

Using Track Changes

What are Track Changes?

Track Changes is a feature that lets you highlight the changes you make while editing a document. You can save your Track Changes so that other people can review your edits. Later, you can accept or reject Tracked Changes.

How do you 'turn on' Track Changes?

1. Open the document you want to edit
2. Go to "Tools"
3. Highlight "Track Changes"
4. Select "Highlight Changes..."
5. Check "Track Changes while editing"
6. Click "Ok"
7. Now any changes you make to the document will be highlighted

How do you save Track Changes?

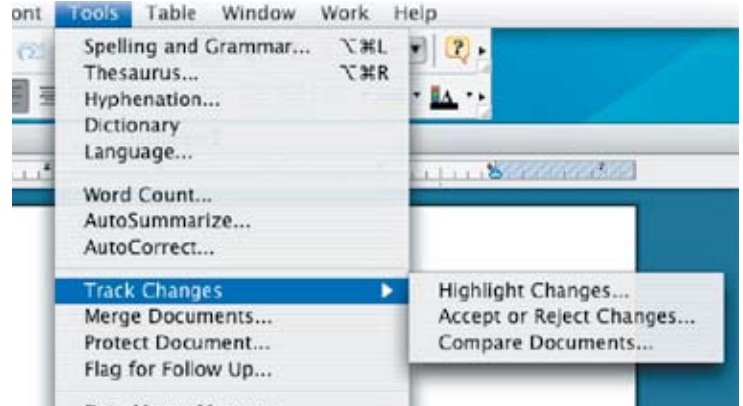
Save your document with track changes the same way you would save any other document: hit save before closing the file.

How do you Accept or Reject changes?

1. Go to "Tools"
2. Highlight "Track Changes"
3. Select "Accept or Reject Changes..."
4. Hit "find" and accept or reject each change

How do you 'turn off' Track Changes?

- 1. Follow the same steps you took to turn on track changes
- 2. When you get to "Highlight Changes", make sure this box is unchecked
- 3. Click "OK"



The chickens did not crossed the road.



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