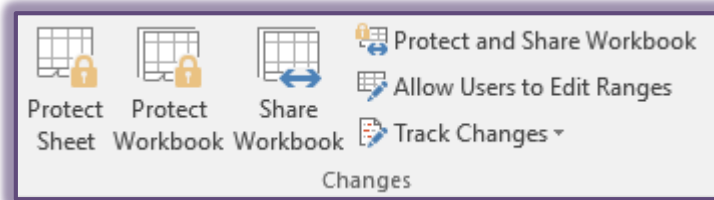


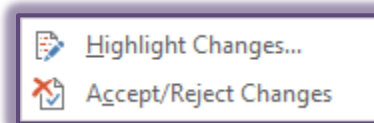
## REVIEW AND ACCEPT/REJECT CHANGES

When collaborating with a number of users in producing or editing a document, you should consider tracking the changes each user makes. When this option is turned on, any changes made to the workbook are highlighted in a color assigned to the user who makes the changes. Once changes have been made in a workbook by others, it is possible to accept or reject those changes.

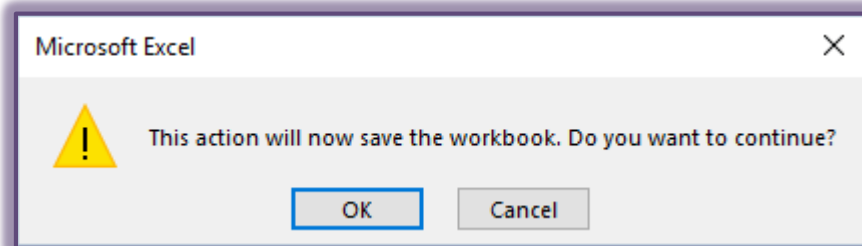
- Turn **Track Changes** on by clicking the **Track Changes** button in the **Changes Group** under the **Review Tab**.
- Select **Highlight Changes** from the list that displays.
- Make some changes to the data in a worksheet.
- Click the **Review Tab**.
- In the **Changes Group**, click the **Track Changes** button.



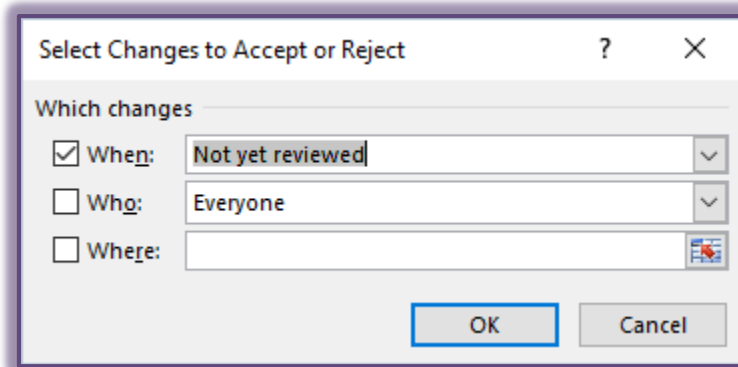
- Click the **Accept or Reject Changes** option from the list.



- If the workbook has not been saved, the message as illustrated below will appear.



- The **Select Changes to Accept or Reject** dialog box will appear.



☞ Select the changes that are to be viewed:

★ **When**

- ✦ Click the check box for this option to review all changes made to the workbook.
- ✦ To highlight only changes made at certain time periods, click the When drop-down arrow and choose the option **Since date** and then specify a date.

★ **Who**

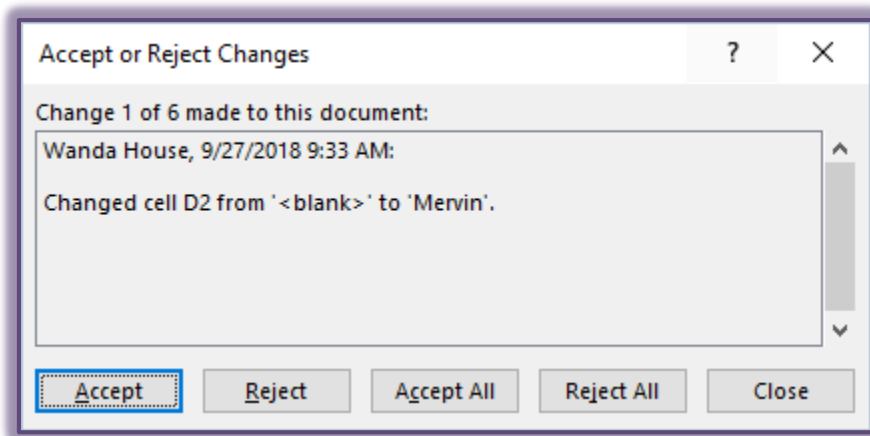
- ✦ To review all changes made to the workbook; do not click this check box.
- ✦ To review only changes made by a specific person, click the check box for this option.
- ✦ Select the person's name by clicking the drop-down arrow for the Who box.

★ **Where**

- ✦ To review changes to the entire workbook, do not click this check box.
- ✦ To review changes within a specific area of a worksheet, click this check box.
- ✦ Enter the range address of that area in this box or click the **Collapse** (red arrow) and select the range.

☞ After all the options have been selected, click the **OK** button.

☞ The **Accept or Reject** changes dialog box will appear.



☞ The first change will be specified in this dialog box.

- ★ Click **Accept** to input the change.
- ★ Click **Reject** to reject (undo) the change.
- ★ Click **Accept All** to accept all the changes made to the workbook at one time.
- ★ Click **Reject All** to reject all the changes made to the workbook.

☞ Continue this process until all changes to the workbook have been accepted or rejected.

☞ Click the **Close** button to exit the dialog box.