

# Review tracked changes and comments: Word 2003

 Show All

1. If **markup** is not already displayed in your document, click **Markup** on the **View** menu.

**Note** Clicking **Markup** on the **View** menu will display or hide all markup in the document. When you display all markup, all types of markup will be selected on the **Show** menu.

2. Do one of the following:


▼ Review each item in sequence

1. On the **Reviewing toolbar**, click **Next**  or **Previous** .
2. Click **Accept Change**  or **Reject Change/Delete Comment** .

▼ Accept all changes at once

- Click the arrow next to **Accept Change** , and then click **Accept All Changes in Document**.

▼ Reject all changes or delete all comments at once

1. Click the arrow next to **Reject Change/Delete Comment** .
2. Do one of the following:
  - Click **Reject All Changes in Document**.
  - Click **Delete All Comments in Document**.




▼ Review items created by a specific reviewer

1. On the **Reviewing toolbar**, click **Show**. Point to **Reviewers**, and then clear all check boxes except for the ones next to the names of the reviewers whose changes you want to review.


To select or clear the check boxes for all reviewers in the list, click **All Reviewers**.

2. Do one of the following:


▼ Review each change and comment shown in sequence

1. On the **Reviewing toolbar**, click **Next**  or **Previous** .
2. Click **Accept Change**  or **Reject Change/Delete Comment** .

▼ Accept all changes for the selected reviewer

1. Click the arrow next to **Accept Change** .
2. Click **Accept All Changes Shown**.

▼ Reject all changes or delete all comments from the selected reviewer

1. Click the arrow next to **Reject Change/Delete Comment** .
2. Do one of the following:
  - Click **Reject All Changes Shown**.
  - Click **Delete All Comments Shown**.

