Track Changes and add Comments in Word

Word allows users to track their changes and add comment balloons when multiple users are working on the same document. Your name or initials will be displayed next to the changes you made. The first step is setting up Word to display your name.

From the **Tools** menu choose **Options**...

In the **Options** window click the **User Information** tab.

Type your own name and initials as you want it to display in Track Changes.

**NOTE:** ODU campus computers use “Imageman” as the default name. If you are using a public computer, you may want to remove your own name when you are done working and replace it with something else, such as “Imageman” or “Ohio Dominican”.

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Track Changes (Continued)

From the Tools menu choose Track Changes.

The Reviewing Tool Bar appears.

Track Changes is turned On when this button is Orange. Turn on the Track Changes when you are ready to begin.

You can also display this toolbar from the View menu. Point to Toolbars, and choose Reviewing.
Track Changes (Continued)

Make sure the Track Changes button is Orange on the Reviewing Toolbar. If it is not Orange, click the button to turn it on. Begin typing to see your changes being tracked.

Tracked formatting changes

Tracked paragraph insertion

Tracked text addition

Highlight an area of text and click the Insert Comment button. Type your comment into the balloon.

Click the Reviewing Pane button. Changes made to the document, and the user who made them, are shown in the pane below the document.