

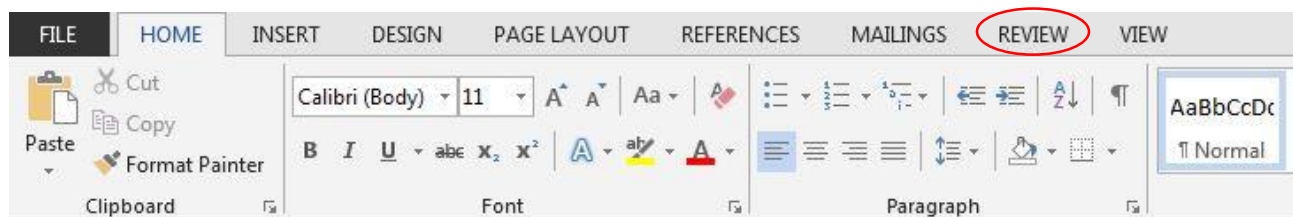
Word 2013 for Word 2003 Users: Comments and Tracked Changes

By Tesni Freed

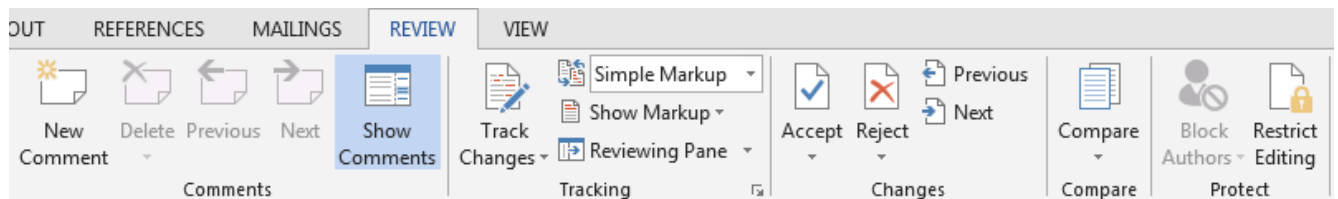
Many PC users decided to **upgrade from Office 2003 to 2013** following the announcement that Microsoft can no longer supply updates for the older version. Like several aspects of Office 2013, processes within Word are improved or relocated for the ease of users; however, as a result, certain defaults do not mirror those from Word 2003. With a few adjustments, users can reformat tools, such as **Comments** and **Tracked Changes**, to reflect that which is familiar in order to effectively utilize features.

Step 1: Basics of Review

Click on the **Review** tab in the standard Word 2013 ribbon.



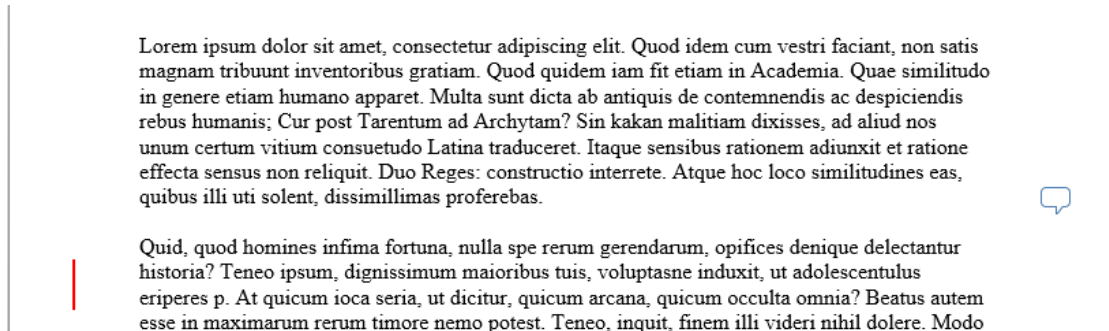
Locate the **Comments** and **Tracking** sections of Review. Turn these features on and off by highlighting or deactivating the *Show Comments* and *Track Changes* buttons.



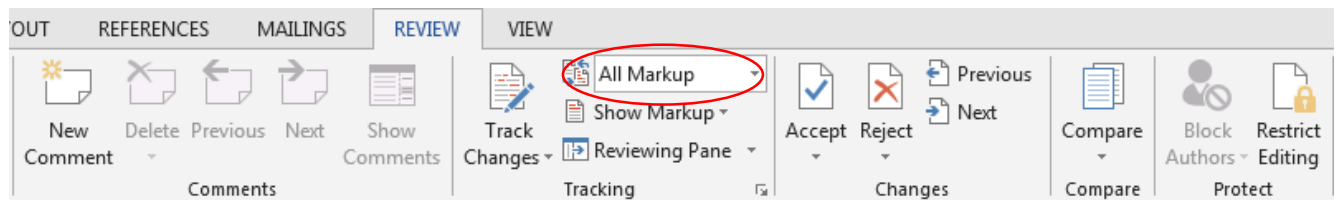
Include a comment by selecting *New Comment* here, right clicking for a *New Comment*, or going to the **Insert** tab and clicking *Comment*. Changes are tracked automatically when *Track Changes* is enabled.

Step 2: Markup Differences

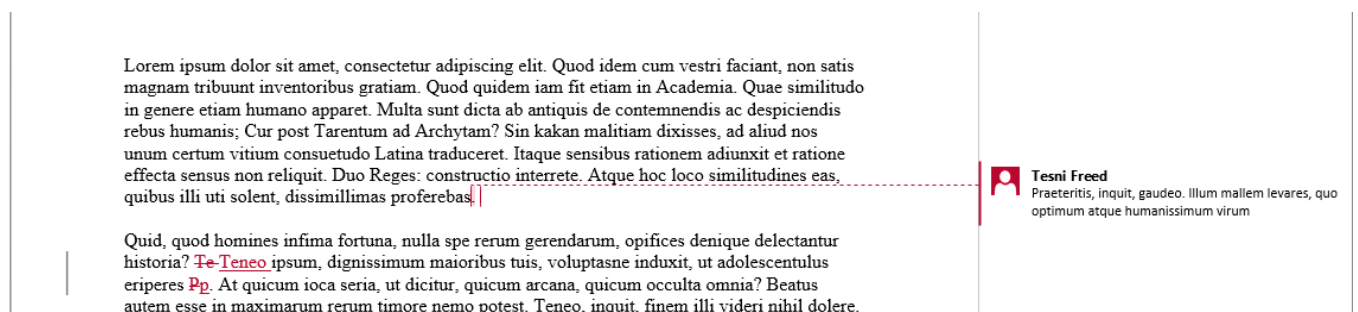
Unless otherwise designated, **Simple Markup** is the default review setting in Word 2013. Simple Markup does not show any of the in-text markup or detailed commentary that Word 2003 provided. Instead, it offers a minimalistic look at edits and comments in the document until users manually expand them.



Start making the review features comparable to Word 2003 by changing Simple Markup to **All Markup**.



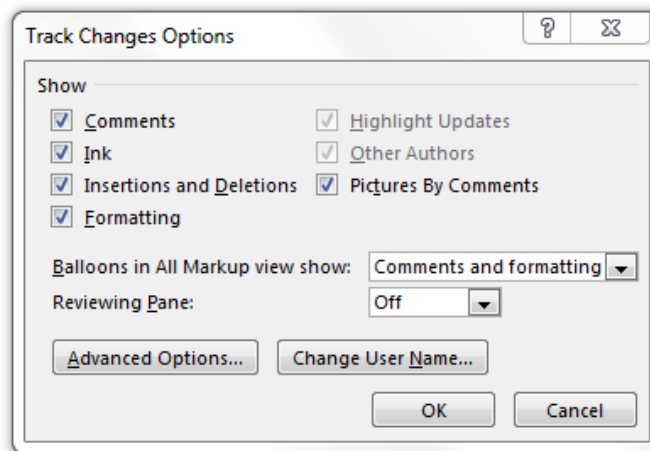
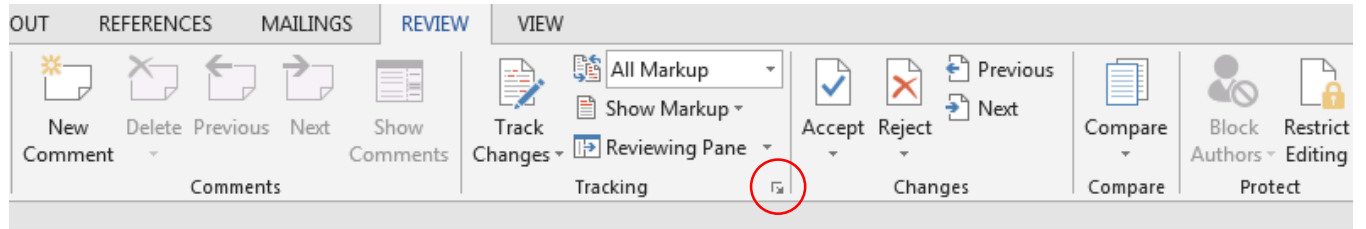
This adjustment shows markings in the text and full comments that are closer to those from Word 2003.



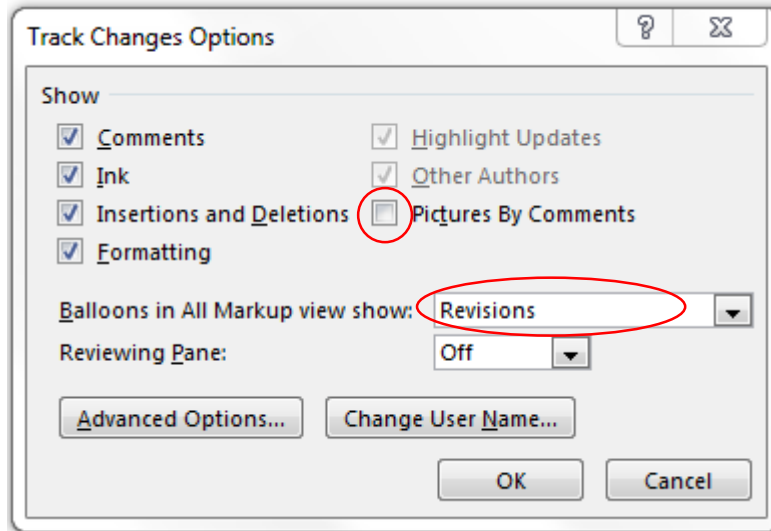
Regardless of the markup level, alerts for revisions to the content remain in the left margin and comments are placed on the right-hand side.

Step 3: Revisions in Margins

Expand the arrow in the bottom right corner of Tracking for a dialog box of **Track Changes Options**.

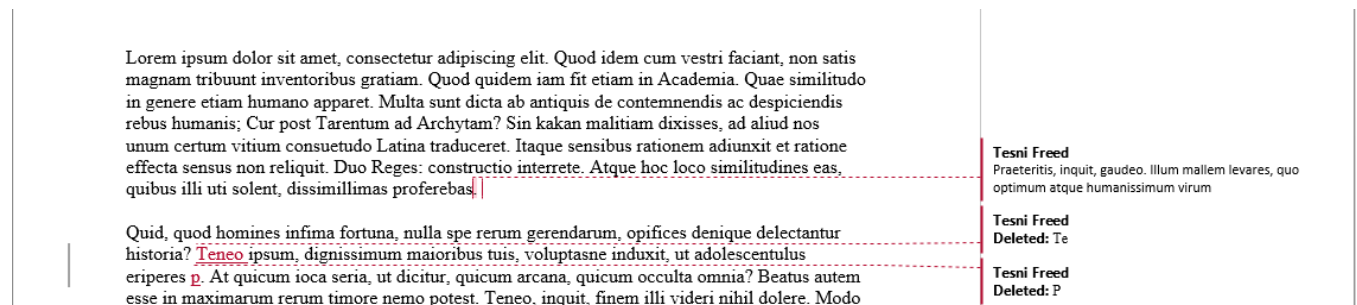


Within the box, uncheck **Pictures By Comments** and change **Balloons in All Markup view show** from *Comments and formatting* to the option for *Revisions*.



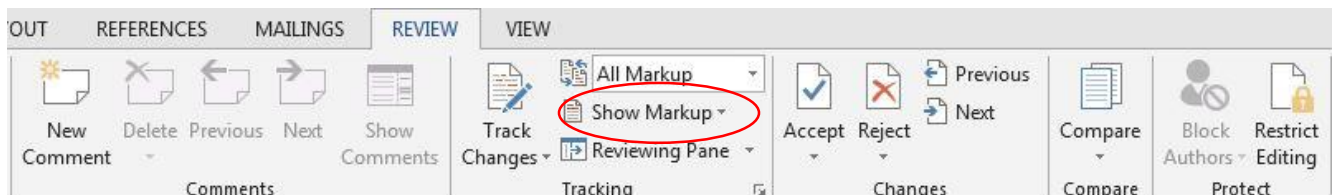
This change omits 1) photos by usernames and 2) the cluttered strikethroughs and additions to the text.

It provides a detailed stream of explanations in the right-hand margin as well, just like Word 2003.



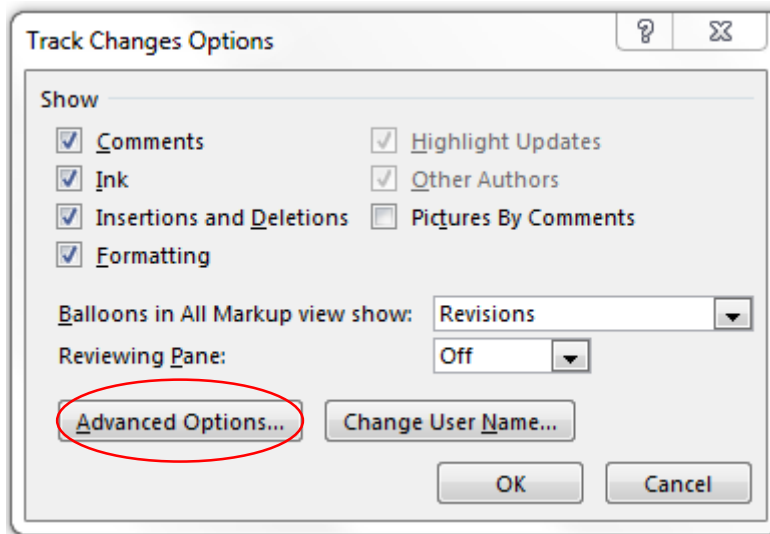
Note that, except for the pictures box, this step can also be done via **Show Markup** on the Review tab.

Change **Balloons** from *Show Only Comment and Formatting in Balloons* to *Show Revisions in Balloons*.

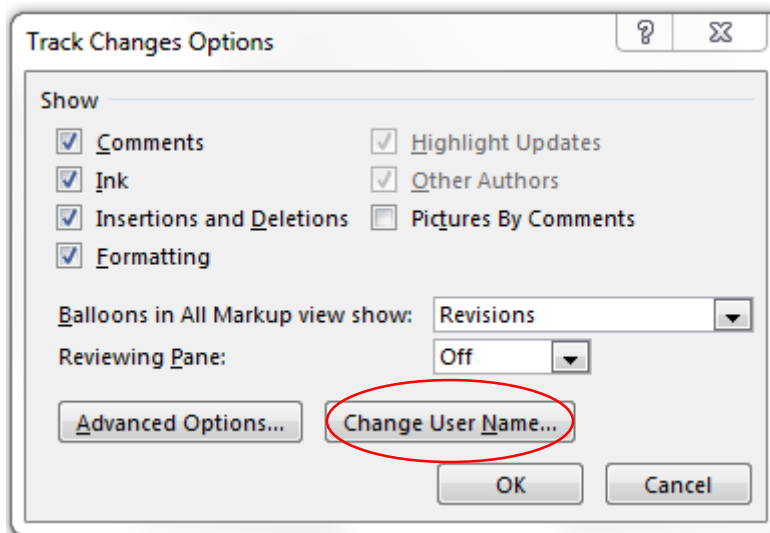


Step 4: Settings to Customize

Select **Advanced Options** in the bottom left of Track Changes Options to open the dialog *Advanced Track Changes Options* for customizing other defaults, like red as the author color with blue for replies.



Change User Name opens the General portion of *Word Options*, a menu that controls multiple settings throughout Word 2013, for users to adjust the alias and initials that are displayed in revision balloons.



Note that Word remembers changed preferences for markup level, revision type, and setting options.

FAQs: Frequently Asked Questions

1. Will documents from other users reflect the changes that were made through these instructions?

Customizations that are made to the Word 2013 interface are **specific to the individual user**.

While Word remembers the review settings for future documents that originate on a given computer, it cannot default to individual preferences for a file that is created by another user. In this way, *the review settings within a user's document are preserved* for the recipient, unless there is a compatibility issue with an earlier version of Word. When users receive a document created by someone else, they must save the file, enable editing, and manually change document preferences.

2. Do these settings apply to reviewing documents that were created in an earlier version of Word?

When it is necessary for a user to review an older Word document, **Word 2013 automatically adjusts the file** for compatibility and applies the new settings. However, converting the document into a newer file type is sometimes recommended to preserve changes. Note that users with an older Word may lose certain review elements from Word 2013 due to *issues with file compatibility*.

3. How can the Review tab be re-enabled on the Word 2013 ribbon if settings were changed?

If the Review tab no longer displays in the top ribbon of Word 2013, right click on one of the other tabs and select **Customize the Ribbon**. This command opens the Customize Ribbons portion of the *Word Options* dialog and allows users to customize what appears in their toolbars. Ensure that **Review** is checked on the right-hand side for it to be included as part of the *Main Tabs* menu.

4. Is it possible to restore the Word 2013 defaults if the detailed review is no longer necessary?

The easiest way to switch between detailed review and a general summary is to change **All Markup** back to the Word 2013 default of **Simple Markup** via the Review tab. Additional adjustments can be made by revisiting some of the steps in this instruction guide (e.g. *Step 4*).