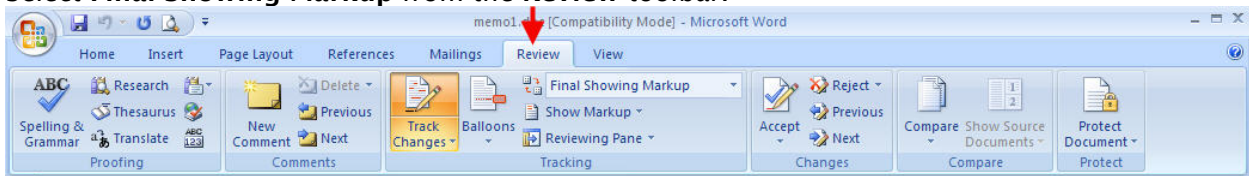




## Microsoft Word 2007 Working with Comments

### View Comments

Select **Final Showing Markup** from the **Review** toolbar.



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?

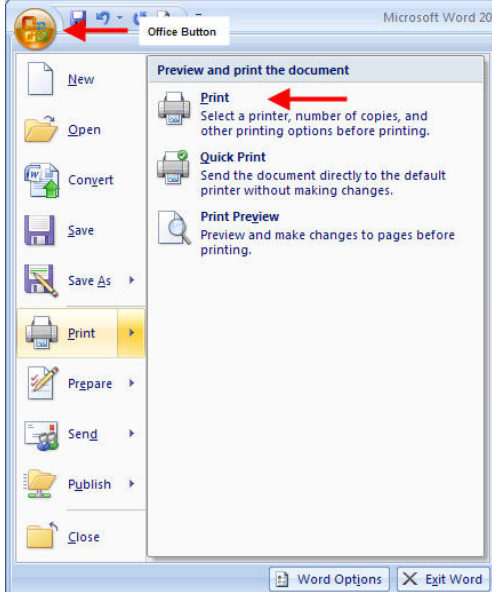
Highlighted text indicates the portion of the document addressed by the comment

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

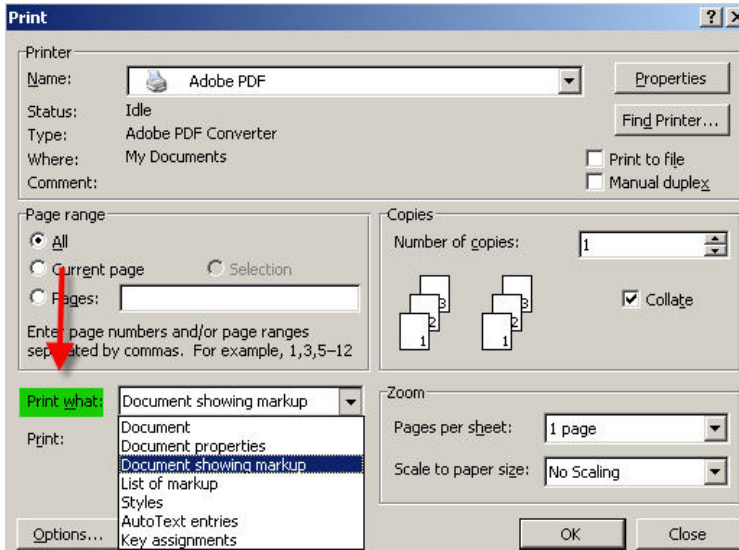
## Printing a document with and without comments

Word 2007 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 **Print** from the **Office Button** menu



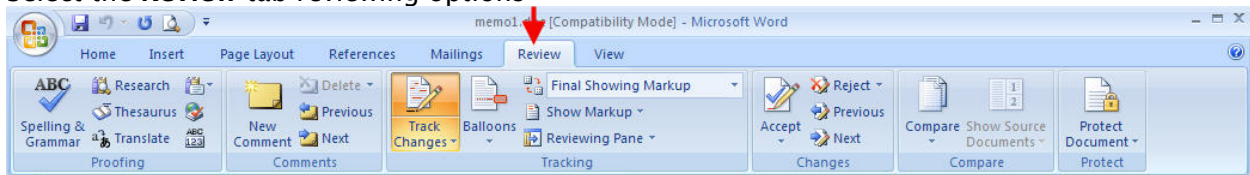
### Select the **Print What** menu



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

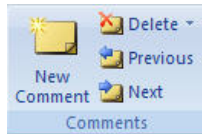
# Working with the Review Tab

Select the Review tab reviewing options



## Understanding the Review tab

### Comments section



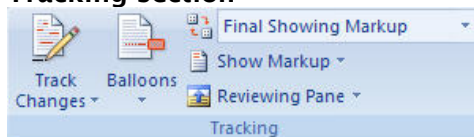
**New Comment:** add a comment to the selection.

**Delete:** delete the current comment or all comments in the document.

**Previous:** navigate to the previous comment in the document.

**Next:** navigate to the next comment in the document.

### Tracking section



**Track Changes:** track all changes made to the document.

**Balloons:** display options for revisions, most users prefer balloons in margin.

**Display for review:** options for viewing proposed changes to the document.

Final – final document without markup

Final Showing Markup

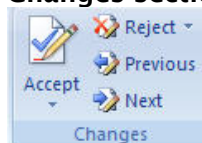
Original Showing Markup – reverts to the text as you wrote it with the suggested insertions in the margin and suggestions to delete your words inline.

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

**Show Markup:** options for markup to be displayed.

**Reviewing Pane:** display revisions in separate window.

### Changes section



**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

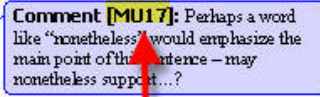
Delete all comments in document

**Previous:** navigate to the previous revision.

**Next:** navigate to the next revision.

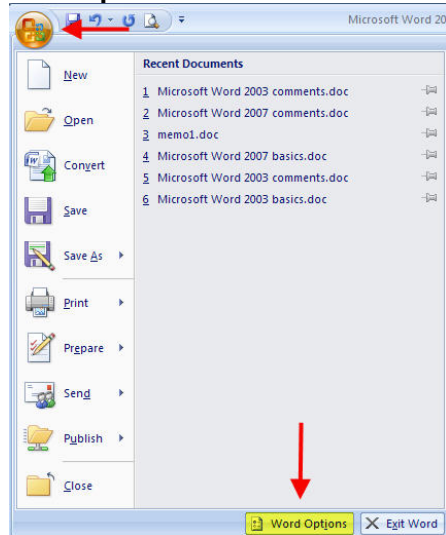
## Changing the name in comments

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

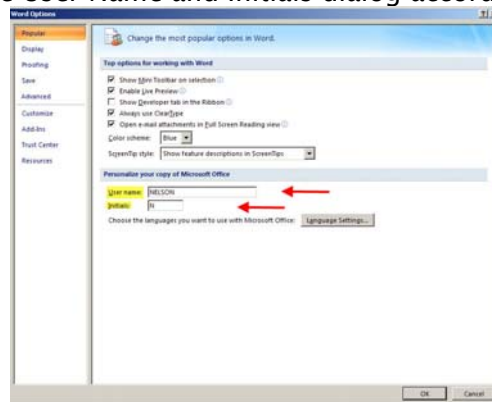


This information is stored in the User Information settings.

Select **Word Options** from the **Office Button** menu



Edit the User 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

Tracking changes and comments, Redmond: Microsoft 2007

Internet resource

<http://office.microsoft.com/en-us/word/CH100243831033.aspx>