



Understanding Track Changes in Word 2010

I've blogged before about [Microsoft Word Tips and Tricks](#) and described how to [strip out coding](#) when converting a document from Word to WordPerfect. Now that I've worked with [Office 2010](#) for a while, it seemed like high time to revisit the subject of tracked changes. If you're a Word 2007 user, don't despair. See [this post on JD Supra](#).

What Could Be Hiding in My Document?

Anything and everything! If you turn on track changes and revise a document your edits will live on in perpetuity until they are accepted or rejected. This may seem obvious, but in Word three nasty traps await the unwary: Final View, Original View, and Show Markup. In Final or Original View, a document appears to be revision free. A great tool, since tracked changes can really wreak havoc with formatting. It's often useful to move back and forth between Final: Show Markup or Original: Show Markup and Final view to see exactly how the document **will appear** once it is finalized. The key is "will appear." Show Markup is even more insidious. You can be in Final: Show Markup or Original: Show Markup view, but if you have inadvertently deselected editing marks under Show Markup they won't be visible.

How Do I Check a Document for Tracked Changes and Comments?

Use the Document Inspector. If you were a Word 2007 user, this should be a familiar tool to you. The Document Inspector searches for metadata, including comments, revisions, versions, and annotations. The process to get to it is slightly different in Word 2010, as Microsoft abandoned the Microsoft Office button in favor of the File tab. Here are the steps: Select the File tab, choose Info, Check for Issues, then Inspect Document.

Removing Tracked Changes and Comments Permanently

This has changed slightly in Word 2010 because of the pesky Show Markup button. First, make sure that all editing marks are actually visible. In the Review tab, under the Tracking group, click Show Markup. Make sure all items are selected. Also in Show Markup, choose Reviewers and verify that "All Reviewers" is selected. Proceed to accept or reject changes. Comments must be deleted separately. In the Review tab, locate the Comments group, click on the delete button and choose "Delete all comments in document."

Best Practices: "Warn before printing, saving, or sending a document with tracked changes"

As with Word 2007, it is possible to activate a trust center setting to "warn before printing, saving, or sending a document with tracked changes." In Word 2010, select the File tab, then

Options. In the navigation pane, choose Trust Center. Under “Microsoft Office Word Trust Center,” select Trust Center Settings.... Click on Privacy Options. Under Document-specific settings, check the box “warn before printing, saving or sending a file that contains tracked changes or comments.” For screenshots and tips on saving public and private versions of documents, see [Understanding Tracked Changes in Word 2010](#).

Formatting Legal Documents with Microsoft Word 2010

This is also another opportunity for me to [remind you](#) that you shouldn't be without [Jan Berinstein's](#) new book, [Formatting Legal Documents with Microsoft Word 2010](#) available on [Lulu](#) and [Amazon](#). It is fantastic and you can read more about it [here](#).

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