# Rad s funkcijom Track Changes u Wordu 2007

## 1. Alatna traka za bilježenje promjena

Za početak kliknite na alatnu traku Worda koja se zove: Review

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2. Uključivanje opcije za bilježenje promjena u dokumentu: klik na ikonu 'Track Changes':

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### 3. Isključivanje opcije za bilježenje promjena

Ako ste dobili dokument s označenim promjenama i više ne želite da se promjene koje vi radite bilježe, onda isključite ovu opciju klikanjem na istu tu ikonicu: 'Track changes'.

4. Prihvaćanje promjene koja je napravljena: obilježite dio teksta koji je promijenjen i kliknite na ikonu 'Accept'

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**5. Odbijanje promjene koja je napravljena**: obilježite dio teksta koji je promijenjen i kliknite na ikonu 'Reject'

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#### 6. Ubacivanje komentara

Kliknite na dio teksta gdje želite ubaciti komentar, ili označite cijelu rečenicu/paragraf koju želite komentirati i onda u alatnoj traci Review kliknite na ikonu 'New Comment'



### 7. Brisanje komentara

Kliknite u komentar koji želite izbrisati i onda kliknite žutu ikonu 'Delete'

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