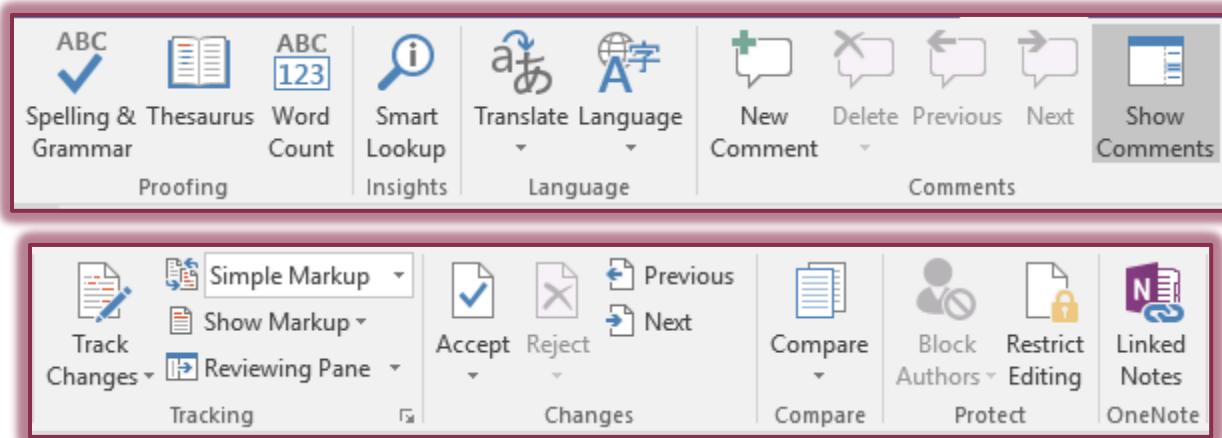


Review Tab

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.
Thesaurus	This feature is used to suggest other words that are similar to the word that has been selected.
Word Count	To find the number of words, characters, paragraphs, and lines in a document, click this button. The word count can also be found in the status bar at the bottom of the window.
Insights Group	
Smart Lookup	This feature allows you to learn more about selected text by seeing definitions, images, and other results from various online sources.
Language	
Translate	Use this button to translate words or paragraphs into a different language by using bilingual dictionaries or machine translation.
Language	This button is used to select the language that the document is to be written in.
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.

Show Comments	Click this button to display all the comments along the side of the document.
Tracking Group	
Track Changes	Click this button to track all changes that are made to a document, including insertions, deletions, and formatting changes.
Display for Review	This button is used to view the proposed changes to the document. All Markup shows the document with all proposed changes included. Original shows the document before any changes were made.
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 list, click this option. Click the arrow to decide whether to display the changes below or next to the document.
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.
Previous	To navigate to a previous revision in a document so that changes can be accepted or rejected, click this button.
Next	This button is used to navigate to the next revision in a document so that changes can be accepted or rejected.
Compare Group	
Compare	To compare or combine two or more versions of a document, click this button.
Protect Group	
Block Authors	Use this button to block others from editing selected text in a document. This option is only available for those who have access to a shared location.
Restrict Editing	This button is used to restrict how people edit or format specific parts of a document. It is possible to prevent formatting changes, force all changes to be tracked, or only enable commenting.
OneNote Group	
Linked Notes	Use this button to create or open notes about the current document.