Lesson 2 Reviewing your Document - Track Changes Part 2

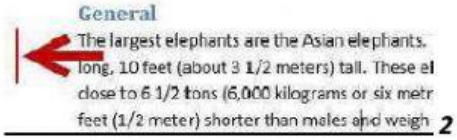
Using the Simple Markup Display Settings

This setting will show you sections of your document that have had changes made to them as a red line in the left side margin. Comments will also be shown as a speech bubble in the right margin of your document. The changes will remain hidden until you click the red line, upon which the changes and comments will be made visible. You can toggle between view/hide these changes as necessary.

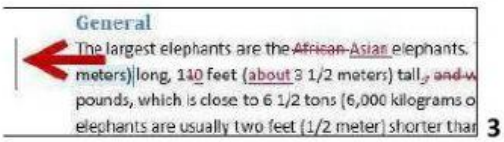
1. Ensure that *Simple Markup* has been selected as your *review display* (1).

1

2. *Red lines* will appear in the *left* margin of your document, indicating that a change has been made on this line **(2).**


General
The largest elephants are the Asian elephants.
long, 10 feet (about 3 1/2 meters) tall. These el
close to 6 1/2 tons (6,000 kilograms or six metr
feet (1/2 meter) shorter than males and weigh
2

3. Click the **red line** to show the changes made in your document. **(3).**


General
The largest elephants are the ~~African~~ Asian elephants.
meters) long, 110 feet (about 3 1/2 meters) tall, ~~and w~~
pounds, which is close to 6 1/2 tons (6,000 kilograms o
elephants are usually two feet (1/2 meter) shorter thar
3

4. The **red line** will become *grey* and the changes in your document will become *visible*.

5. To *hide* changes again, *click* the **Grey line**.

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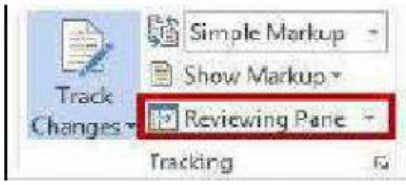
Activating the Reviewing Pane.

When active, the **Reviewing Pane** will display the number of revisions in the document, type of change made, and what was changed. You can also use the **Reviewing Pane** to quickly jump to revisions within your document by selecting them. To activate the **Reviewing Pane.**

1. In the **Ribbon**, *click* on the **Review** tab.

2. In the *Tracking* group, click on **Reviewing Pane**. (3)



3

3. The *Reviewing Pane* will appear on the left side of your document.**(4)**

4

Locking Track Changes

If you are collaborating on a document with uses, and want to ensure that Track Changes is used, you can Lock Tracking so the tracking option cannot be turned off.

1. In the **Ribbon,** *click* on **Review** tab.

2. In the **Tracking group,** *click* on the **lower**-half of the **Track Changes** icon**(3).**

3

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3. A *dropdown* list will appear. *Click* on **Lock Tracking** from the list.

3

4. The **Lock Tracking** window will appear. Set a *password* (if desired) and *click* **OK.(4)**

4

5. The document will now be locked to track changes. To remove this, follow steps 1-3 above (enter password if prompted).

Questions

1. **What does a red line in the left margin mean?**

2. **What happens to the red line when changes are made to the document?**

3. **How do you lock track changes?**

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