

HOW TO REVIEW A DOCUMENT WITH TRACK CHANGES

I prefer to work in Word using Track Changes.

When I return the document to you, you can review the changes and either make them permanent by accepting them or decide not to use them by rejecting them.

Here's how to do this:

- Go to Review, Tracking
- Ensure the Track Changes icon is not illuminated by clicking on it
- Ensure the cursor is at the beginning of the document
- Select All Markup
- From the Show Markup dropdown, select Balloons then Show Revisions in Balloons
- From the Changes menu, select Next

Now decide whether you would prefer to work through all the changes one by one, accepting or deleting them – or accept all changes. Click on the drop-down arrows under Accept and Reject to implement your choices.

(You can see the document in its original form with no markup if you select Original and how the document would look if you accepted all changes by selecting No Markup.)

Once you have completed this process, you can now look at the suggestions and queries I have raised in the comments boxes.

Here's how to do this:

- Go to Review
- Ensure the Track Changes icon is not illuminated by clicking on it
- Place your cursor at the beginning of the document and click Next from the Comments menu
- Deal with the comment by re-wording or whatever is relevant
- Delete the comment by clicking on Delete
- The cursor will automatically move to the next comment until you have deleted them all.