

Tech Alert

Track Only Your Changes in Word

MODERN OFFICE

What is coming to Word?

The ability to co-author and collaborate with others on shared documents is a non-negotiable for modern businesses to complete professional documents.

Getting everyone's feedback is a critical part of producing great content.

The **Track Changes** feature has played an essential role in that process for many years. By default, all changes are tracked when the **Track Changes** button is selected on the **Review** tab, whether the changes are made by the author or other collaborators.

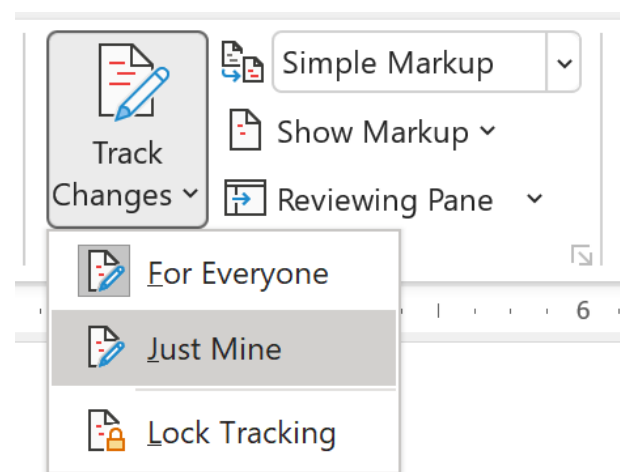
Soon, users will be able to track only their own changes. With this new functionality, you can now tell Word to track only your changes ("**Just Mine**").

This allows you to track your own changes without forcing others to track theirs, providing a more flexible co-authoring experience.

This feature is expected to be available by the end of 2021.

How to track only your changes

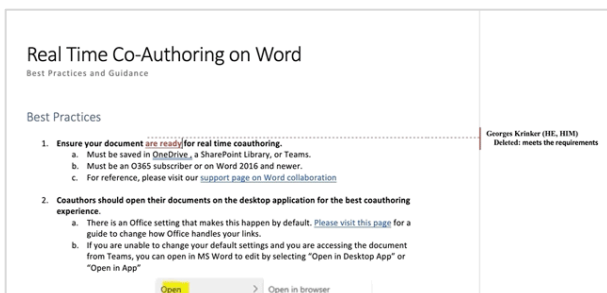
1. Open the Word document you want to modify.
2. Select the **Review** tab.
3. Select the **Track Changes** button drop-down menu and then select **Just Mine** from the options.



4. You can now edit and leave comments in the document as you normally would, except only you can see the markup.

What is Microsoft Word?

Microsoft Word is a word processor developed by Microsoft. Microsoft Word is part of the Office 365 suite and is accessible via desktop, mobile and web devices.



About us

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