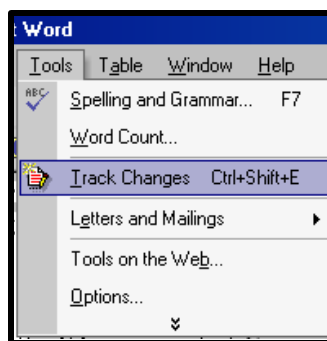


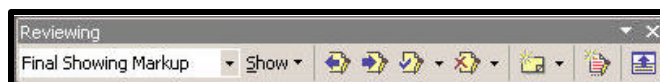
## Using the Revisioning features in *Microsoft Word XP*

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

1. Open the *Word* document you want to use.
2. From the **Tools** menu, click **Track Changes**.



3. 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.**

4. To make a change to some text in the document, highlight the text.
5. Let's imagine our sentence is: "The quick brown fox jumps over the lazy dog."
6. Type in your revisions. You should have something similar to the following example. In this example, I've highlighted and deleted some words:

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

Deleted: jumps over the

In the above example, I highlighted "jumps over the" and then pressed the delete key. The words I deleted are indicated with a bubble to the side of the document. Then, I typed in "climbs over the". This is signified by the underlined text.

- Now let's say you were peer editing and you decide to send this document back to its owner, and he/she wants to accept a change you made. Simply click once on the bubble to the right indicating the change, 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, I clicked on the bubble. Then, I clicked the **Accept Change** button from the reviewing toolbar. This changed the text back to normal with the changes made.

*Before:* The quick brown fox climbs over the lazy dog. Deleted: jumps  
*After accepting changes:* The quick brown fox climbs over the lazy dog. Deleted: ¶

- To reject the change, follow the same procedure, but click on the **Reject Change** button. The text will return to its original state.



- To add a comment about the document, highlight some text. Then, from the Reviewing toolbar, click the **Insert Comment** button. In the example below, I have inserted a comment about "**Climbs over the**". The text is surrounded by parentheses when you insert a comment.



The quick brown fox (climbs over the) lazy dog. Comment: Maybe you should make this "jumps over the".

- To view the author and when they edited the document, just move the cursor over the comment and you can see the name of the person who made the comment and the time.

