copy of Microsoft Office**

## 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. Click on the **Review** tab (See Figure 18).
2. In the *Review* tab, click on **Compare** (See Figure 18).
3. In the *Compare* drop-down, click **Compare** (See Figure 18).

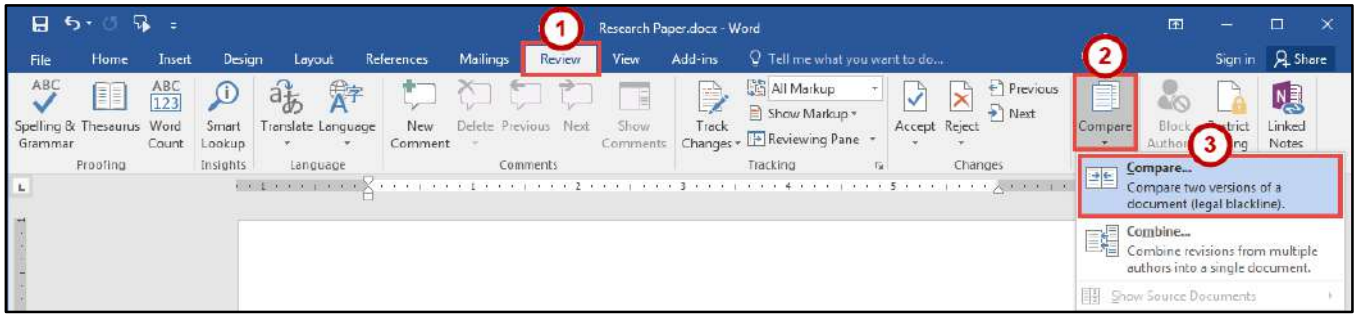


**Figure 18 - Compare Changes**

4. In the *Compare Documents* window, click on the **Folders** next to O*riginal document* and R*evised document* to browse through your computer and select the appropriate documents (See Figure 19).
5. Click the **OK** button (See Figure 19).

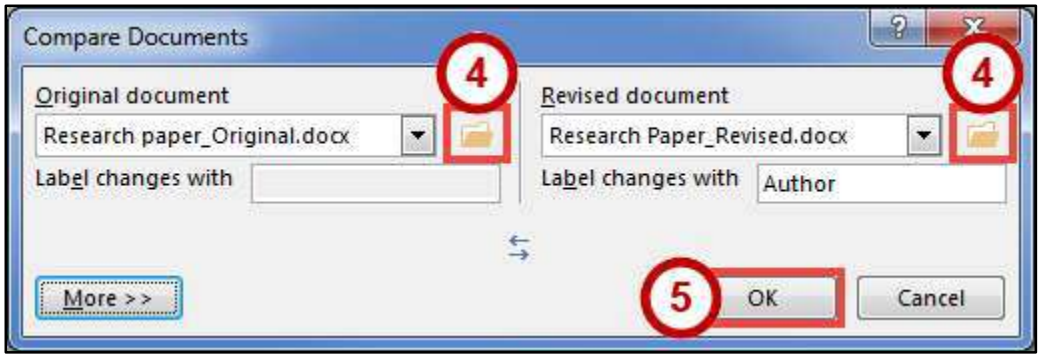


**Figure 19 - Compare Documents Window**

6. A screen will appear that shows three documents (from left to right): *Compared Document*, *Original Document*, and *Revised Document*.

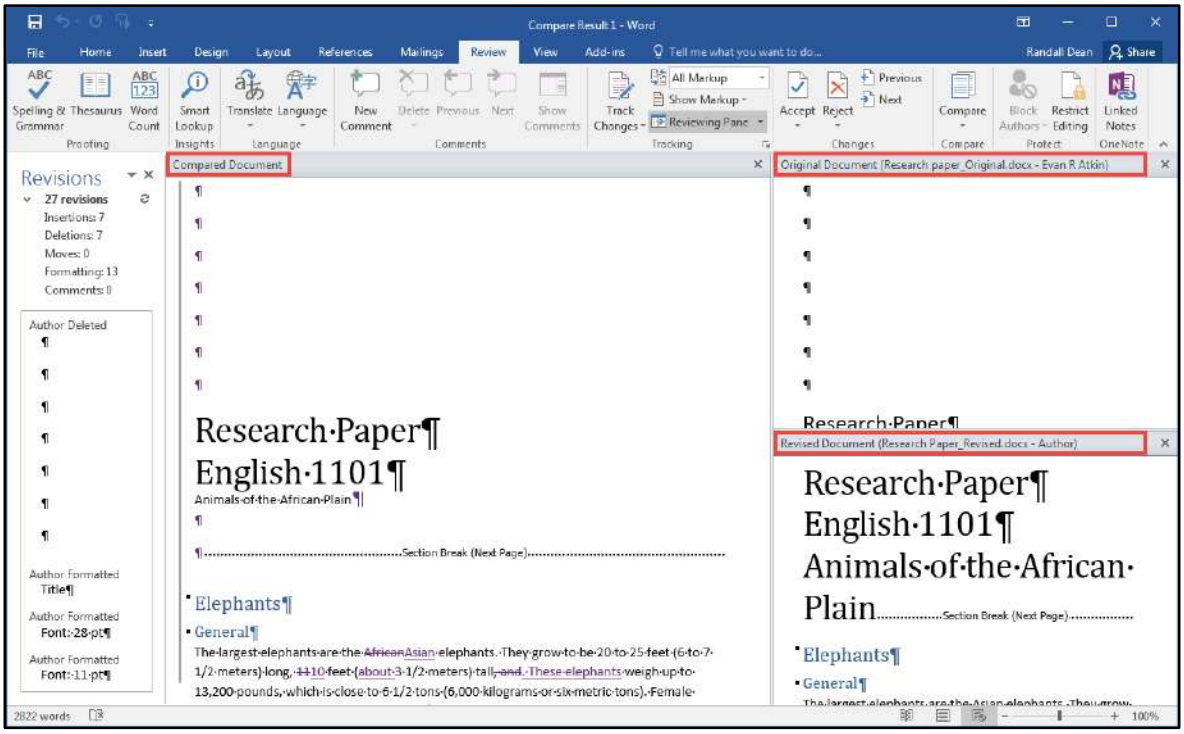


**Figure 20 - Documents Compared**

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. Click on the **Review** tab (See Figure 21).
2. In the *Review* tab, click on **Compare** (See Figure 21).
3. In the *Compare* drop-down, click **Combine** (See Figure 21).

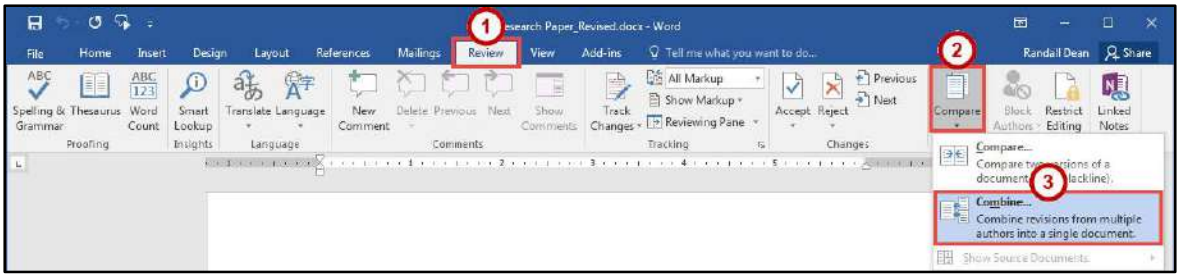


**Figure 21 - Combine Changes**

4. In the *Combine Documents* window, click on the **Folder** next to *Original document* and *Revised document* to browse through your computer and select the appropriate documents (See Figure 22).
5. Click the **OK** button (See Figure 22).

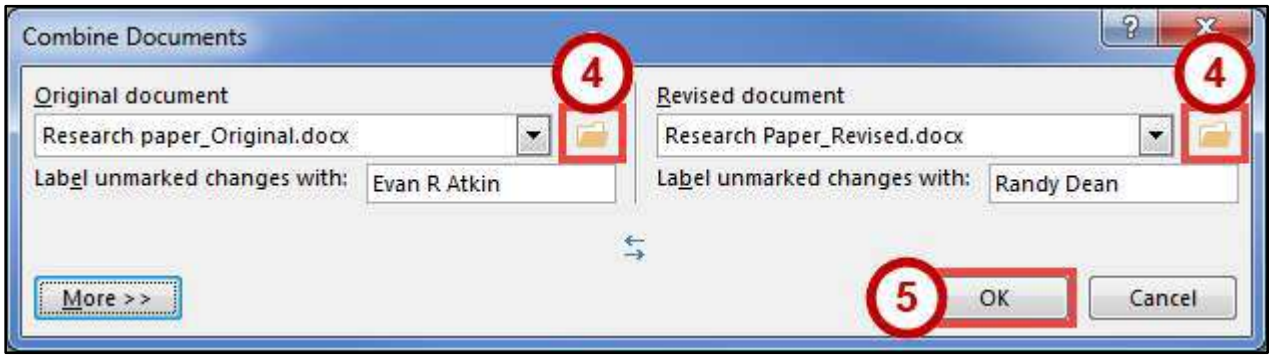


**Figure 22 - Combine Documents Window**

6. In the *Microsoft Word* window, select the document you want to **Keep formatting changes from** (See Figure 23).
7. Click the **Continue with Merge** button (See Figure 23).

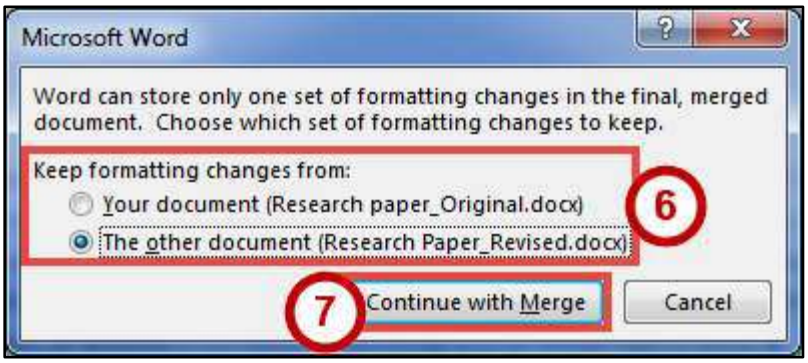


**Figure 23 - Keep Formatting Changes From**

8. A screen will appear that shows three documents (from left to right): *Combined Document*, *Original Document*, and *Revised Document*.

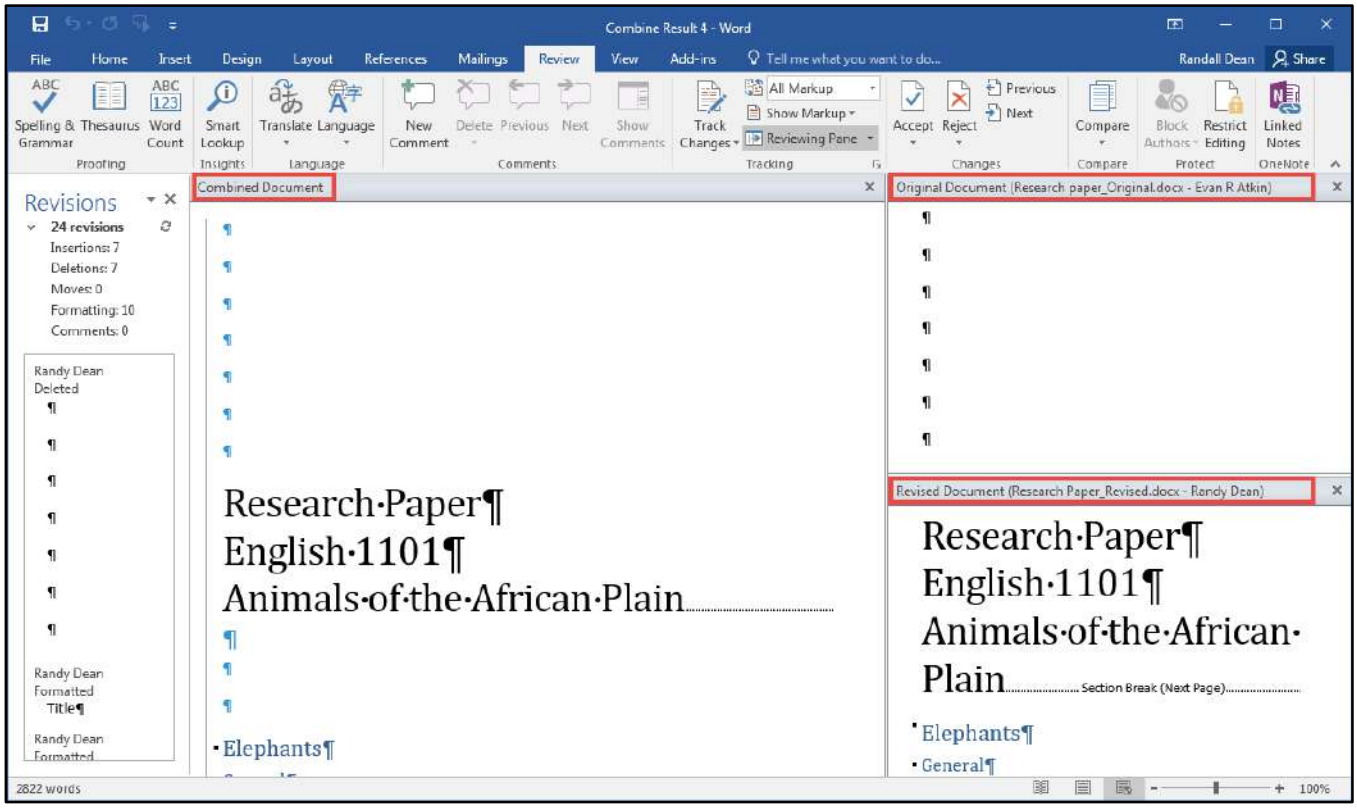


**Figure 24 - Documents Combined**

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

## Additional Help

For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**

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

**KSU Student Helpdesk**

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