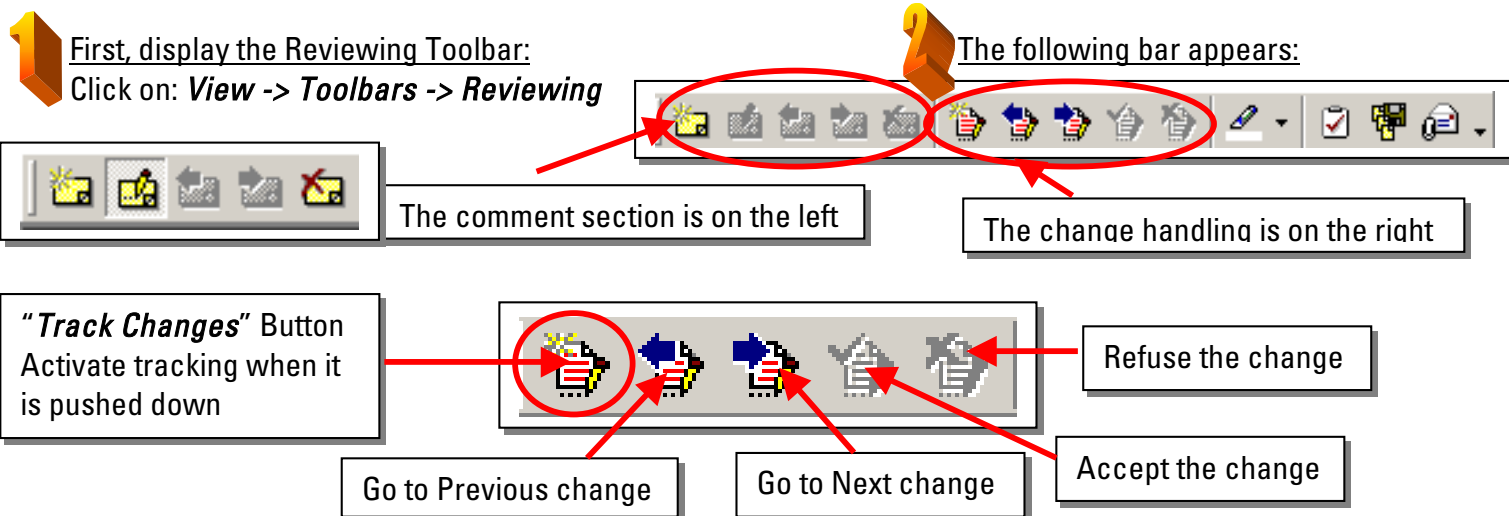


How can I make a Review Process easy in Word?

Often times we find it necessary to send our MSWord documents to others for their review and edits. Unfortunately, when the document is returned it can sometimes be difficult to determine what changes have been made or you lose your original text. This can be especially confusing if the document is sent to multiple people and goes through multiple reviews. Word has a simple to use Tracking Feature, which will help you identify changes made to the original document, approve or reject the changes, and save versions when multiple edits are taking place.

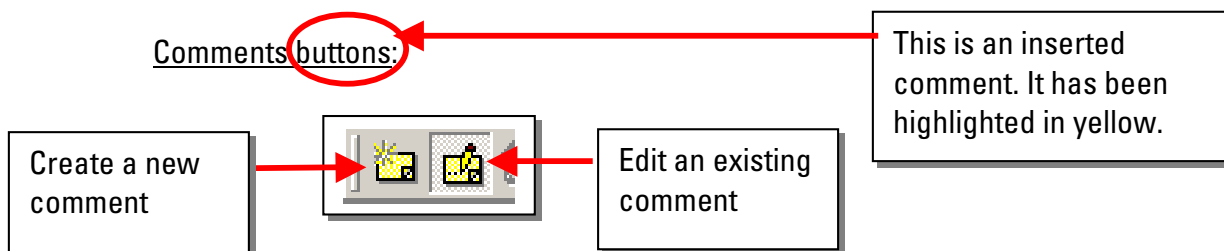
How to activate the Track Change process



If you are reviewing a document, begin by turning on the Tracking feature by clicking the "Track Changes" Button. As you type, your new text will be displayed in **RED**. The existing text modified will remain, but will be displayed with a strikethrough.

For example: ~~Old Text~~.New Text

As you are reviewing, you can add comments using the comments button.



If you receive a document that has been reviewed by someone else, you will use the same reviewing toolbar to view each change and either “accept” or “reject” the change.

Added text from previous version.

Suppressed text from previous version.

Right Click on the underlined or stricken text and you can accept or reject the change.

You can also select **Tools -> Track Changes -> Accept or Reject Changes** and this will open a tool window. You can then go through all the changes one by one and accept or reject them.

Accept Change

Reject Change

Accept

Reject

Accept All

Reject All

Undo

Close

Saving Different Versions of the documents

In MSWord you can save different version of the file. Therefore, you can go back and view a previous version. This is very helpful when the document is going through multiple rounds of revisions, but will take more space, as the file will be bigger.

To view the different versions already saved or to save a new one:

- Click on **File->Versions...**
- Click on “**Save Now**” and give a version name.

File Edit View Insert

New...

Open...

Close

Save

Save As...

Save as Web Page...

Versions...

Versions in 2NET-issue18v1.doc

New versions

Save Now...

Automatically save a version on close

Date and time	Saved by	Comments
11/25/2003 9:08 AM	Unknown	version2
11/24/2003 6:08 PM	Unknown	Version 1

Open Delete View Comments... Close

Opening a previous version of the document can be done from this window. Select the version and then click on **Open**. The document will open in a separate window.