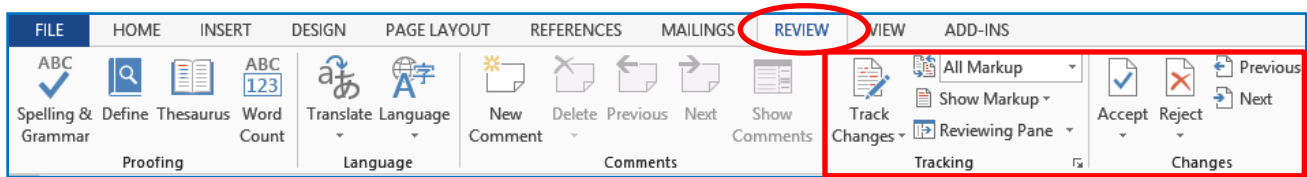


Reviewing, Accepting and Rejecting Tracked Changes

➤ In this tutorial, you will learn how to review the changes in your document and

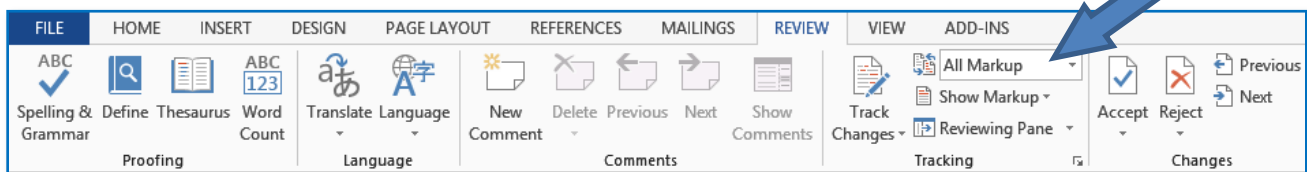
Locating Track Changes Area

The **TRACK CHANGES** area is on the **REVIEW** tab on the ribbon under the **Tracking** and **Changes** section.

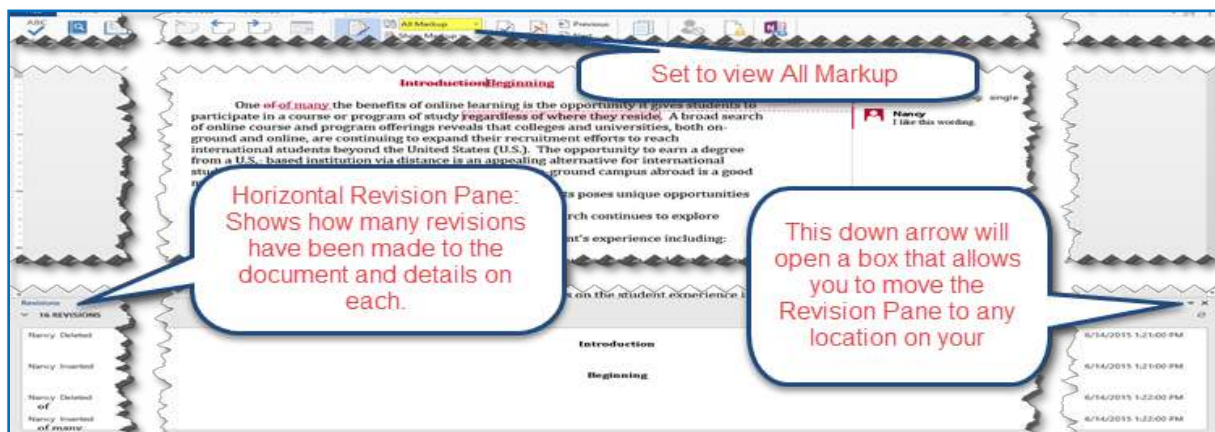
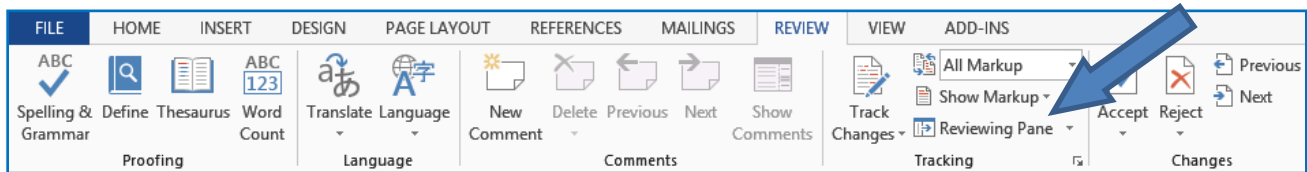


Review Changes

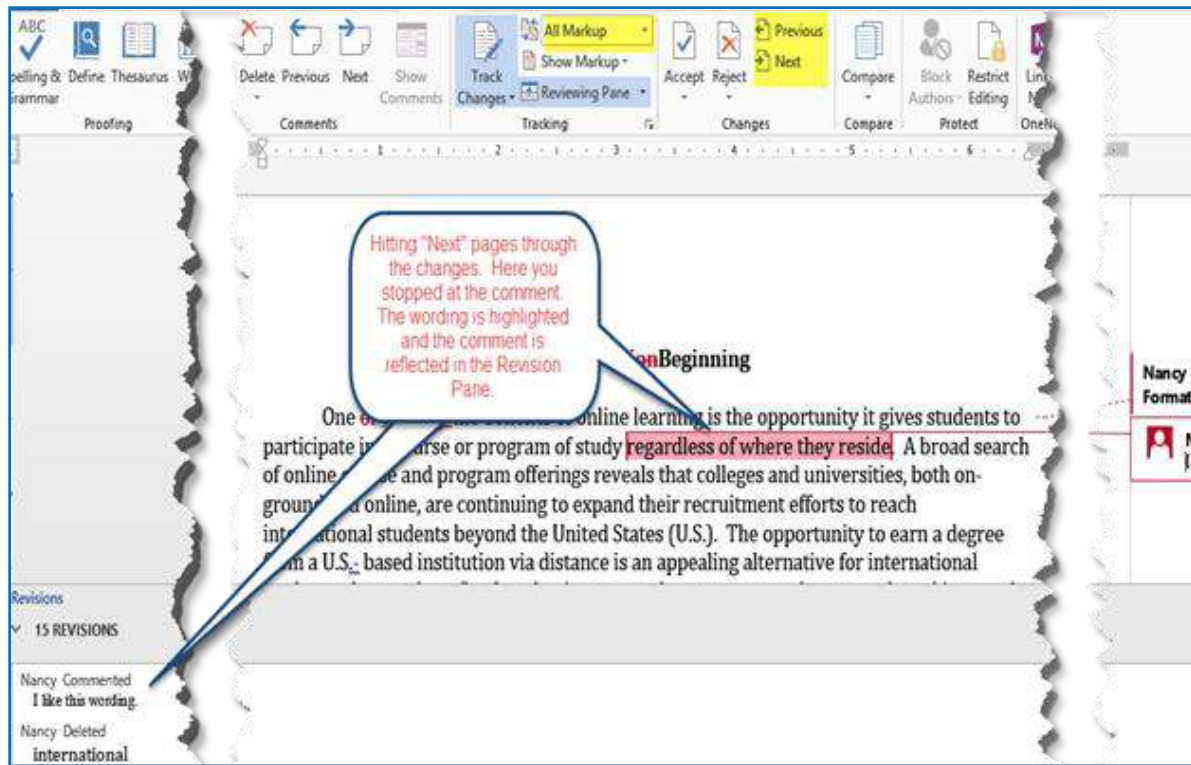
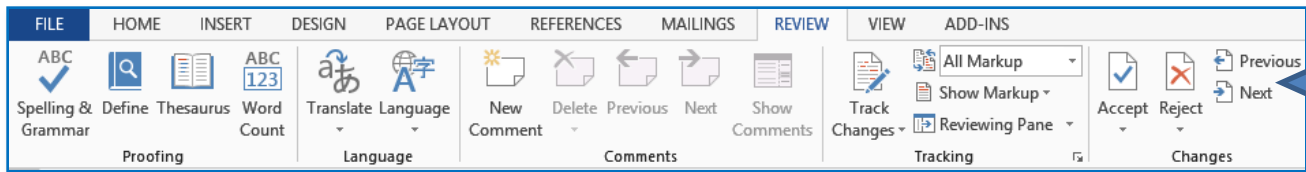
Step 1: When ready to review your changes, you want to choose the view that you are most comfortable with for reviewing your document. In this example, you have chosen **All Markup**.



Step 2: You can also open a **Reviewing Pane**. Click the arrow to the right of **Reviewing Pane** and choose either a horizontal or vertical format to see the changes made to the document (this is optional – not necessary to view and/or accept/reject changes).



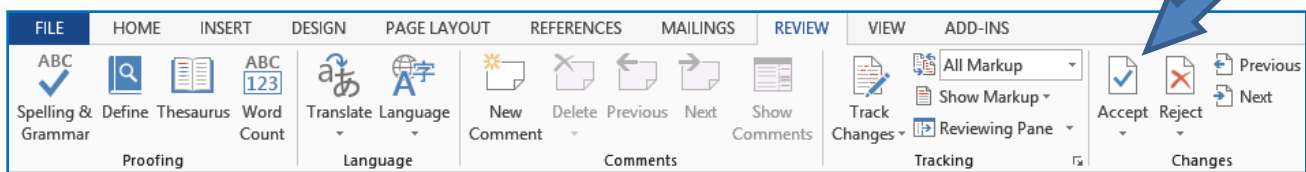
Step 3: To view the changes without accepting or rejecting, use the **Previous** and **Next** buttons to page through. The change will be highlighted on your screen and the Reviewing Pane will progress to the location in the view.



Accept or Reject Changes

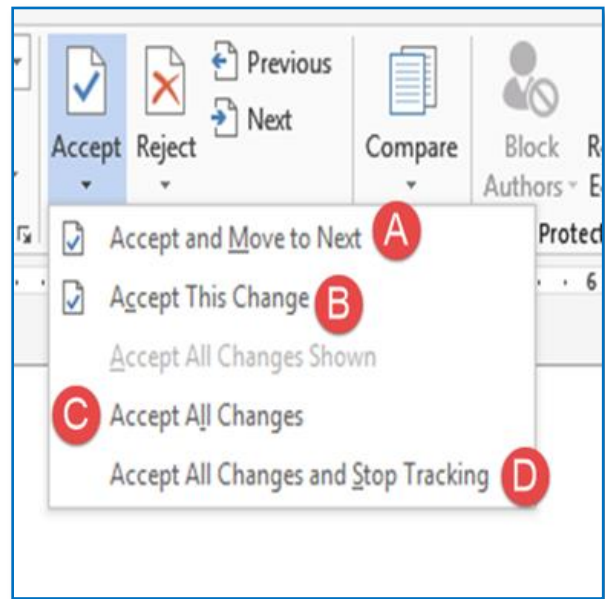
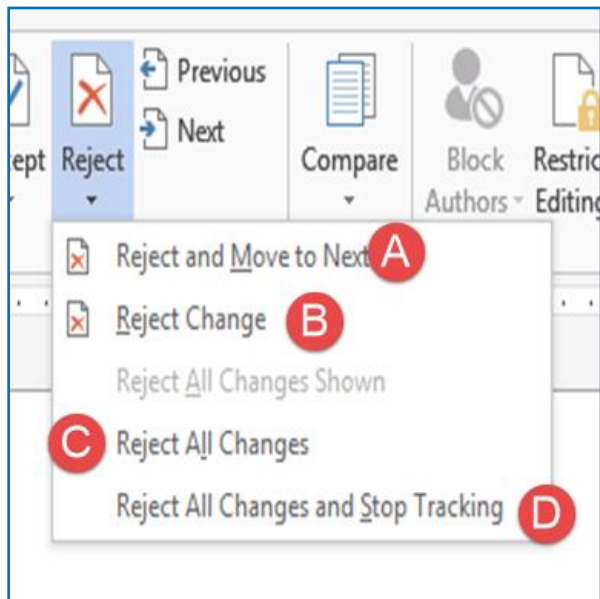
Step 1: Choose the view you are most comfortable with for viewing your document. Open the Reviewing Pane if you choose.

Step 2: To accept or reject changes, use the **Accept** and **Reject** buttons.



Step 3: Both the **Accept** and **Reject** buttons have choices as follows:

- A) Accept/Reject and Move to Next – this moves through each change one at a time.
- B) Accept/Reject This Change – this remains stationary and does not move to the next change.
- C) Accept/Reject All Changes – this makes the same selection for all changes in the entire document.
- D) Accept/Reject All Changes and Stop Tracking – this makes the same selection for all changes in the document and turns off tracking.



Finish: After following the above steps, you can review, accept and reject tracked changes.