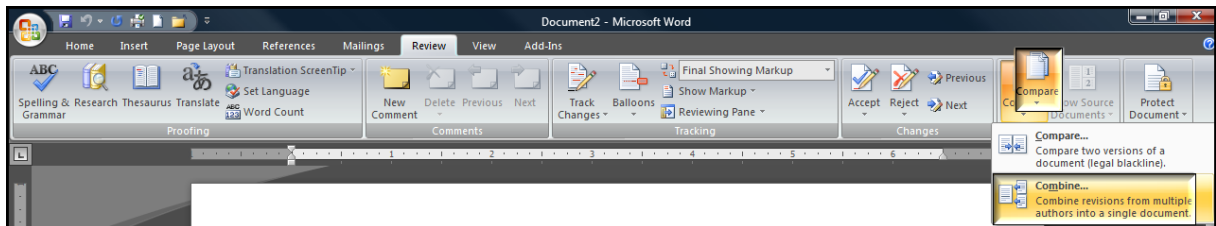
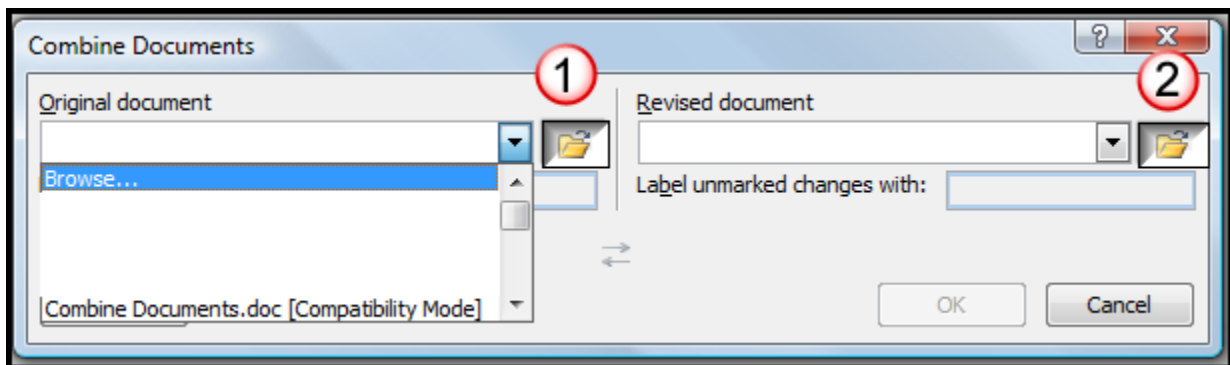


HOW TO: **COMBINE DOCUMENTS:**

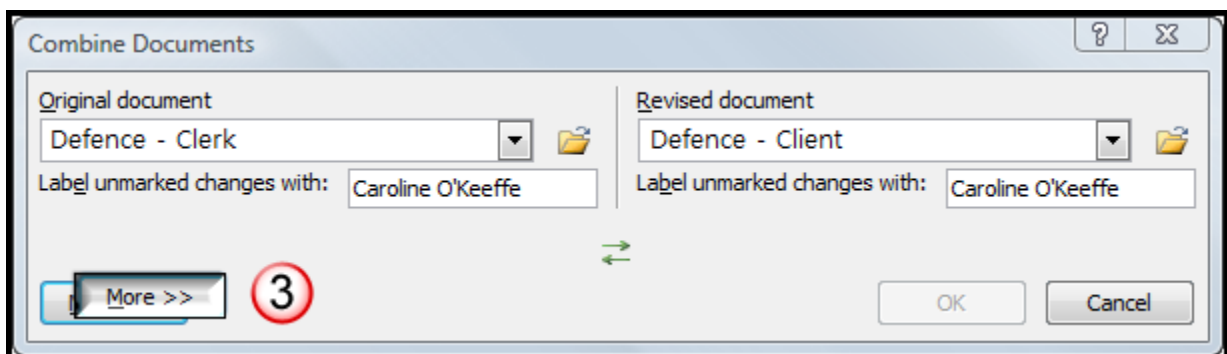
1. Click the **Review** Tab, click **Compare**, click **Combine**.



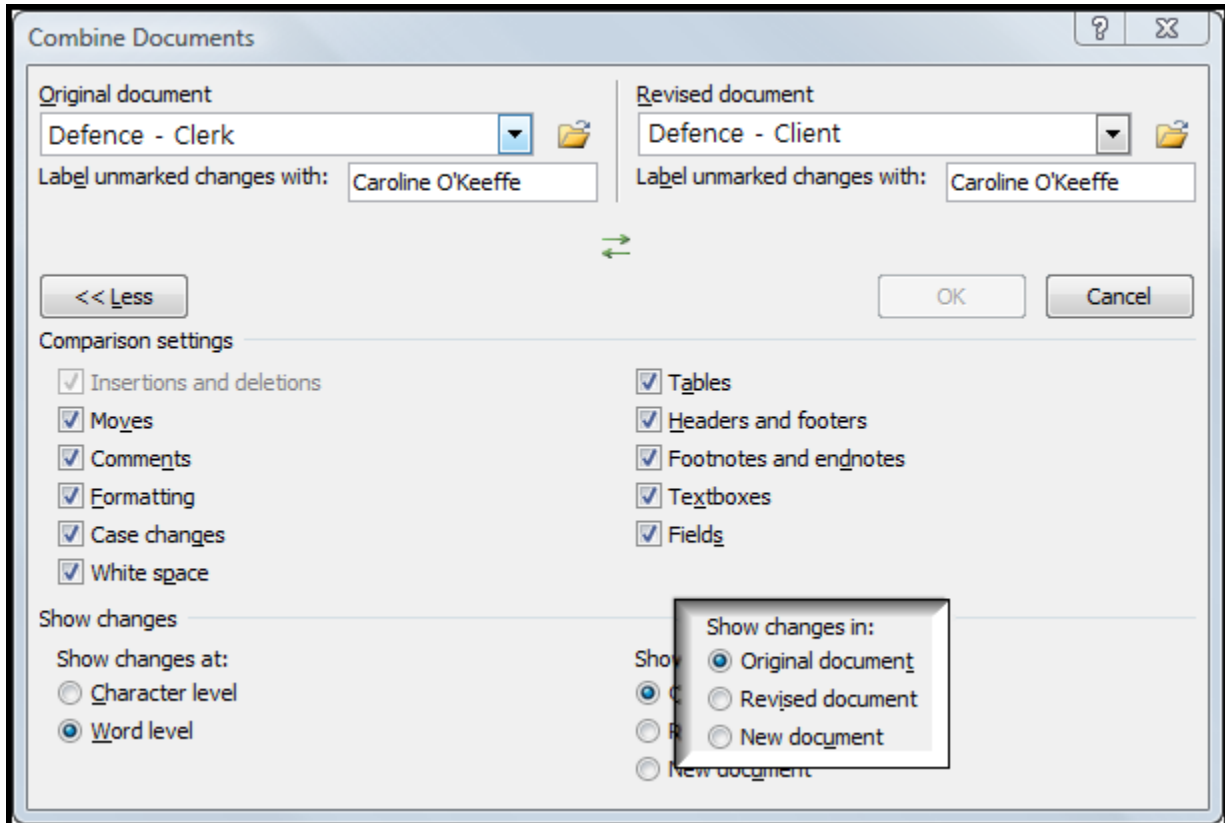
2. At the **Combine Documents** dialog box, **1** click **Browse** at **Original document** to navigate to the original document OR select a document from the list displayed of most recently selected documents. Then **2** **Browse** at **Revised document** to navigate to the other document you wish to combine with the original document.



3. Click the **3** **More** button to see additional features:



4. Select where you want to see changes – in the **Original document**, the **Revised document**, or in a **New document**. Click **OK**.



Note: If the formatting is different between documents, Word can only store one set of formatting changes. You will be prompted to choose which document you wish to keep formatting changes from.

5. As required, at the **Review** tab, in the **Tracking** group, view **Original showing Markup**. From the **Changes** group, **Accept** or **Reject** the changes.