A ***revision mark*** (a vertical line outside the left margin) signifies a change has been made in the document. A line through existing text indicates that the text should be deleted, whereas text that is underlined is to be added. The suggestions of multiple reviewers will appear in different colors. Yellow highlighting denotes a comment indicating that the reviewer has added a descriptive note without making a specific change. The comment appears on the screen when the cursor is moved over the highlighted text. (Comments can be printed at the end of a document if one selects the appropriate option in the Print command.) Comments, once created, can be edited and/or deleted by right clicking on the highlighted text and selecting the appropriate command from the shortcut menu.

The review process is straightforward. The initial document is sent for review to one or more individuals, who enter their changes through tools on the ***Review tab*** or through the ***Track Changes command*** in the Tracking group on the Review tab. The author of the original document receives the corrected document, and then uses the Accept and RejectChanges command to review the document and implement the suggested changes. The changes can be selectively accepted, reviewing each change before accepting it, or the author can choose to accept them all without reviewing them.