

INSTRUCTION SHEET
WORD 2003 – CONSTITUTION AND BYLAWS

How do I get rid of my revisions?

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 **View** menu, point to **Toolbars**, and then click **Reviewing**.
2. On the **Reviewing** toolbar, click **Show**, and then make sure that check mark appears next to each of the following items:
 - ◆ Comments
 - ◆ Ink Annotations (Word 2003 only)
 - ◆ 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 **Reviewing** toolbar, click **Next** to advance from one revision or comment to the next.
4. On the **Reviewing** toolbar, click **Accept Change** or **Reject Change/Delete Comment** for each revision or comment.
5. Repeat steps 3 and 4 until all revisions in the document have been accepted or rejected and all the comments have been deleted.

Note: If you know that you want to accept all the changes, click the arrow next to **Accept Change** and then click **Accept All Changes in Document**. If you know that you want to reject all the changes, click the arrow next to **Reject Change/Delete Comment**, and then click **Reject All Changes in Document**. To remove all comments, you must delete them. Click the arrow next to **Reject Change/Delete Comment**, and then click **Delete all Comments in Document**.

How to insert new language.

If you are unable to insert new language, go to **Tools**, then click on **Unprotect Document**.