

## To activate the “Track Changes” Option in Microsoft Word:

1. In the **Tools** menu, select **Track Changes**.
2. In the **Track Changes** menu, select **Highlight Changes**.
3. In the **Highlight Changes** box, check *Track changes while editing*, *Highlight changes on screen* and *Highlight changes in printed document* (all three check boxes), then click the **Options** button.
4. In the **Track Changes** box:  
under **Inserted Text**, select *Mark: Underline* and *Color: Black*;  
under **Deleted Text**, select *Mark: Strikethrough* and *Color: Black*; and  
under **Changed Lines**, select *Mark: Outside Border* and *Color: Black*.  
Leave settings under **Changed Formatting** alone.
5. Click **OK** in the **Track Changes** box and **OK** again in the **Highlight Changes** box.

Be sure to do all of the above before editing the document.