

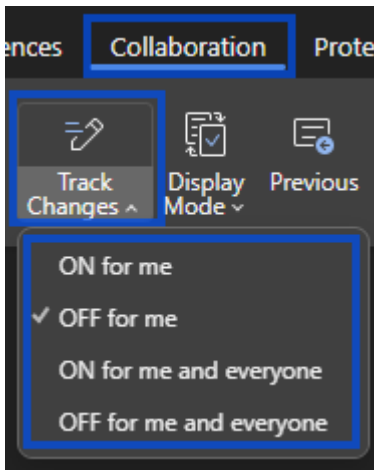
Track Changes

Track Changes records edits made to a document so reviewers can see what was changed, who made the change, and decide whether to keep or reject it. This feature is useful for review, approval, and collaborative editing workflows.

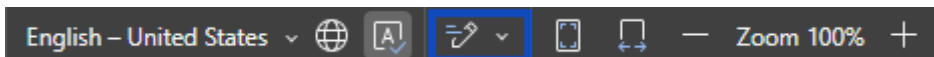
Enabling Track Changes

To start recording edits:

1. Open the **Collaboration** tab.
2. Click **Track Changes**.
3. The button becomes active.
4. New edits are recorded and marked in the document.



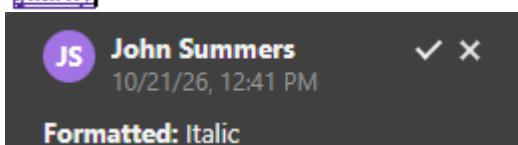
In some cases, **Track Changes** can also be enabled from the status bar.



How tracked changes appear

Tracked edits are shown directly in the document so you can review them clearly.

- **Insertions** appear as newly added text
quality
- **Deletions** appear as removed text with strikethrough formatting
~~quality~~
- **Formatting changes** can be shown in the document or in the review details
quality

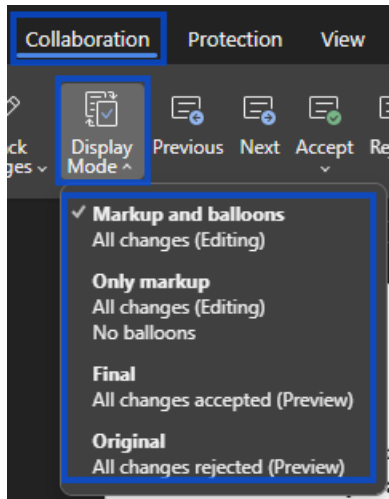


Changes made by different users may appear in different colors.

Viewing tracked changes

You can choose how tracked changes are displayed while reviewing the document.

Display modes



- **Markup and balloons** shows tracked changes in the document and in balloons
- **Only markup** shows tracked changes in the document text only
- **Final** shows how the document looks if all changes are accepted
- **Original** shows how the document looks if all changes are rejected

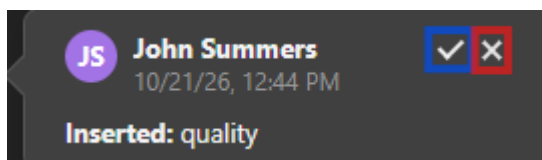
These display modes change how the document is shown, but they do not automatically accept or reject changes.

Accepting and rejecting changes

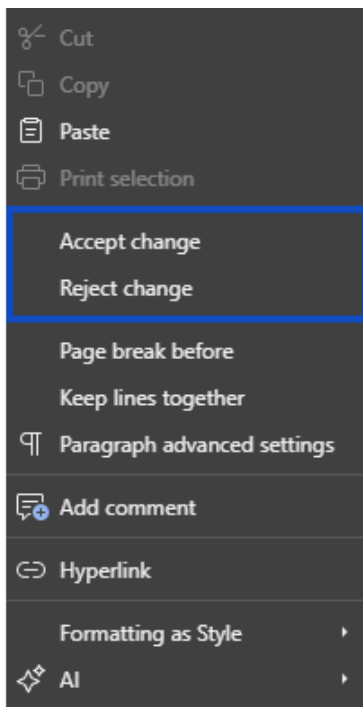
You can review changes one by one or apply an action to all changes.

Individual changes

1. Click a tracked change.
2. Click **Accept** to keep the change.
3. Click **Reject** to remove the change.



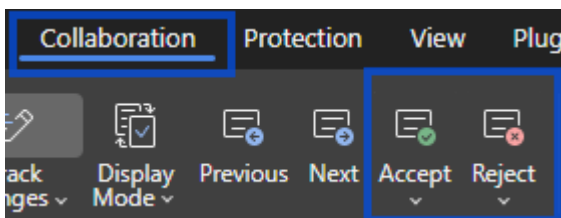
You can also right-click a change and choose **Accept Change** or **Reject Change**.



All changes

Use these options when you want to apply the same action to every tracked change in the document.

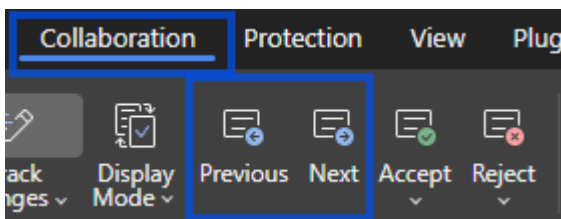
- **Accept All** keeps every tracked change
- **Reject All** removes every tracked change



Navigation

To move through changes one at a time:

- click **Next** to go to the next change
- click **Previous** to go to the previous change



Track Changes in collaboration

Track Changes is especially useful when several people work on the same file.

- reviewers can suggest edits without changing the final content directly
- collaborators can review one another's changes before accepting them
- tracked changes help teams keep a clear approval process

If a document is shared with review-only access, tracking may already be enabled by default.

Finalizing a Document

Once the review is complete, you can finalize the document by applying the remaining tracked changes.

To finalize the document:

1. Review all remaining tracked changes.
2. Use **Accept** or **Reject** for each change, or use **Accept All** or **Reject All** if appropriate.
3. Switch to **Final** view if you want to preview the finished version.
4. Make sure no unresolved review changes remain.
5. Save the document when the review is complete.

This helps ensure the final version is clean and ready to share.

Best practices

These habits can make review work easier:

1. Enable **Track Changes** before sending for review
2. Include comments explaining significant changes
3. Review changes carefully before accepting
4. Always finalize documents before distribution

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