

## Tracking changes to a document

You can use several methods to keep track of changes made to a document.

- Make your changes to a copy of the document (stored in a different folder, under a different name, or both), then use Writer to compare the two files and show the changes. This technique is particularly useful if you are the only person working on the document, as it avoids the increase in file size and complexity caused by the other methods.
- Save versions that are stored as part of the original file. However, this method can cause problems with large or complex documents, especially if you save a lot of versions. Avoid this method if you can.
- Use Writer's change marks (often called "redlines" or "revision marks") to show added or deleted material or changed formatting. Later, you or another person can review and accept or reject each change.

### ✓ Note

Not all changes are recorded. For example, changing a tab stop from align left to align right, changing a paragraph style, and changes in formulas (equations) or linked graphics are not recorded.

## Preparing a document for review

When you send a document to someone else to review or edit, you may want to prepare it first so that the editor or reviewer does not have to remember to turn on the revision marks. After you have protected the document, any subsequent user must enter the correct password in order to turn off protection or accept or reject changes.

- 1) Open the document. Check whether it contains multiple versions by clicking **File > Versions**. If multiple versions are listed, save the current version as a separate document with a different name and use this new document as the review copy.
- 2) With the review copy open, make sure that change recording is turned on. The **Edit > Track Changes > Record** menu item is highlighted when recording is turned on.
- 3) Click **Edit > Track Changes > Protect**. On the Enter Password dialog, type a password (twice) and click **OK**.

### i Tip

An alternative to steps 2 and 3 above is to choose **File > Properties > Security** tab, select the **Record changes** option, then click **Protect** and enter the password.

## Track Changes menu and toolbar

In addition to the Track Changes menu (Figure 48), Writer provides a convenient toolbar (Figure 47) that includes buttons for the same functions.

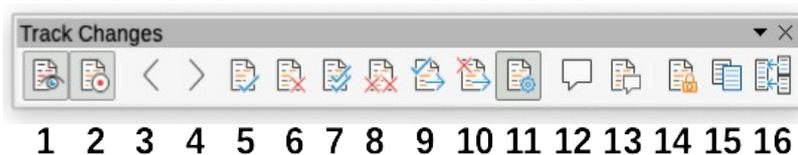


Figure 47: Track Changes toolbar

- |                   |                      |                        |                          |
|-------------------|----------------------|------------------------|--------------------------|
| 1 Show Changes    | 5 Accept Change      | 9 Accept & go to Next  | 13 Insert Change Comment |
| 2 Record Changes  | 6 Reject Change      | 10 Reject & go to Next | 14 Protect Changes       |
| 3 Previous Change | 7 Accept All Changes | 11 Manage Changes      | 15 Compare Documents     |
| 4 Next Change     | 8 Reject All Changes | 12 Insert Comment      | 16 Merge Documents       |