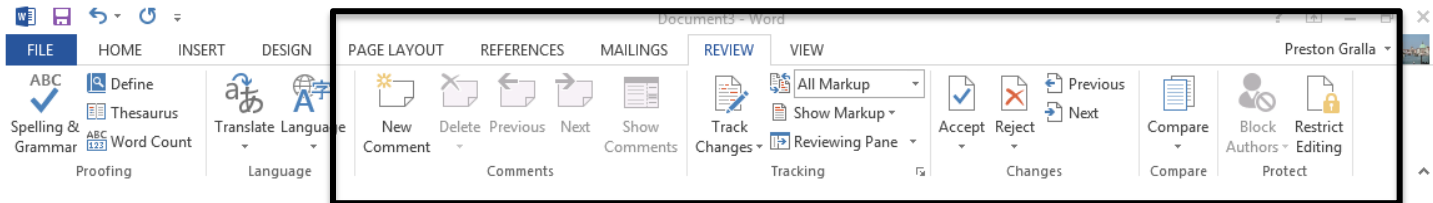
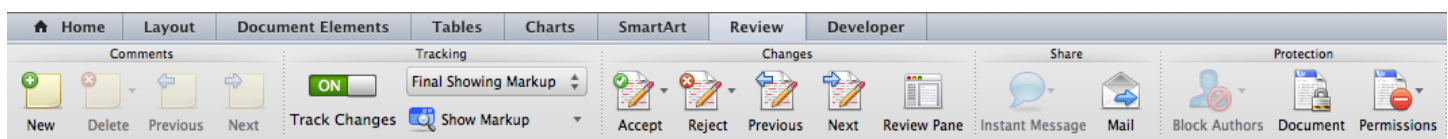


Microsoft Word – Review Tab Quick Reference Guide

WORD 2013 PC



WORD 2011 MAC



ACTION	DESCRIPTION
New/New Comment	Insert a comment into a document. This can be for taking your own notes, asking questions to other reviewers, or comments for a document you're reviewing.
Navigating Through Comments	Use the Previous and Next buttons in the Comments section of the Review tab to move through comments in the documents. Delete them by clicking Delete.
Track Changes	Turn Track Changes On/Off. When you track changes, all additions and deletions will be highlighted in red in the document. When you send the document to people for review, they will be able to see the changes.
Accept/Reject Changes	Use these buttons in the Changes section of the Review tab to accept or reject the changes made in the document. Use Previous and Next to move through the changes.
Document Protection	In Word 2013, use the Restrict Editing button; In Word 2011, use the Document (lock) button. This is where you can set a password for the document, set what type of changes others can make, or make your document Read Only.