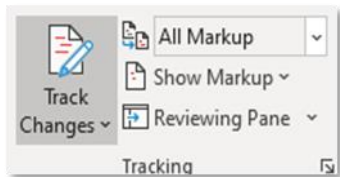


Application: Word – Transferring Track Changes

You can **copy** and **paste** Track Changes from one document to another by turning **Track Changes** on to insert, and off to delete.

1. **Open** the tracked document (Doc 1), select the highlighted *inserted* text, and **Copy** to clipboard.
2. **Open** the clean document (Doc 2).
3. Select **Track Changes** from the **Tracking** group on the **Review**. Clicking the drop-down arrow will open a dialog box.



Tip: When **Track Changes** are on, the button will turn grey.

4. **Paste** Doc 1 clipboard text into Doc 2.
5. To **copy** highlighted *deletion* from Doc 1 into Doc 2, follow steps 1 to 3.
6. Turn **Track Changes** off and **paste** the Doc 1 clipboard text into Doc 2.
7. Turn on **Track Changes** in Doc 2, select the text from Doc 1 and **delete**.

Tip: Shortcut for turning **Track Changes** on and off is **CTRL Shift E**.

