# Using Track Changes and Comments with JAWS in Word

Track Changes is a feature in Word that allows you to view changes made to a document by you or other users. Word tracks changes to both text and formatting, and you have the option to accept or reject them. These changes appear in different colors or styles to separate them from other text.

Use comments to make suggestions in a document without changing the text. Visually, they appear in balloons inside the margins. You can reply to or delete comments.

You can turn Track Changes on or off, as well as hide or unhide comments. You must turn Track Changes on to view changes to your document.

Both Track Changes and Comments are accessible with JAWS. You can review them using the keyboard.

## Turn On Track Changes

To turn on Track Changes:

1. Press **CTRL+SHIFT+E**

Word will begin tracking changes you or other collaborators make to the current document. This keyboard command is a toggle, so use it when you want to turn Track Changes off. You must turn Track Changes on for each document you want to track.

By default, Word assigns a different color for the insertions, deletions, and formatting changes for each reviewer or collaborator. Word marks deletions with a strikethrough and insertions with an underline. If you are using Track Changes then turn it off, Word stops tracking changes but the strikethroughs and underlines remain until you either accept or reject the corresponding changes.

You can choose how to show tracked changes in Word. To do this:

1. Press **ALT+R**, **T**, then **D** to expand the Markup menu.
2. JAWS will speak the name of the currently selected markup option. The choices are:

* Simple markup
* No markup
* All markup
* Original

Simple markup is the default option, and indicates changes with a vertical line in the margin of your document. JAWS announces the change at the beginning of the paragraph where it occurs.

No markup hides the markup indicators to show you what the changes will look like should you accept them.

All markup shows all edits using different colors of text and markup lines. JAWS announces the change and its type where it occurs. If formatting is changed, JAWS reads the details.

Original shows the document in its original form without displaying the changes.

1. Press **DOWN ARROW** to navigate the markup options, then press **ENTER** on the one you want.

To select the type of changes that are tracked:

1. Press **ALT+R**, **T**, then **M** to expand the Show Markup menu.

Options include:

* Comments
* Insertions and deletions
* Formatting

This menu also contains other options for selecting how revisions are visually shown, determining whose revisions are visible, and choosing whether you want to highlight updates.

1. Navigate these options by pressing **DOWN ARROW**, then press **ENTER** on the one you want.

## Navigate Track Changes with JAWS

JAWS will read the changes in your document as you navigate with reading commands such as the **ARROW** keys. You can also opt to show all changes in the Reviewing Pane. To do this:

1. Press **ALT+R**, **T**, then **P** to expand this pane. Press **H** to display the pane horizontally and **V** to display it vertically.
2. Press **UP ARROW** or **DOWN ARROW** to navigate and read the changes.
3. Press **ALT+R**, **T**, then **P** followed by **ENTER** to close the Reviewing Pane.

To show all changes in the JAWS Virtual Viewer:

1. Press **WINDOWS KEY+SEMICOLON** {;} to open a list of items to display. These include:

* Comments
* Footnotes
* Endnotes
* Revisions

1. Press **UP ARROW** or **DOWN ARROW** to navigate the list, then press **ENTER** on the type of change you want to view in the Virtual Viewer.
2. JAWS will speak the number of items displayed in the Virtual Viewer. Navigate them with your **ARROW** keys.
3. JAWS reads the change and its details, such as which reviewer made it and when. In the case of revisions, JAWS reads text and whether it was deleted or inserted. When on a change, press **ENTER** to navigate to that part of the document. Focus will then be in the document body.

To show all changes in the JAWS Revisions window:

1. Press **INSERT+SHIFT+R**. If Track Changes is turned off, JAWS prompts you to turn it on. In this case, the Revisions window does not open. Execute the command again after turning on Track Changes.
2. Navigate the revisions using your **ARROW** keys. JAWS reads all the details as described above. When on a change, press **ENTER** to navigate to that part of the document.

To navigate changes one-by-one:

You can also use JAWS Quick Navigation Keys to navigate your revisions one-by-one. To do this:

1. Turn on Quick Nav Keys by pressing **INSERT+Z**.
2. Press **R** to move to the next revision.
3. Press **SHIFT+R** to move to the previous revision.
4. Press **CTRL+INSERT+R** to announce the revision at the current cursor location. Hold down **CTRL+INSERT** and press **R** twice quickly to display the revision in the JAWS Virtual Viewer. Read this information using reading commands like you would read a document, then press **ESC** to close the Virtual Viewer.

## Accept or Reject Changes

The only way to remove a change is to accept or reject it. To accept a single change:

1. Navigate to the track change you want to remove.
2. Press **SHIFT+F10** to open the context menu, and **E** to accept the change.
3. Focus returns to the body of the document.
4. Alternatively, press **ALT+R**, **A**, **2**, then **M to accept the change and move to the next one**.

To reject a single change:

1. Navigate to the track change you want to remove.
2. Press **SHIFT+F10** to open the context menu, then **R** to reject the change. Focus returns to the body of your document.
3. Alternatively, press **ALT+R**, **J**, then **ENTER** to reject the change and move to the next one.

To accept all track changes:

1. Press **ALT+R**, **A**, **2**, then **L**.
2. Focus will return to the document text.

To reject all changes:

1. Press **ALT+R**, **J**, then **L**.
2. Focus returns to the document text.

## Keep Track Changes Turned On

You can prevent another reviewer or collaborator from turning off Track Changes in your document by enabling Lock Tracking and requiring a password. To do this:

1. Press **ALT+R**, **G**, then **L**. JAWS will speak “Lock Tracking,” indicating it is enabled.
2. Focus is in a password field. Type a password, then press **TAB** to locate the confirm password field and type it again.
3. Press **ENTER** to close the window and return to your document.
4. When Track Changes is locked, reviewers can review the changes, but can’t accept them, reject them, or turn off the feature. To turn off Lock Tracking, press **ALT+R**, **G**, then **L**.
5. JAWS will speak “Unlock Tracking.”
6. Focus is in the password field. Type your password and press **ENTER**.

## Add Comments

Comments provide information from reviewers or collaborators without altering the text. Use them to ask a question or make a suggestion. To add a comment:

1. Navigate to the location in the document where you want to insert a comment.
2. Select the text you want to comment on by pressing **CTRL+SHIFT+RIGHT ARROW**. This selects one word at a time. This informs the original document creator and anyone else reviewing the document what text your comment refers to, which helps to put it in context. You can also place the cursor at the desired location, then type the comment. JAWS will indicate there is a comment at that particular location when reading the line.
3. Press **CTRL+ALT+M** to open the New Comment box. This rea is called the “side track” and is located alongside the page.
4. Type your comment. Press **ESC** to return focus to the location where you left off in the document. Word will save your comment.

## Locate Comments Inline

JAWS announces comments as you read the document when you use All Markup Mode.

1. To activate this mode, press **ALT+R**, **T**, then **D** to expand the Markup menu.
2. Navigate the menu by pressing the **UP ARROW** or **DOWN ARROW** keys.
3. Press **ENTER** on All Markup.
4. Focus returns to your document.

## Read a List of All Comments

You can read a list of all the comments in your documents without reading the text associated with them. To do this:

1. Press **CTRL+SHIFT+APOSTROPHE** (‘) to open the list.
2. Navigate the list of comments using the **UP ARROW** or **DOWN ARROW** keys.
3. JAWS reads each comment, plus speaks who left it and when.
4. To exit this dialog, press **TAB** until you locate Okay, and press **ENTER** to return to your document. Pressing **ENTER** on a comment will place focus on that comment in the document text.

## Navigate Among Comments

You can navigate among comments from any location in your document.

1. Move to the next comment thread from your current location by pressing **ALT+R**, **N**.
2. Move to the previous thread by pressing **ALT+R**, **V**.
3. When you use these commands, focus navigates to the side track or to the Comment Pane if it is open.
4. Alternatively, use the JAWS command **ALT+SHIFT+APOSTROPHE** (‘) to display a list of comment threads in the document. Navigate this list using your **UP ARROW** and **DOWN ARROW** keys. If any of the comments have replies, they will follow the original comment.
5. Press **ESC** to return focus to your document text.

## Reply to Comments

To reply to a comment:

1. Navigate to the comment thread you want to reply to using one of the methods above, then press **ALT+R**, **N**. This places focus in the Comment Pane.
2. Press **SHIFT+F10** to open the context menu, then **M** to activate the Reply option. Alternatively, navigate the menu using **DOWN ARROW**, then press **ENTER on Reply**.
3. JAWS will speak “edit,” indicating you can type your reply. Do so and press ESC to exit the Comment Pane and return to the comment thread you are replying to in your document. Word will save your reply.
4. Alternatively, navigate to the comment in your document and press **ALT+R**, **D**, then **D** to delete it. Focus will return to the document text.

You also have the option to delete the comment or resolve it in the context menu. Resolving a comment keeps it in the text, but shows it as resolved to indicate there is no longer an issue or question. This is helpful to other reviewers. Resolved comments disappear from the side track, so open the Comments Pane to open a comment that has already been resolved.

You can delete a comment in the context menu by pressing **D**, and resolve it by pressing **O**. Delete a reply to a comment the same way you delete the comment.

To delete all comments:

1. Press **ALT+R**, **D**, then **O**. Focus will return to the document text.