

TO VIEW TRACK CHANGES TOOLBAR:

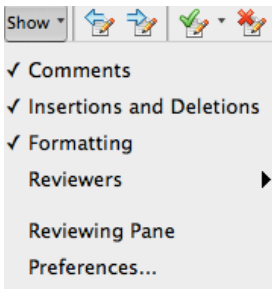
1. Select **View | Toolbars | Reviewing**.



2. Verify that the **Track Changes** button is off.

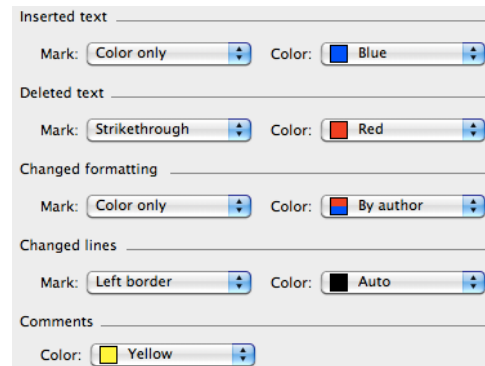
TO VIEW CHANGES:

1. Select **Final Showing Markup**.
2. Select the **Show** menu.
3. Verify that **Insertions and Deletions** and **Comments** are checked.



4. Select **Preferences...** and set

Inserted text: **Color only** **Blue**
 Deleted text: **Strikethrough** **Red**
 Comments: **Yellow**



TO REVIEW CHANGES:

1. Click the **↔** buttons to move between changes.



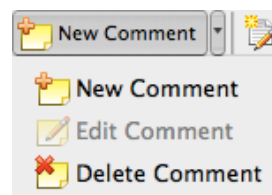
2. Click the **✓** button to accept an individual change **OR**
 Select **Accept All Changes in Document**
3. Click the **X** button to reject a change.

TO VIEW COMMENTS:

1. Select the **Show** menu.
2. Verify that **Reviewing Pane** is checked **OR**
 Select **Preferences...** and check **Use balloons to display changes**.

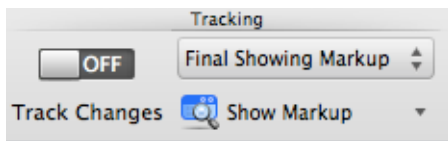
TO DELETE A COMMENT:

1. Place the cursor in the comment.
2. Select the **Comment** menu.
3. Select **Delete Comment**.



TO VIEW TRACK CHANGES TOOLBAR:

1. Click the [Review](#) tab.



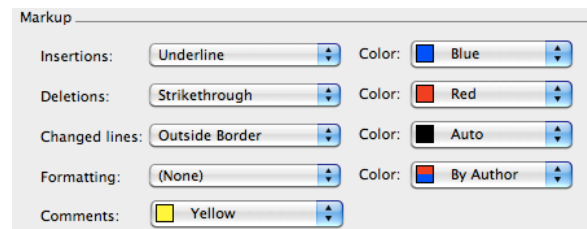
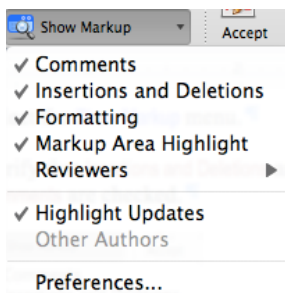
2. Verify that **Track Changes** is set to **OFF** in the Tracking box.

TO VIEW CHANGES:

1. Select [Final Showing Markup](#) from the top menu.
2. Select the [Show Markup](#) menu.
3. Verify that **Insertions and Deletions** and **Comments** are checked.

4. Select [Preferences...](#) and set

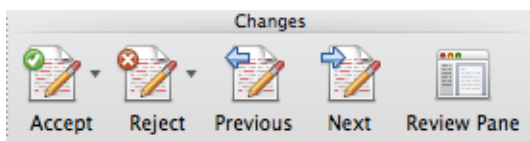
Insertions: **Color only** **Blue**
 Deletions: **Strikethrough** **Red**
 Comments: **Yellow**



TO REVIEW CHANGES:

1. Click the buttons to move between changes in the Changes box.

2. Click the button to accept an individual change **OR**
 Select [Accept All Changes in Document](#)



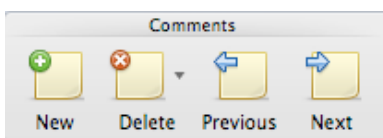
3. Click the **X** button to reject a change.

TO VIEW COMMENTS:

1. Click the [Review Pane](#) button **OR**
 Select [Show Markup | Preferences...](#) and check **Use balloons to display changes**

TO DELETE A COMMENT:

1. Place the cursor in the comment.



2. Select [Delete Comment](#) from the Comments box.