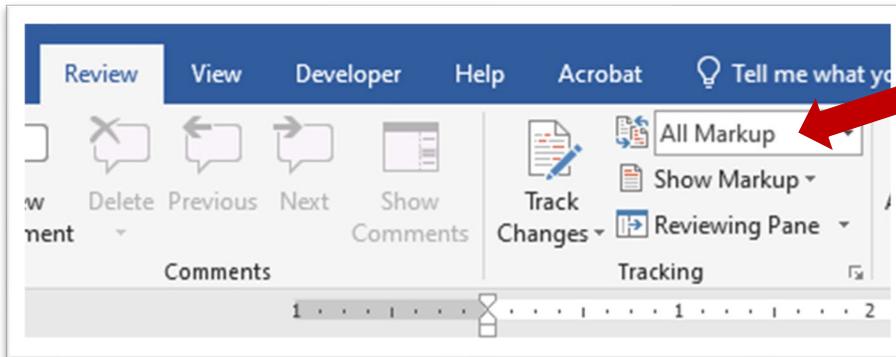


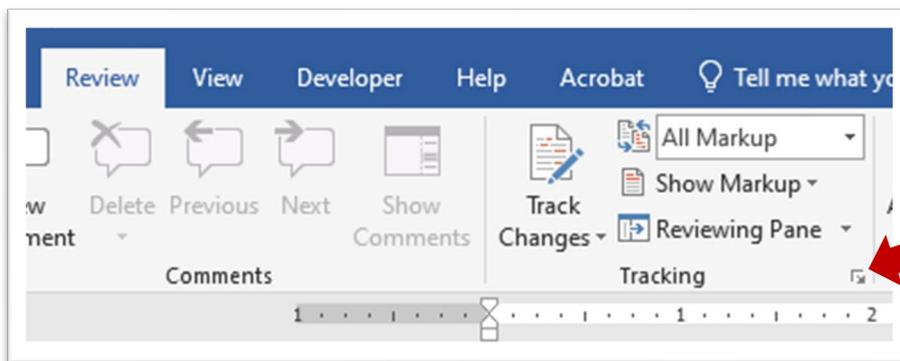


When revising a Word Document for changes that need to be reviewed by another person before finalizing, the Track Changes tool allows multiple parties to accept or reject any edits.

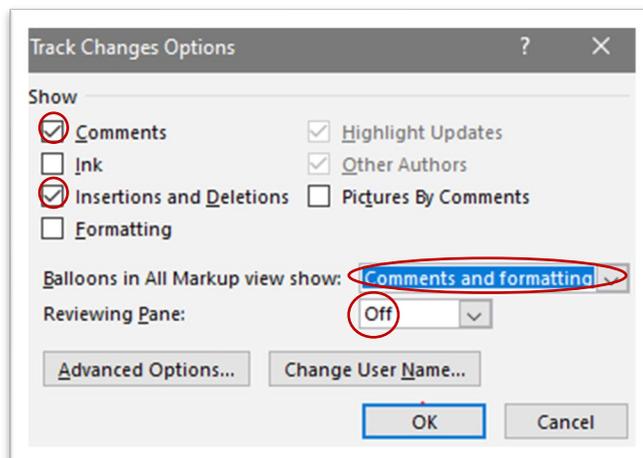
1. Open your Word Document.
2. Click the **Review Tab** at the top.
3. Go to the **Tracking** section in the toolbar and make sure you've selected **All Markup**.



4. Next expand the Tracking option by clicking the bottom right corner.

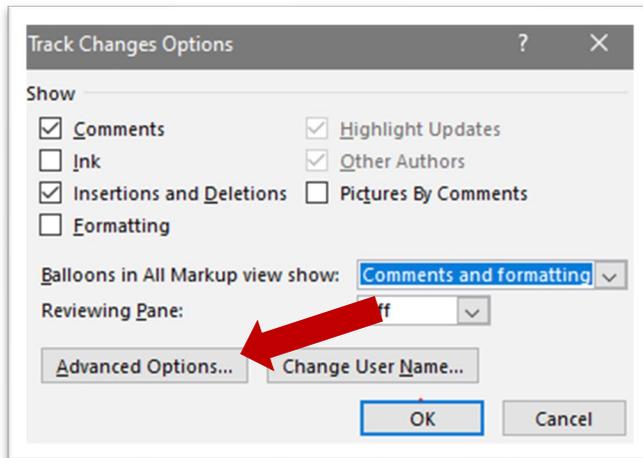


5. The following popup will appear. Make sure the following selections are made:





6. Before clicking OK, click **Advanced Options**.

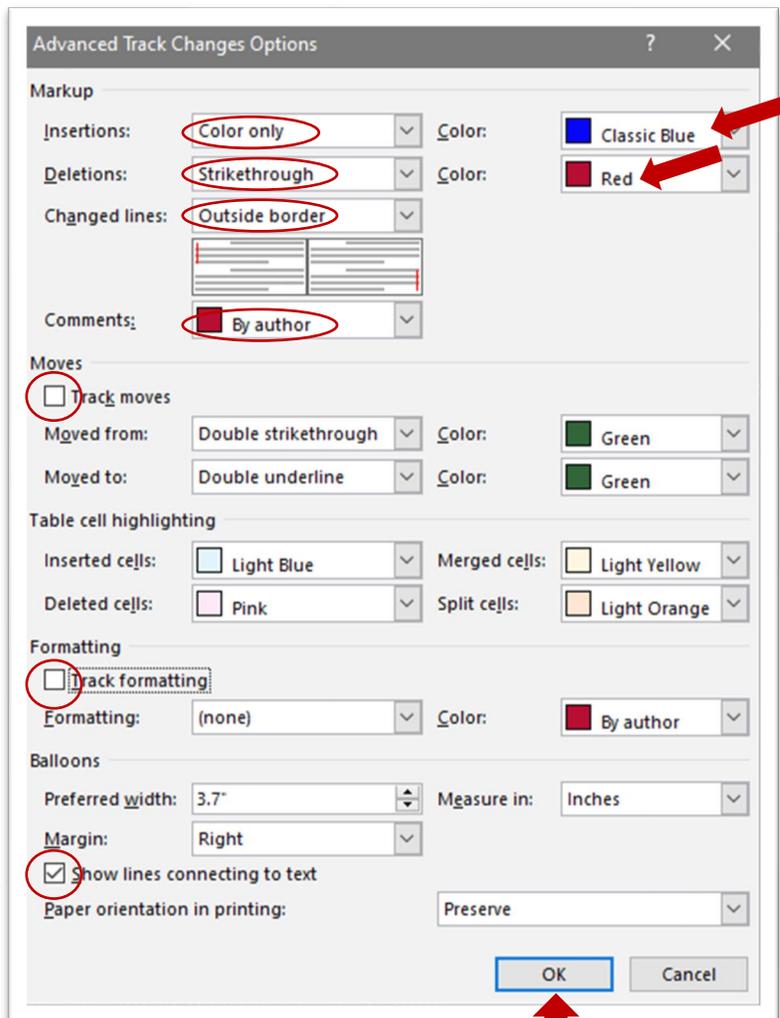


7. In the **Advanced Options** make sure the following selections are made:

UNCHECK

UNCHECK

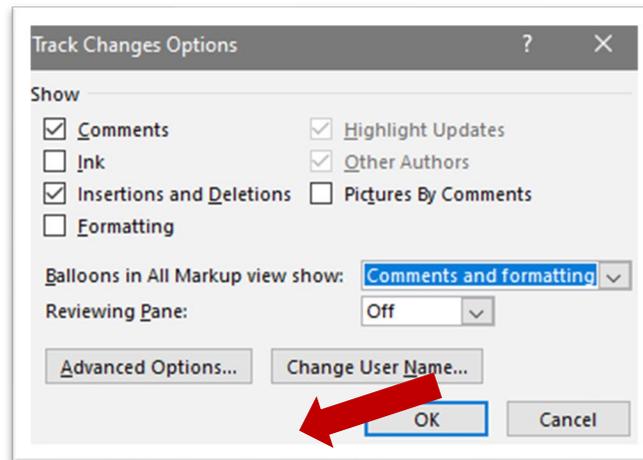
CHECK



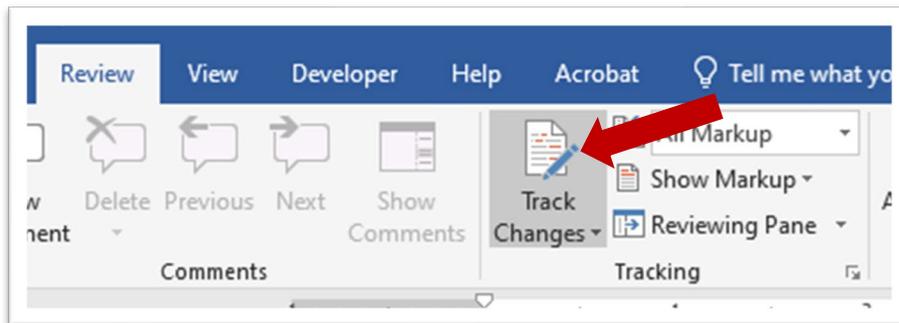
Click **OK** when done.



8. Click **OK** again.



9. The **LAST** step before you begin revising your document is to make sure you click **Track Changes** to activate the tracking tool. If activated, it should appear grey.



Now you're ready to begin! As you make changes, Word will automatically mark your changes for the next reviewer to see what you may have deleted or added to the original document.