

# 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.

