

❖ How to Keep the Colored Insertion Texts While Hiding the Deleted Ones in the Text or in Balloons in WORD Files After Tracking Changes in Revision?

Purpose: to present a clean, highlighted (colored) revision of text WORD file for reviewers, while omitting the deleted words/sentences in the text or in balloons.

Steps to take (in Microsoft Office Professional Plus 2016):

1. Open the revision-tracked file in WORD.
2. Click the Review tab.
3. Click the dropdown list of “All Markup”.
 - a. Choose “All Markup”.
 - b. Click the “Show Markup” dropdown list.
 - c. Choose “Balloons”.
 - d. Choose “Show All Revisions Inline”.
4. Click the arrowhead to the right side of “Tracking” (below the Reviewing Pane button).
 - a. A window “Tracking Changes Options” show up.
 - b. Click “Advanced Options”.
 - c. Click the dropdown list to the right of “Deletions”.
 - d. Choose “Hidden”.
 - e. Click “OK”.

Now the file should have the revised text in color but without the deleted word/sentences either in the text or in balloons.

- Other versions of WORD might have slight variations in the steps to take or buttons to click.