

## **“Step Sheet: Tracking Changes in Word”**

### **Using Microsoft Word to Track Changes in a Document**

This step sheet will help you track changes you make in your Word document.

### **Using Microsoft Word**

To set up a document for your writing assignment, follow these steps.

#### **Opening Microsoft Word**

##### *Step 1*

Find the Microsoft Word Icon, which could be in your application folder or in a Microsoft Office folder.

##### *Step 2*

Double-click the Microsoft icon to open the program.

##### *Step 3*

When the Project Gallery opens, click OK to open a blank document.

#### **Tracking Changes You Make as Author to Your Document**

##### *Step 1*

Click the Tools menu and hold down, scrolling down to the Options menu and select and click Options.

##### *Step 2*

With the Options window open, select the tab Track Changes at the top of the window.

##### *Step 3*

With the Track Changes Option window open, select how you want to mark inserted text changes by pulling down the mark menu under inserted text.

##### *Step 4*

Select a color for the text you insert by pulling down the color menu under inserted text.

##### *Step 5*

Preview your inserted text changes in the preview box to the right of the inserted text change option menus.

*Step 6*

With the Track Changes Option window open, select how you want to mark deleted text changes by pulling down the mark menu under deleted text.

*Step 7*

Select a color for the text you delete by pulling down the color menu under inserted text.

*Step 8*

Preview your deleted text changes in the preview box to the right of the inserted text change option menus.

*Step 9*

Click OK to save changes.

**Tracking Changes Made By Someone Other Than the Author to Your Document**

*Step 1*

Click the Tools menu and hold down, scrolling down to the Options menu and select and click Options.

*Step 2*

With the Options window open, select the tab Track Changes at the top of the window.

*Step 3*

With the Track Changes Option window open, select how you want to mark inserted text changes by someone other than the author by pulling down the mark menu under inserted text. NOTE: You can leave this selection the same as that of the author and only change the text color in Step 4.

*Step 4*

Select a color for the text inserted by someone other than the author by pulling down the color menu under inserted text.

*Step 5*

Preview your inserted text changes in the preview box to the right of the inserted text change option menus.

*Step 6*

With the Track Changes Option window open, select how you want to mark deleted text changes by someone other than the author by pulling down the mark menu under deleted text. NOTE: You can leave this selection the same as that of the author and only change the text color in Step 7.

*Step 7*

Select a color for the text deleted by someone other than the author by pulling down the color menu under inserted text.

*Step 8*

Preview your deleted text changes in the preview box to the right of the inserted text change option menus.

*Step 9*

Click OK to save changes.