Review a document using Track Changes

You can use **Track Changes** to mark additions, deletions, and changes to formatting. When Track Changes are turned off, Word stops tracking and marking changes, but the changing or reviewing marks that were made when the **Track Changes** was activated will still be in the document.

When the Track Changes are turned on, you can select to accept or reject each change. The markup will be removed, if you accept the change which then makes the change permanent. The original text will remain intact if you reject the change.



**Figure XX The Accept and Reject option of Tracking**

Select the **Review** tab, and use the **Previous** or **Next** buttons to move from one change to the next. You can undo a change with the **Reject** button or make a change permanent with the **Accept** button.

The Track Changes feature is a way for the word processor to keep track of the changes that you make to a document. This feature allows corrections to be made to a document and keeps a record of all the changes that are made. For example, you can create a document and e-mail it to a colleague for revision and proofreading. Your colleague can edit the document with the track changes on. By doing this, all the changes that are made will be recorded. When the document is sent back to you, you can view, accept or reject each change.