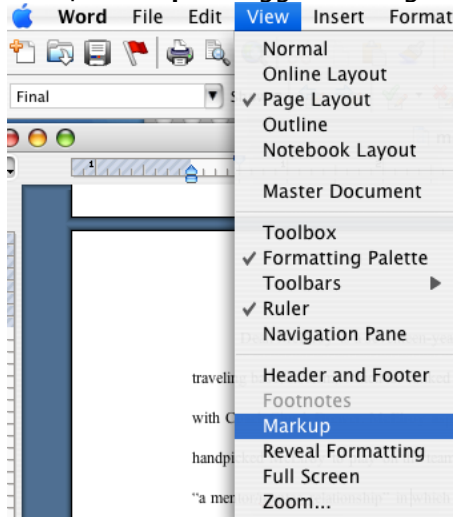




Microsoft Word 2004 for Mac Working with Comments

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." *Miraliakbari 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?

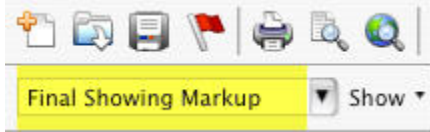
Highlighted text indicates the portion of the document addressed by the comment

The comment appears in a bubble in the margin. The information within the brackets []

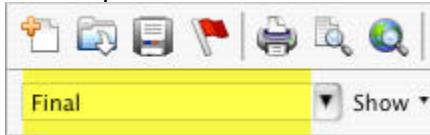
Printing a document with and without comments

Word 2004 for Mac enables you to print your document with the comments | markup included, the document without comments | markup, or a list of the markup. The way that a document is displayed on the screen is how the document will print. Adjust what will print in the Display for Review settings.

Select **Final Showing Markup** to print the document including comments.



Select **Final** to print the document **without** the comments.



Working with 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