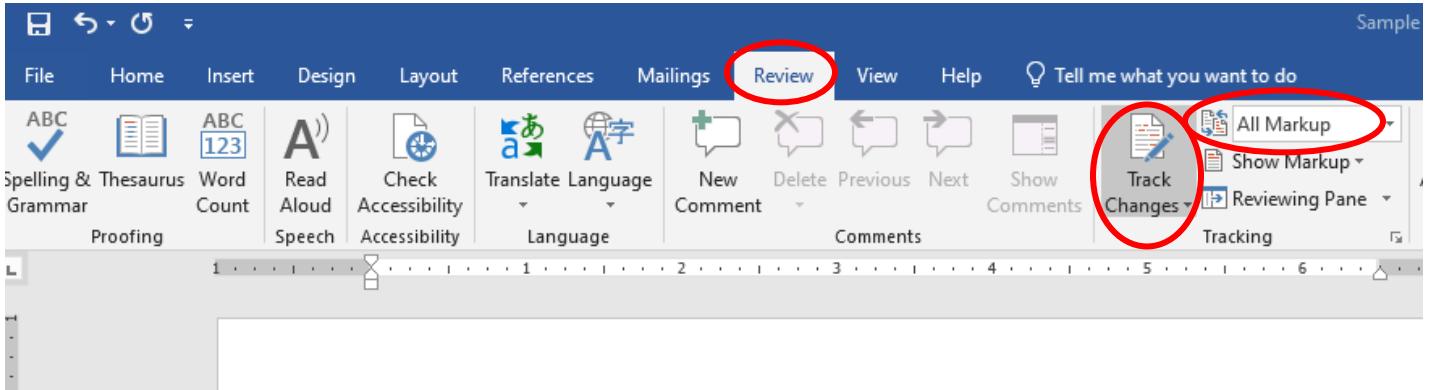


How to Use Track Changes

Track Changes is a function available in Word. Turning on Track Changes gives you and your collaborators a way to make changes that are easy to spot. Track Changes and the use of the Comments function are an efficient and easy way to work together on a document.

Open the document you wish to edit. To turn on Track Changes go to the Review tab and then click on Track Changes. This will be greyed out when it is turned on. You will want to make sure that “All Markup” is selected.



You can now start editing the document. As you proceed your edits will be tracked – things you delete will be crossed out, things you add will be added in a new color, and you will be able to see who made each of the edits.

You can also add a comment in the document by clicking the New Comment button. If you want to delete a comment after you add it you can click on it and then select the Delete button. Below is how your document will look with edits and a comment added.

A screenshot of a Microsoft Word document. The 'Review' tab is selected. The 'Comments' group is open, showing the 'New Comment' and 'Delete' buttons, which are highlighted with a red box. The main text area contains a service description with some underlined text. On the right, there is a comment from 'Rockwood, Amy' that says: 'Please include the goals of the Program, service components, and other details and deliverables as appropriate.' Below the comment are 'Reply' and 'Resolve' buttons.

Once you complete your review and update of your Scope of Service document, you need to save it. You do not have to turn off track changes. The Scope of Service Word documents should be returned with all of the other contract documents, by email to your agency Contract Coordinator. If your Contract Coordinator has any questions, they can respond to you using Track Changes. Once the document is deemed final, your Contract Coordinator will accept any changes and save the final version to pdf.

There are several videos online that can also walk you through how to use Track Changes. One that was very easy to follow is: <https://edu.gcfglobal.org/en/word/track-changes-and-comments/1/>. The first 1:20 of the video covers how to turn it on, how to make changes in the document, and how to add comments. You can find many other videos by Googling “How to Use Track Changes.”