

When you track and accept changes to a Word document, does the document continue to re-open in mark-up format? This is a glitch that many OCDE employees have experienced. If you are using Word 2007 or Word 2010, here is a solution that may work for you:

1. Start Word, and then open the document.
2. If you are using Word 2007, Click the **Microsoft Office Button**, and then click **Word Options**.
3. If you are using Word 2010 you'll find **Word Options** in the **File** tab. In the left pane, click **Trust Center**, and then click **Trust Center Settings**.
4. In the left pane, click **Privacy Options**, and then click to clear the **Make hidden markup visible when opening or saving** check box.
5. Click **OK** two times.
6. Make a change to the document. For example, type a space, and then delete the space. Then, save the document.

**Note:** If you do not perform step 6 and make a change to the document, the change that you made to the **Make hidden markup visible when opening or saving** option may not take effect the next time that you open the document.

**Also Note:** If you save the file with the **Make hidden markup visible when opening or saving** option cleared, another user will see the markup text immediately when he or she opens the document. The other user must also clear the **Make hidden markup visible when opening or saving** option.

This is because when you open a document that contains tracked changes, the document appears in the Final Showing Markup view to indicate that the document contains tracked changes. This behavior is by default. You cannot turn off the default, so you'll need to use these steps for each document in question.