WALDEN UNIVERSITY

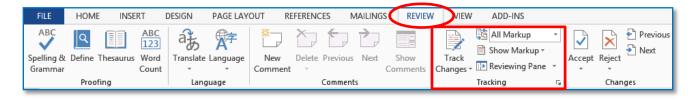
A higher degree. A higher purpose.

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

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

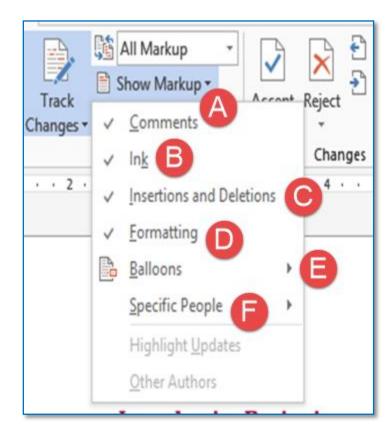
FILE	HOME	INSE	RT	DESIGN	PAGE LAY	OUT R	EFERENCES	s MA	AILING	6 REVIEW	VIEW	ADD-INS				
ABC Spelling &	Define	Thesaurus		af Translate	A字 Language	New	Delete P	revious	Next	Show	Irack	All Markup		Accept	Reject	Previous Previous
Grammar			Count	*	Ŧ	Comment	÷			Comments	Changes *	I⇒ Reviewing Pane	Ť	*	*	
	Proof	ing		Lang	juage		C	omments				Tracking	- Fai		Cha	nges

Walden University

A higher degree. A higher purpose.

<u>Step 2</u>: 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.

	Formatting Formatted: Line spacing: single Nancy I like this wording. Comment
--	---

©2015 Walden University Academic Skills Center. All Rights Reserved. Need MS Word tutoring help? Current Walden students e-mail us at Wordsupport@Waldenu.edu

Walden University

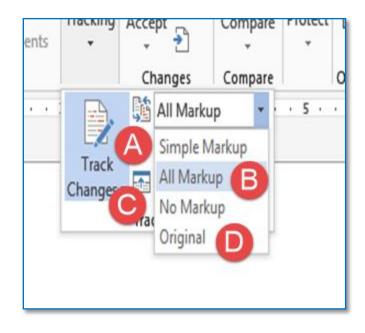
A higher degree. A higher purpose.

Markup View

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

FIL	.E	HOME	E INSE	RT	DESIGN	PAGE LAY	OUT RI	FERENCE	S N	VAILINGS	REVIEW	VIEW	ADD-IN				
AI	BC	٩		ABC 123	az	A ≠	×	X		\mathbf{b}			All Markup	Ŧ		$\mathbf{\times}$	← Previous → Next
	ing & nmar	Define	Thesaurus	Word Count	Translate *	Language	New Comment	Delete P	revious		Show Comments	Track Changes •	Reviewing Pane	Ŧ	Accept *	Reject *	
		Proo	fing		Lang	guage		C	omment	ts			Tracking	Ę.		Chan	ges

- <u>Step 2</u>: 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.



This is your original document.

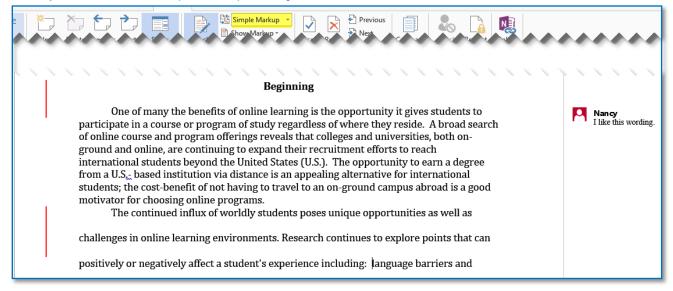
This is the document with All Markup viewing:

Langu.	re New Delete Previous Next Show Track Previous Show Markup Track Previous Accept Reject Compare Block: Restrict Linked	
	IntroductionBeginningOne of of many 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 $U.S_{sc}$ 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-worldly students poses unique opportunities as well as challenges in online learning environments. Research continues to explore factors-points that can positively or negatively affect a student's experience including:	Nancy Formatted: Line spacing: single Nancy Tike this wording.

WALDEN UNIVERSITY

A higher degree. A higher purpose.

This is your document in Simple Markup viewing:



This is you document in No Markup viewing:

Image: Show Markup Image: Show Markup Image: Show Markup Image: Show Markup
Beginning
One of many 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 worldly students poses unique opportunities as well as
challenges in online learning environments. Research continues to explore points that can positively or negatively affect a student's experience including: anguage barriers and

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.