*Once you have added in in all your references, the next step is usually to distribute your document for feedback or receive one for your responseon its contents. If you review a document and you find issues or notes that you need to let the other person know about, then Word provides you a set of tools that can be used to let the other person know your thoughts without actually changing the document. This allows the person to compare your suggestion to what they previously had in the document and either accept or reject you’re suggestions. Word then automatically makes the changes in the document.*