

Tracking Change to Hide the Comments

Tracking change to hide comments

were to print a copy of your document, and ask a friend to proofread it, they'd
likely mark the errors in red pen, and write any suggestions they had in the margins
Isn't it be easier if you could do that electronically?

I'll show you how to use Tracking Change.

Go from **Review** tab, click the **Track Changes** command. I make to the document
will appear as markup, which is Word's answer to the traditional red pen. For
example, when I delete text, it doesn't go away. Instead, it just gets crossed out.



Author

Author

Deleted: Show or

Author

Deleted:

Author

Deleted: Enable Tracking Changes

Author

Deleted: if

Author