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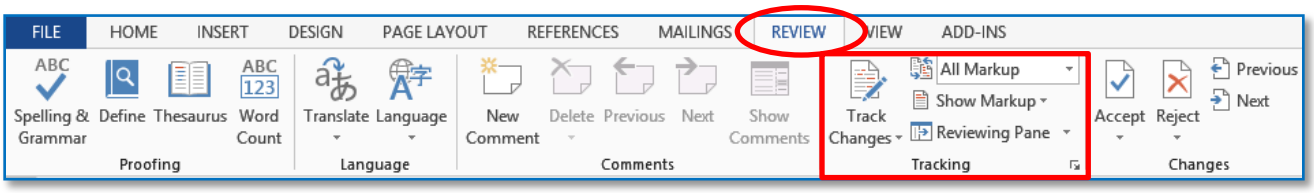
Track Changes Options for Review and How to View

- In this tutorial, you will learn how to set options for reviewing the **TRACK CHANGES** and to how to view changes in your document.

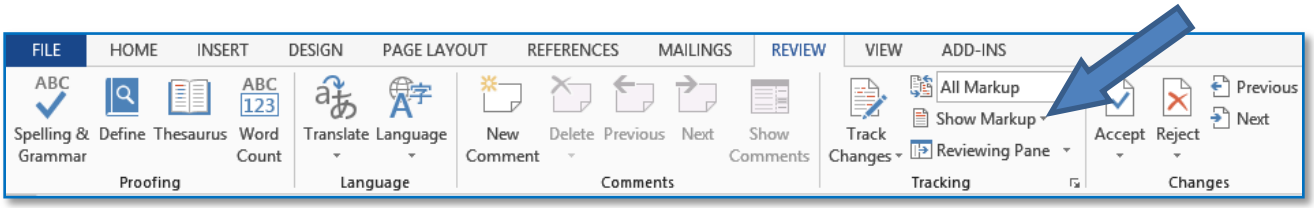
Locating Track Changes Area

The **TRACK CHANGES** area is on the **REVIEW** tab on the ribbon under the **Tracking** section.



Show Markups

Step 1: Once track changes is enabled, you can choose what items you want to show when viewing changes. Click the Show Markup down arrow.



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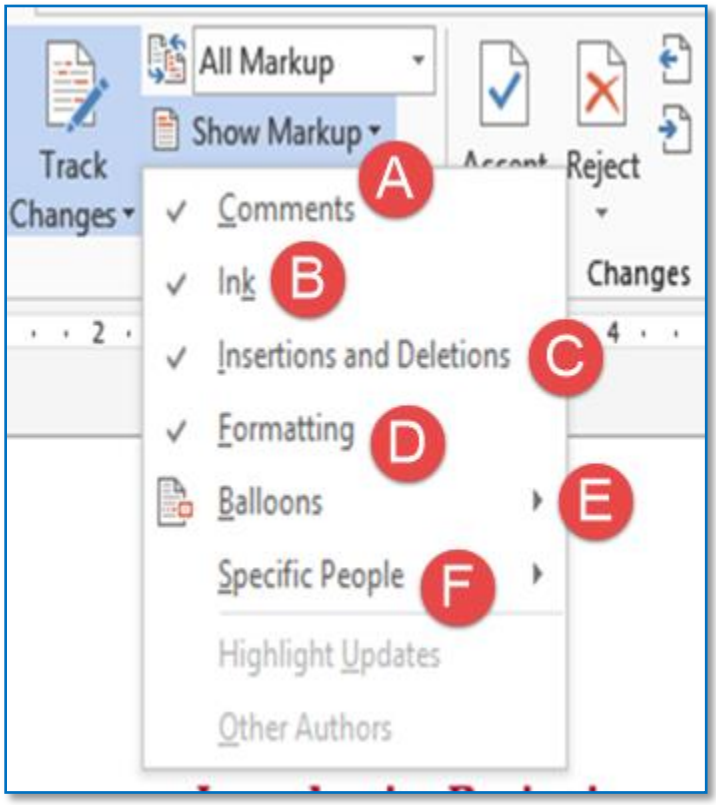
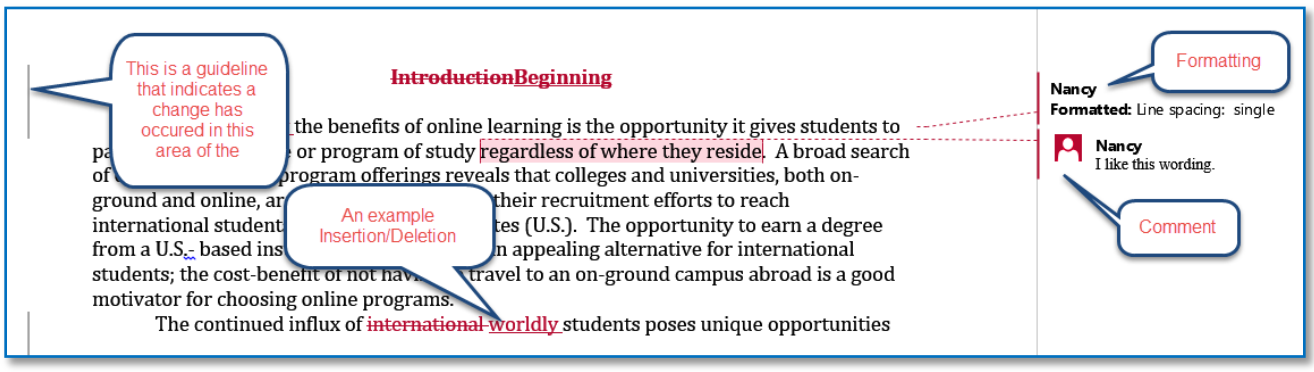
Step 2: The down arrow will show many options to choose for review. Chose the options that suit your review needs.

A) This will allow you to see Comments listed on the right hand side when viewing markups.
B) Ink – for tablets only – allows viewing of handwritten notes.
C) Insertions and Deletions – shows changes to the document such as added and deleted words, punctuation, phases, etc.
D) Formatting – shows changes in formatting such as sentence placement, paragraphs, spacing, etc.
E) Balloons – these are the notes on the right side of the screen when viewing Markups. You can turn them on, turn them off or choose to only see comments in that area.
F) Specific People – allow specific people in a group to view markups.



In the view below you have selected Comments, Insertions and Deletions, Formatting and Balloons set to view comments only.



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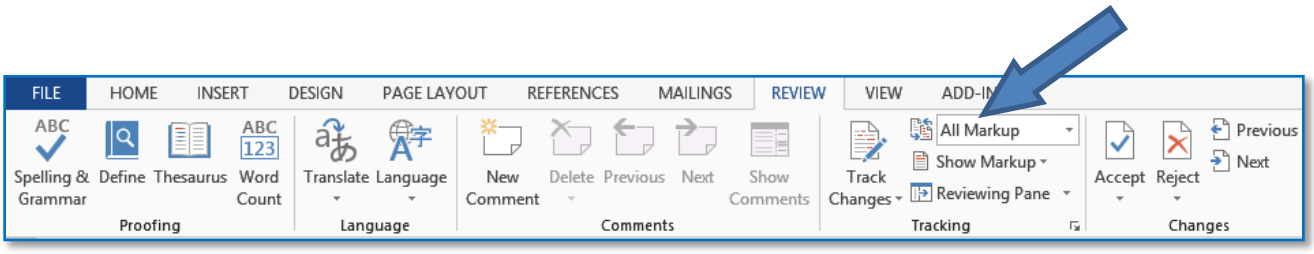
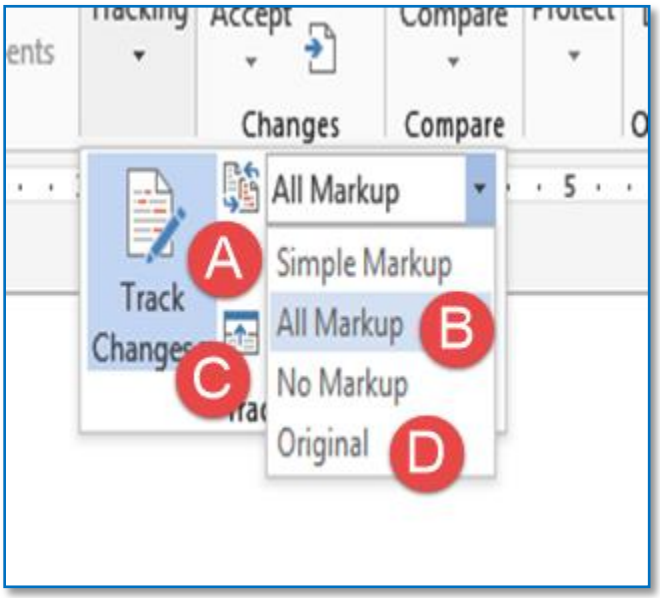
Markup View

Step 1: Once track changes is enabled, you can choose how to view changes. Click the View Markup down arrow.



Step 2: The down arrow will show many options for viewing. Chose the options that suit your viewing needs.

A) Simple Markup shows the changes as if they were complete in the document with the guidelines showing where changes occurred and only comments showing on the right side.
B) All Markup shows all the markup options you chose under Show Markups.
C) No Markup shows no markups; only the changes.
D) Original shows only the original document, no changes integrated into the document.



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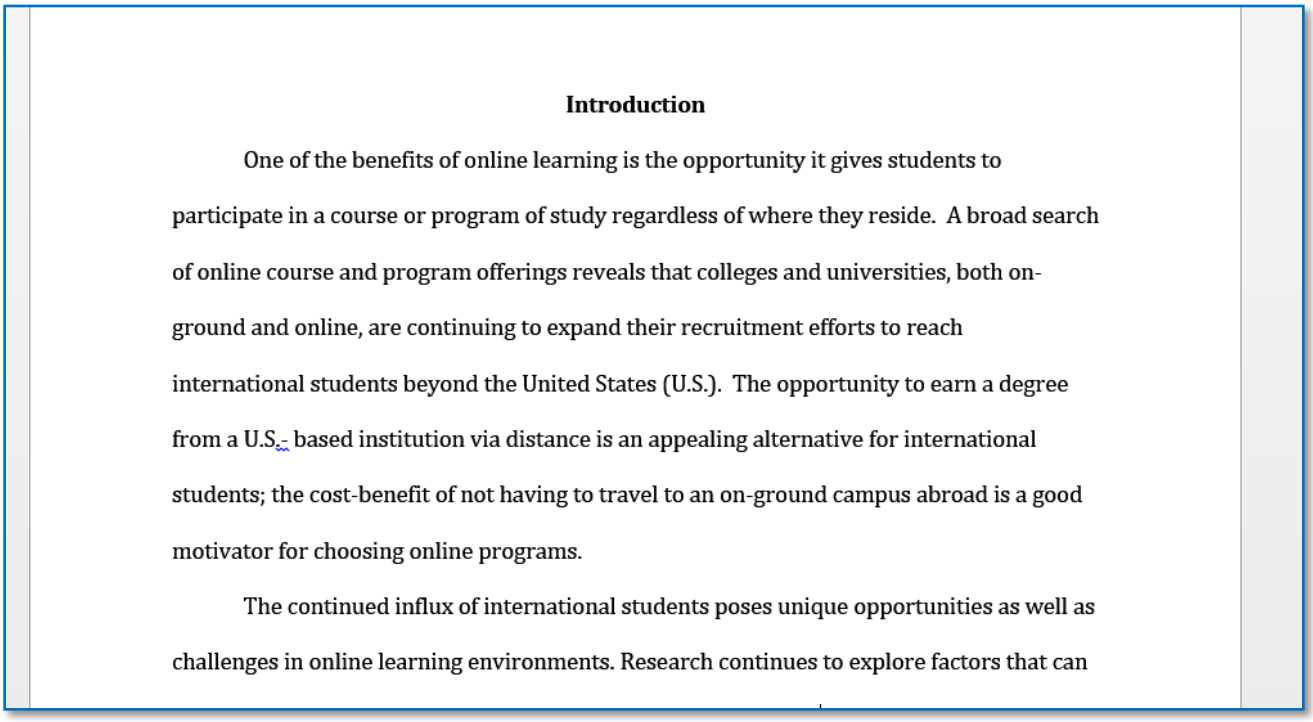
This is your original document.

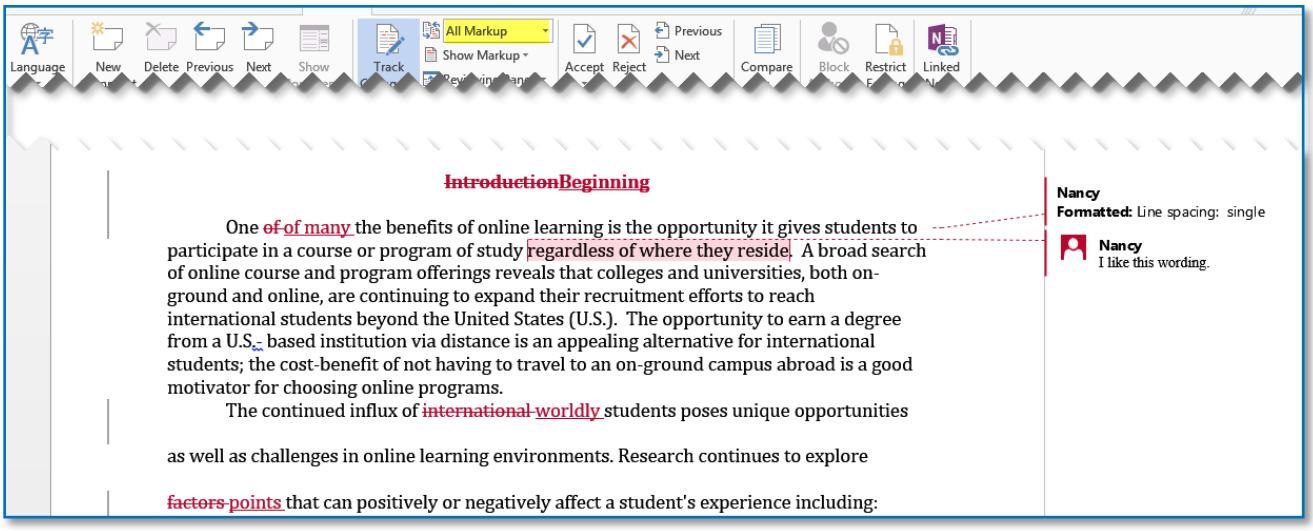


Introduction

One of the benefits of online learning is the opportunity it gives students to participate in a course or program of study regardless of where they reside. A broad search of online course and program offerings reveals that colleges and universities, both on-ground and online, are continuing to expand their recruitment efforts to reach international students beyond the United States (U.S.). The opportunity to earn a degree from a U.S.- based institution via distance is an appealing alternative for international students; the cost-benefit of not having to travel to an on-ground campus abroad is a good motivator for choosing online programs.

The continued influx of international students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors that can

This is the document with All Markup viewing:



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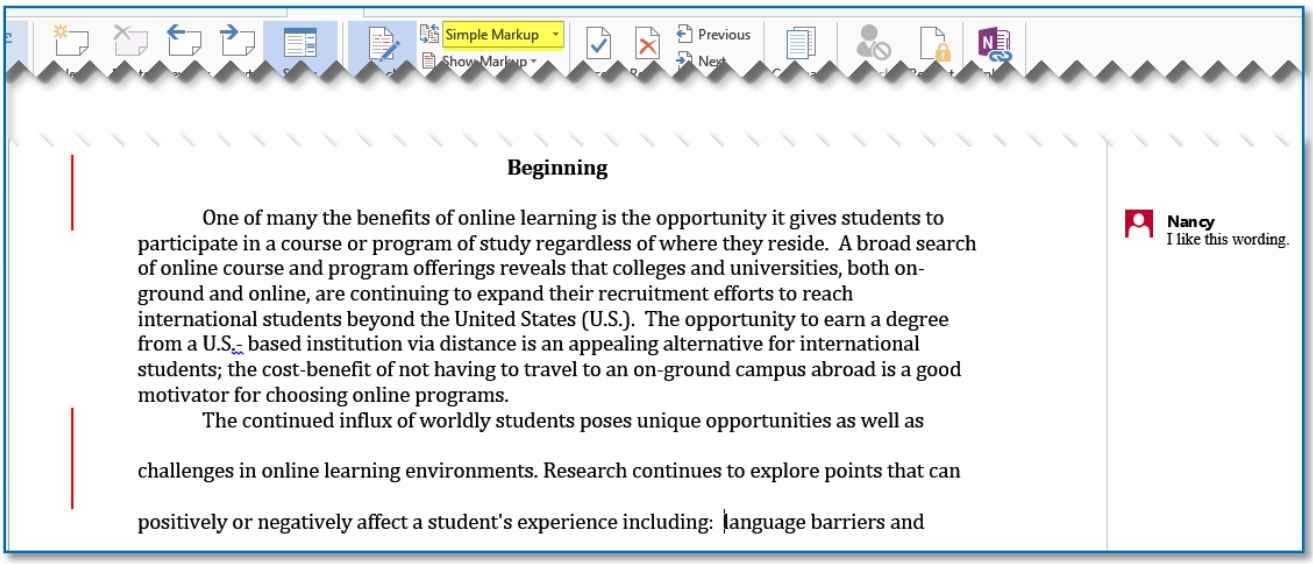
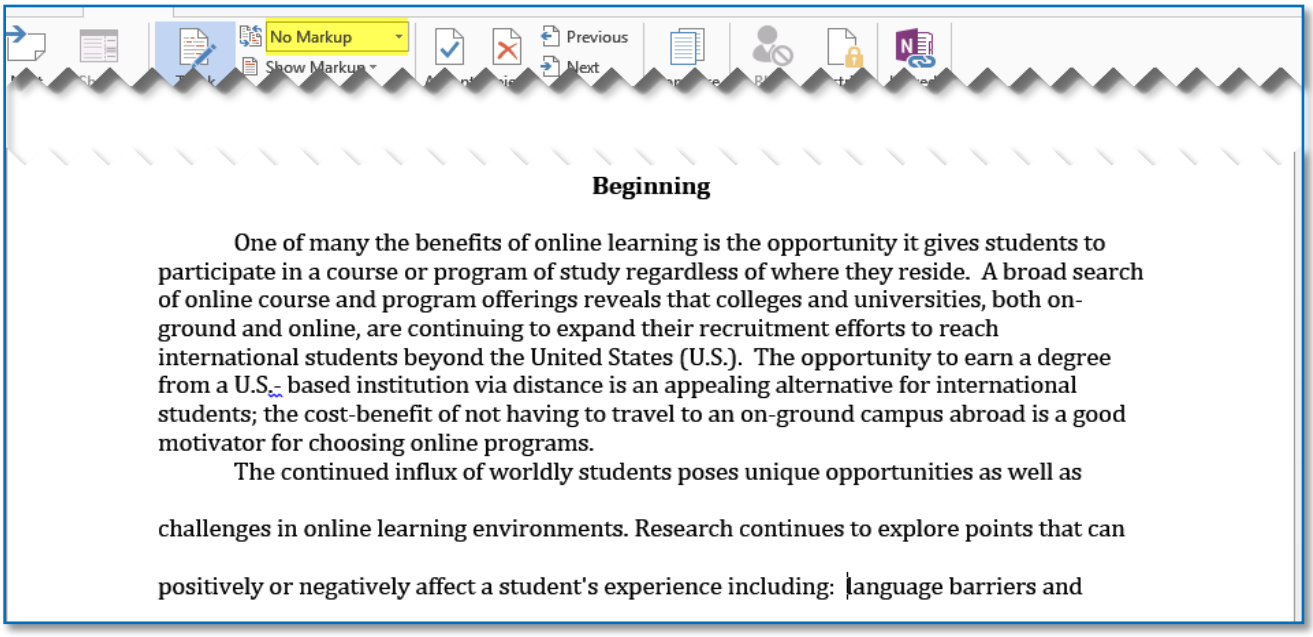
This is your document in Simple Markup viewing:



This is you document in No Markup viewing:



Finish: After following the above steps, you can set **TRACK CHANGES Viewing Options** for a document.

Next, How to Accept and Reject Tracked Changes for document review.

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