HOW TO ACCEPT/REJECT TRACK CHANGES.
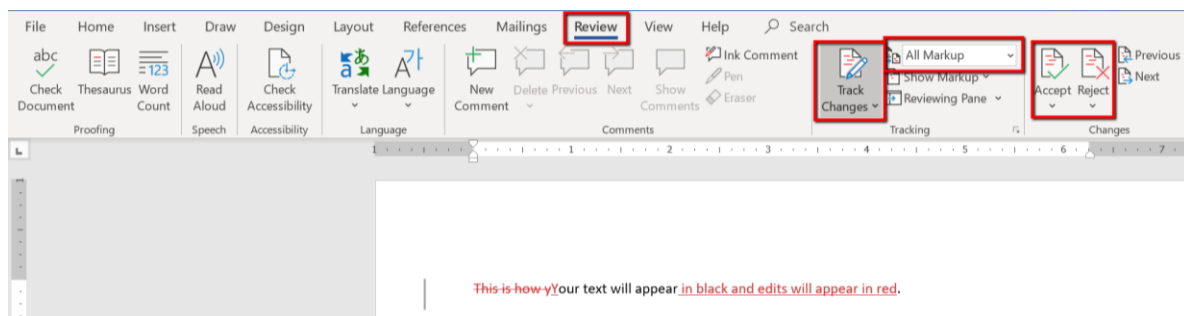
1. Go to the **Review** tab in your Word Document.

2. Make sure that your view is set to *All Mark-up* so that you can see the changes that have been made to your document. These changes should appear in your document as red writing and lines.

3. Click on the red change that you want to accept or reject.

4. Click **Accept** or **Reject**.

5. The mark-up will disappear, and Word will automatically jump to the next change.

6. When you have finished accepting and rejecting the changes, click the **Track Changes** button to turn off Track Changes.