



How to use the Revisioning features in Word 97 (Windows) and 98 (Mac)

This how-to sheet will show you how to use the Revisioning features in Word 97 and 98. These features include reviewing, commenting, saving multiple versions of a document, viewing changes made by multiple authors, and accepting or rejecting those changes.

1. Open the Word document you want to use.
2. From the File menu, select Versions. Click Save Now. Type in any comments, such as your name and any other information you wish to save. Click OK, then Close.
3. From the Tools menu, click Track Changes, then over to Highlight Changes. Make sure all the check boxes in the dialog box are checked, then click Options. Change any text colors you wish that are appealing to you. (You might want to stay away from red as red signifies an error, while comments and revisions serve to provide ideas rather than point out mistakes.) Click OK, then OK again to close all dialog boxes.
4. Make the Reviewing Toolbar float over your document by clicking on the View menu, then on Toolbars, and over to Reviewing. Use this toolbar to make comments and review changes.

Now you are ready to make changes to your document.

1. To make a change to some text in the document, highlight the text. Press the delete key and type in your revisions. You should have something similar to the following example depending on your color choices in item 3, above. In this example, I've highlighted and deleted some words in the following sentence:

The quick brown fox ~~jumps over the~~ climbs over the lazy dog.

In the above example, I highlighted "~~jumps over the~~" and then pressed the delete key. Since my deleted text color is blue, you can see the text is crossed out in blue. Then, I typed in "climbs over the". This is signified by green underlined text.

2. Now let's say you send this document back to it's owner, and they want to accept a change you made. Simply highlight the crossed out text AS WELL AS the added text, then move the mouse to the Reviewing toolbar, and click the Accept Change button. You will then see ONLY the change made by the reviewer.

In the sentence below, the crossed out text AND the added text are highlighted. Then, click the Accept Change button from the reviewing toolbar.



The ~~quick brown fox~~ climbs ~~over the~~ lazy dog.

3. To add a comment, highlight some text. Then, from the Reviewing toolbar, click the Insert Comment button. In the example below, I have inserted "Climbs over the" and inserted a comment. The text is highlighted in yellow when you insert a comment.



The quick brown fox climbs over the lazy dog.

4. To view any comments, just move the cursor over the highlighted yellow text. A comment box pops up, and you can read the comment as well as the name of the person who made it.

