



## Word 2003: Revising a document Learning Guide

### Why use Word's revision tools?

Word's editing tools are a great way to collaborate with others on projects. While people still fax each other hardcopies of documents and mark them up with a red pen (or struggle to organize a series of changes to a document emailed back & forth between collaborators), Word makes it possible for you to complete and manage all your edits within your document. This also eliminates the work of incorporating and retyping the suggestions of various collaborators.

Word offers two great editing tools to aid you in your collaborations:

### **Track Changes**

With this tool, multiple reviewers can make changes or additions to a single document. Word tracks each insertion, deletion, or formatting change made to the document by each collaborator. Referring to these highlighted changes as **Markup**, Word uses color to distinguish them from the original text. As you review tracked changes, you can accept or reject each change by highlighting the markup and choosing accept or reject.

### **Compare and Merge Documents**

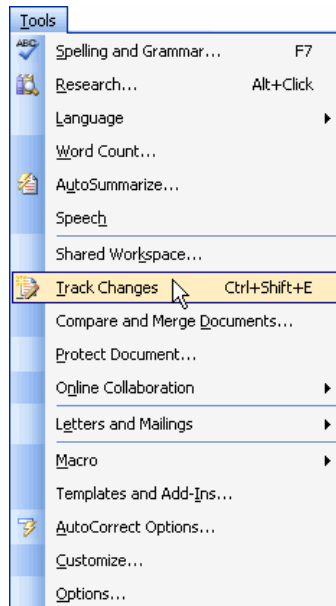
With this tool, several reviewers can edit a document simultaneously. During revisions, each reviewer makes a copy of the document and makes his or her changes. At the end of the revision process, all of the copies can be merged into a single document containing all of the edits. When you compare and merge the documents, Word will show what you and your reviewers added and/or changed. From there, you can accept or reject the additions and changes to the original document.

## Getting started with your revisions

### Enabling Track Changes

To view changes made to you or your colleague's document as you edit:

- Open the document you wish to edit.
- From the **Tools** menu, select **Track Changes**.



- Word's **Reviewing** toolbar will appear below the **Standard** and **Formatting** toolbars.



*Reviewing toolbar*

- Type your changes as you would into any document.
- As you make edits to the document, Word highlights the edits in colored underlined text, and inserts a revision bubble for each formatting change.

This is a new sentence.

*Sample of new text.*

This is a new sentence |

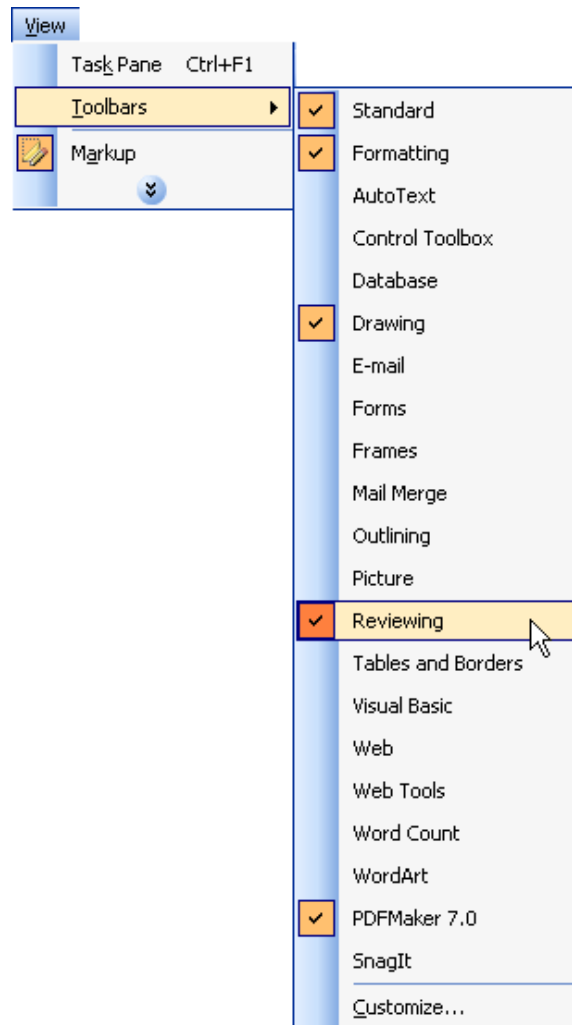
Formatted: Font: Bold

*Sample of text reformatted to Bold*

### *Displaying and hiding the Reviewing toolbar*

In some cases, the **Reviewing** toolbar will not appear when you select **Track Changes** from the **Tools** menu. When this happens, you can select to display the toolbar.

- From the **View** menu, select the **Toolbars** submenu.
- From the **Toolbars** submenu, select **Reviewing**.



- This technique can also be used to hide the **Reviewing** toolbar.

## Displaying revisions in your document

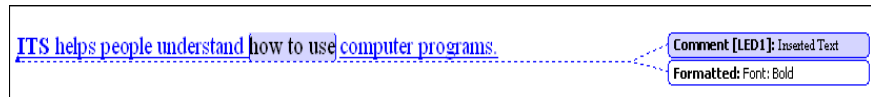
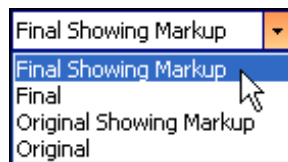
By default, Word shows your edits in the final document using underlined, colored text. However, you can opt to display your revisions without the colored markup annotations, or you can display the original version of your document.

To change the way your edits are displayed in your document:

- Locate the **Display for review** button on the Reviewing toolbar.



- Click on the down-facing arrow next to the box labeled **Final Showing Markup**.
- Select the type of markup you wish to apply to your document.



*In the above example, Final Showing Markup has been selected*

The Display Option	Results
<b>Final Showing Markup</b>	Word's default choice. This option displays the revised version of your document, identifying all revisions using colored text. Any deleted text will appear in revision bubbles at the right of your text. <i>All of the screen images in this guide were captured using the <b>Final Showing Markup</b> option.</i>
<b>Final</b>	This option incorporates all revisions into the text of the document. No markup is used to distinguish the revisions from the original text.
<b>Original Showing Markup</b>	This option displays the original text of the document, with inserted text in revision bubbles at the right of your text. Deleted text is marked with strike-through formatting.
<b>Original</b>	This option doesn't display any edits. Only the original text is shown.

**Tip:** For best results, use either the **Final Showing Markup** or the **Original Showing Markup** option to view the markup in your document.

## Accepting and rejecting revisions

Once you have a document with edits in colored text, you can review the revisions and prepare a final draft by accepting or rejecting the changes that were made.

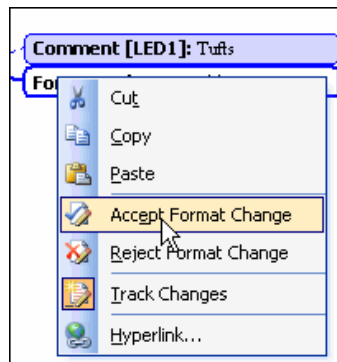
### Accepting a revision

ITS helps people understand how to use computer programs.

ITS helps people understand how to use computer programs. Comment [LED1]: Inserted Text  
Formatted: Font: Bold

*Samples of edited text to be accepted or rejected*

- Right-click on the revision (shown in colored, underlined text) or its corresponding revision bubble.
- From the menu that appears, select **Accept Format Change**.



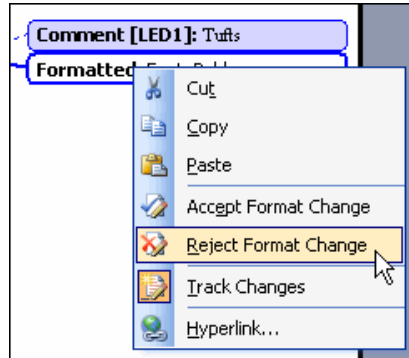
- A revision that you accept will be included in the final draft of the document. Its color will change to match that of the surrounding text.

ITS helps people understand how to use computer programs.

*Sample of text accepted into final document*

## Rejecting a revision

- Right click on the edit (shown in colored, underlined text) or its corresponding revision bubble.
- From the menu that appears, select **Reject Format Change**.



- The edited text will be removed from the document and will be excluded from the final draft.

## Navigating between your edits

It can often be challenging to find all of the edits that your collaborators have made to a long document. Word provides tools to help you find all of the changes that have been made.

- To move to the next revision in the document, click on the **Next** button located on the **Reviewing Toolbar**.



- To move to the previous revision in the document, click on the **Previous** button located on the **Reviewing Toolbar**.

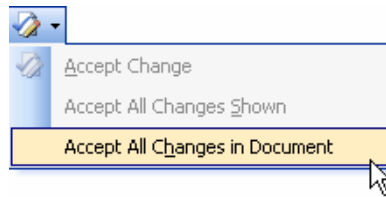


## Accepting and rejecting all revisions in a document

If you are sure that you want to accept or reject all of the revisions made to your document, Word allows you to do so without reviewing each individual change.

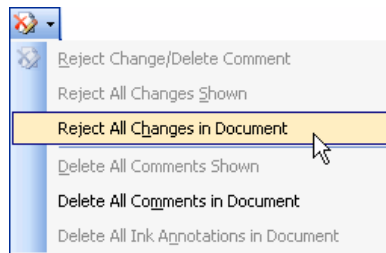
### *Accepting all the changes in a document*

- From the **Reviewing Toolbar**, click on the down-facing arrow next to the **Accept Change** button.
- From the menu that appears, select **Accept All Changes in Document**.



### *Rejecting all the changes in a document*

- From the **Reviewing Toolbar**, click on the down-facing arrow next to the **Reject Change** button.
- From the menu that appears, select **Reject All Changes in Document**.



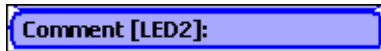
## Adding comments to a document

Sometimes you will not want to directly change another person's document, but respond to their content. In cases like this, you can add a comment in the margin of a document — just as you would when reviewing a printed document. To add a comment to a document:

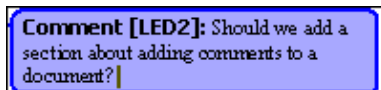
- Place your cursor in the area of the document where you wish to place a comment.
- Click on the **New Comment** button located on the **Reviewing Toolbar**.



- A comment bubble will appear in the margin of the document.



- Type your comment in the bubble.



- When you are finished writing your comment, click outside the comment bubble and continue editing the document.

## Editing and Deleting Comments

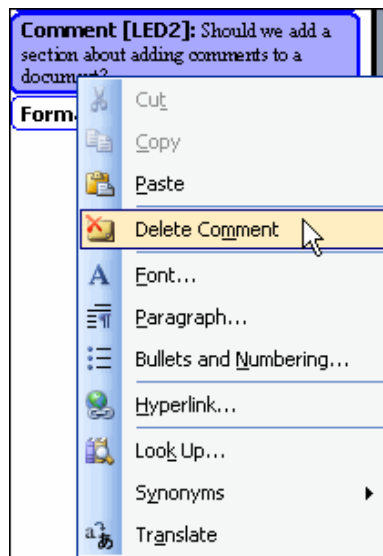
Before sending a document you edited to your colleague, you may need to edit or delete some of your comments.

### Editing a comment

- Click inside the revision bubble you wish to edit.
- Edit the text as you would edit text in a Word document.

### Deleting a comment

- Right-click on the revision bubble you wish to delete.
- From the menu that appears, select **Delete Comment**.

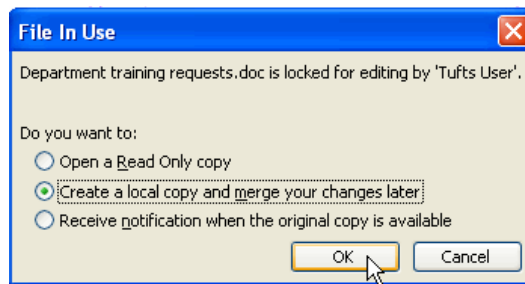


## Comparing and merging two documents

Sometimes, you may send a document to a colleague for revision and also continue working on that same document. In other cases, two people in the same office may need to work on a document simultaneously. Word allows multiple people to work on one document at the same time, and later merge their changes into a new composite document.

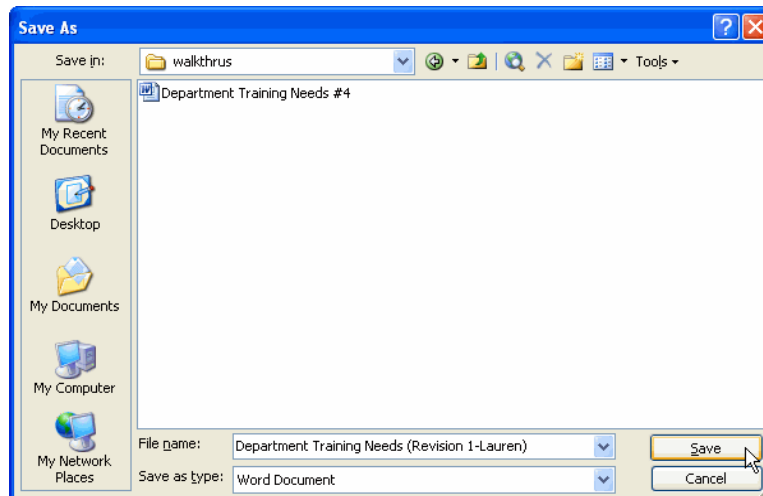
### Working on a document that is already in use

- Open the document as you would open any other document in Word.
- If the document has already been opened by another user, the **File in Use** alert window will appear telling you that the document is locked for editing.
- Click on the option button labeled **Create a local copy and merge your changes later.**
- Click on the button labeled **OK.**



- When the document opens, save the document by selecting **Save As** from the **File** menu.

- The **Save As** window will appear.
- In the box labeled **File Name**, type a new name for the file.
  - Make sure you use a naming convention that will allow you to recognize the file as the one you would like to merge at a later time. We suggest using your name in the title and a revision #. For example, **Department Training Needs (Revision 1-Lauren)**.
- Click on the button labeled **Save**.

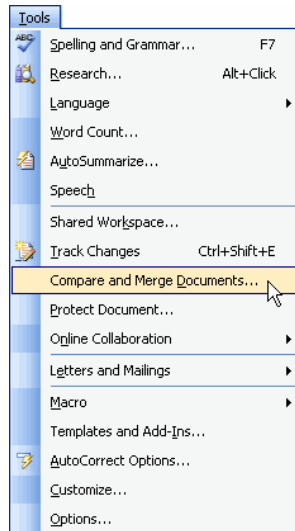


- Type your changes and additions into the document as you would any other document.
- Remember to save your changes when you are done working on the document.

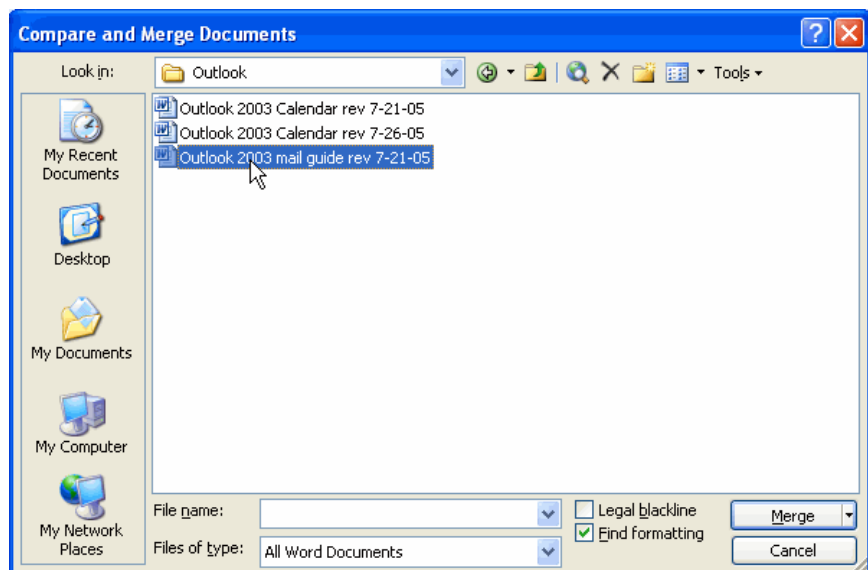
## Merging and comparing your documents

In order to merge two documents, you must be sure that you have access to both revisions on your computer.

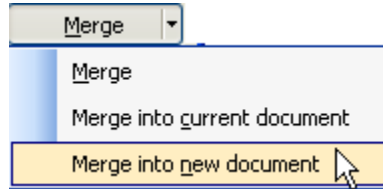
- Open one of the revised documents.
- From the **Tools** menu, select **Compare and Merge Documents**.



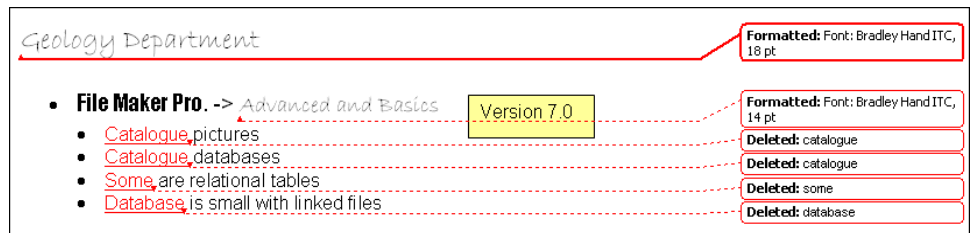
- The **Compare and Merge Documents** window will appear.
- Navigate to the document you wish to compare with the one that is currently open.
- Click on the name of the second document.



- Click on the down-facing arrow next to the button labeled **Merge**.
- From the menu that appears, select **Merge into new document**.



- Word will merge the changes into a new document. The differences in the two documents will be displayed using red, underlined text.



*Sample of a document that has been compared with another document*

- The **Review** toolbar will open automatically in the new document.
- You can accept and reject the changes in the newly merged document using the **Accept Change** and **Reject Change** buttons.



*Accept change button*



*Reject change button*

- Use the techniques previously described in the **Accepting and Rejecting revisions** section to accept and reject changes in the merged document.
- When you are finished accepting and rejecting the changes in the merged document, save it with a new name.