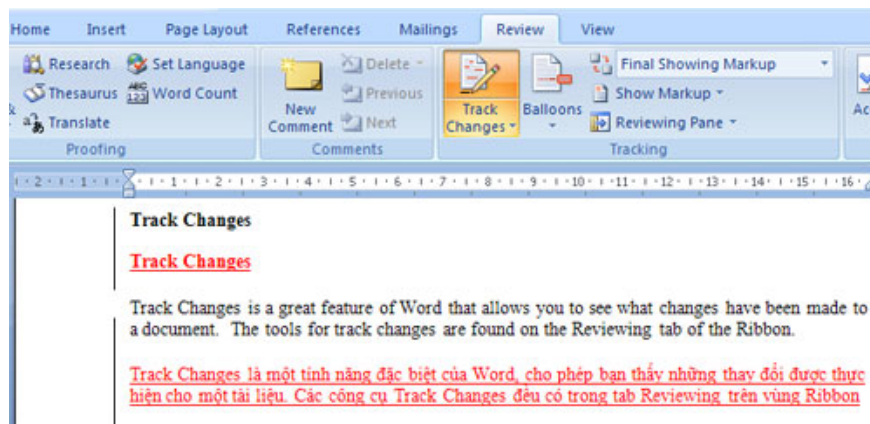


# MS Word - Lesson 17: Track Changes tool

Track Changes is a special feature of Word, allowing you to see changes made to a document. Track Changes tools are available in the Reviewing tab on the Ribbon.

**TipsMake.com - Track Changes is a special feature of Word, allowing you to see the changes made to a document.** Track Changes tools are available in the Reviewing tab on the Ribbon.

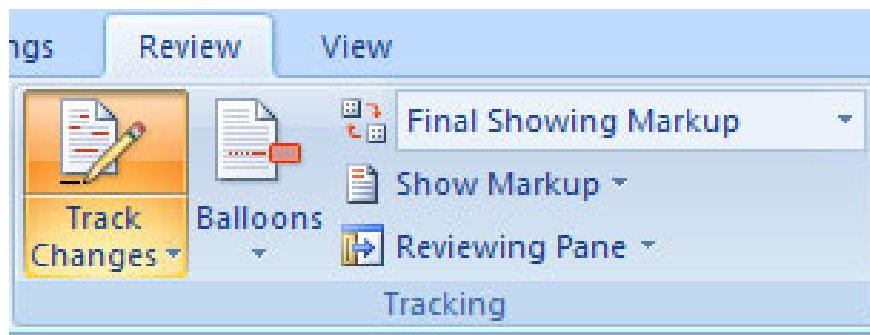


## Start using Track changes

To track the changes you will apply to the document, you must click on the **T rack Changes** icon (or press the key combination **Ctrl + Shift + E** ).

Start the Tracking Changes tool:

- Click the **Review** tab on the **Ribbon**
- Click Track Changes
- Make changes to your documents and you can immediately see the changes you have made.

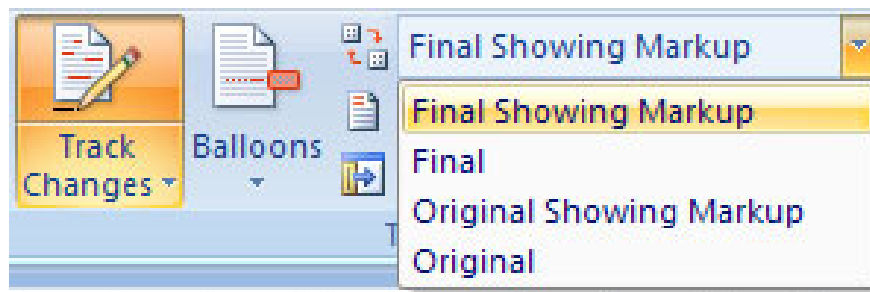


## Document Viewer

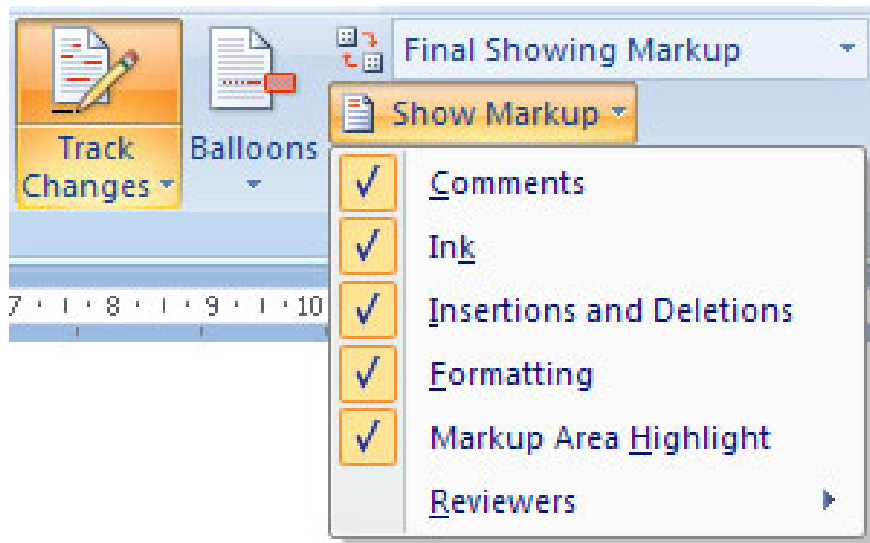
There are 4 ways to view a document after you change it:

- **Final Showing Markup** : This is how to view the document with the changes displayed
- **Final** : This method shows the documents changed without displaying changes
- **Original Showing Markup** : Shows the original document with the changes displayed
- **Original** : Shows the original document without any changes.

To change the document view, click the appropriate option in the **Tracking** group of the **Review** tab on the Ribbon.

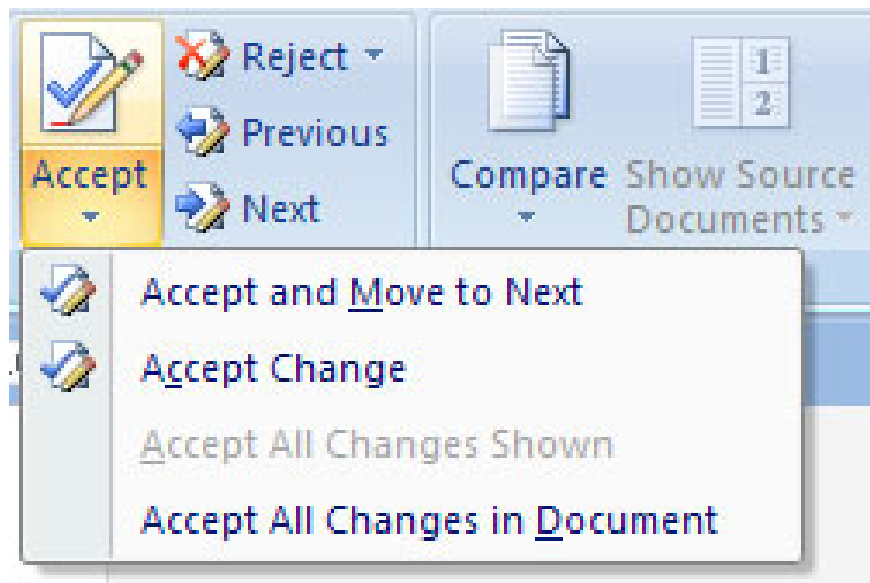


The **Show Markup** feature allows you to view different items (like comments, formatting, .) and choose to view comments from different authors.



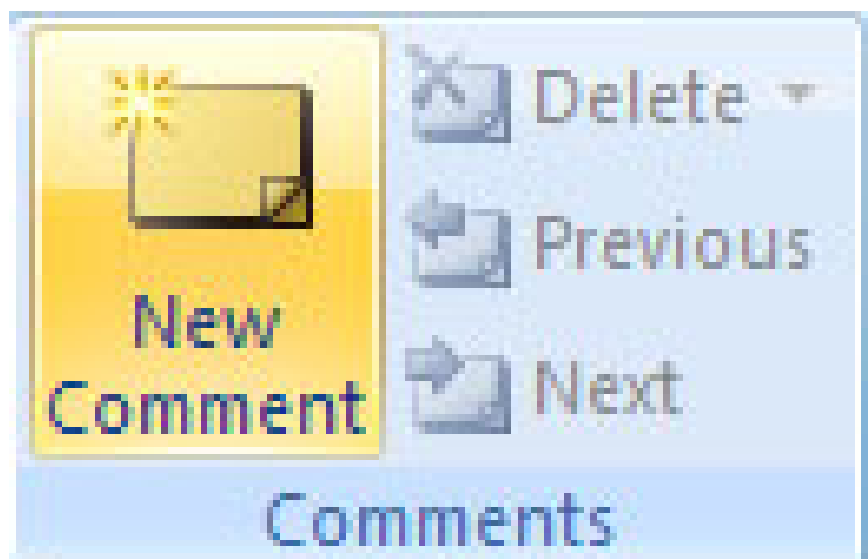
### Accept or remove changes

When you view changes in a document, you can choose to accept or not accept the changes. This allows you to review the document by any changes that are acceptable or unacceptable.



### Comments

The **New Comment** icon also allows you to add annotations to documents. To add a new comment, simply place the cursor where you want to add the comment and click New Comment



You finished reading the article "**MS Word - Lesson 17: Track Changes tool**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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