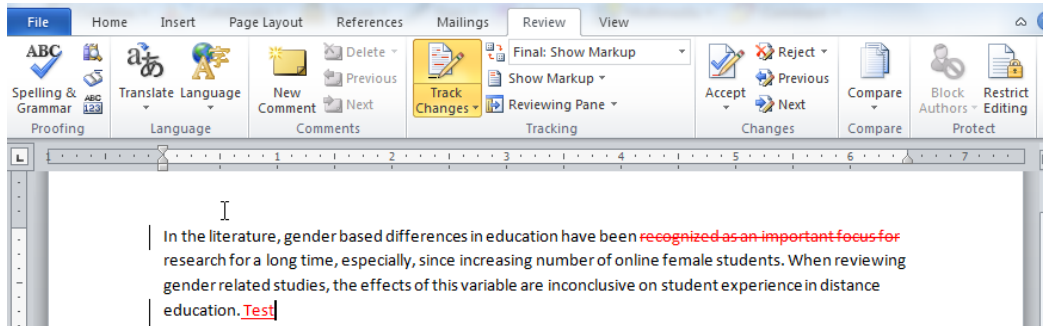


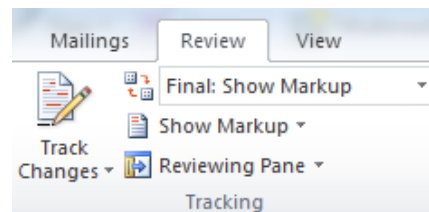
Begin Track Changes

The tools for track changes are found on the Reviewing tab of the Ribbon. To keep track of the changes you'll be making to a document, you must click on the **Track Changes** icon.



To start Tracking Changes:

- Click **Review** Tab on the Ribbon
- Click **Track Changes**
- Make the changes to your document and you will see any changes you have made.

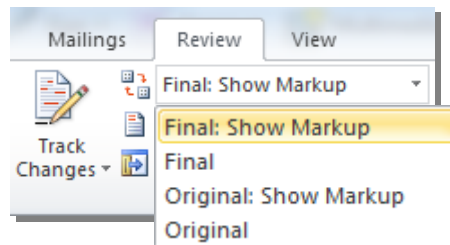


Track Changes - Document Views

There are four ways to view a document after you have tracked changes:

- **Final Showing Markup:** This shows the document with the changes displayed
- **Final:** This shows the changed document, without the changes displayed
- **Original Showing Markup:** The original document with the changes displayed
- **Original:** The original document without any changes.

To change the view, click the appropriate choice in the Tracking Group of the Review Tab on the Ribbon.



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

