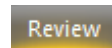




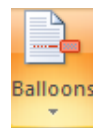
# Charis Alexandra Training Ltd

## Working with Ballons and the Reviewing Pane.

1. Click the **Review** tab.

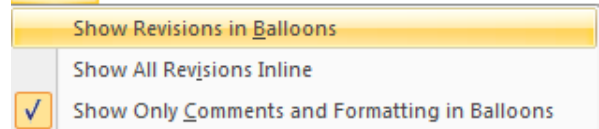


2. Click the **Balloons** button → **Select one** of the following **three** options:



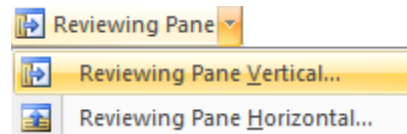
**Show Revisions in Balloons**

**Show All Revisions Inline.** (shows changes in the document).



**Show Only Comments and Formatting in Balloons** (hide content changes).

3. To **display** the Reviewing Pane → **Reviewing pane Arrow** → **Select** the require **Vertical** / **Horizontal** display option.

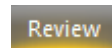




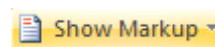
# Charis Alexandra Training Ltd

## Showing and Hiding Elements using Show Markup.

1. Click the **Review** tab.

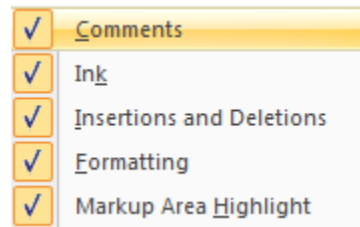


2. Click on the **Show Markup** button.



3. Select the require option:

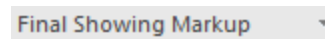
**Comments**  
**Ink**  
**Insertions and Deletions**  
**Formatting**  
**Markup Area Highlight**



For the Reviews option you are able to show **individual** or **All** Reviewer's additions.

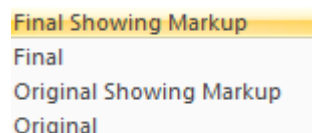


4. Click the **Display for Reviewers** list arrow.



5. Select the require option.

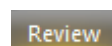
**Final Showing Markup / Final**  
**Original Showing Markup /**  
**Original.**



## Inserting a Comment.

1. Position the cursor where you wish to insert the Comment.

2. Click the **Review** tab.



3. Click the **New Comment** button.



4. Enter the comment text, click **outside** the balloon to **save**.

**Preview:Comment.**



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ABC COMPANY were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information [Technology](#) and Personal Development Skills.

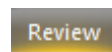
Comment [JS1]: This is a comment.



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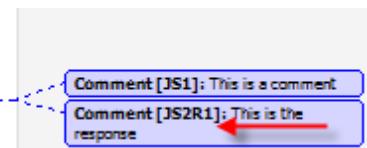
## Responding to a Comment.

1. Select the Balloon of the Comment that you wish to Respond.
2. Click the **Review** tab.
3. Click the **New Comment** button.
4. **Type** the response.



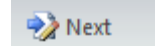
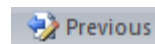
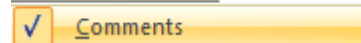
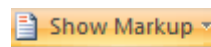
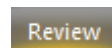
## Preview: Response.

ABC COMPANY were founded in 1981, and has successfully expanded its operations over the last 20 years to become one of the major independent providers of quality training services in the field of Information **(technology)** and Personal Development Skills.



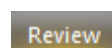
## Reading Comments.

1. Click the **Review** tab.
2. Select **Show Markup** → **Comments**.
3. The **comments** within the document will be **displayed**.
4. To move **back** or **forward** between comments Click → **Previous** or **Next**.



## Editing Comments.

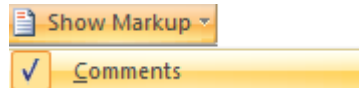
1. Click the **Review** tab.





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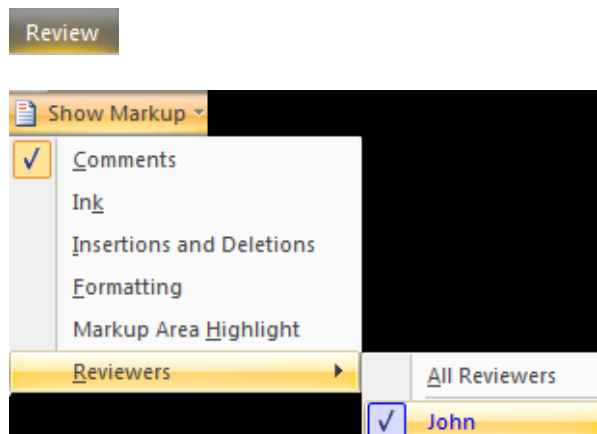
2. Select **Show Markup** → **Comments**.



3. **Select** the text in the comment, make the required changes, **click** out of the comment to **save**.

## Deleteing Comments for an Individual or All Comments.

1. **Click** the **Review** tab.
2. **Click** on **Show Markup** button arrow.
3. **Click** on **Reviewers**.
4. **Select** either the **individuals** name or **All** reviewers.



5. **Click** the **Delete** button.
6. **Select** the required **delete** option.  
**Delete.**  
**Delete All Comments Shown.**  
**Delete All Comments in Document.**

