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## **Track Changes in a Document**

In this tutorial, you will learn how to turn on TRACK CHANGES in your document. You may find this useful when working in a group where there are multiple people making changes. It is also useful in creating draft versions (when tracking changes, you can still see information you deleted!).

## Locating Track Changes Button

To locate the **TRACK CHANGES** button click on the **REVIEW** tab on the ribbon. The **TRACK CHANGES** button is found under the **Tracking** section.

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## **Start Tracking Changes**

<u>Step 1</u>: Place your cursor where you want to start to **TRACK CHANGES** in your existing document. Tracking changes does not work effectively in a new document. There must be a base document to change. Click the down arrow beside the **TRACK CHANGES** ICON.

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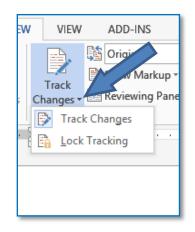




Step 2: Select **TRACK CHANGES.** You have now set your document's ability for tracking changes.

Setting a Password to Lock Track Changes

<u>Step 1</u>: If you want to lock the document so others cannot turn off **TRACK CHANGES**, click the down arrow beside the **TRACK CHANGES** ICON.



<u>Step 2</u>: Select **LOCK TRACKING.** A Lock Tracking Password Box will open. Enter a password and confirm, then click OK. You have now locked the **TRACK CHANGES** for the document.

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<u>Step 3</u>: To **unlock**, click the down arrow beside the **TRACK CHANGES** ICON and select **LOCK TRACKING**. An **Unlock Tracking** Box will open. Enter the defined password, then click OK. You have now unlocked the **TRACK CHANGES** for the document.

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Finish: After following the above steps, you can set **TRACK CHANGES** for a document, as well as lock and unlock **TRACK CHANGES**.

## Next, How to Set Tracking Options for document review.

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