

Reviewing and sharing your documents

Learn how to track changes in your document. How to insert comments. How to save as PDF

Tutorials	Description	Level
Revise documents with Track Changes and Comments	How to turn Track Changes on and off, how to see changes and comments the way you like, and how to accept or reject or delete them	Intermediate

Videos	Description	Level
Inserting Comments	Feedback from others to your document, or from you to someone else's document could be very valuable. Learn how to insert comments in a document. (Brainstorm Inc)	Beginner
Saving as PDF	Sending your document to others or publishing it on a website? Learn how to save your documents as a PDF files. (Brainstorm Inc)	Beginner
Use tracked changes and comments in your Word 2007 documents	How to track changes on your document while you edit, and how to apply those changes.	Intermediate
Remove tracked changes from Word 2007 documents	Learn the difference between hiding the markup in your document and eliminating it once and for all	Intermediate
Share Word 2007 documents with people who are using previous versions of Word	How to create a document to be used by previous versions of Word; and, how to open a Word 2007 document in an earlier version of Word	Intermediate