

Move your cursor over to the "Review" tab. It will have an orange line around it as your cursor hovers over the tab.

How to Write a Novel

Pre-writing and Book Editing

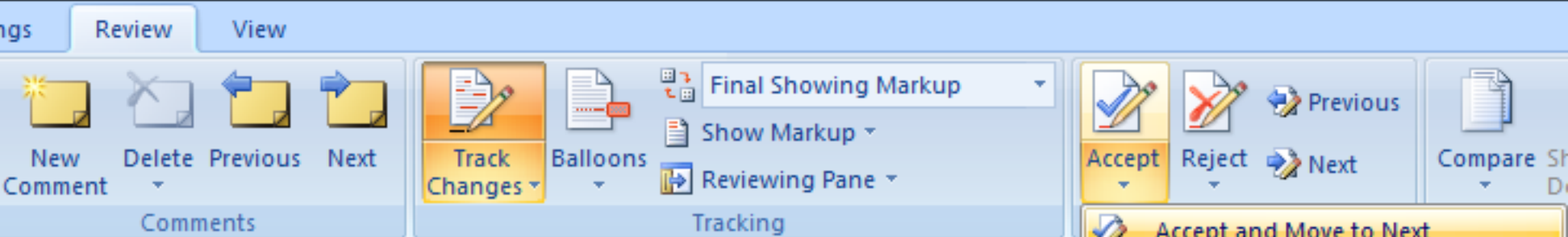
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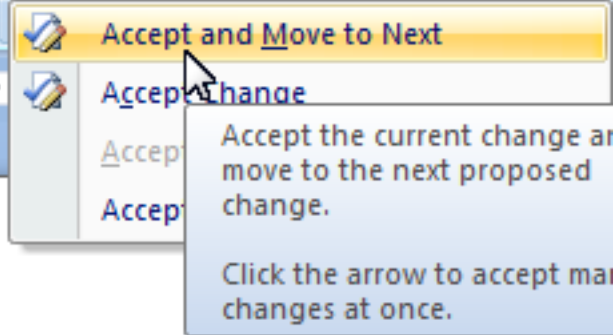
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here to begin. Well, help is on the way! This is the first in a series of articles



Click on "Accept" to open the menu. This is where you will work with each of the changes recommended by your editor that you wish to accept.



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Comments: New Comment, Delete, Previous, Next

Tracking: Track Changes, Balloons, Show Markup, Reviewing Pane

Final Showing Markup

Accept, Reject, Previous, Next, Compare

Accept and Move to Next
Accept Change
Accept All Changes Shown
Accept All Changes in Document

At this point, you can choose to accept each change individually and move to the next change and review it. You can also choose to accept all of the changes at once by clicking on "Accept All Changes". When this option is chosen, all of the changes made by your editor will be implemented into your document.

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The image shows the Microsoft Word Reviewing Tools ribbon. The ribbon includes sections for Comments (New Comment, Delete, Previous, Next), Tracking (Track Changes, Balloons, Final Showing Markup, Show Markup, Reviewing Pane), and Review (Accept, Reject, Previous, Next, Compare). A yellow callout box is positioned over the 'Reject' button, containing text that explains how to reject a change. The 'Reject' dropdown menu is open, showing options: 'Reject and Move to Next' (highlighted), 'Reject Change', 'Reject All Changes Shown', and 'Reject All Changes in Document'.

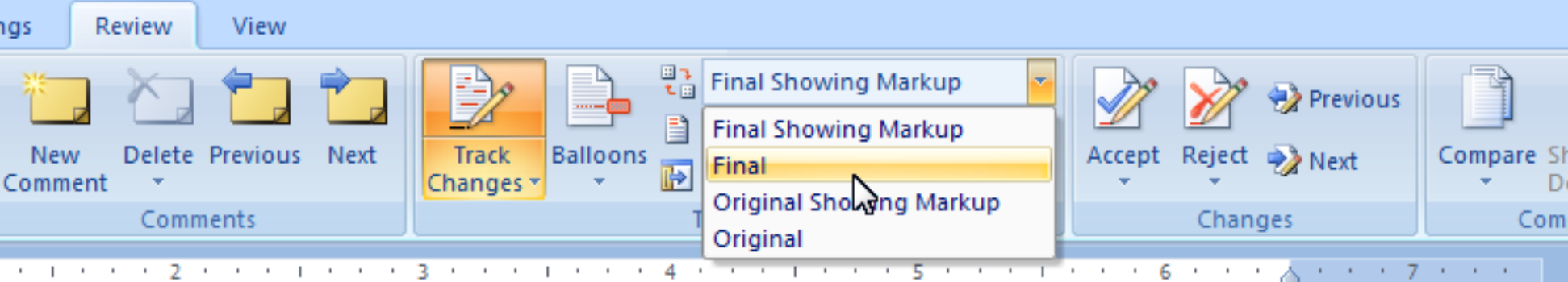
While you are reviewing your edited document, you may find that there are editing suggestions from your editor that you would rather not accept. In this case, click on "Reject". Another menu will drop down and you can choose to reject that particular change.

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The screenshot shows the Microsoft Word ribbon with the 'Review' tab selected. The 'Final Showing Markup' dropdown menu is open, showing options: 'Final Showing Markup', 'Final', 'Original Showing Markup', and 'Original'. A yellow callout box is overlaid on the ribbon, containing the following text:

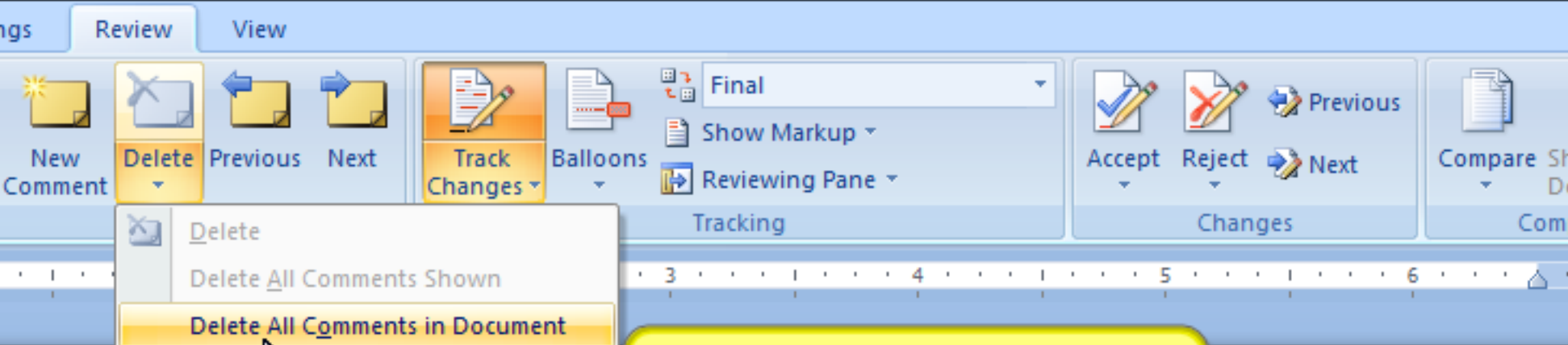
Once you have accepted or rejected the changes in the document and are ready to print a final copy of your document without the markup, click on the down arrow to the right of "Final Showing Markup". This will cause a drop down menu to appear. Click on "Final" in this menu.

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The screenshot shows the Microsoft Word Reviewing Pane. The 'Review' tab is active, and the 'View' group contains the 'Delete' button. A dropdown menu is open from the 'Delete' button, showing three options: 'Delete', 'Delete All Comments Shown', and 'Delete All Comments in Document'. A mouse cursor is pointing at the 'Delete All Comments in Document' option. The 'Tracking' group shows 'Final' as the current status, with 'Show Markup' and 'Reviewing Pane' options. The 'Changes' group shows 'Accept', 'Reject', 'Previous', and 'Next' options. The 'Compare' group shows 'Compare' and 'Show Differences' options. A ruler is visible at the bottom of the ribbon area, showing markings for 3, 4, 5, and 6.

To remove all of the editor's comments and any balloons that may remain on the side of the document, click on the word "Delete". This will cause a drop down menu to appear. From this menu, select "Delete All Comments in Document". This will remove all of the comment balloons.

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you want to write a novel. You've had these ideas rolling around in your head for years but have no idea where to begin. Well, help is on the way! This is the first in a series of articles