

WORD

Turn Off Reviewing (Comments)

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Overview

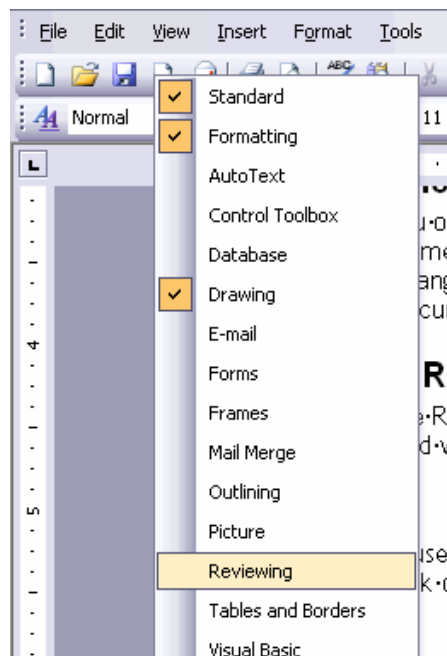
When you open a Word document edited by someone else, you may find that the text is marked up with comments, deletions, etc. This is the result of the Word Reviewing feature (sometimes called Track Changes) being turned on. If you are not actually using the Reviewing tools to review changes to the document, you can hide the markup by turning off the feature.

Show Reviewing Toolbar

When the Reviewing feature is turned on, the Reviewing toolbar is usually visible somewhere within your Word window:

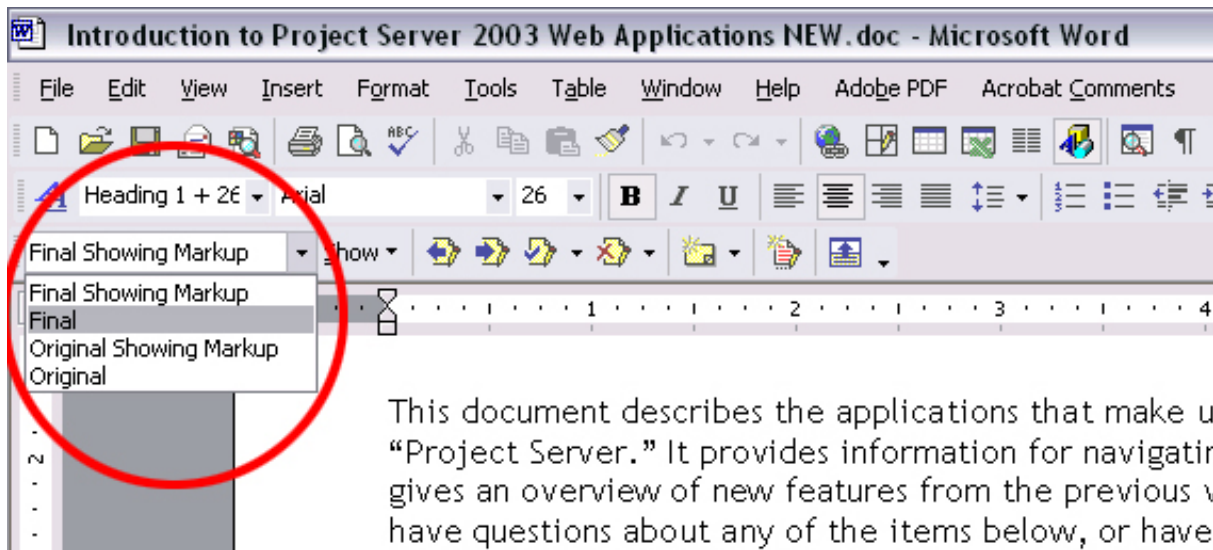


You will use this toolbar to turn off the feature. If the toolbar is not visible, you'll need to turn it on. One way to do this is to right-click on any visible toolbar. The **Toolbar** menu will open. Choose **Reviewing**.



Hide Markup

If the Reviewing markup is visible in your document, then the first item in the Reviewing toolbar is probably “Final Showing Markup.” (Another possibility is “Original Showing Markup.”) To see the most recent version of the document without markup, click on the drop-down arrow and choose “Final.”



Hide Reviewing Toolbar

To hide the Reviewing toolbar, right-click on any visible toolbar and choose “Reviewing” to deselect it.