Track changes: Word 2010

When Track Changes is turned on additions, deletions and other changes are marked. Comments can also be added in the margins. You can choose how these are displayed.

To review a document

1. Click the Review tab.
2. Click on Track Changes and edit the document as usual.
3. Click Final Show Markup to see the changes.
4. To insert comments at any point click New Comment and type it in.

To review the changes

1. Turn off Track Changes.
2. Switch to Final Show Markup if not already selected.
3. Click Show Markup. (Use drop down arrow to specify options.)
4. Changes can then be accepted or rejected.
5. Switch the view to Final when you have finished (to hide the tracking).

Consider removing all comments and tracking permanently before submission. See Microsoft help and how to http://office.microsoft.com/en-gb/word-help/CH010024383.aspx