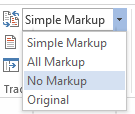
This document describes how we read and edit documents in Microsoft Word 2013.

# First Opening – Review

When you first open a document, if review marks are displayed, click the REVIEW menu tab.

If you’re NOT familiar with the document, please leave Track Changes ON.

Change the **Simple Markup** to **No Markup** so changes are not highlighted for you.



If you’re familiar with the document, accept each as you go through the document.

When you’re done reviewing, click Accept all.

## File Name versioning

If you want to save any changes, Save As.

Save As Type **Word 93-2003** to ensure backward compatibility.

Change the file name’s version number and author initials.

## Headings

Headings increase by 2 points

Heading 1– Ariel 18 Point bold

Heading 2– Ariel 16 Point bold

Heading 3– Ariel 14 Point bold

Heading 4 – Ariel 12 Point bold

# Glossary