

## Reviewing, accepting, and rejecting changes






In MS Word, with track changes you can view all the changes that have been made to the document when the track changes feature was clicked into use. You can read through, figure out which changes you want to keep, and accept or deny . When you accept a change, the revision marking for that item is removed . In other words, text marked for deletion is cut from the document, text marked as inserted text is incorporated into the document, and text marked for reformatting is reformatted .

Use the Track Changes reviewing toolbar buttons to quickly review changes : If the tool bar is not present, Choose Tools, Track Changes. The tool bar will appear.



With the tool bar you may then:

- Jump between changes using the Previous and Next buttons . 
- Accept a selected change by clicking the Accept Change button . 
  - Click the triangle on the Accept Change button to open a menu, and select Accept Change, Accept All Changes Shown, or Accept All Changes in Document (to accept all changes in the document in one fell swoop) .
- Click the Reject Change button to reject the selected change . 
  - Click the triangle on the Reject Change button to open a menu, and then select Reject Change, Reject All Changes Shown, or Reject All Changes in Document (to reject all changes in the document in one fell swoop).

In Word 2003 when you click on Accept Change or Delete Change, the change is accepted or rejected . . . and Word doesn't move. You can now see the change you've just made, and then click the Next button to move on . That may not sound important, but some versions of Word automatically jumped to the next change when you accepted or rejected a change so that you couldn't see the change being incorporated . (You need to see the incorporation because it's hard to anticipate what the final text will look like .) This jumping to the next change was a huge mistake, and we're happy to say that Word has finally returned to this way of working after several years of experimenting with the other method .

Note also that you can use the right-click pop-up menu to accept or reject revisions .

We hope you find the track changes method useful to your understand of which changes we recommended making to your document.


# Removing comments from a document

## Removing all comments from a document

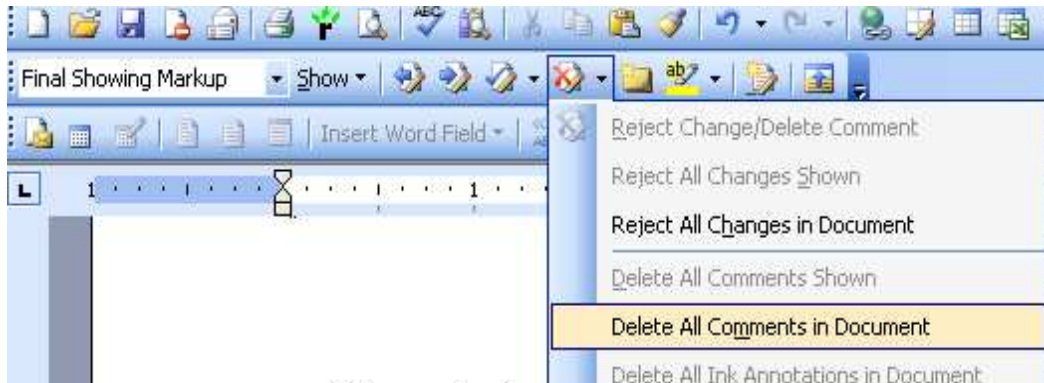
In MS Word, with the Track Changes reviewing toolbar buttons you can remove all comments from the document.

If the tool bar is not present, Choose Tools, Track Changes. The tool bar will appear.



With the tool bar you may then select to delete all comments. On the **Reviewing** toolbar, click the arrow next to **Reject Change/Delete Comment** ,

Click the Delete all Comments in Document Selection.



All comments in the document will be deleted.

## Removing Selected comments from a document

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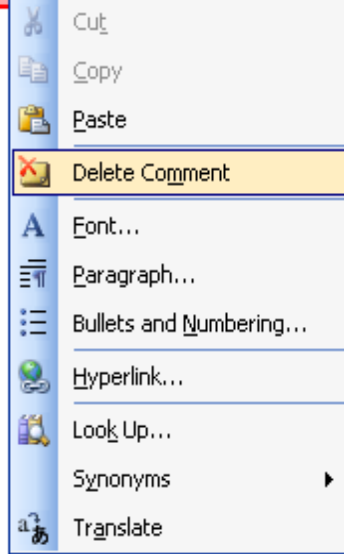
**Comment [KJG1]: This is a comment!**

Put your cursor arrow on the comment to be removed.

Right Click

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Comment [K1G1]: This is a comment!



Then select Delete Comment.

The comment will be deleted.

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