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Word accept all changes from one user

revisions inline, or select Show only comments and formatting in balloons. Comments Sometimes you might want to add a comment to leave feedback instead of editing a document. Although it's often used in conjunction with Track Changes, you don't necessarily need to have track changes enabled to add comments. Add comments: Highlight text or place the insertion point where you want the comment to appear. On the Review tab, click the New Comment command. Type your comment. When you're done, close the comment box by pressing the Esc key or by clicking somewhere outside the comment box. Delete comments: Select the comment you want to delete. On the Review tab, click the Delete command. The comment will be deleted. To delete all comments, click the Delete drop-down arrow, and then select Delete All Comments in document. Compare documents If you're editing a document without keeping track of changes, it's still possible to use control features like Accept and Deny. You do this by comparing two versions of the document. All you need is the original document and the revised document (the documents must also have different file names). Compare two documents: On the Review tab, click the Compare command, and then select Compare from the drop-down menu. A dialog box appears. Choose the original document by clicking the drop-down arrow and selecting the document from the list. If the file is not in the list, click the Browse button to find it. Choose the revised document, and then click OK. Word compares the two files to determine what was changed and then creates a new document. The changes appear as colored markers, as do Track Changes. You then use the Accept and Deny commands complete the document. Challenge! Open our practice document. Turn on Track Changes and show All Markup.In the Tracking group, choose View Revisions in Balloons.In the first paragraph, edit the second sentence so it reads It was a pleasure to meet you and tour the facility. In the second paragraph, change the word techniques to strategies. Change the font of the letter in Cambria, 12 pt. In the third paragraph, select The Words Thank you and insert a comment that says Set it to Same rule as Quality Furnishings.At this point, your letter should look something like this (Note: Format color may vary):Click the Accept drop-down arrow and select Accept All Changes and Stop Tracking. /and/word2016/inspecting-and-protecting-documents/content/ This article explains how to view only one reviewer changes to Word Changes (the screenshots are for Word 2010 and Word 2013 separately, but this works for all versions of Word, including Word 2003 and Word 2007). Once you see the changes made by an editor or reviewer, you remove the changes from that one reviewer, leaving only the changes of the other reviewers. Why should I only want to accept one reviewer tracking changes? Recently I worked on a document where I made all my usual changes or comments, then the author responded and sent it back to me for re-checking. They hadn't accepted my first changes, but had told me in the email that they were ok. Because the document looked really messy and confusing, I wanted to accept all my changes and just work with the author's additions and amendments. This is how I did it. Note, it looks slightly different in Word 2007/2010 and Word 2013, with subtly different terminology, so we look first at 2007-2010 and then to 2013 How do I see and accept a reviewer's changes in Word 2007 and Word 2010? Here is our text, with comments and corrections by two reviewers, displayed in two colors. What I want to do is accept the changes in blue and just end up with those in red reviewing. First of all, we only need to show one reviewer corrections. We do this in the Review tab, Track the Changes area. Click the arrow next to Show Markage, and then reviewers from the drop-down menu. Ticks different names or un-ticks. In this case, I want to communicate with only the changes in blue - the ones I want to accept. So I click the check mark through the LB initials, to un-tick that box and only see Laura's corrections: Once I've done that, I can only see the blue corrections. Please note that the red comment box is also gone. We only see comments and corrections from Laura, but lb's will still be there behind the scenes. Now I want to accept these blue changes. Click the Review tab, Track Changes, click the arrow at the bottom of the Accept button, and then click Accept All The Changes Displayed (it's important to choose them - if I've chosen Accept All Changes in Document, all changes will be accepted, hidden, and visible). Now all the blue accepted and only L[aura' comment is visible. Just to prove that my corrections are still there, and in case I want to review them, we can view all reviewers by going back to Review - Track Changes - Show Markup - Reviewers and clicks in the box to tick LB: Now I can check the the in red and all the comment boxes, and watch them happily. How do I see and accept a reviewer's changes in Word 2013? Here our text has been commented on and corrected by two people. I want to review and accept Laura's red changes and then view my own changes in blue to view them (Yes, if you read this all the way through, Word 2010 and Word 2013 chose the opposite colors for the two reviewers). First, we just need to look at the blue corrections to accept only those corrections. On the Review tab, track the Changes area, click Show Markage, and reviewers. This gives us the ability to tap or tick by each individual reviewer. This is where I'm going to make LB disgruntled. Now we can see Laura's changes in red. We can accept these changes by choosing the Review tab : Track the Changes area and click the arrow at the bottom of the Accept button. Next, we choose Accept All Displayed Changes (note, Accept all changes accepts all changes, red or blue, visible or hidden: we don't want to): Now that all insertions and removals have been accepted and we're left with only the comment balloon: To view and view the suggestions made by me in blue, we'll go back to the Review tab - View the Track Changes area – Markup – Reviewers and check back by the LB : Now we can see all the changes proposed by LB as well as the comments of both people. This is another one written when I had a specific need and had to go hunting around, so I hope you found it useful. If so, share using the buttons below or pop a comment! Please note that these hints work with versions of Microsoft Word that are currently in use - Word 2007, Word 2010, and Word 2013 all for PC. Mac-compatible versions of Word must have similar options. Always save a copy of your document before you manipulate it. I don't take responsibility for pickles you get yourself into! This is part of my series on preventing time-consuming short cuts and using Word in the right way to maximize your time and improve the appearance of your documents. Find all the short cuts here... Related posts on this blog: Track changes 1 - why use it, where can you find it, what can you do with it? Track changes 2 – Track changes 3 – work with a document with tracked changes Make up comments balloons – everything you've ever wanted to know! What to do if your comment boxes go small in Word – A common problem, hard to find the answer! What to do if your comment box text runs from right links - Useful if you edit texts from Arabic authors Changing the language in your comment balloons - From the US to UK English and beyond... ...

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