

## Hanford XP Migration Project update

### Word 2002 — the new look of ‘Track Changes’

Using the “**Track Changes**” feature in Word 2002 allows you to make revisions to a document without losing the original text. As Word tracks changes, it shows new text in a different color from the original text and uses revision marks such as underlines to distinguish the revised text from the original. As a default to preserve the layout of your document, Microsoft Word 2002 also identifies the change and its type, such as a deletion, in a balloon that appears in the margin of the document.

If you do not like the balloon feature, you can turn it off by following these steps:

- In Word, click on **Tools**, then **Options**.

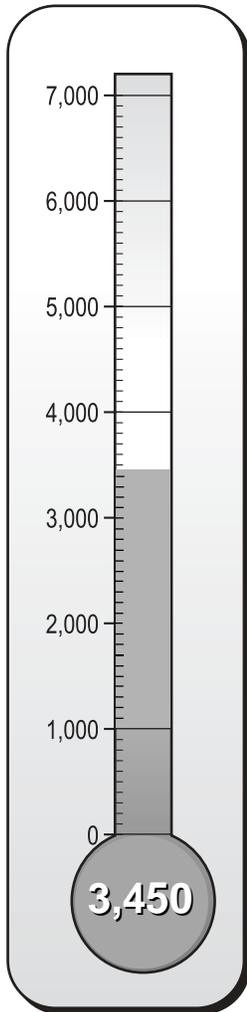
- Click the **Track Changes** tab.

- Under **Balloons**, uncheck the box titled “use balloons in print and web layout”.

This will show all markup directly within the document.



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### Viewing changes

You can view all markup changes in your document, or you can limit the kind of change that’s displayed. The **Show** menu on the **Reviewing** toolbar lets you to display only a specific type of change, such as only insertions and deletions, providing you the ability to concentrate on a specific type of change. The Show menu option also provides you with the choice to display comments and changes based on a specific reviewer.

You can also change how Word 2002 displays markups by clicking one of the **Display for Review** settings on the **Reviewing** toolbar. By changing this setting, you can preview a document with changes before you actually accept or reject those changes. The options are the following:

- **Final Showing Markup** — Shows deleted text in the balloons, while inserted text and formatting changes are shown inline.
- **Final** — Allows you to see how the document would look if you accepted all changes.
- **Original Showing Markup** — Shows the inserted text and formatting changes in the balloons, while the deleted text remains inline.

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- **Original** — shows the original, unchanged document so that you can see how the document would look if you rejected all changes.

**CAUTION:** You should **ALWAYS** review your document and accept or reject all changes before publishing the document. This will help ensure the document is viewed as it was intended. Not only are there several reviewing settings within Word 2002 to display the document, but there may be slight differences in the way different versions of Word display a document with **Track Changes**. It is also best to accept or reject all tracked changes to help prevent unwanted text, such as sensitive information that may have been deleted, from being displayed in a document.

Previous versions of Word have a view for tracked changes that allows you to view the document in a finalized state (e.g., all deletions hidden, new additions not marked up) with only sidebars in the margin to indicate a change. Word 2002 does not have this same viewing capability. Users are given the ability to turn on the side bars, but the revisions continue to be displayed within the document.

For more information on the Word 2002 Track Changes feature, search on “tracked changes” in Microsoft Word Help. ■

XP Project Home Page	<a href="http://www.ri.gov/xp">http://www.ri.gov/xp</a>
XP Application Testing Matrix	<a href="http://www.ri.gov/xp">http://www.ri.gov/xp</a> under the “APP Testing” tab
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To schedule group brown-bag sessions, call 373-9155.