Track Changes Instructions

Please select the type and version that your computer is using.

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MacOS Newer

Turn Track Changes on

On the **Review** tab, turn on **Track Changes**.

Source:
"Track Changes In Word", Microsoft,
https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#ID0EAABA AA=macOS_Newer

MacOS 2011

Turn tracked changes on or off

When tracked changes are turned on, Word marks any changes that are made by any authors of the document. This is useful when you are collaborating with other authors because you can see which authors made a particular change.
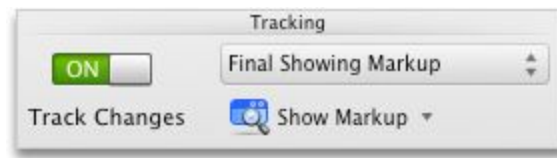
1. Open the document that you want to edit.

2. On the **Review** tab, under **Tracking**, select the **Track Changes** switch to turn on track changes.
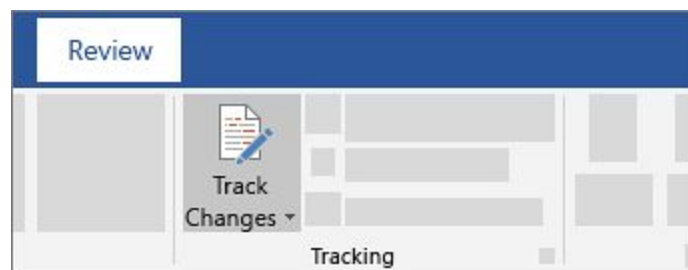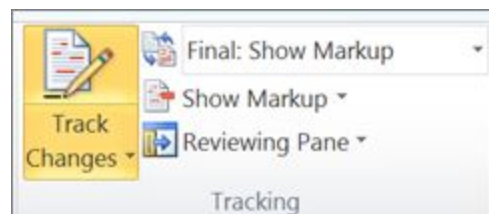
Source:
"Track Changes In Word", Microsoft, *https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#ID0EAABA AA=macOS_2011*

PC: Microsoft Office Newer (Office 365, Word 2019, 2016, 2013)

Turn Track Changes on and off by going to **Review** > **Track Changes**.

Source:
"Track Changes In Word", Microsoft, *https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#ID0EAABA AA=Newer_versions*

PC: Microsoft Office 2010 and 2007

Go to **Review**> **Track Changes**. Repeat to turn changes on or off.

Source:
"Track Changes In Word", Microsoft, *https://support.office.com/en-us/article/track-changes-in-word-197ba630-0f5f-4a8e-9a77-3712475e806a#ID0EAABA AA=Office_2010*