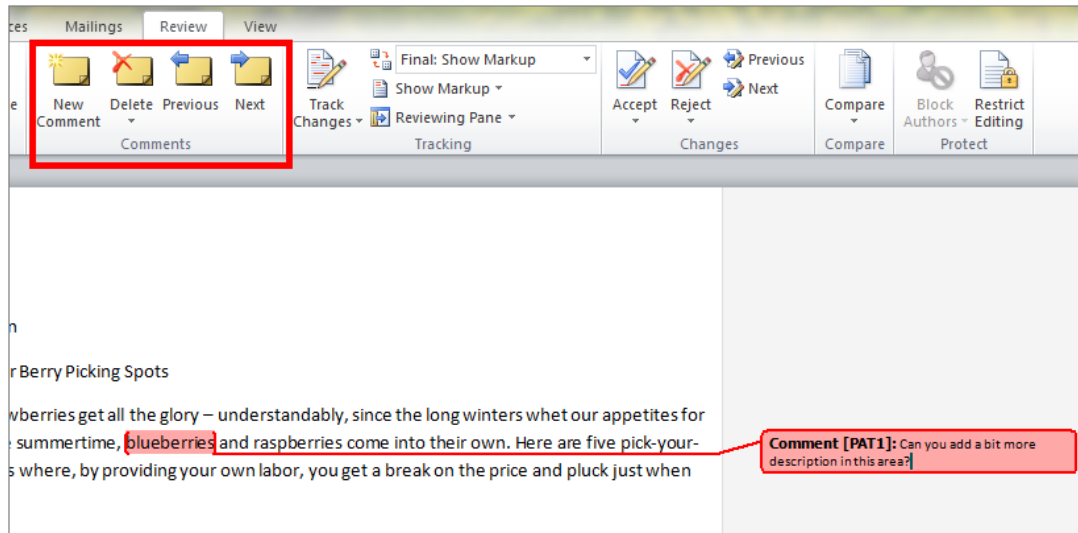


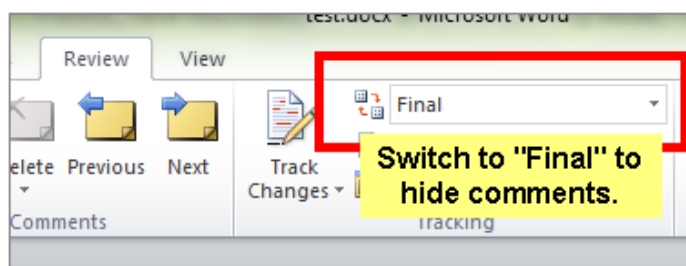
COMMENTS AND TRACKED CHANGES

COMMENTS

If you are collaborating on a document with other team members or on a project report, the **Comments feature** in the Review tab in Microsoft Word 2007 can be a true lifesaver. In the following screen shot, I have added a comment that is shown in red. Notice that it used my initials (PAT) and a number right before the actual comment. As the other team members and comments, the application will use different colors. This helps to keep all the comments organized from different authors. Use the other items in the Comments tab to move among the different comments or to add or delete the comments.

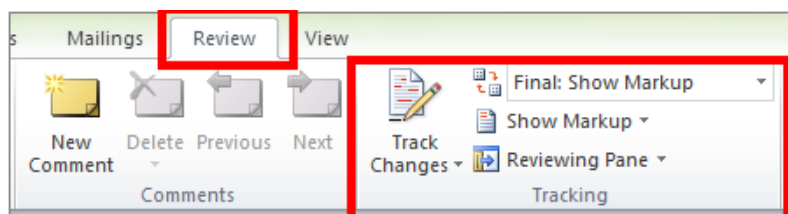


If you want to hide the comments for a short time, select **"Final"** from the **Tracking group**. The comments will remain. To view the comments again, switch to **"Final with Markup"**.

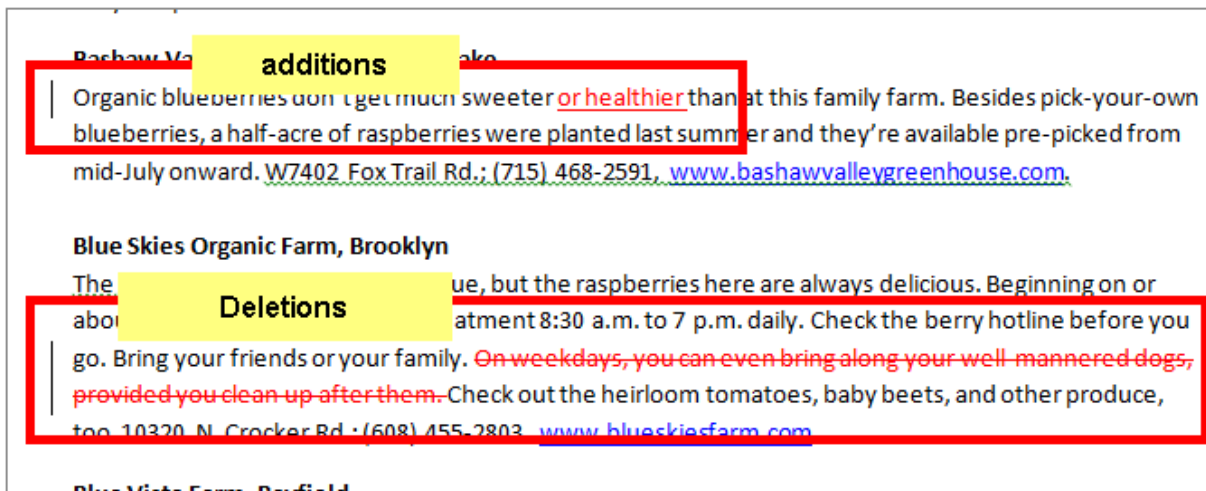


TRACKING

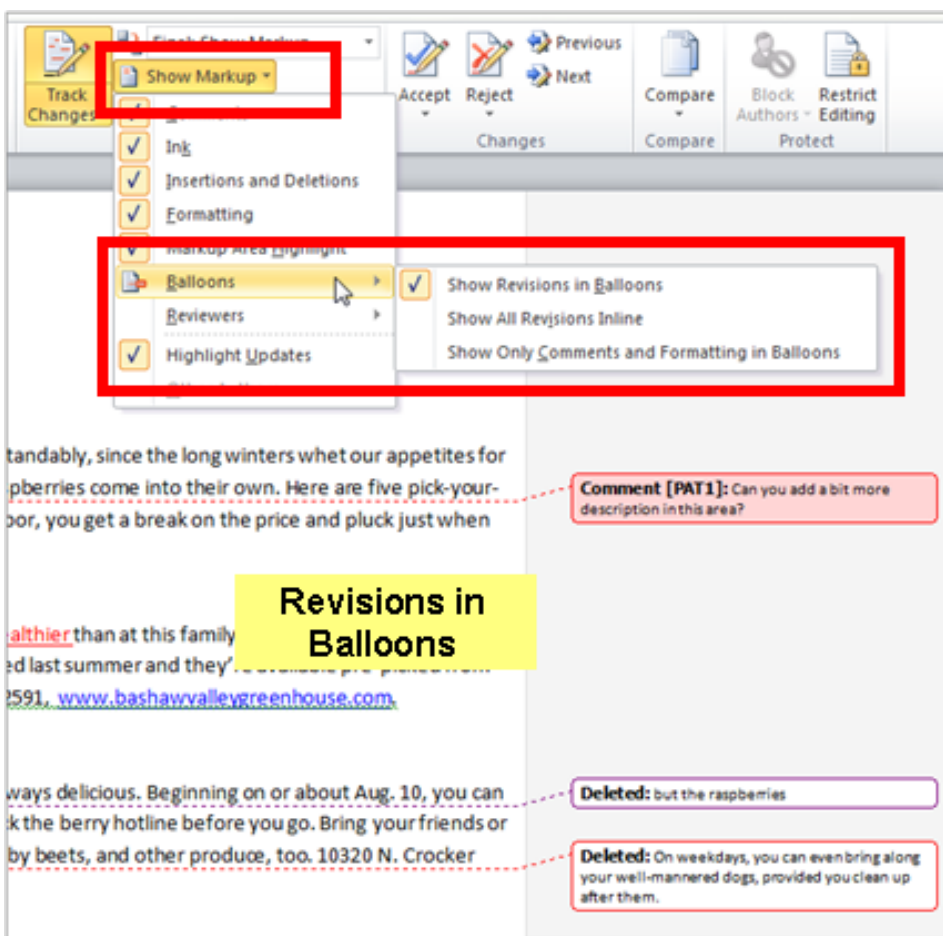
We can easily manage additions, deletion, and comments and formatting changes in an efficient manner using this feature. You can find the Track Changes command under Tracking group in the Review Tab in Microsoft Word 2007.



Look at an example below. After the initial review, the changes are highlighted as shown below. The **additions are in red and underlined**, the **deletions are in red and using a strike through**. Furthermore notice that there is a vertical bar next to all the changes.

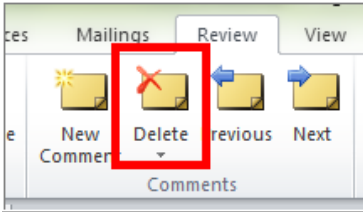


If you prefer seeing all the changes in Balloons, you can do this by selecting **Show Revisions in Balloons** command. This will clean the document up and move the comments and changes to the right side in the markup area. The next screen shot display the functionality of this feature.

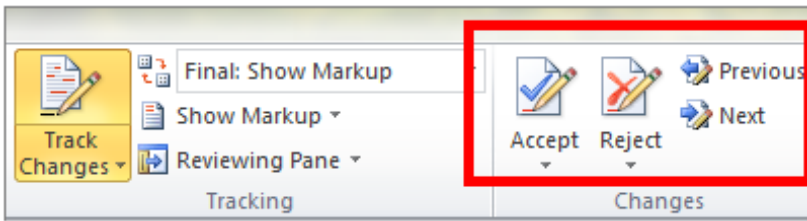


HOW TO REMOVE THE MARKUP?

1. Comments will need to be DELETED. You can delete them all at once or one at a time.



2. Tracking – Additions and Deletions must be ACCEPTED OR DECLINED.



*An alternative to deleting the comments and accepting or declining the tracked changes, is to **“Inspect” the document** and ‘remove’ these notations. Removing them is the same as doing an “ACCEPT ALL”

