Track Changes is a great feature of Word that allows you to see what changes have been made to a document.  The tools for track changes are found on the Reviewing tab of the Ribbon.



**Begin Track Changes**
To keep track of the changes you’ll be making to a document, you must click on **Track Changes** icon.
To start Tracking Changes:

* Click **Review** Tab on the Ribbon
* Click **Track Changes**
* Make the changes to your document and you will see any changes you have made.



**Comments**
The New Comments icon also lets you add comments to the document.  To add a new comment, put your cursor where you would like to add the comment and click on New Comment.

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**Document Views**
There are four ways to view a document after you have tracked changes:

* **Final Showing Markup**:  This shows the document with the changes displayed
* **Final:**  This shows the changed document, without the changes displayed
* **Original Showing Markup:**  The original document with the changes displayed
* **Original:**  The original document without any changes.

To change the view, click the appropriate choice in the Tracking Group of the Review Tab on the Ribbon.



The **Show Markup** feature allows you to view different items (comments, formatting, etc.) and choose to view different authors’ comments.



**Accept or Reject Changes**
When you view the changes in a document you can either choose to accept or reject the changes.  This allows you to review the document by each change to accept or reject each change.

