


How do I check a document for tracked changes and comments?

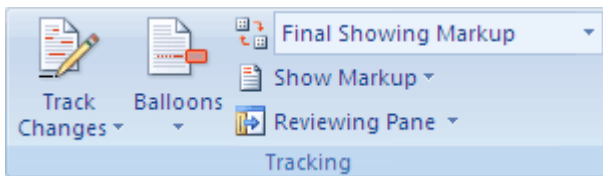
Office Word 2007 provides a feature called Document Inspector that allows you to check any document for tracked changes, comments, hidden text, and other personal information. To check a document:

1. Open the document you want to inspect for tracked changes and comments.
2. Click the **Microsoft Office Button**  , point to **Prepare**, and then click **Inspect Document**.
3. In the **Document Inspector** dialog box, click **Inspect**.
4. Review the inspection results. If Document Inspector finds comments and tracked changes, you are prompted to click **Remove All** next to **Comments, Revisions, Versions, and Annotations**.
5. Click **Reinspect** or **Close**.

How do I get rid of my tracked changes and comments?

To get rid of tracked changes and comments, you need to accept or reject the changes and delete the comments. Here's how:

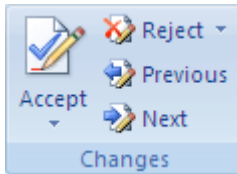
1. On the **Review** tab, in the **Tracking** group, click the arrow next to **Show Markup**.



2. Make sure a check mark appears next to each of the following items:
 - Comments
 - Ink Annotations
 - Insertions and Deletions
 - Formatting
 - Reviewers (Point to **Reviewers** and make sure that **All Reviewers** is selected.)

If a check mark does not appear next to an item, click the item to select it.

3. On the **Review** tab, in the **Changes** group, click **Next** or **Previous**.



4. Do one of the following:
- In the **Changes** group, click **Accept**.
 - In the **Changes** group, click **Reject**.
 - In the **Comments** group, click **Delete**.
5. Repeat steps 3 and 4 until all the tracked changes in the document have been accepted or rejected and all the comments have been deleted.

NOTES

If you know that you want to accept all the changes, click **Accept**, and then click **Accept All Changes in Document**.

If you know that you want to reject all the changes, click **Reject**, and then click **Reject All Changes in Document**.

To remove all comments, you must delete them. In the **Comments** group, click the arrow next to **Delete**, and then click **Delete All Comments in Document**.