

Original text

On the Insert tab, the galleries include commands for coordinating the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document items. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text.

Samples of how revisions may display

Original Showing Markup with "Balloons"

On the Insert tab, the galleries include ~~overall~~ commands for coordinating the ~~document~~ look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other ~~document~~ items. When you create pictures, charts, or diagrams, they ~~also~~ coordinate with your current document look. You can easily change the formatting of selected text.

Inserted: some

Shows deletions in the body

Final Showing Markup with "Balloons"

On the Insert tab, the galleries include some commands for coordinating the look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other items. When you create pictures, charts, or diagrams, they coordinate with your current document look. You can easily change the formatting of selected text.

Deleted: overall

Deleted: document

Deleted: also

Shows insertions in the body

Final or Original Showing Markup with No "Balloons"

On the Insert tab, the galleries include some commands for coordinating the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other ~~document~~ items. When you create pictures, charts, or diagrams, they ~~also~~ coordinate with your current document look. You can easily change the formatting of selected text.

Shows everything in the body

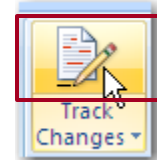
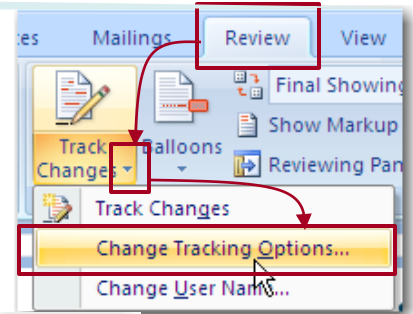
How to Track Changes

A Check tracking settings

1. Click the **Review** tab, click the **Track Changes** arrow, then click **Change Tracking Options**.
2. Using the samples above as a guide, choose how you want to display the changes.
3. Click **OK**. (You can select a different option any time.)

B Activate or deactivate tracking

- Click the **Track Changes** button on the **Review** tab. The button works as a toggle—clicking it once activates tracking; clicking it again turns tracking off.



Note:

You can also insert comments to explain your changes or dialogue with reviewers.



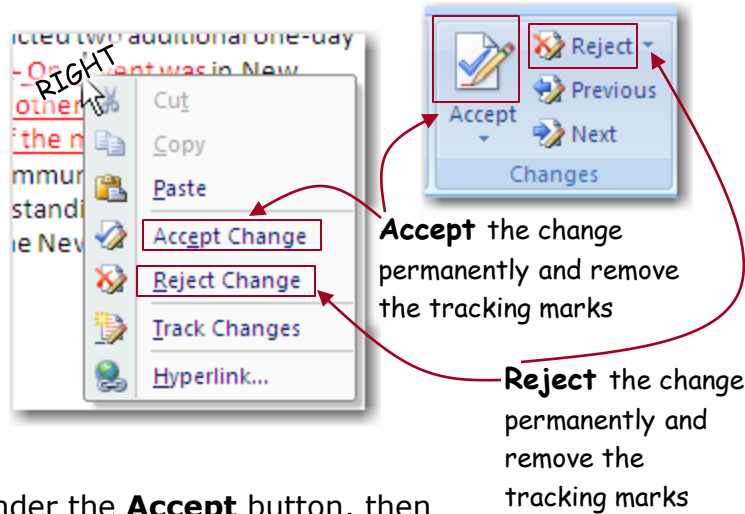
Click **New Comment** on the **Review** tab



C

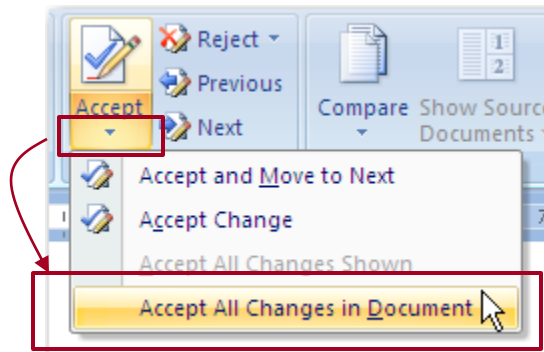
Accept or reject changes

1. On the **Review** tab, click the **Next** button to move to the next tracked change, based on where the cursor is blinking.
2. Use the **Reject** and **Accept** buttons in the ribbon as appropriate, or right-click in any change and click the appropriate command (based on whether you want to make the change permanent or abandon the suggested change permanently).



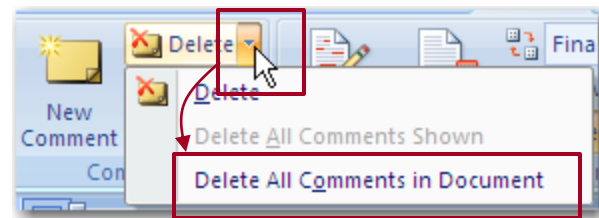
To accept ALL tracked changes in the document and remove all tracking marks

- Click the arrow under the **Accept** button, then click **Accept All Changes in Document**.



To remove all comments

- Click the arrow to the right of the **Delete** button, in the Comments group, then click **Delete all Comments in Document**.



Note:

Until you accept ALL changes, the tracking marks can be seen by anyone.

Make sure that every tracked item is rejected or accepted and every comment is deleted before you share the document as "final."