

Reviewing Documents

Introduction

~~Dear~~ Dear Mr. Powell:

giving the time to meet with me last week with you and touring the facility. I am impressed with the competence of the staff at your facility in such a productive and very short time.

in our meeting, my many years of experience as a Sales Supervisor, would greatly benefit your company's techniques that would drive-increase your sales.

Let's say someone asks you to proofread a report. If you have a hard copy of the report, you might use a red pen to cross out sentences, mark misspellings, or add comments in the margins. However, you could also do all of these things in Word using the **Track Changes** and **Comments** features.

When you've finished reviewing the document, the other person can choose to automatically **accept** all of your changes, or decide whether to **accept** or **reject** each change one by one.

In this lesson, you'll learn how to **track changes**, add **comments**, and **compare** two versions of a document.

Using Track Changes and Comments

Video: Reviewing Documents in Word 2010



When you need to collaborate on the content of a document or if you need someone to proofread your document, Word's **Track Changes** and **Comments** features make it easier for you to collaborate with others.

Optional: You can download this [example](#) for extra practice.

About Track Changes

When you turn on the **Track Changes** option, all changes you make to the document show up as colored **markups**. If you delete some text, it won't disappear but instead will have a visible strike through it. If you add text, it will be underlined. This allows another person to see which changes have been made before making the changes permanent.

~~To Whom it May Concern~~Dear Mr. Powell:

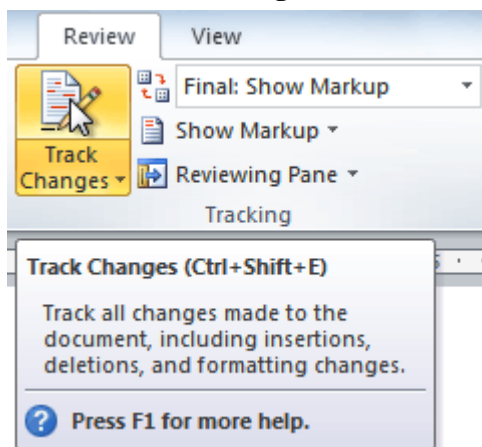
Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and **with the** competence of the staff at ~~your company~~Quality Furnishings. I would love the chance to work in such a productive and ~~very~~ supportive atmosphere.

As we talked about **in our meeting**, my **many** years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned **many techniques** that would ~~drive~~**increase** sales and drive customer satisfaction ratings at Quality Furnishings.

The **color** of the markups will vary depending on who is reviewing the document, so if there are multiple reviewers you'll be able to tell at a glance who made each change.

To turn on Track Changes:

1. Click the **Review** tab.
2. Click the **Track Changes** command. It should now be highlighted in gold to show that it is active.



3. Any changes you make to the document will be shown as colored markups.

g the facility. I was very impressed with the layout of the
of the staff at ~~your company~~Quality Furnishings. I would love

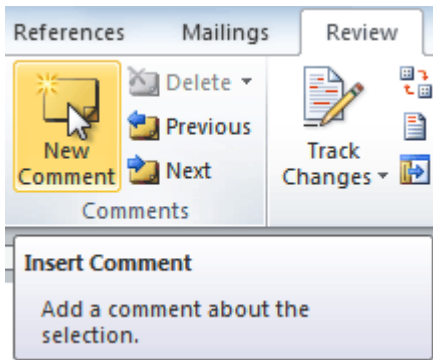
4. Click the **Track Changes** command again to turn it off.

Adding and deleting comments

Sometimes instead of changing something, you may want to make a **comment** about part of the document. Comments show up in **balloons** in the right margin and can be read by the original author or by any other reviewers.

To add a comment:

1. **Highlight some text**, or place the **insertion point** where you want the comment to appear.
2. From the **Review** tab, click the **New Comment** command.



3. Type your comment.

my **many** years of sales experience, both in commissioned floor
visor, would greatly benefit Quality Furnishings. In that time, I

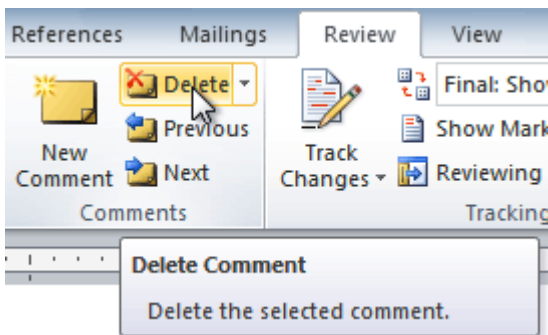
Comment [BH1]: How many years?

To delete a comment:

1. Select the **balloon** containing the comment you want to delete.

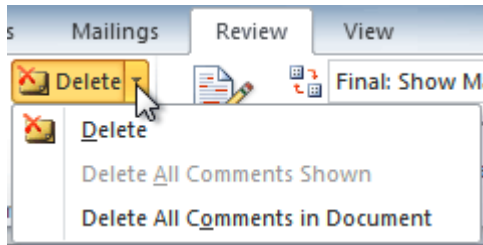
Comment [BH1]: How many years?

2. From the **Review** tab, click the **Delete** command.



To delete all comments:

1. From the **Review** tab, click the **Delete** drop-down arrow.



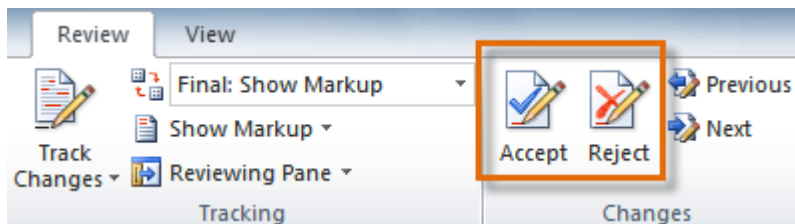
2. Click **Delete All Comments in Document**.

Accepting and rejecting changes

Tracked changes are really just suggested changes. To become permanent, they have to be **accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **reject** them.

To accept or reject changes:

1. Select the change you want to accept or reject.
ity. I was very impressed with the layout of the
if at ~~your company~~ Quality Furnishings. I would
~~my~~ supportive atmosphere.
2. From the **Review** tab, click the **Accept** or **Reject** command.

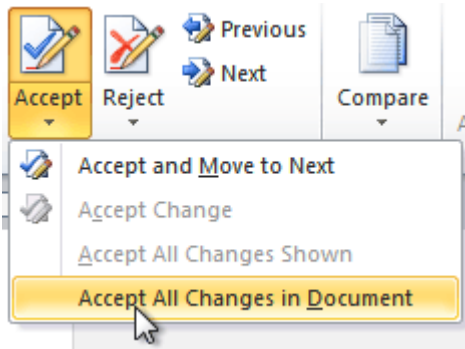


3. If you accepted the change, the markup will disappear, and the text will look normal.
ity. I was very impressed with th
if at Quality Furnishings. I would
atmosphere.

For some tracked changes, you can **reject** the changes by deleting them as if they were normal text. For example, if a reviewer adds a word to a sentence, you can just delete the word.

To accept all changes:

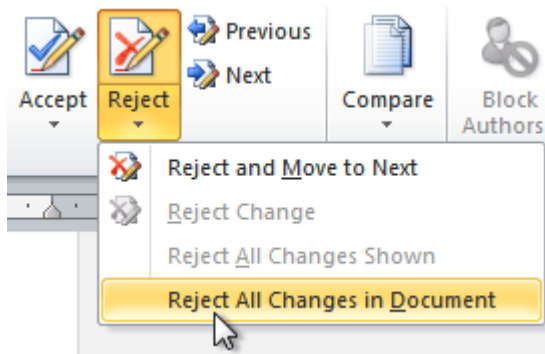
1. From the **Review** tab, click the **Accept** drop-down arrow. A drop-down menu will appear.



2. Select **Accept All Changes in Document**.

To reject all changes:

1. From the **Review** tab, click the **Reject** drop-down arrow. A drop-down menu will appear.



2. Select **Reject All Changes in Document**.

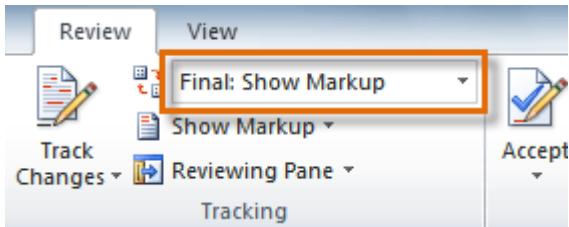
Accepting or **rejecting** all changes does not affect **comments**, so if you want to delete them you'll have to do so separately.

Changing how markups appear

If there are a lot of tracked changes in a document, they can become distracting if you're trying to read through the document. There are a few settings you can use to **hide the markups** or **change how they appear**.

To hide tracked changes:

1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command, and it may not be labeled. It will probably say **Final:Show Markup**.



2. In the drop-down menu, there are four options:
 - **Final: Show Markup:** Shows the final version along with the markup
 - **Final:** Shows the final version and hides all markups
 - **Original: Show Markup:** Shows the original version along with the markup
 - **Original:** Shows the original version and hides all markups
3. Choose **Final** or **Original** from the drop-down menu to hide markups.

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about the Sales Associate position. I enjoyed meeting with you and touring the facility. I was very impressed with the layout of the showroom and with the competence of the staff at Quality Furnishings. I would love the chance to work in such a productive and supportive atmosphere.

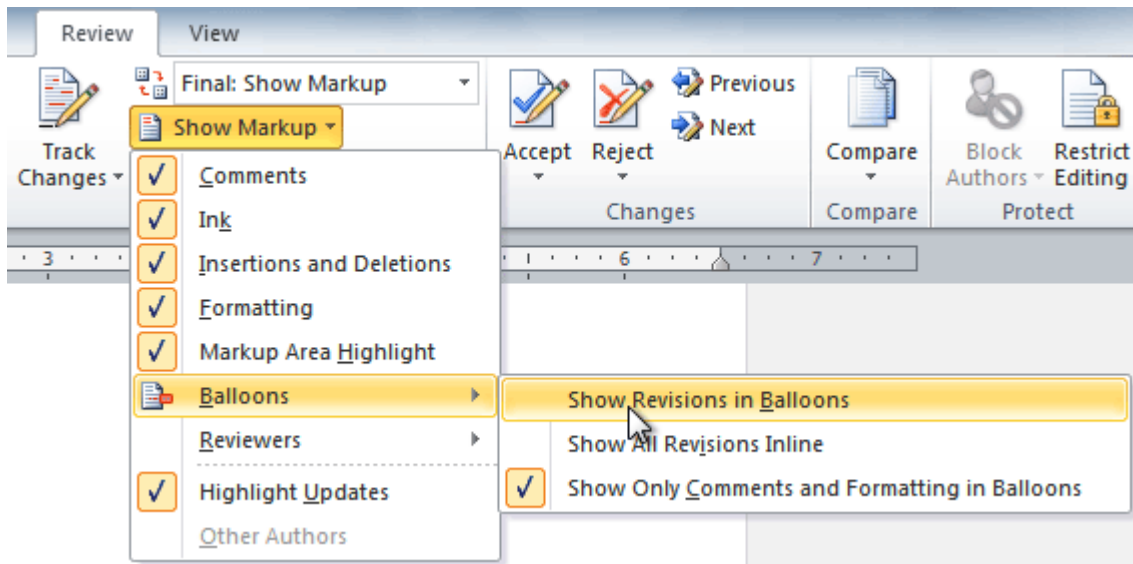
As we talked about in our meeting, my many years of sales experience, both in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase sales and drive customer satisfaction ratings at Quality Furnishings.

Setting **Display for Review** to **Final** is not the same as **accepting all changes**. You will still need to **accept** or **reject** the changes before sending the final version of your document.

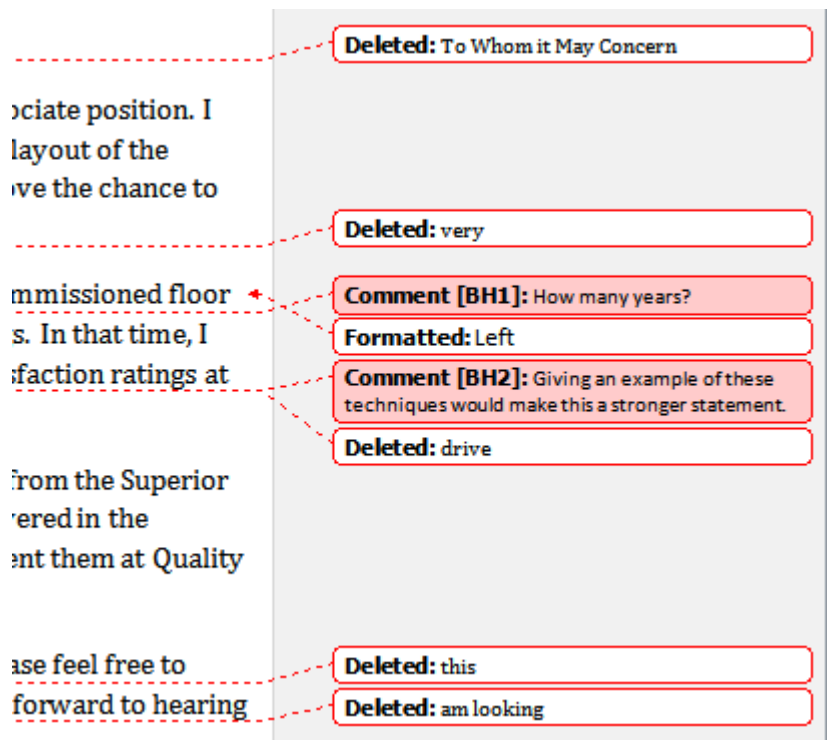
To show revisions in balloons:

By default, most revisions show up **inline**, meaning the text itself is marked. You can choose to **show the revisions in balloons**, which moves many of the revisions (such as **deletions**) to balloons in the right margin. This can make the document easier to read because there are fewer inline markups. Balloons also give you more detailed information about some markups.

1. From the **Review** tab, click **Show Markup** → **Balloons** → **Show Revisions in Balloons**.



2. Some of the revisions will move to the right margin.



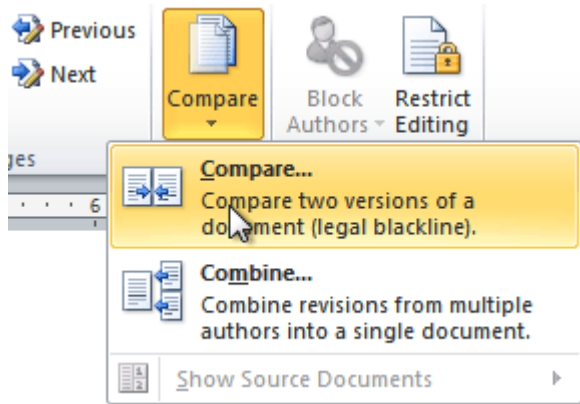
To go back to **inline** markups, you can select either **Show All Revisions Inline** or **Show Only Comments and Formatting in Balloons**.

Comparing two documents

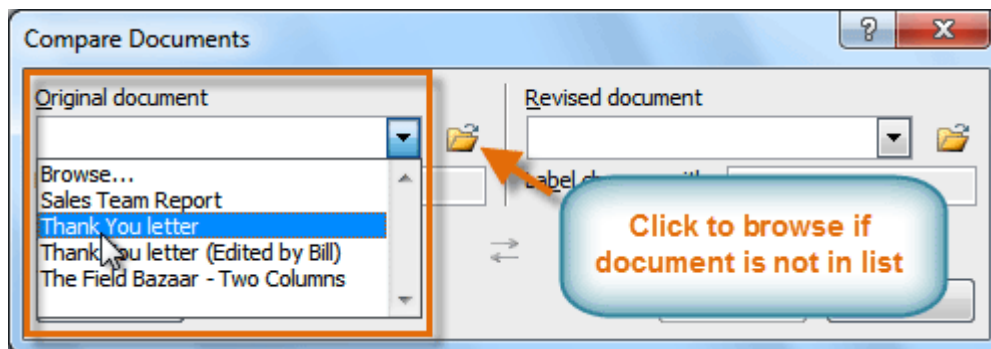
If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document, and they must have different file names.

To compare two documents:

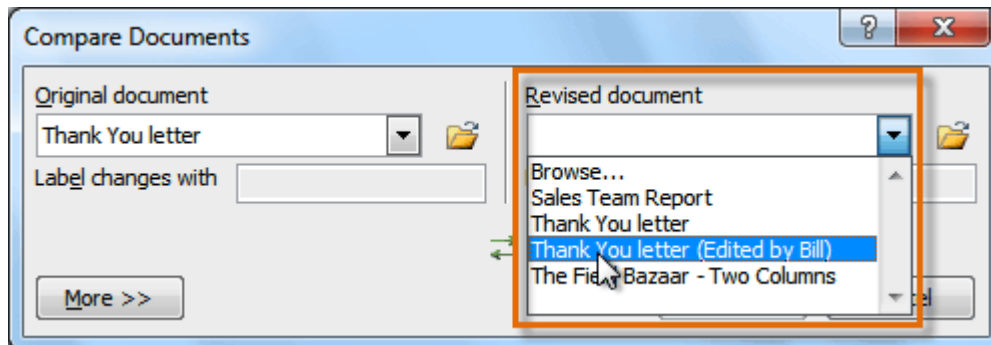
1. From the **Review** tab, click the **Compare** command. A drop-down menu will appear.
2. From the drop-down menu, click **Compare**.



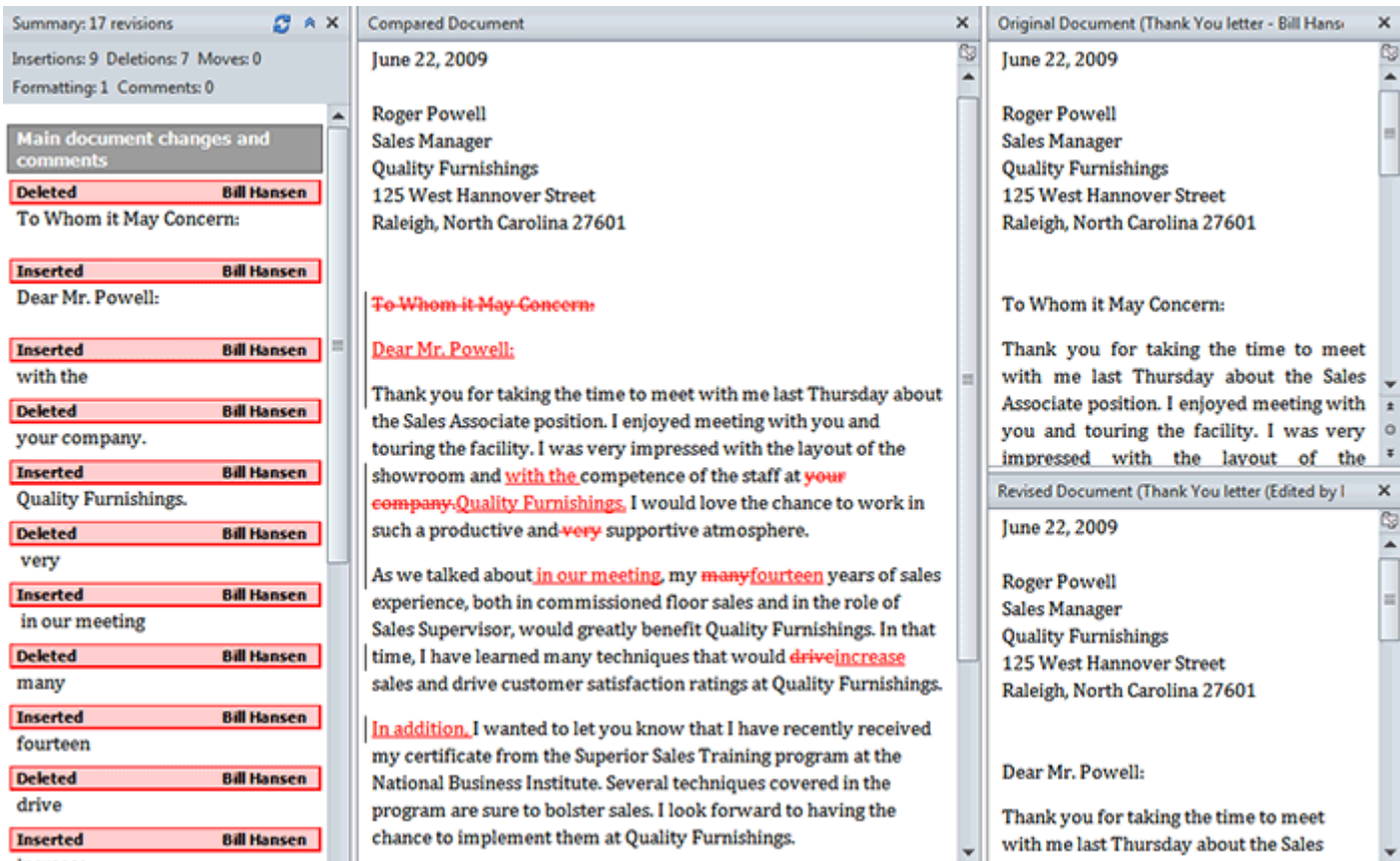
3. A dialog box will appear. Choose your **Original document** by clicking the drop-down arrow and selecting the document from the list. If your document is not on the list, click the **Browse** button to browse for the file.



4. Choose the **Revised document** the same way you chose the **Original document**, then click **OK**.



At this point, Word compares the two documents to determine which changes were made, and it creates a new document that you can save if you want. The changes show up as colored **markups**, just like the ones that appear when using **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.



To the right of the new document, there's a pane that displays the original and revised documents that you can use for reference (although you can't edit them). If you don't see the pane on the right, click **Compare** → **Show Source Documents** → **Show Both**.

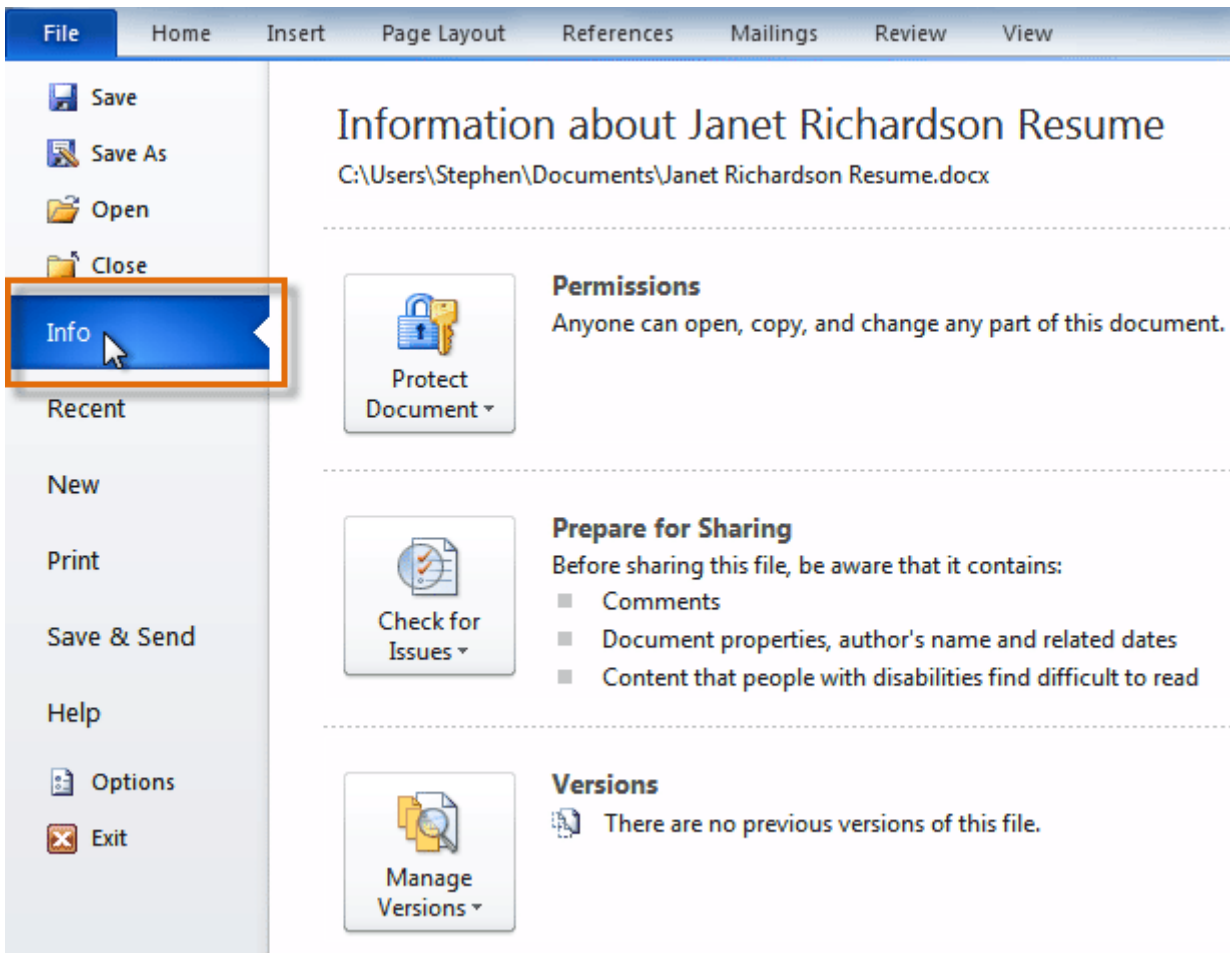
Using the reviewing features safely

If there are any **comments** or **tracked changes** in your document, you should **remove them before sending it** to anyone you're not collaborating with. Comments and tracked changes can reveal confidential information that could lead to embarrassment or make you or your company appear unprofessional—or worse.

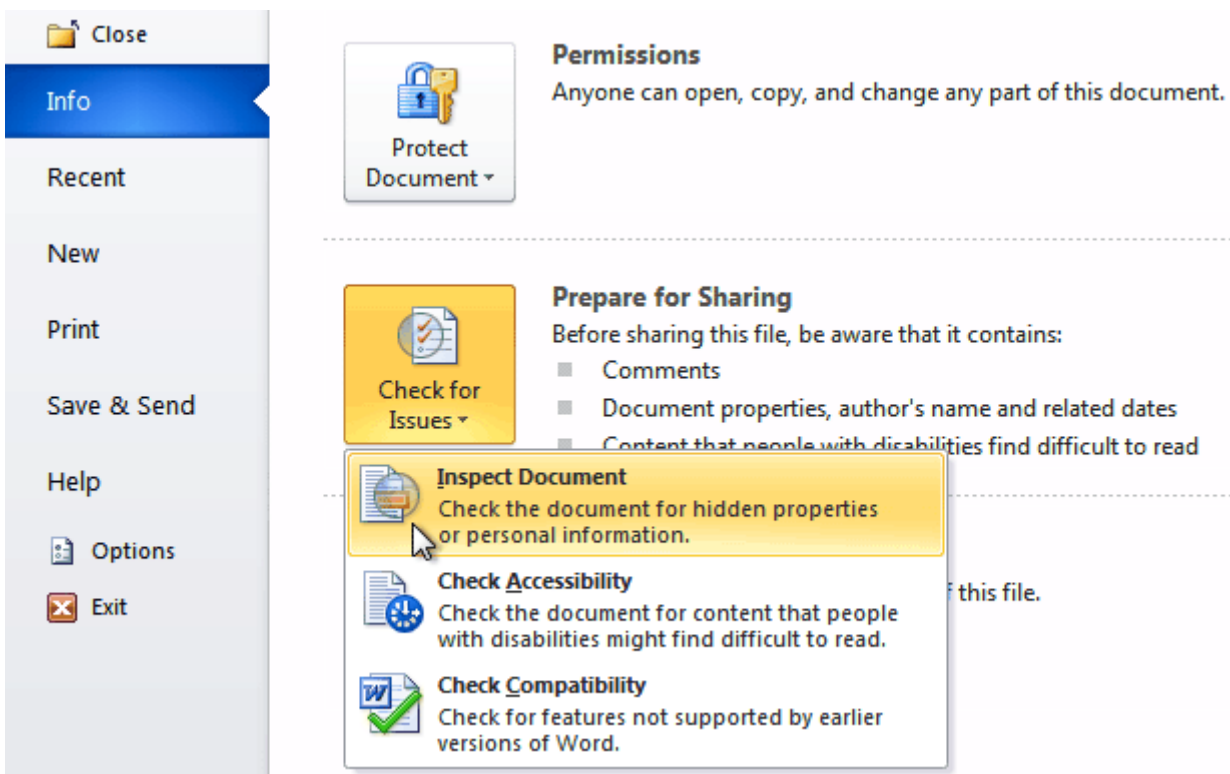
Once you've removed all of the comments and tracked changes, it's a good idea to double-check your document using the **Document Inspector**. The **Document Inspector** can tell you if there is any hidden data in your document that you may need to remove. It looks for data in many different places—not just comments and tracked changes.

To use the Document Inspector:

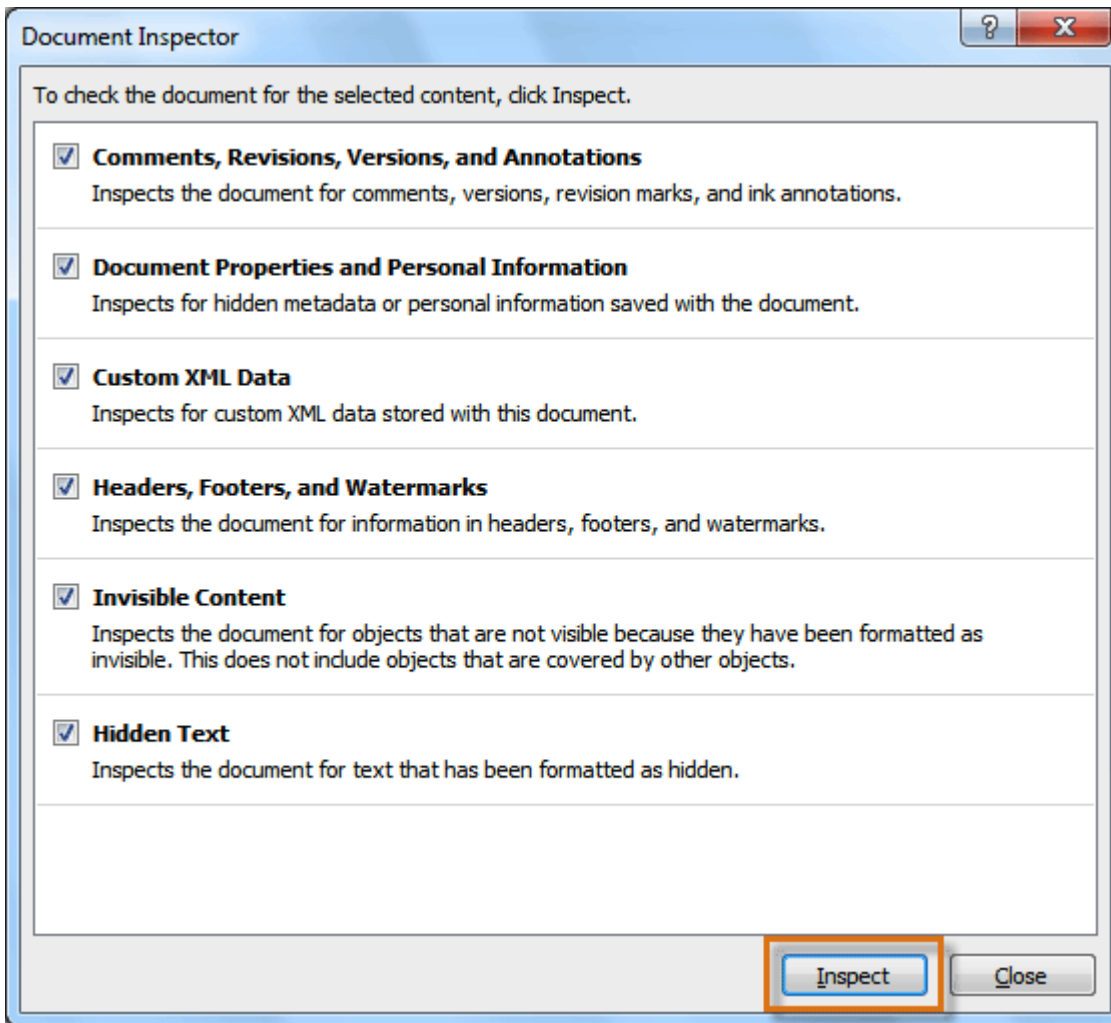
1. **Save** your document.
2. Click the **File** tab to go to **Backstage view**.
3. Select **Info** on the left side of the page.



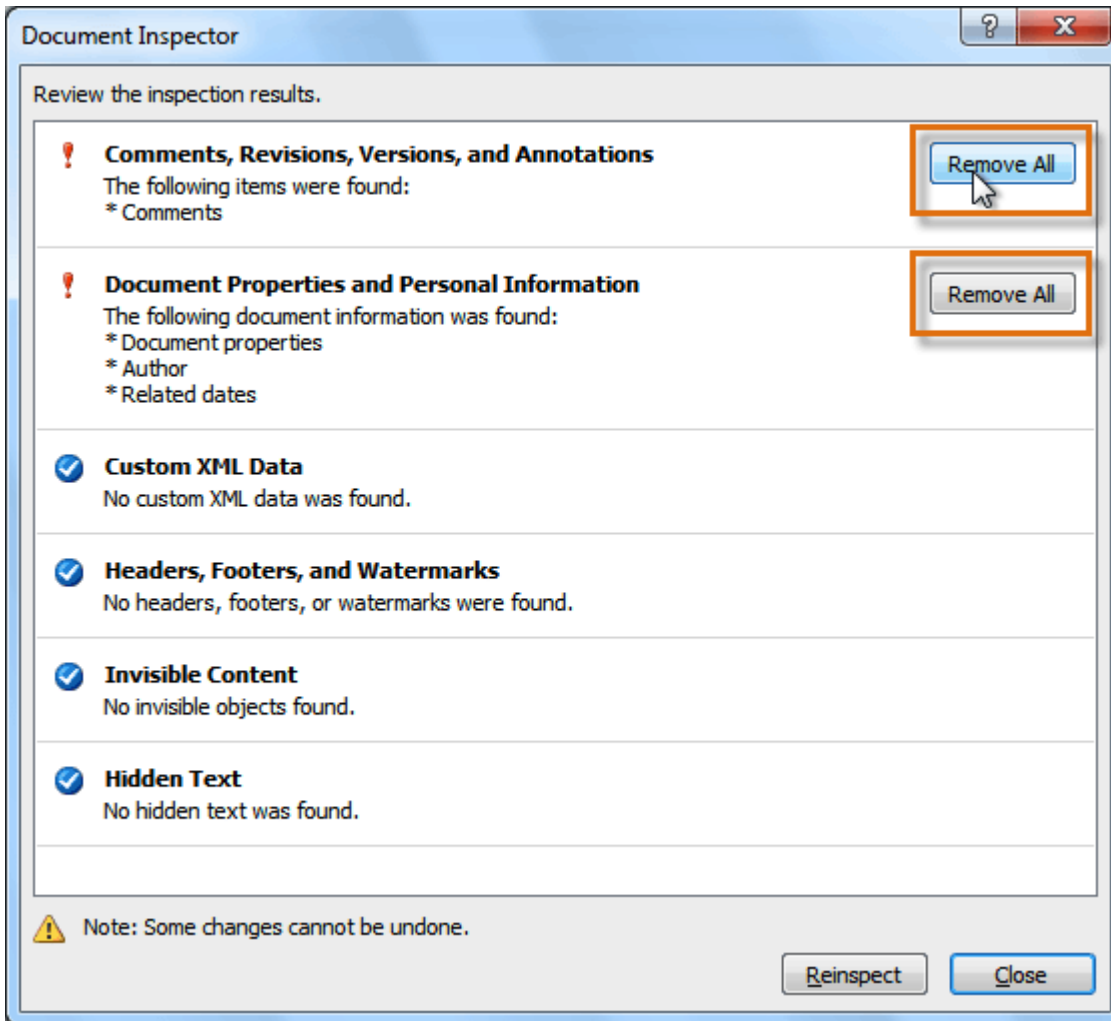
4. Click the **Check for Issues** command. A drop-down menu will appear.
5. Select **Inspect Document**.



6. Click **Inspect**.



7. The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of these categories. Click **Remove All** to remove the data.



8. **Close** the dialog box when you're done.
9. From **Backstage view**, click **Save** to make the changes permanent.

Challenge!

1. Open an **existing Word document**. If you want, you can use this [example](#).
2. Turn on **Track Changes**.
3. **Delete** some text.
4. **Add** some text.
5. Change some of the **text formatting**.
6. Experiment with the **Display for Review** command.
7. **Accept** all of the changes.
8. Use the **Document Inspector** to check the document.