Toggle Track Changes Off or On

The Track Changes feature in Word should be OFF when you are not actually reviewing (or editing) a document—especially when you are working with inserting or updating citations from EndNote. Here is how to turn Track Changes On or OFF.

1. Open 'Review' ribbon.

2. Click the 'down arrow' next to the 'Track Changes'icon, and then click the 'Track Changes' icon in the options list that opens.
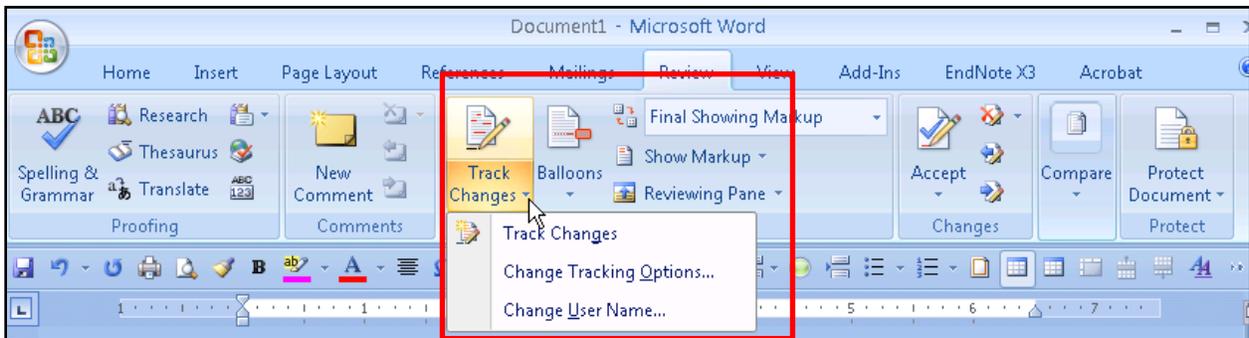
3. The 'Track Changes' icon TOGGLES; if you click it once, it's ON, if you click it again, it's OFF. Click until the main 'Track Changes' icon that shows on the ribbon is NOT ORANGE. If it is ORANGE, it is ON.