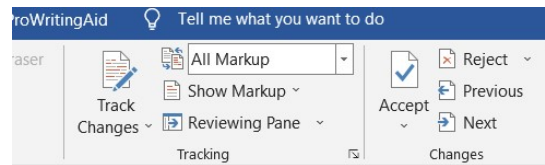


Reviewing Your Work—Track Changes



- † Click on Track Changes to activate
- † Choose Simple Markup, All Markup or No Markup
- † Show Markup provides additional options
- † You can use the Reviewing Pane or simply work through the document
- † To quickly review the changes made to a document, click Accept. You can also choose to Reject.
- † With either option, you can accept/reject and move to next or apply only to the current change. Avoid selecting accept all unless you reviewed everything already.
- † Previous and Next move between comments and changes to review.

- Track changes functionality allows two people to work with one document. Most editors prefer this method. It also helps when you're self-editing if you want to see what you had before you made a change. It's not a bad idea to use it when rewriting, especially if you didn't save the rewrites as a new document.
- All Markup can look a little distracting while working on a document. Simple Markup shows a change, but not what it is. No Markup basically hides everything while you work although it continues tracking all changes.
- You can highlight a change and accept it by right-clicking with your mouse. I find it easier to click on accept or reject and automatically move to the next revision.