

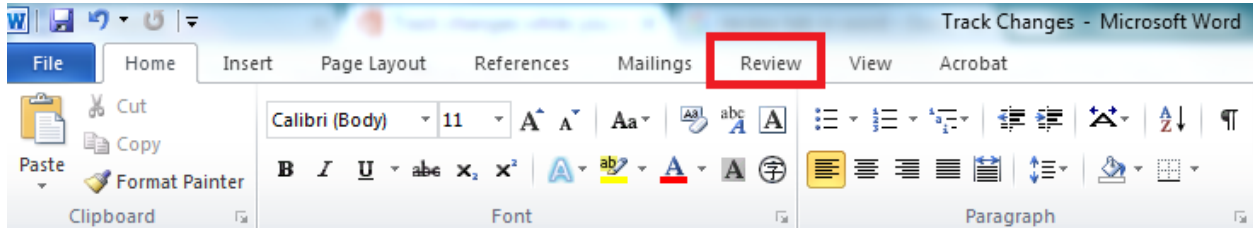
# JCEHE Technical Review Notes

The **JCEHE** has conducted a **Technical Review** of your manuscript. Suggested changes are provided by using **comments** and the **track changes** function in Microsoft Word ®. In most cases, Microsoft Word ® displays all tracked changes and comments by default. However, if you are not seeing these, please consider the instructions below.

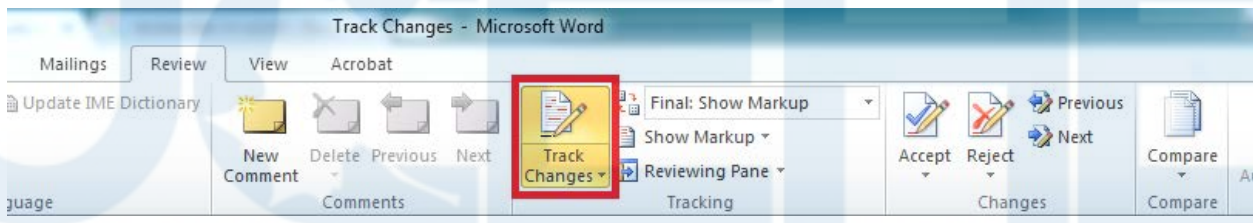


# How to Review Changes

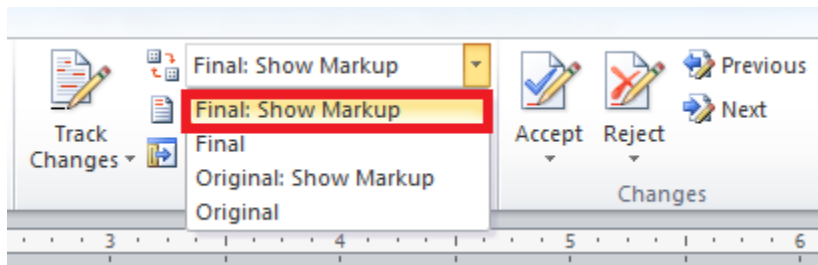
1. Locate the **Review** tab.



2. On the **Review** tab, in the **Tracking** group, click the **Track Changes** button.  
The **Track changes** button becomes highlighted, as shown in the following figure.



3. Click on the **drop-down menu** next to the **Tack Changes** button. Make sure you select **Final: Show Markup**, and then you will be able to see all suggested changes made to your manuscript.



# How to Accept/Reject Changes

In Microsoft Word ®, you can either [a\). Review each Tracked Change and Comment in sequence](#), or [b\). Accept/Reject all changes at once](#).

## a). Review Each Tracked Change and Comment *in Sequence*

1. On the **Review** tab, in the **Changes** group, click **Next** or **Previous**.

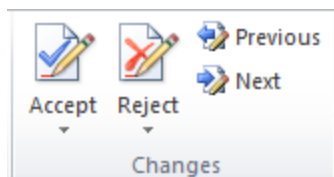


2. Do one of the following:
  - a. In the **Changes** group, click **Accept**.
  - b. In the **Changes** group, click **Reject**.
  - c. In the **Comments** group, click **Delete**.
3. Accept or reject changes and delete comments until there are no more tracked changes or comments in your document.

To ensure all tracked changes are accepted or rejected and that all comments are deleted, on the **Review** tab, in the **Tracking** group, click **Reviewing Pane**. The summary section at the top of the **Reviewing Pane** displays the exact number of tracked changes and comments that remain in your document.

## b). Accept/Reject All Changes *at Once*

1. On the **Review** tab, in the **Changes** group, click **Next** or **Previous**.



2. Click the arrow below **Accept/Reject**, and then click **Accept/Reject All Changes in Document**.