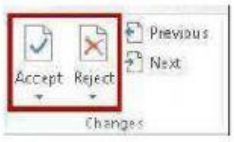
Lesson 3 Reviewing your Document - Track Changes Part 3

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)**



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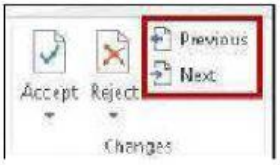
A *Click* on Accept to **accept** the **change** and *move* on to the *next change* in your document.

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



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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.

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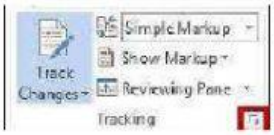
The following explains how to modify user information :

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

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



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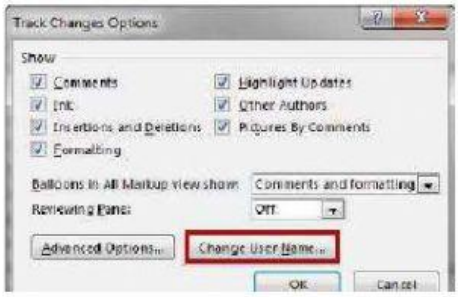
3. The Track Changes Options window will appear. *Click* on **Change User Name 4**



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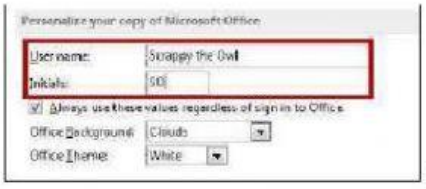
4. The *Word Options* window will open. In the *Personalize* your copy of *Microsoft Office*, enter your name and initials. (5)



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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 an 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)**

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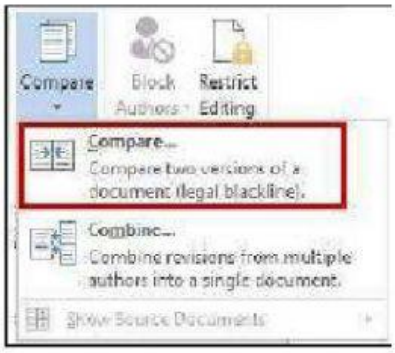
3. A **dropdown** list will appear. C*l*ick on **Compare (7)**



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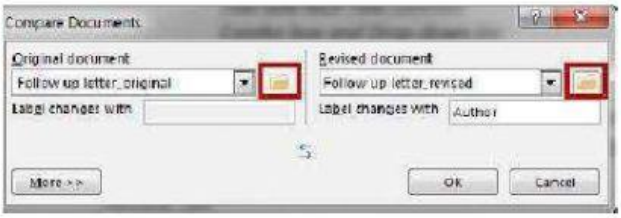
4. The *Compare Document Window* will appear. *Click* on the **Folders** next to the *original* document and **revised document** to *browse* through your computer and select the appropriate documents. **(8)**



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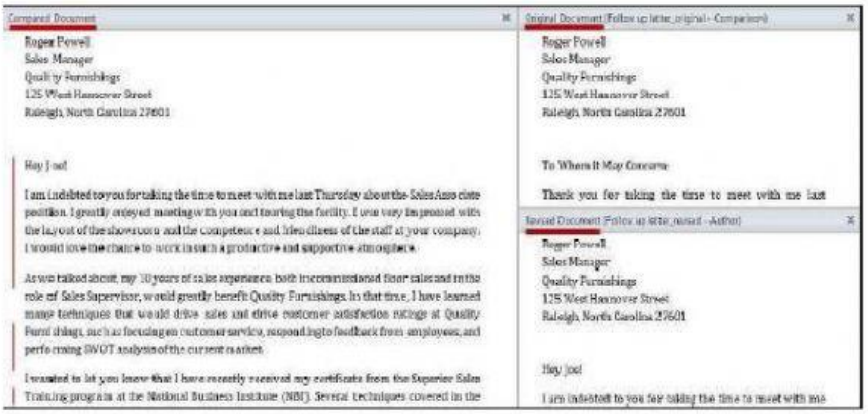
5. *Click* on **OK**.

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



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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.

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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, c*l*ick on the **Review** tab.

2. In the ***Compare*** group, *click* on **Compare**. **(10)**

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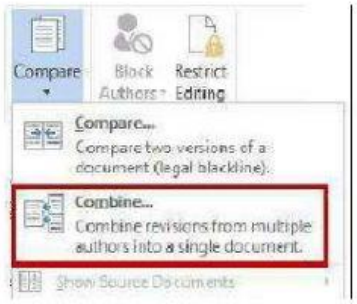
3. A dropdown list will appear. Click on Combine



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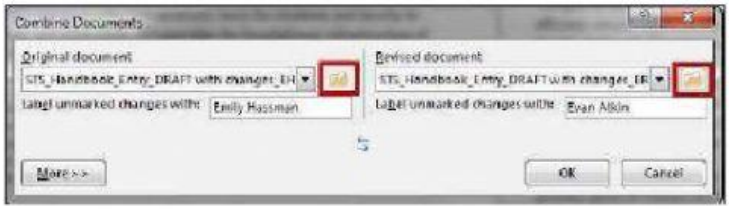
4. The *Combine Documents Window* will appear *Click* on the older next to **original document** and **revised document** to browse through your computer and select the **appropriate** documents**. 12**



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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)**

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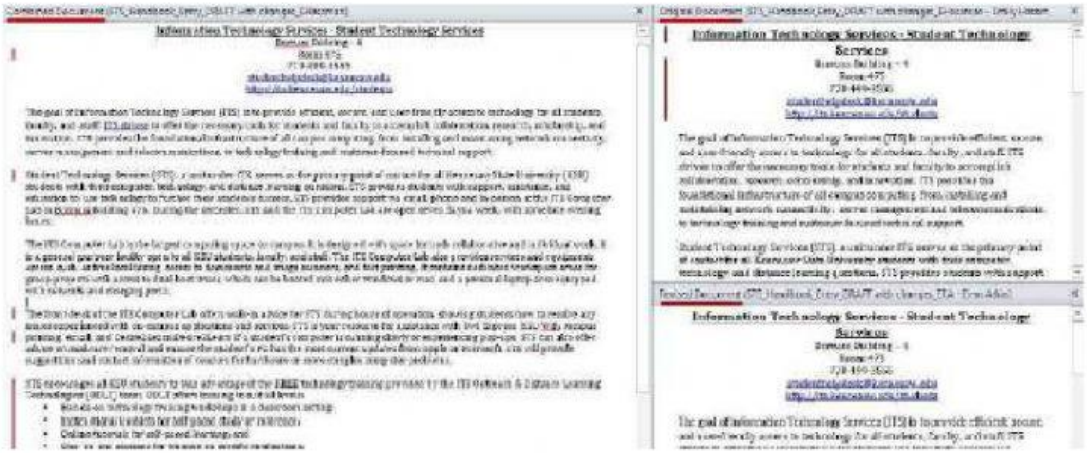
7. Click on **OK.**

8. A screen will appear that shows three documents (from let 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 to accept/reject a document?**

2. **How do you personalize your document?**

3. **What are the steps for comparing changed documents?**

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