Directions for Tracking

When making revisions to an administrative procedure, it is important to turn off the AutoFormat features in Word. This is because administrative procedures are in an "outline" format and the auto-format features make it difficult to control the numbering and lettering in your document. Therefore, it is strongly encouraged that before you start your revisions that you turn off the auto-format features:

1. In the upper left corner of your Word document, click on "FILE."
2. Next, click on "Options."
3. On the left-hand side, select "Proofing." This box will appear:
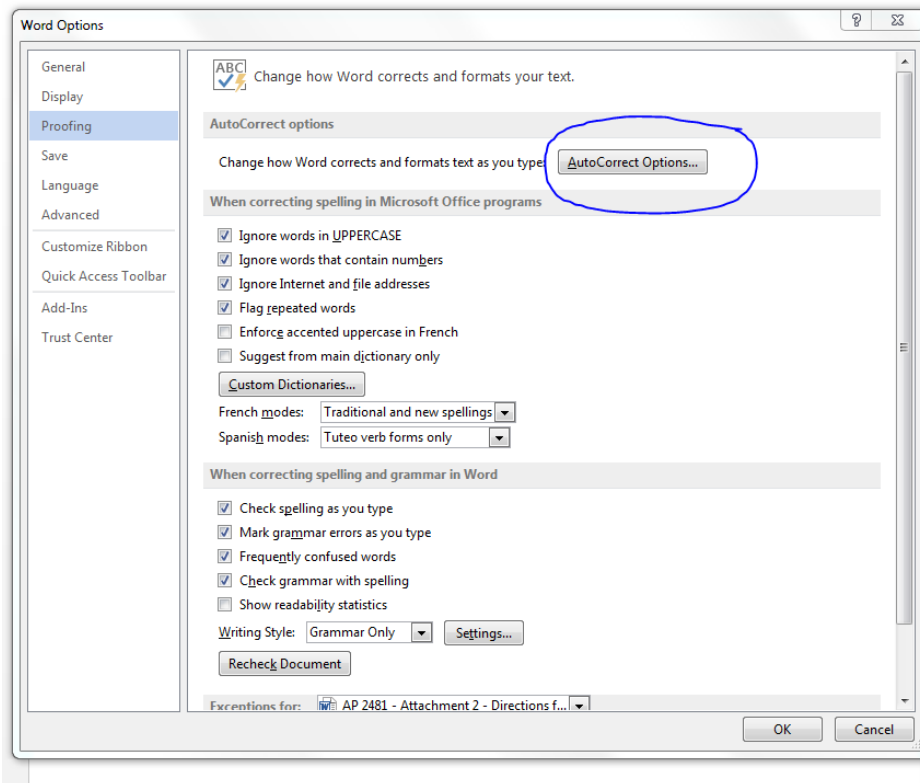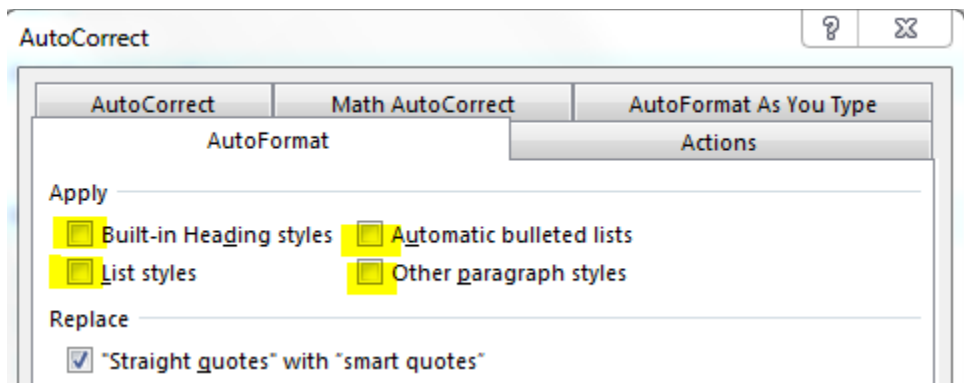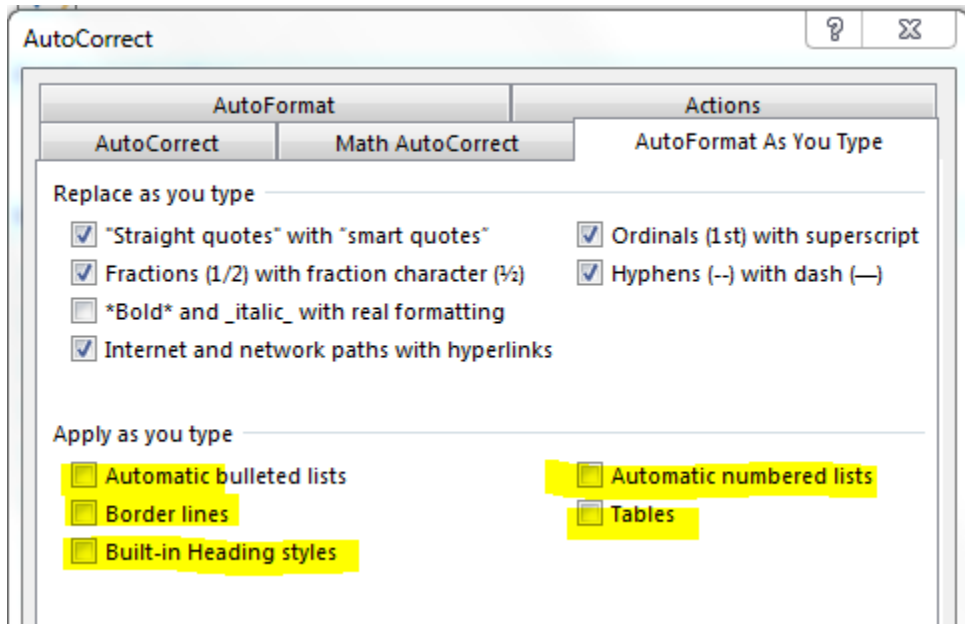

4. Click on the AutoCorrect Options box circled above. This is the next box that will appear:
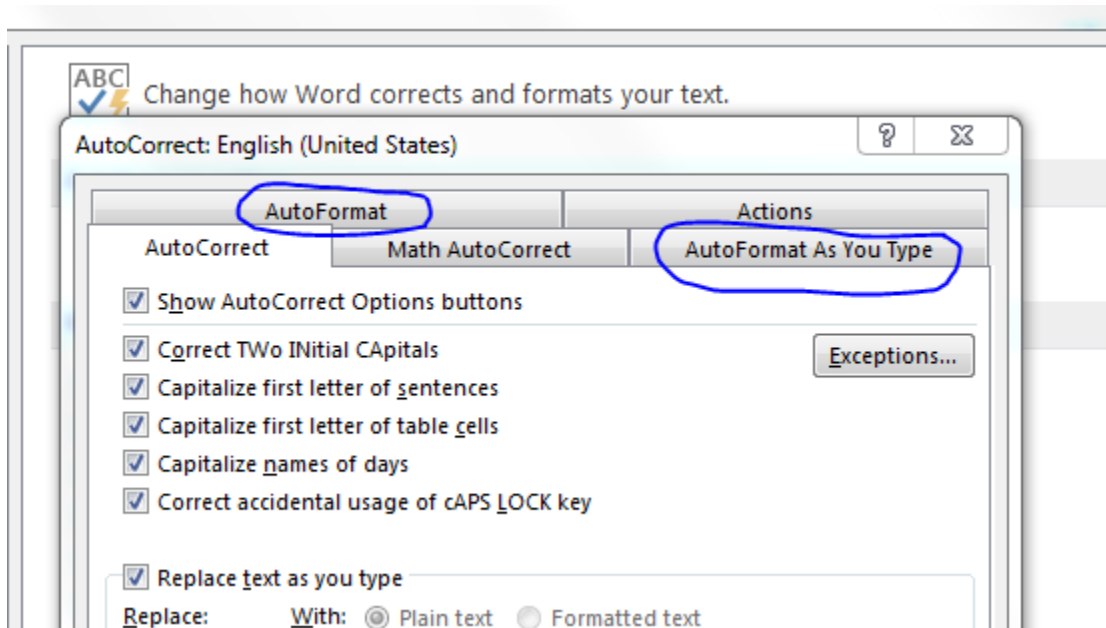
5. In <u>both</u> AutoFormat and AutoFormat As You Type (circled above), you want to un-check the following boxes:
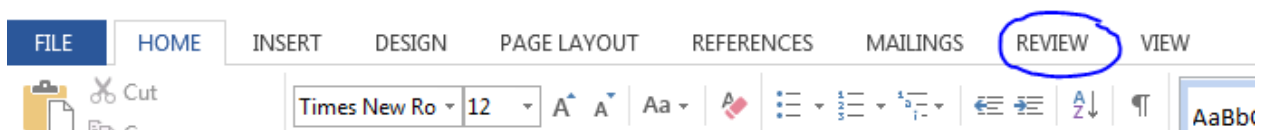
    Built-in Heading styles
    List styles
    Automatic bulleted lists
    Other paragraph styles
    Border lines
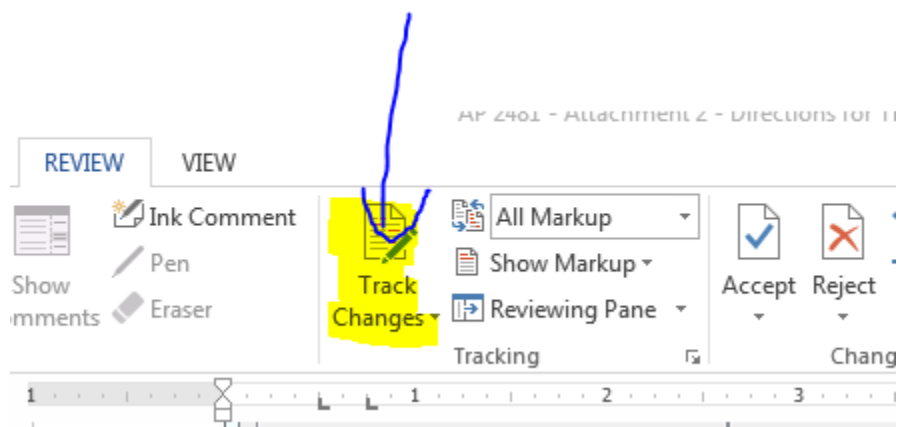   Automatic numbered lists
    Tables

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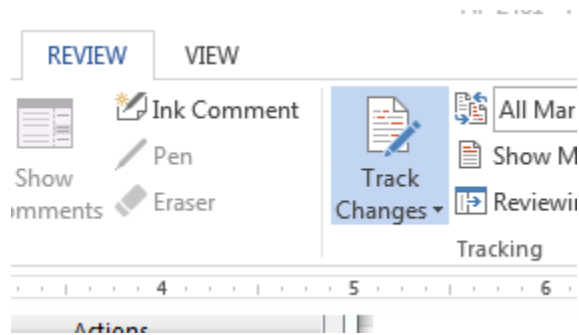"Tracking" a document in Word is simple.

1. In your Word document, open the "Review" tab:

2. Click on the "Track Changes" button:

3. Once you have turned the feature on, the button will turn blue:

4. When "Track Changes" is turned on, all of your edits will be tracked, including formatting changes. Formatting changes, such as using **bold** or <u>underlining</u> will appear in the right-hand margin. If there are a large number of formatting changes in your document, consider turning "Track Changes" "off" when doing your formatting and then turning it back "on" when you are doing substantive edits.