The results of accepting or rejecting a change are as follows:

- **Accept**: incorporates the change into the document and removes the change indication marking.
- **Reject**: reverts the change to its original state and removes the change indication marking.

Track Changes menu and toolbar

For quick and easy accepting and rejecting of changes, you can use the Track Changes toolbar (Figure 47), which includes buttons for the same functions as appear on the **Edit > Track Changes** submenu (Figure 48). To enable the Track Changes toolbar, click **View > Toolbars > Track Changes** on the Menu bar. You can dock this toolbar in a convenient place or leave it floating.

Right-click (context) menu

1) If tracked changes are not showing, click **Edit > Track Changes > Show**.

2) Hover the mouse pointer over a recorded change. A box appears with information about the type of change, who made it, and the date and time.

3) Right-click the changed text. In the context menu, choose **Accept Change** or **Reject Change**.

Manage Changes dialog

1) Click **Edit > Track Changes > Manage**. The Manage Changes dialog (Figure 49) opens, showing changes that have not yet been accepted or rejected.

2) When you select a change in the dialog, the change itself is highlighted in the document, so you can see what the editor changed.

3) Click **Accept** or **Reject** to accept or reject the selected change. You can also click **Accept All** or **Reject All** if you do not want to review the changes individually.

To show only the changes of certain people or only the changes on specific days or various other restrictions, use the **Filter** tab (Figure 50) on the Manage Changes dialog. After specifying the filter criteria, return to the **List** tab to see those changes that meet your criteria.
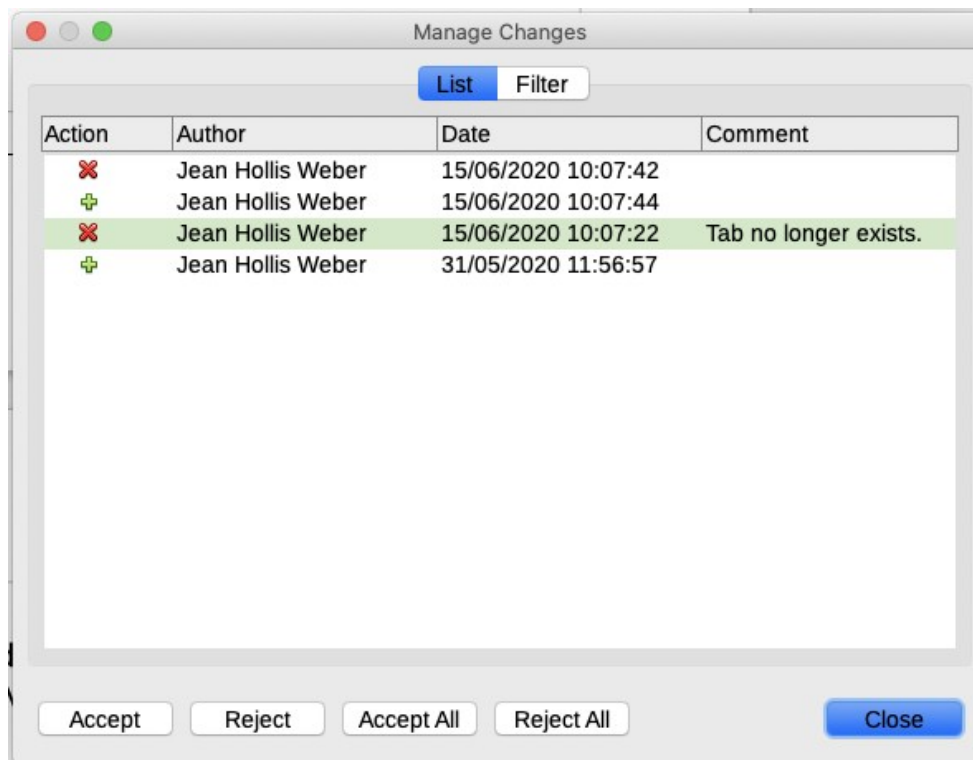

Figure 49: The List tab of the Manage Changes dialog