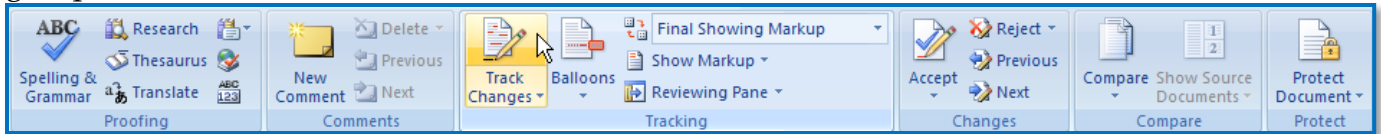


Review Tab

This ribbon contains groups that can be used to check the spelling and grammar in a document, add comments to a document, track the changes in a document, compare two or more versions of a document, or to protect a document. The table below describes each of the buttons in the groups for this ribbon.



| Groups/Buttons | Description |
|-------------------------------|--|
| Proofing Group | |
| Spelling and Grammar | To check the spelling and/or grammar in a document, click this button. The checker will scroll through the document, making suggestions for changes to the document. |
| Research | Click this button to open the Research Task Pane. In this Task Pane, it is possible to search through reference materials, such as encyclopedias, dictionaries, and translation services |
| Thesaurus | This feature is used to suggest other words that are similar to the word that has been selected. |
| Translate | Use this button to translate the text into a different language. |
| Translation Screen Tip | Click this button to display a screen tip that will translate the word into another language when the mouse pointer is paused over the word. |
| Set Language | This button is used to select the language that the document is to be written in. |
| Word Count | To find out the number of pages, words, paragraphs, lines, and characters in a document, click this button. |
| Comments Group | |
| New Comment | To add a new comment to a document, click this button. The comment will appear along the right side of the document window. |
| Delete | To remove the comment from the document, select the comment and then click this button. |
| Previous | To display a previous comment in a document, click this button. |
| Next | To display the next comment in a document, click this button. |
| Tracking Group | |
| Track Changes | Click this button to track all changes that are made to a document, including insertions, deletions, and formatting changes. |
| Balloons | Use this feature to choose how revisions in a document will be displayed. The options are displayed as balloons, in the margins of the document, or directly within the document itself. |

| Groups/Buttons | Description |
|------------------------------|---|
| Final Showing Markup | This button is used to show how to view the proposed changes to a document. The options are to show the document with all proposed changes, to show the original version of the document, or to show the markups. |
| Show Markup | Click this button to choose what kind of markup to show in the document. It is possible to hide or display formatting changes, comments, insertions, deletions, and other kinds of markups. |
| Reviewing Pane | To show the changes in a document in a separate pane, click this option. |
| Changes Group | |
| Accept | To accept a change in a document and move on to the next change, click this button. Click the arrow at the bottom of the button to accept several changes at one time. |
| Reject | Click this button to reject changes that have been made to a document. Click the arrow to choose from other options for making changes to the document. |
| Previous | To move to a previous change in a document, click this button. |
| Next | This button is used to move from one change in a document to another one. |
| Compare Group | |
| Compare | To compare or combine two or more versions of a document at one time, click this button. |
| Show Source Documents | Click this button to choose which source documents to show. It is possible to show the original document, the revised document, or both documents at the same time. |
| Protect Group | |
| Protect Document | To add a password or other security precautions to a document, click this button. |