Reviewing, Accepting and Rejecting Tracked Changes

In this tutorial, you will learn how to review the changes in your document and

Locating Track Changes Area

The TRACK CHANGES area is on the REVIEW tab on the ribbon under the Tracking and Changes section.

Review Changes

Step 1: When ready to review your changes, you want to choose the view that you are most comfortable with for reviewing your document. In this example, you have chosen All Markup.

Step 2: You can also open a Reviewing Pane. Click the arrow to the right of Reviewing Pane and choose either a horizontal or vertical format to see the changes made to the document (this is optional – not necessary to view and/or accept/reject changes).
Step 3: To view the changes without accepting or rejecting, use the Previous and Next buttons to page through. The change will be highlighted on your screen and the Reviewing Pane will progress to the location in the view.

Accept or Reject Changes

Step 1: Choose the view you are most comfortable with for viewing your document. Open the Reviewing Pane if you choose.

Step 2: To accept or reject changes, use the Accept and Reject buttons.
Step 3: Both the **Accept** and **Reject** buttons have choices as follows:

A) **Accept/Reject and Move to Next** – this moves through each change one at a time.
B) **Accept/Reject This Change** – this remains stationary and does not move to the next change.
C) **Accept/Reject All Changes** – this makes the same selection for all changes in the entire document.
D) **Accept/Reject All Changes and Stop Tracking** – this makes the same selection for all changes in the document and turns off tracking.

Finish: After following the above steps, you can review, accept and reject tracked changes.