



Figure 48: Track Changes menu

Recording changes

To modify the default settings, see Chapter 20, Customizing Writer, for instructions on setting up how changes will be displayed.

- 1) To begin tracking (recording) changes, click **Edit > Track Changes > Record**. To show or hide the display of changes, click **Edit > Track Changes > Show**.

Tip

Hold the mouse pointer over a tracked change; you will see a *Help Tip* showing the type of change, the author, date, and time of day for the change. If *Extended Tips* are enabled, you will also see any comments recorded for this change.

- 2) To enter a comment on a tracked change, place the cursor in the area of the change and then click **Edit > Track Changes > Comment** or click the **Insert Track Change Comment** button on the Track Changes toolbar.

In addition to being displayed as an extended tip, the comment is also shown in the list in the Manage Changes dialog (Figure 49).

To move from one tracked change to the next, use the arrow buttons. If no comment has been recorded for a change, the *Text* field is blank.

- 3) To stop recording changes, click **Edit > Track Changes > Record** again.

Tip

See also “Adding other comments” on page 68 for a way to annotate text that is not associated with a tracked change.

Accepting or rejecting changes

To accept or reject recorded changes, use any of these tools:

- Track Changes toolbar (Figure 47)
- Items on the Track Changes menu (Figure 48)
- Right-click (context) menu
- Manage Changes dialog