

Track Changes and Mail Merge in Word

Make revisions to documents that others can see, and add comments in the document by using Track Changes and Comments in Microsoft® Office Word 2007.

Turn Track Changes on and off

On the **Review** tab at the top of the window, click the top of the **Track Changes** button to turn Track Changes on or off.

You can also add a Track Changes indicator to the status bar at the bottom of the window. Right-click the status bar. Click **Track Changes** on the **Customize Status Bar** menu. Then you can click **Track Changes** on the status bar to turn **Track Changes** on or off.

Use Track Changes

When Track Changes is on, any deleted, inserted, or moved text or graphics will appear as a tracked change until you turn Track Changes off. Note that turning Track Changes off does **not** delete tracked changes or comments.

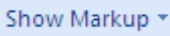
Insert comments

On the **Review** tab, click **New Comment**. Type your comment. Note that you do not need to turn Track Changes on to insert a comment.

To respond to someone else's comment, click in their comment, and then click **New Comment**, and then type your comment. To change a comment, click inside the comment balloon and make the changes that you want.

Use Show Markup menu for revisions or comments to review

You can temporarily hide markup by type or by reviewer. **Remember**, hiding markup by clearing items on the **Show Markup** menu does **not** remove markup. If you save and close a document with hidden markup, that markup will be displayed the next time the document is opened.

On the **Review** tab, click the arrow on **Show Markup** .

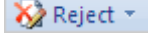
- To review revisions by type, clear the check box next to the type of information you *don't* want to see.
- To temporarily hide reviewers' revisions or comments so that you can see just some reviewers' revisions and comments, click the arrow on **Show Markup**, point to **Reviewers**, and then clear the check box next to **All Reviewers**.
Click the arrow on **Show Markup** again, point to **Reviewers**, and select the check boxes for the reviewers whose markup you do want to see.
- To show all markup again, click **Show Markup**, and click next to any item on the menu that does not have a check mark. To show the markup for all reviewers, point to **Reviewers**, and then click **All Reviewers**.

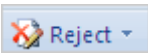
Accept or reject tracked changes, and delete comments

You can accept or reject tracked changes and delete comments one at a time, or all at once.



On the **Review** tab, in the **Changes** group, click the arrow on **Accept**. At the bottom of the menu, you have the option to **Accept All Changes in Document**.



If you don't want to accept the change, you can click the arrow on the **Reject**  button. You have the option to **Reject All Changes in Document**.


You can also click the arrow on the **Accept** button and click **Accept and Move to Next**. Or you can click the arrow on the **Reject**  button and click **Reject and Move to Next**.

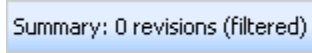
You can use these buttons to delete comments, or you can use the buttons in the **Comments** group to delete comments.

Go through the document until you have removed all the markup.


Find hidden markup

You may forget that a document contains hidden revision marks and comments. To find out, click the **Previous**  or **Next**  button in the **Changes** group on the **Review** tab. If there's any hidden markup, you'll get a message telling you so. You can click **Show all**, and then you can accept or reject the markup. Another way to see if there is hidden markup is to use the Reviewing Pane. On the **Review** tab, in the

Tracking group, click **Reviewing Pane**  **Reviewing Pane**. If it says "(filtered)" at the top of the pane

 Summary: 0 revisions (filtered), you know that the document contains hidden markup.

You can also use the Document Inspector to find markup, whether hidden or not. Click the **Microsoft**

Office Button , point to **Prepare**, and then click **Inspect Document**. In the **Document Inspector** dialog box, click **Inspect**. Review the inspection results. If the Document Inspector finds comments and tracked changes, you are prompted to click **Remove All** next to **Comments, Revisions, Versions, and Annotations**. Click **Reinspect** or **Close**.

See tracked changes and comments in another way

Instead of seeing deletions and comments in the document margin, you can leave deleted text in the document, with a line through it. Then comments are displayed in the Reviewing Pane.

Click **Balloons** in the **Tracking** group on the **Review** tab, and then click **Show All Revisions Inline**.

To enter comments, place the cursor where you want to comment. Click **New Comment** in the **Comments** group. Then the Reviewing Pane appears. Enter your comment in the pane.

Tip If you want to see formatting changes while you work, or if you like marginal comments, click **Show Only Comments and Formatting in Balloons**. Then balloons will appear, but only to show comments and formatting changes. Deleted text will be displayed in the document with lines through it.

Mail Merge

When you have a form letter, labels, or form email that you need to send to multiple people, Mail Merge will personalize and professionalize the document for you.

Found under the **Mailings** Tab in the **Start Mail Merge** Group; use the drop down arrow below **Start Mail Merge** to go to the **Step-by-Step Mail Merge Wizard**. This 6-step process will quickly help you define the process you want, create the document and then choose the recipients from a database or Excel spreadsheet.

