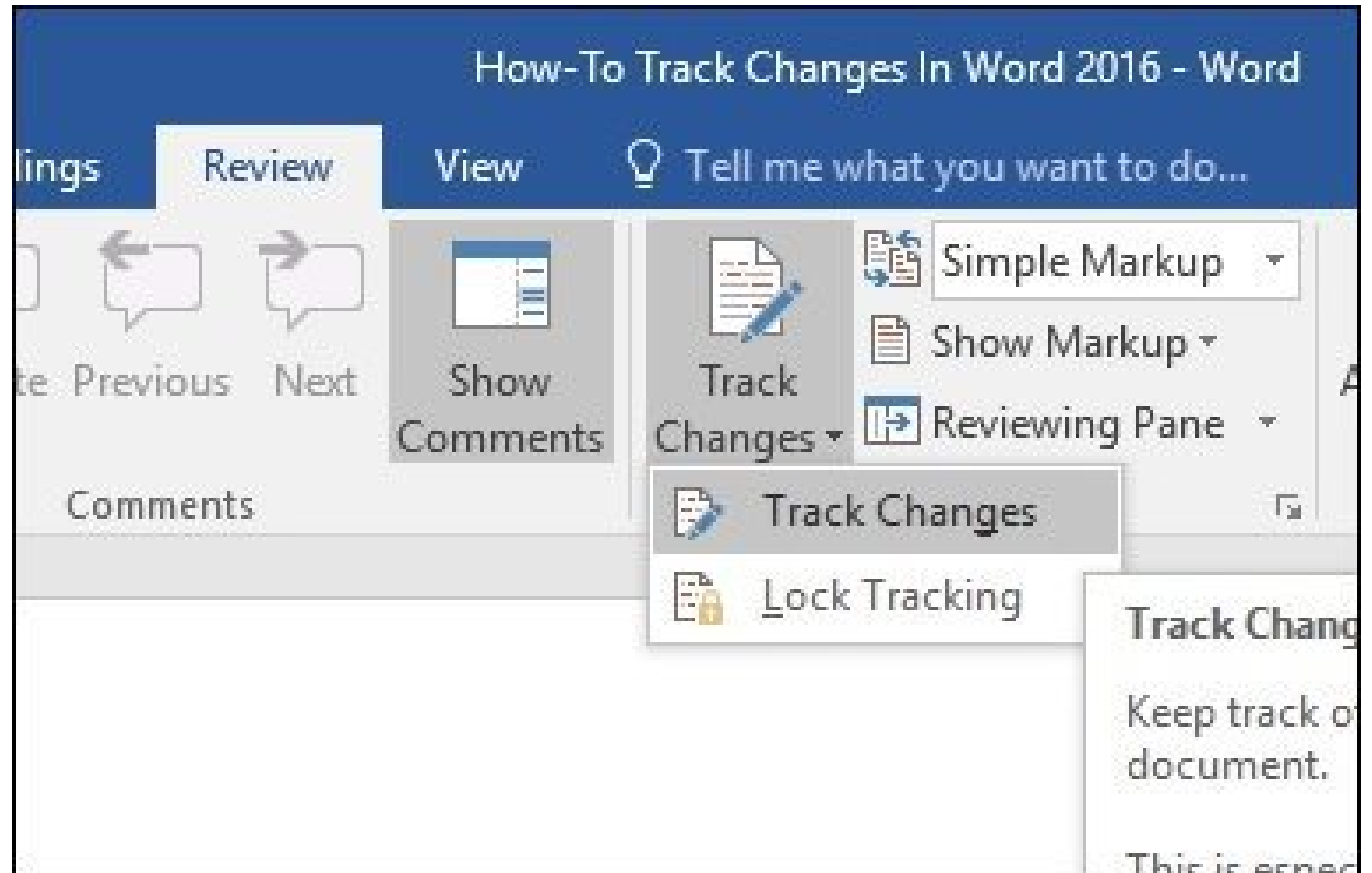


How to Track Changes in Word 2016 Documents

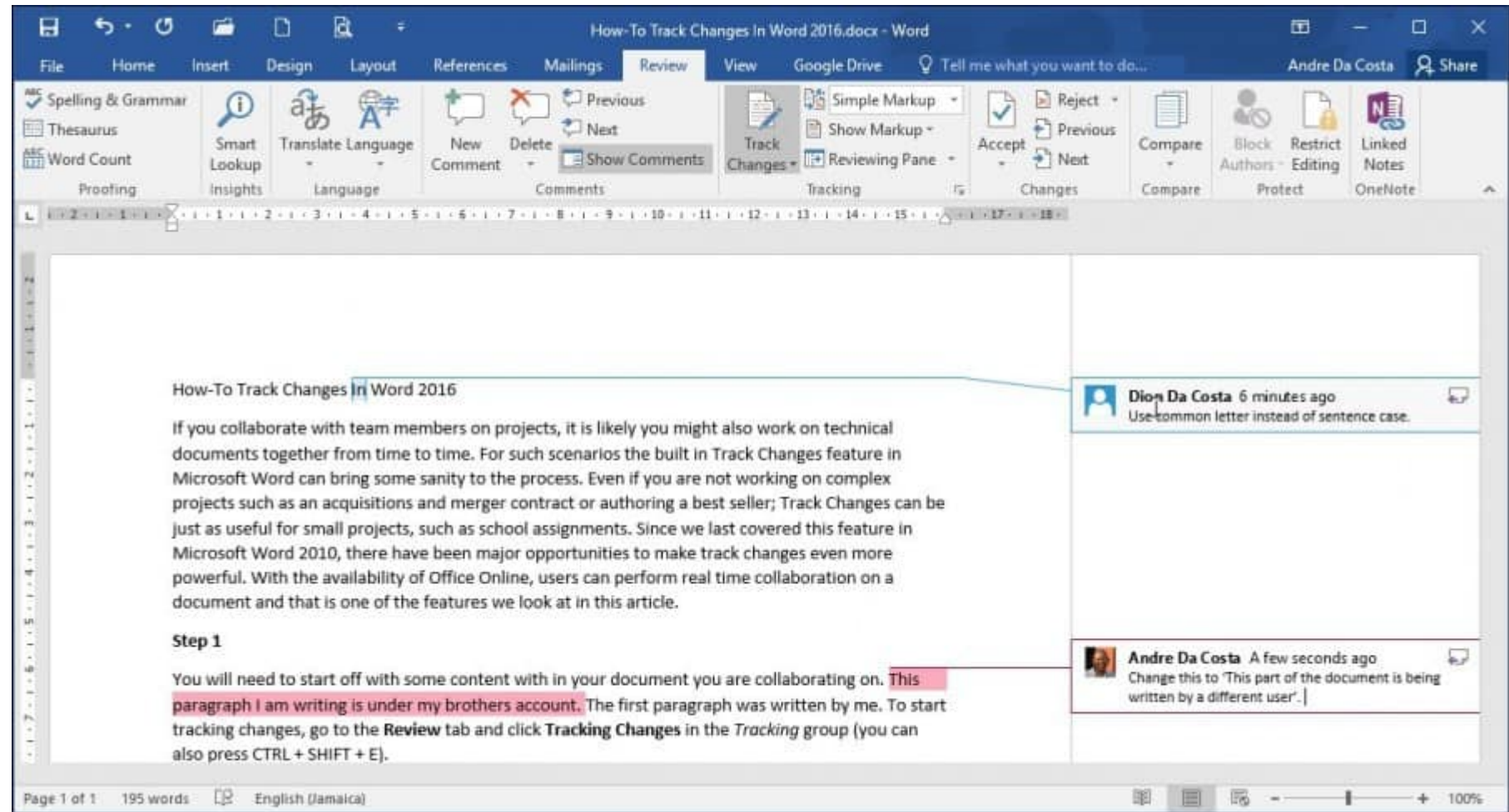
<https://www.groovypost.com/howto/track-document-changes-word-2016/>

Enable Track Changes

To start tracking changes, go to the **Review** tab and click **Track Changes** in the *Tracking* group (you can also press **CTRL + SHIFT + E.**)

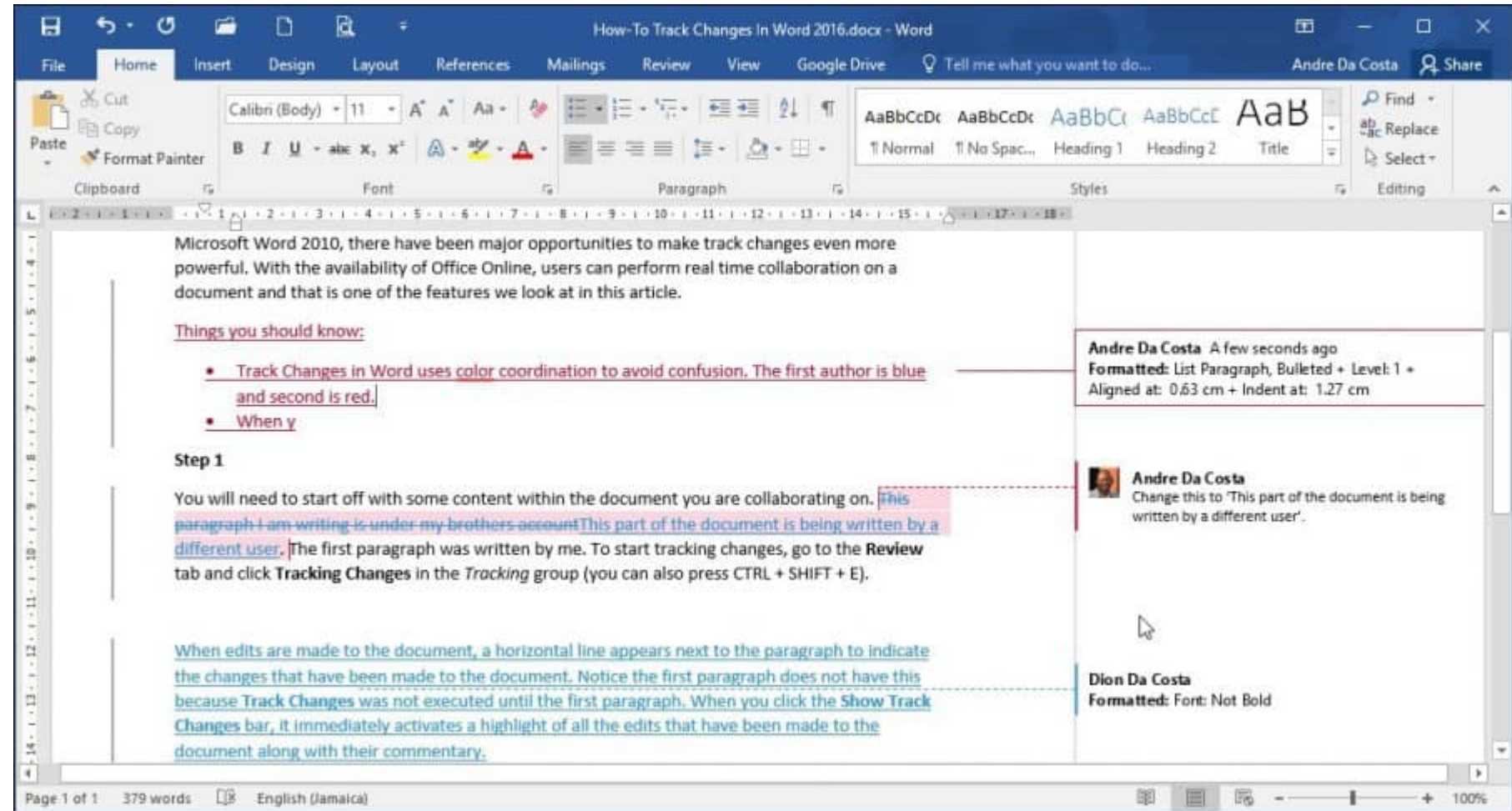


When Track Changes is enabled, you will see a balloon for each author at the right-hand side of the screen.



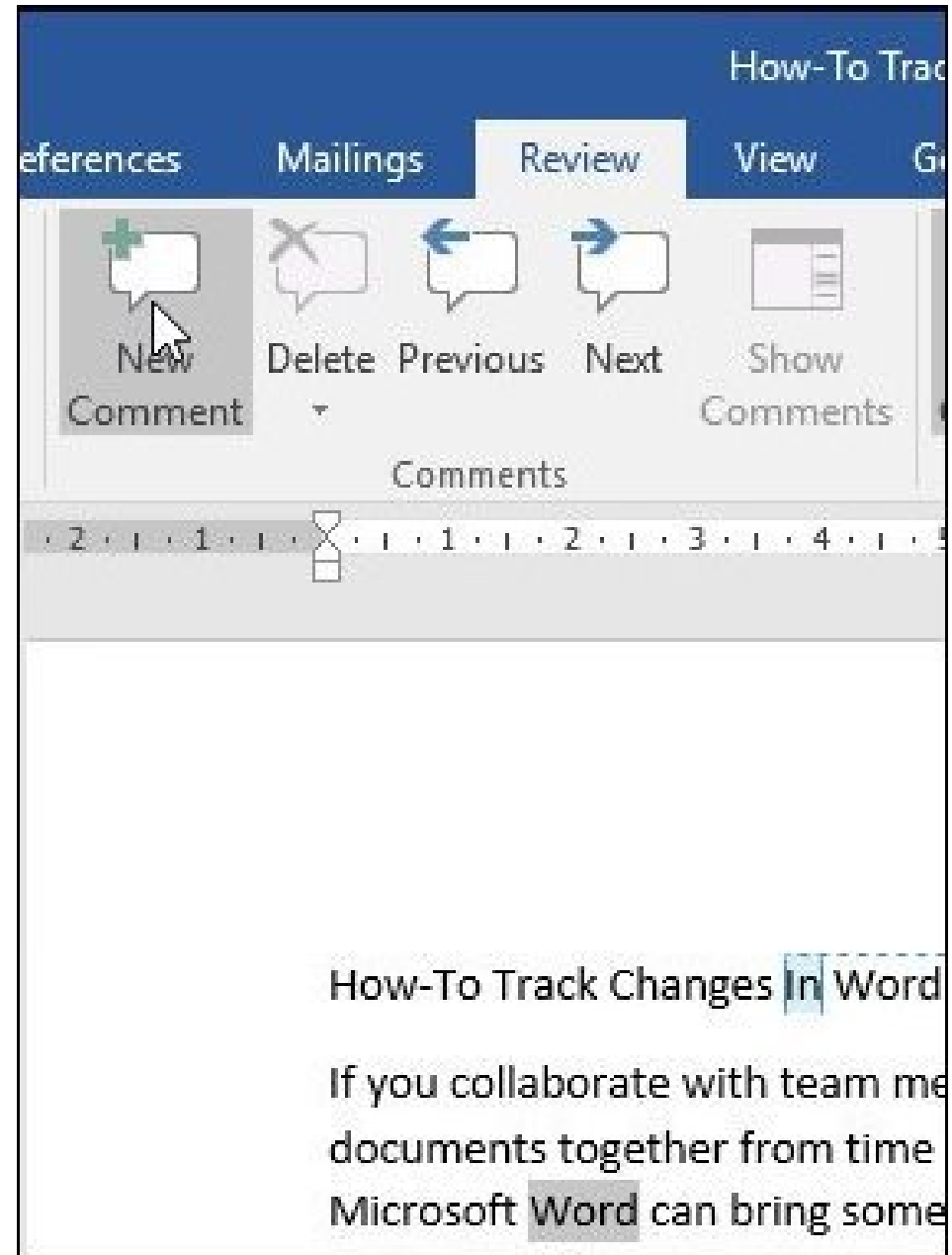
Editing

Track Changes in Word uses color coordination to avoid confusion. The first author is blue and the second is red. When additional authors make edits, they will also be assigned a unique color.

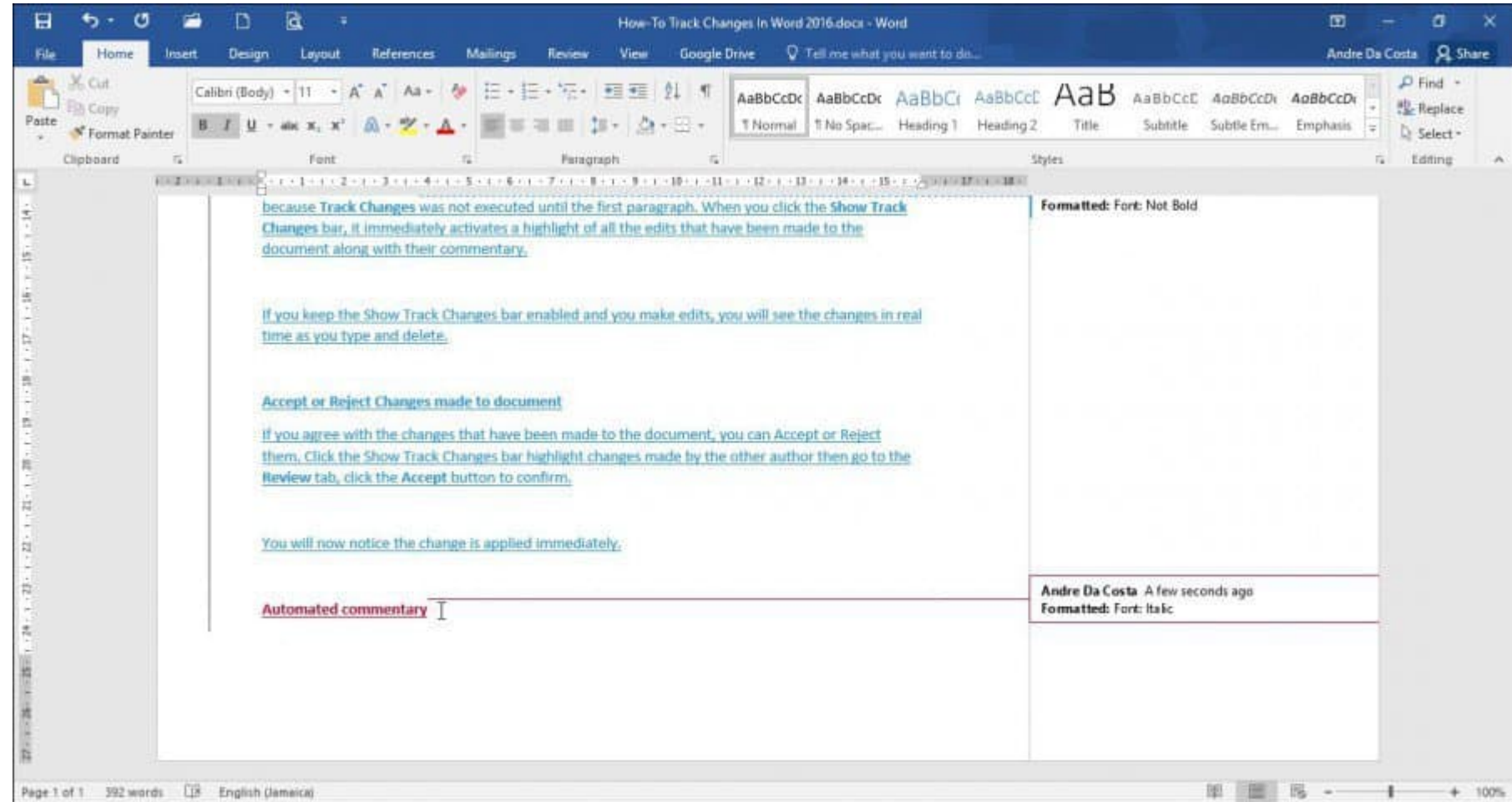


Comments, Balloons & Additional Editing Tools

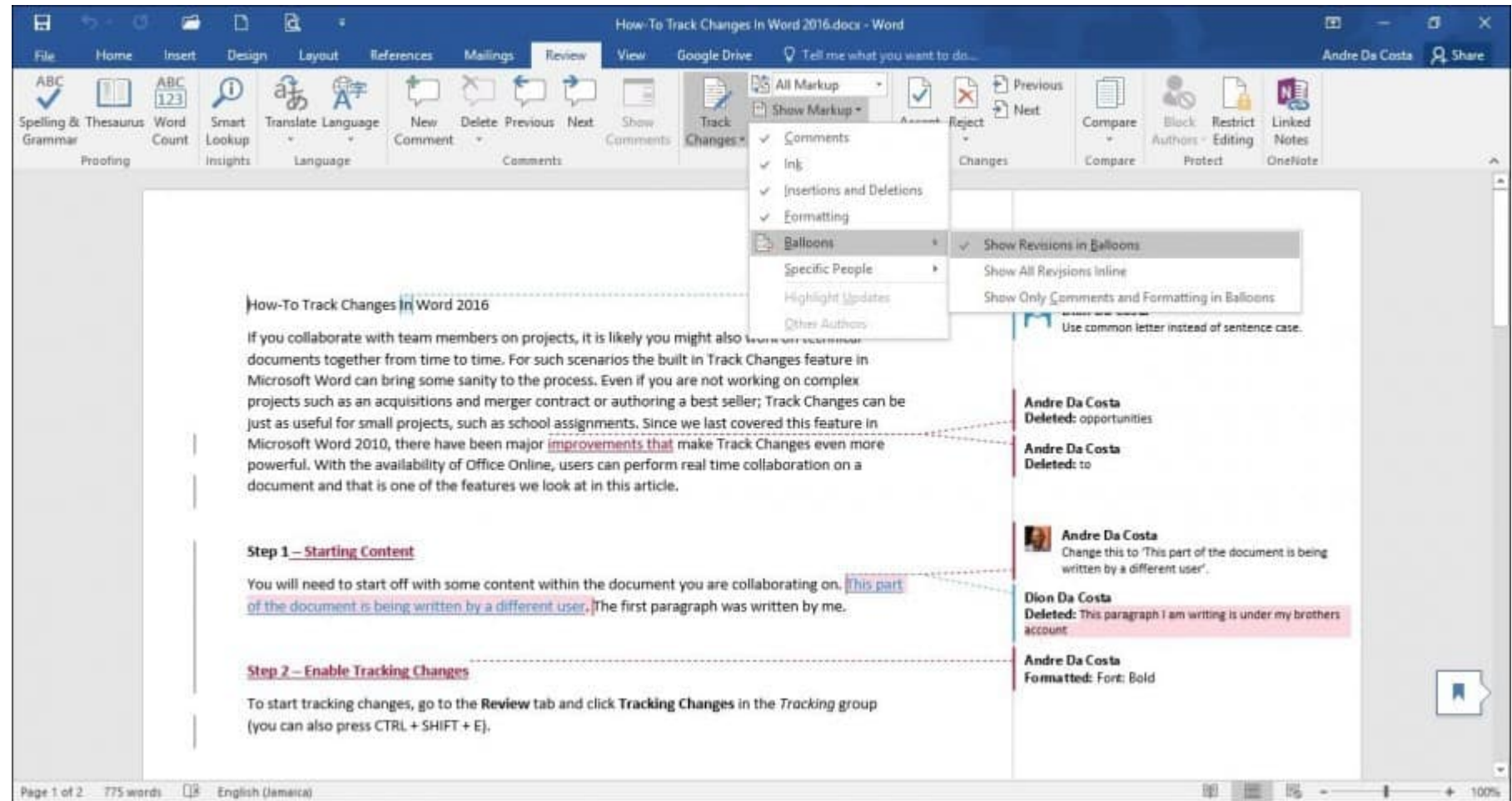
If you want to add a comment on a word or paragraph, highlight it then select the **Review** tab and click **New Comment** in the *Comments* group. Your comments will then appear on the right side of the document when the document is finalized; you can turn them off.



One of the things you'll notice when you apply special formattings such as Bold, Italic or Underline, a comment is automatically added to the track changes called **Formatted**.

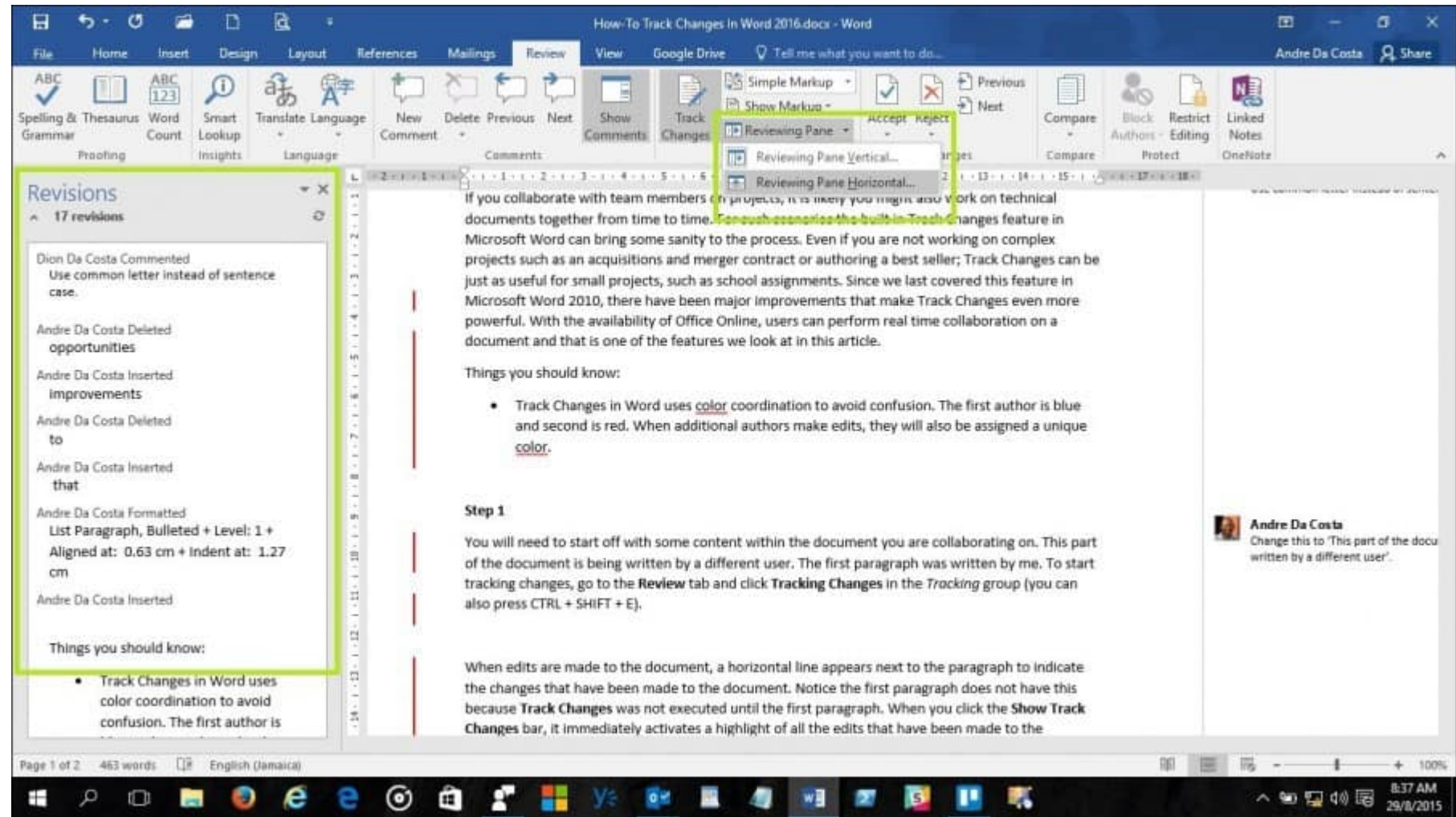


You can also customize how you want balloons to appear on the document. For instance, if you want to see all the revisions that have been added to the document by each author, click **Review** tab > **Show Markup** menu > **Balloons** > **Show revisions in balloons**.



Revisions

The Reviewing Pane (**Review > Reviewing pane**) lets you review all edits by each author which you can view vertically or horizontally on the screen. You can click a word or paragraph in the Revisions pane, and it will automatically navigate to that part of the document.



Accept or Reject Changes made to document

If you agree with the changes that have been made to the document, you can Accept or Reject them. Click the Show Track Changes bar highlight changes made by the other author, then go to the **Review** tab, click the **Accept** button to confirm.

