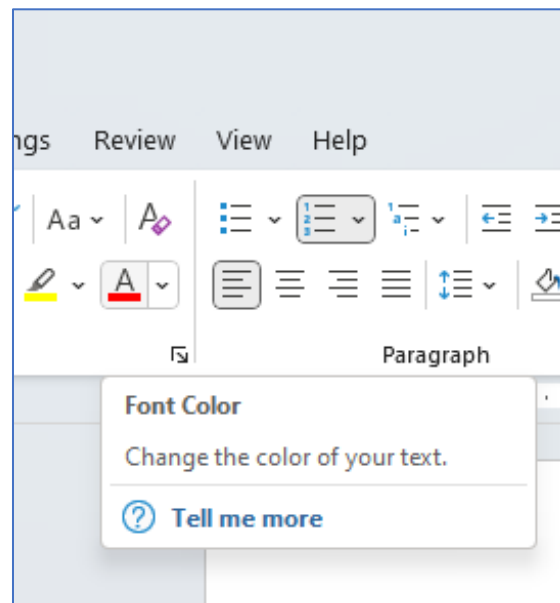
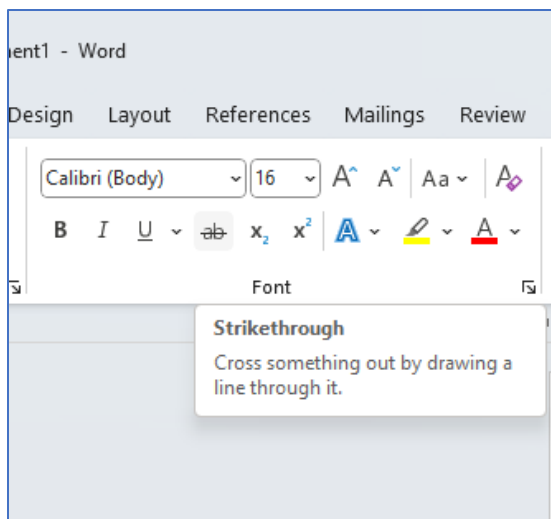


Redlining a Bill

When a bill is revising existing handbook language, you will need to produce a redline version to show the exact changes you've made. This can be accomplished in two ways.

Option 1. Use the Strikethrough option in the Font menu to strikethrough any words you deleted. Then change all **strikethroughs** and all newly **inserted language** to red.



Option 2. Use the Track Changes tool in the Review tab. You will need to set the Advanced Track Changes Options so that all deletions are shown as red ~~strikethroughs~~ and all insertions are color only. If you want to move language rather than delete and insert, you will need to adjust those settings to match. Set the Changed lines option to (none) so there won't be gray lines in the margin where changes were made. (Note: Turn off Track Changes for any changes to the document that are not changes to the actual language such as the bill title or number.)

