

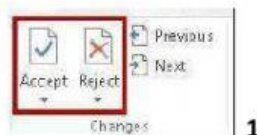
Lesson 3 Reviewing your Document - Track Changes Part 3

Accepting and Rejecting Changes.

If you receive a document that has had changes made, you can move through the document to accept or reject the changes in the document. Once the changes have been accepted/rejected, the track markings will disappear.

The easiest way to accept/reject changes is to start from the beginning of your document. The following explains how to accept/reject changes:

1. Click to place your cursor at the **beginning** of the document.
2. In the *Ribbon*, click on the **Review** tab.
3. In the *Changes* group, you will see two options : **(1)**



A Click on **Accept** to **accept** the **change** and *move* on to the *next change* in your document.

B. Click on **Reject** to **reject** the change and *move* on to the *next change* in your document.

C. To *navigate* between **changes** without **accepting/rejecting**, click on the **previous/next** button in the **Changes** grouping. 2



4. Continue this process until you have moved through the entire document.

Personalize Your Copy of Word.

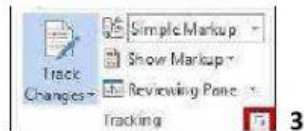
By personalizing your copy of Word, changes made to your document will show your "user name" and make it easier for others to identify your revisions when multiple reviewers are involved. This is helpful if you plan to collaborate with other users.

The following explains how to modify user information :

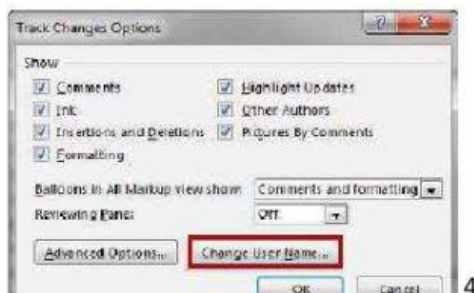
1. In the **Ribbon**, click on the **Review** tab.



2. In the **Tracking** group, click the **Dialog Box Launcher**.



3. The Track Changes Options window will appear. Click on **Change User Name**



4. The **Word Options** window will open. In the **Personalize your copy of Microsoft Office**, enter your name and initials. (5)



5. Click on **OK**. Your copy of **Word** has been personalized.

Compare Changed Documents

If you receive a document that has been revised, but track changes were not enabled, then you can use the **Compare** tool in **Word** to determine what changes were made between the original document and the revised one. Please note, that to use this tool, you will need the original document and the record one. Please note, that to use this tool, you will need the original document and the revised document in order to compare.

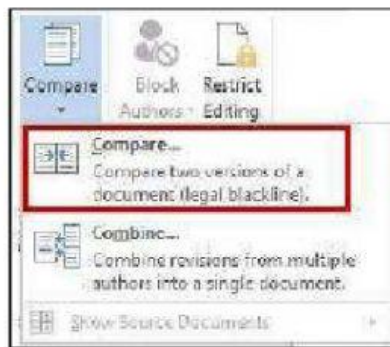
1. In the **Ribbon**, click on the **Review** tab.



2. In the **Compare** group, click on **Compare**. (6)

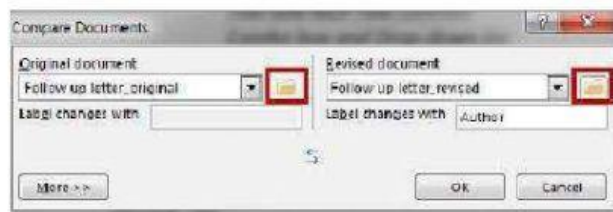


3. A **dropdown** list will appear. Click on **Compare (7)**



7

4. The *Compare Document Window* will appear. Click on the **Folders** next to the *original document* and **revised document** to browse through your computer and select the appropriate documents. **(8)**



8

5. Click on **OK**.

6. A screen will appear that shows three documents (from left to right); the **compared document** the *original document*, and the *revised document*. **(9)**



9

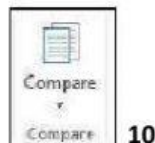
7. You can go through the changes in the compared document section and accept/reject changes as needed.

8. When finished reviewing the compared document you can save it as its own version of the document.

Combine Changed Documents.

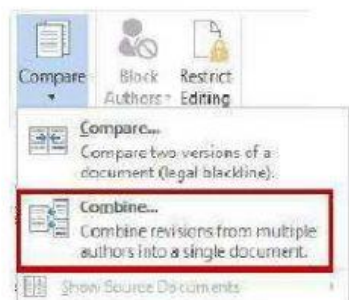
If you send a document to review to several reviewers, and each reviewer returns the document, you can combine the documents two at a time until all the reviewers changes have been incorporated into a single document. The following explains how to combine multiple documents.

1. In the Ribbon, click on the **Review** tab. 
2. In the **Compare** group, click on **Compare**. (10)



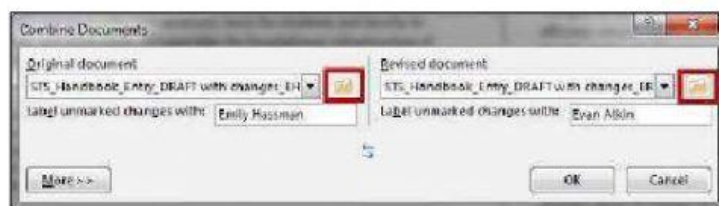
10

3. A dropdown list will appear. Click on **Combine**



11

4. The **Combine Documents Window** will appear. Click on the older next to **original document** and **revised document** to browse through your computer and select the appropriate documents. 12



12

- A. Under **Original document**, select document into which you want to combine the changes from multiple sources.
 - B. Under **Revised Document**, select the document that contains the changes by one of the reviewers.
5. Click on **More >>** Additional options will appear.
 6. Under **Show Changes**, click on **Original Document**. (13)



13

7. Click on **OK**.

8. A screen will appear that shows three documents (from left to right); the combined document, the original document, and the revised document.



9. When finished reviewing the *combined* document, save it as its own version of the documentation.

10. Repeat steps 1 - 9 again, using the saved document from step 9 as your *Original Document*.

Questions

1. What steps do you use to accept/reject a document?

2. How do you personalize your document?

3. What are the steps for comparing changed documents?

