Co-authoring, Tracking Changes

Quick Reference Guide

Collaboration in Microsoft Word is made easy with the **Co-Authoring** and **Tracking Changes** features. These tools allow multiple users to work on the same document in real-time while keeping track of all edits and revisions. Whether you're working with colleagues on a business proposal or reviewing a draft with your team, these features help ensure smooth collaboration, clear communication, and accurate version control.
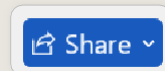
Ensure Your Document is Ready

- Open your document in **Microsoft Word**.

- Save the document to **OneDrive** or **SharePoint** to enable real-time collaboration.

- Share the document with collaborators via the "**Share**" button in the top-right corner.

Co-Authoring in Action

1. Click the **"Share"** button > Share and enter email addresses to invite collaborators.

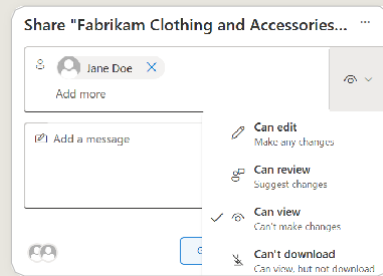2. Choose permission settings (Edit or View) before sending the invitation.

3. Once collaborators join, you'll see their profile icons in the document.

4. Edits made by others will appear in real time, marked with their names.

5. Use comments and @mentions to engage collaborators directly.

Turning on Track Changes

1. Navigate to the "**Review**" tab in the toolbar.

2. Click "**Track Changes**" to start tracking edits made to the document.
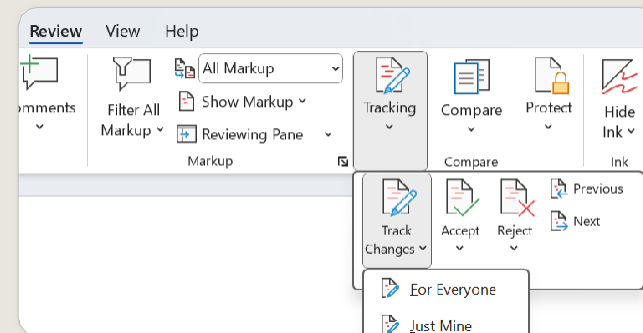
Reviewing Tracked Changes

Always track changes when reviewing important documents for accuracy and clarity.

- Click on changes to see who made them and when.
- Accept or reject changes by using the buttons in the "**Review**" tab.
- Use the "**Next**" and "**Previous**" buttons to navigate through changes easily.
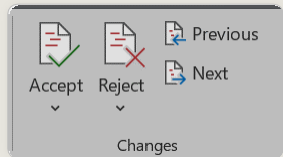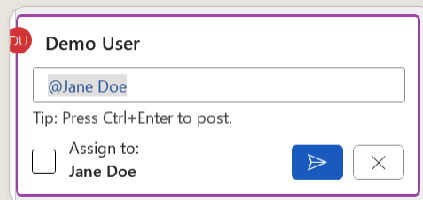

Inserting Comments

1. Highlight text and click **"New Comment"** in the **"Review"** tab.
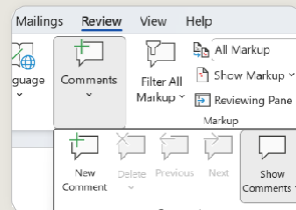
2. Type feedback or questions and use **@mentions** to notify specific users.

Resolving Comments

Use comments to maintain clear and constructive communication within the document

- Once feedback has been addressed, click **"Resolve"** to mark comments as completed.
- Use the **"Delete"** option to remove unnecessary comments.

Accepting or Rejecting Changes

1. Review all tracked changes.
2. Click **"Accept All Changes"** to finalise the document.
3. Save a clean version by selecting **"No Markup"** under the **"Review"** tab.