

Tracked Changes in Microsoft Word®

The tools in Microsoft Word® that allow you to add comments or track changes greatly simplify document collaboration and revision. Unfortunately, they can also lead to inadvertent disclosure of confidential information.

What Could Be Hiding in My Document?

In the “Review” tab you will find four different ways to display a revised document:

Final Showing Markup
Final

Original Showing Markup
Original

The “Final” and “Original” views hide, but do not delete tracked changes and comments. If you temporarily hide these edits and distribute your document, the recipient can very easily change the view and see all your comments and revisions.

So How Do I Get Rid of Tracked Changes and Comments?

In order to remove tracked changes and comments you must accept or reject the changes made by all reviewers and delete the comments. In Word Help, search for “How do I get rid of my tracked changes and comments?” Follow the steps described. A video demonstration is also available.

Keeping Public and Private Copies of Documents


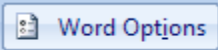
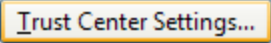
Microsoft recommends that if you want to keep a copy of a document reflecting tracked changes or comments and share the document without others seeing the tracked changes and comments, the best solution is to keep separate copies of the document:

- Create a “public” copy of the document for distribution. Be sure to accept or reject all tracked changes and delete comments.
- In the “private” version of the document, leave the tracked changes and comments as is.

Practice Tip: You may also wish to use the “Protect Document” feature to restrict access and prevent unintended editing of the public and private versions of your document. In the “Review” tab, click on “Protect Document” and choose the appropriate setting.

Help! I’m Still Worried – Is There a Safety Net?

Turn on “warn before printing, saving or sending a file that contains tracked changes or comments.” Follow these steps:

1. Click the **Microsoft Office Button** , and then click  **Word Options**
2. In the Navigation Pane, choose **Trust Center**, then under **Microsoft Office Word Trust Center**, click  **Trust Center Settings...**
3. Under **Document Specific Settings**, check the box:

Document-specific settings

- Warn before printing, saving or sending a file that contains tracked changes or comments