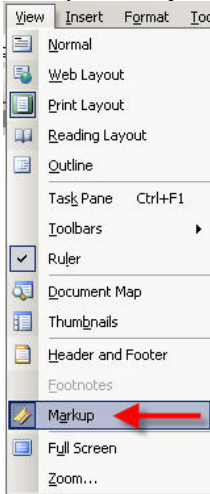




Microsoft Word 2003 Working with Comments

View Comments

Select **View | Markup** to toggle viewing comments on and off



The comments are displayed in the right margin. Each editor's comments will appear in a different color and each editor is identified in the comments.

When abusive or obscene language is not extreme and outrageous *per se*, the totality of circumstances surrounding such language may support a cause of action. Cite.

The "existence of a special relationship in which one person has control over another, as in the employer-employee relationship, may produce a character of outrageousness that otherwise might not exist," but it is not dispositive." *Mirahakbari v. Pennicooke*, 561 S.E.2d 483, 484 (Ga. Ct. App. 2002). Extreme and outrageous conduct may also "arise from the actor's knowledge that the other is peculiarly susceptible to emotional distress

Comment [MU17]: Perhaps a word like "nonetheless" would emphasize the main point of this sentence – may nonetheless support...?

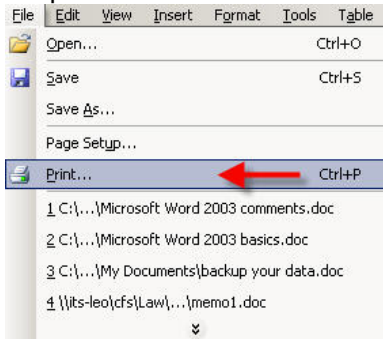
Comment [MU18]: You seem to need a transition here. For one, or For example, perhaps?

Comment [MU19]: "It" is a bit vague here – but the existence of such a relationship?

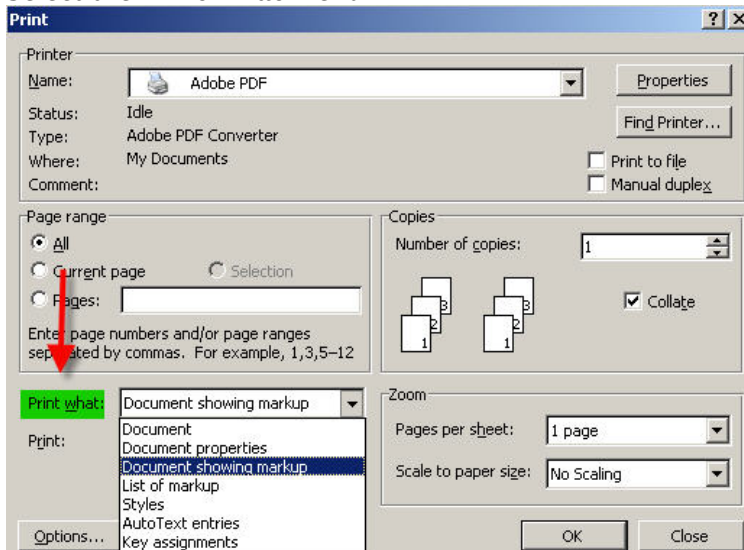
Printing a document with and without comments

Word 2003 enables you to print your document with the comments / markup included, the document without comments / markup, or a list of the markup. All of these options are available from the print dialog box.

Select File | Print



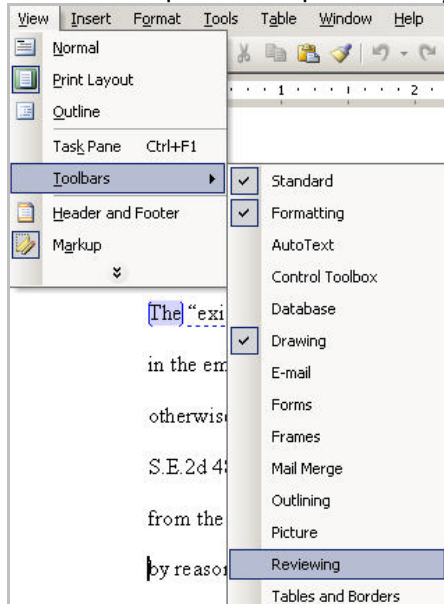
Select the Print What menu



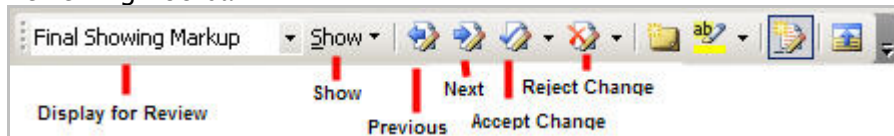
Document – the text of your document (without markup)
Document showing markup – the document including comments
List of markup – a list of the comments without the document

Working with the Reviewing Toolbar

Select **View | Toolbars | Reviewing** to display the reviewing toolbar



Reviewing Toolbar



Display for Review menu options:

Final - final document without markup

Final Showing Markup

Original Showing Markup - reverts to the text as you wrote it with the suggested insertions in the margin and suggestions to delete your words inline.

Original - how the document would look if you rejected all changes.

Show menu options:

You can show | hide revisions and comments using the Show menu options.

Previous - go to the previous revision or comment

Next - go to the next revision or comment

Accept Change options:

Note: Accept changes applies to revisions and not comments.

Accept change

Accept all changes shown

Accept all changes in document

Reject Change options:

Note: Reject changes allows to remove comments and revisions from your document.

Reject change / delete comment

Reject all changes shown

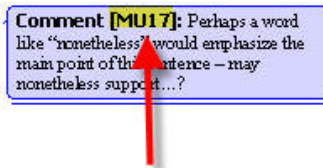
Reject all changes in document

Delete all comments shown

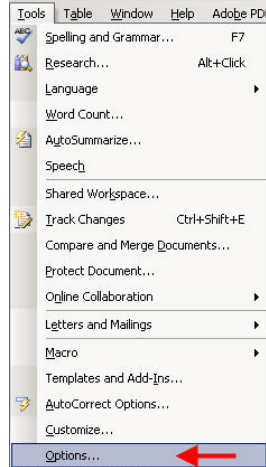
Delete all comments in document

Changing the name in comments

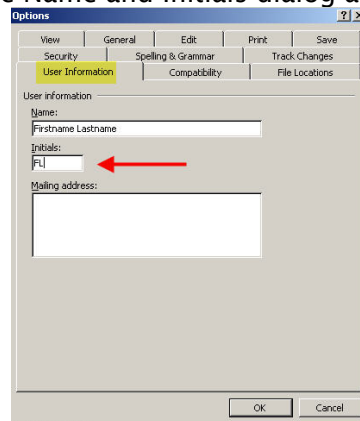
Each comment contains the initials of the editor who inserted the comment.



This information is stored in the User Information settings.
Select **Tools | Options | User Information**



Edit the Name and Initials dialog accordingly.



Note: The information you type in the **User Information** dialog box is used by all Microsoft Office programs. Therefore, any changes you make to these settings will affect other Office programs.

Additional Resources

Get rid of tracked changes once and for all, Redmond: Microsoft

Internet resource:

<http://office.microsoft.com/en-us/help/HA010983881033.aspx>

Frequently asked questions about comments in Word, Redmond: Microsoft

Internet resource:

<http://support.microsoft.com/kb/286169>