

## **TRACK CHANGES – Word 2003**

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Let's say your boss wrote an e-mail update and sent it to you for proofreading. You make a few changes and send it back to him/her, explaining what you've done, item by item. Guess what? There's a better way.

You may upload to Google (with a [gmail account](#)) and share your documents where you can both edit in real time online, or you may "track changes" in Word.

- Open the document you wish to edit.
- Click on "Tools > Track Changes" from the top menu.
- Edit as necessary. The program will automatically mark your text changes in a different color and place comments to the right side. Save changes.
- To accept changes, use the Reviewing Toolbar. You may accept one at a time, or all at once.
- For additional detailed information, [click here](#).

Your boss can see at a glance the changes you have made ... and add his/her own comments to yours, or approve the changes. You have just cut your article/letter writing process time in half. :-)

Later versions of Word have "track changes" under the "Review" tab.