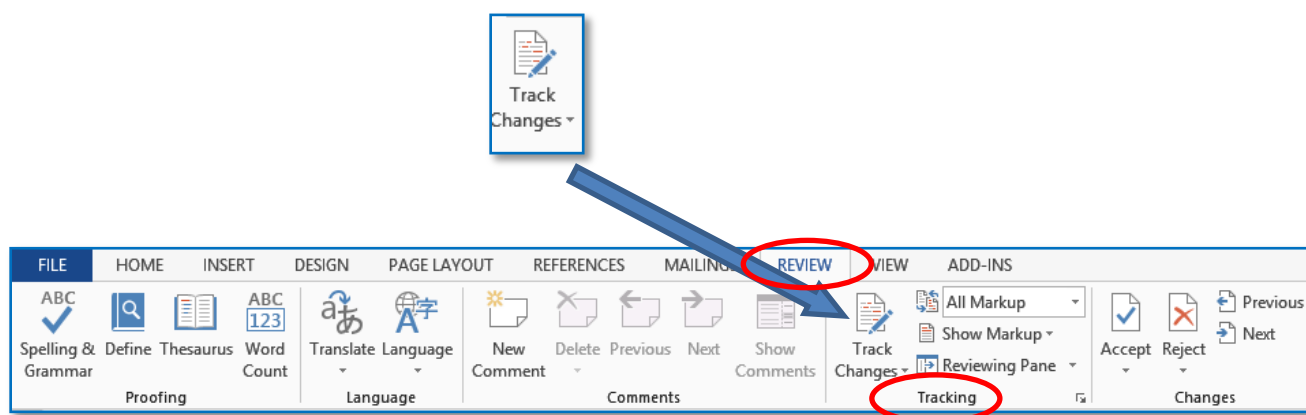# Track Changes in a Document

➢ 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.
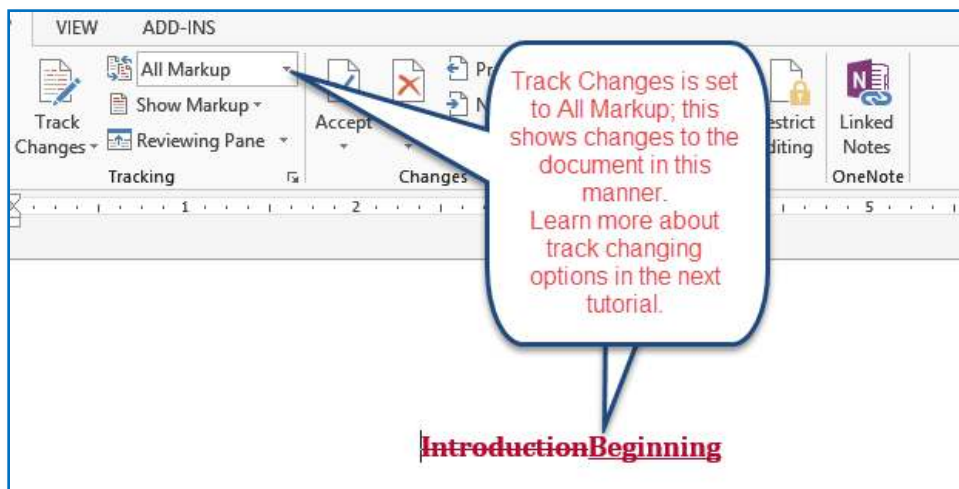

Start Tracking Changes

Step 1: 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.
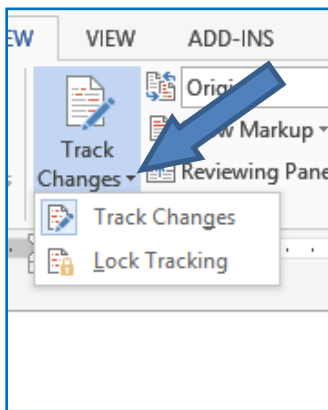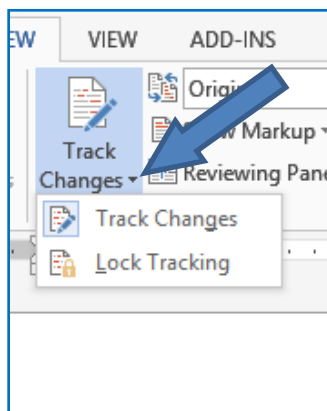
<u>Step 2</u>: Select **TRACK CHANGES.** You have now set your document's ability for tracking changes.


**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.

Step 2: 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.
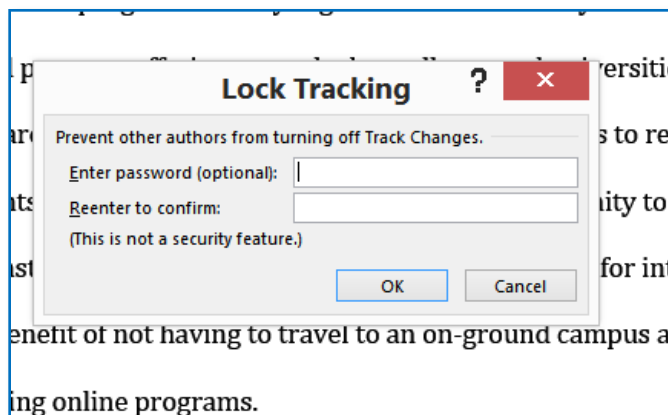
Step 3: To **unlock**, click the down arrow beside the **TRACK CHANGES** ICON and select **LOCK TRACKING.** An **Unlock Tracking** Box will open. Enter the defined password, then click OK. You have now unlocked the **TRACK CHANGES** for the document.
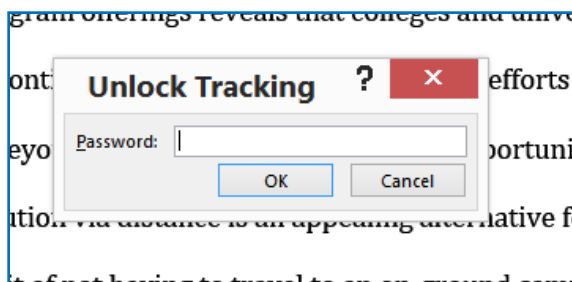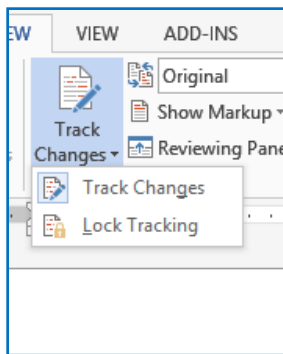
Finish: After following the above steps, you can set **TRACK CHANGES** for a document, as well as lock and unlock **TRACK CHANGES**.

Next, How to Set Tracking Options for document review.