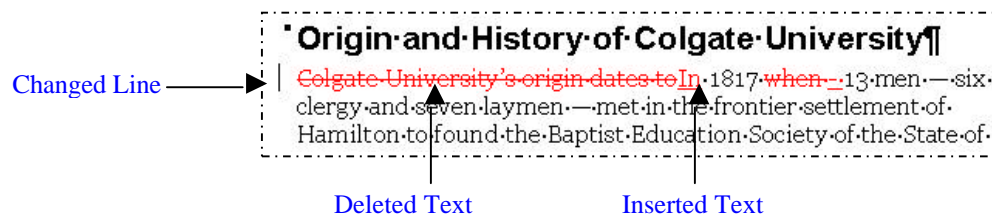


INTRODUCTION

Word enables you to keep track of changes to a document by author or by document version, you can insert reviewer comments into a document, and you can consolidate changes or comments into a final document.

Track Changes Feature

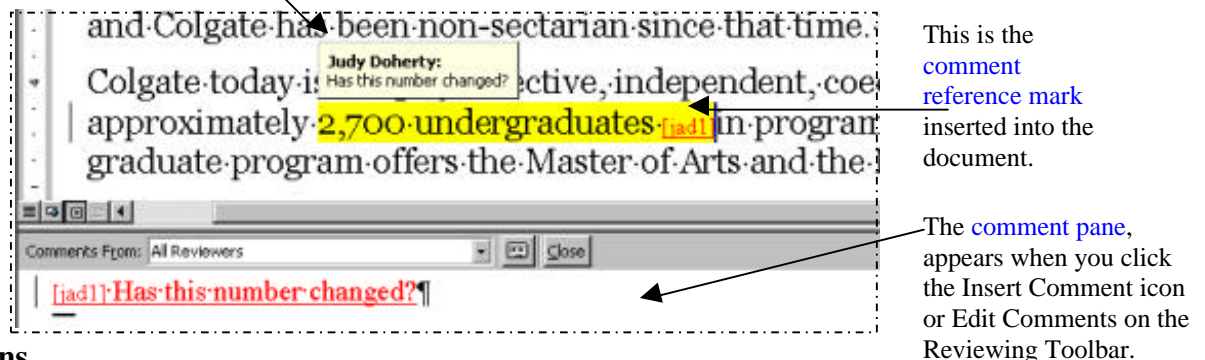
Allows you to track and identify each author's changes to a document. When you turn on this feature, Word marks each author's changes with colored text. In addition, A Screen Tip accompanies each change – when you point to a marked change, the tip pops up to show the author's name and date and time of the change. If there are more than one copy of the same document and each one contains changes, you can merge changes into a single copy of the document.



Comments

These are notes that are attached to a document's text. Comments can be inserted anywhere and can be displayed either at the point of insertion or in a special Comments pane at the bottom of the document window. Comments are numbered consecutively as you or others insert them. As with changes, each comment is color-coded and identified by its author, and you can merge comments from multiple copies of a document into one copy. You don't need to have the track changes feature turned on in order to insert comments.

This is the [Screen Tip](#) (hold your mouse over the comment). Screen Tips are turned on/off: from **Tools** menu, click **Options**, then click the **View** tab. Click ScreenTips check box.



Versions

You can store changes made to a document during a particular editing session. When you turn on the versioning feature, Word can save each editing session's changes as a separate version in the same document file, complete with comments from the person who made those changes. You can't merge information from different document versions, but you can view more than one version on the screen at a time to compare them.

