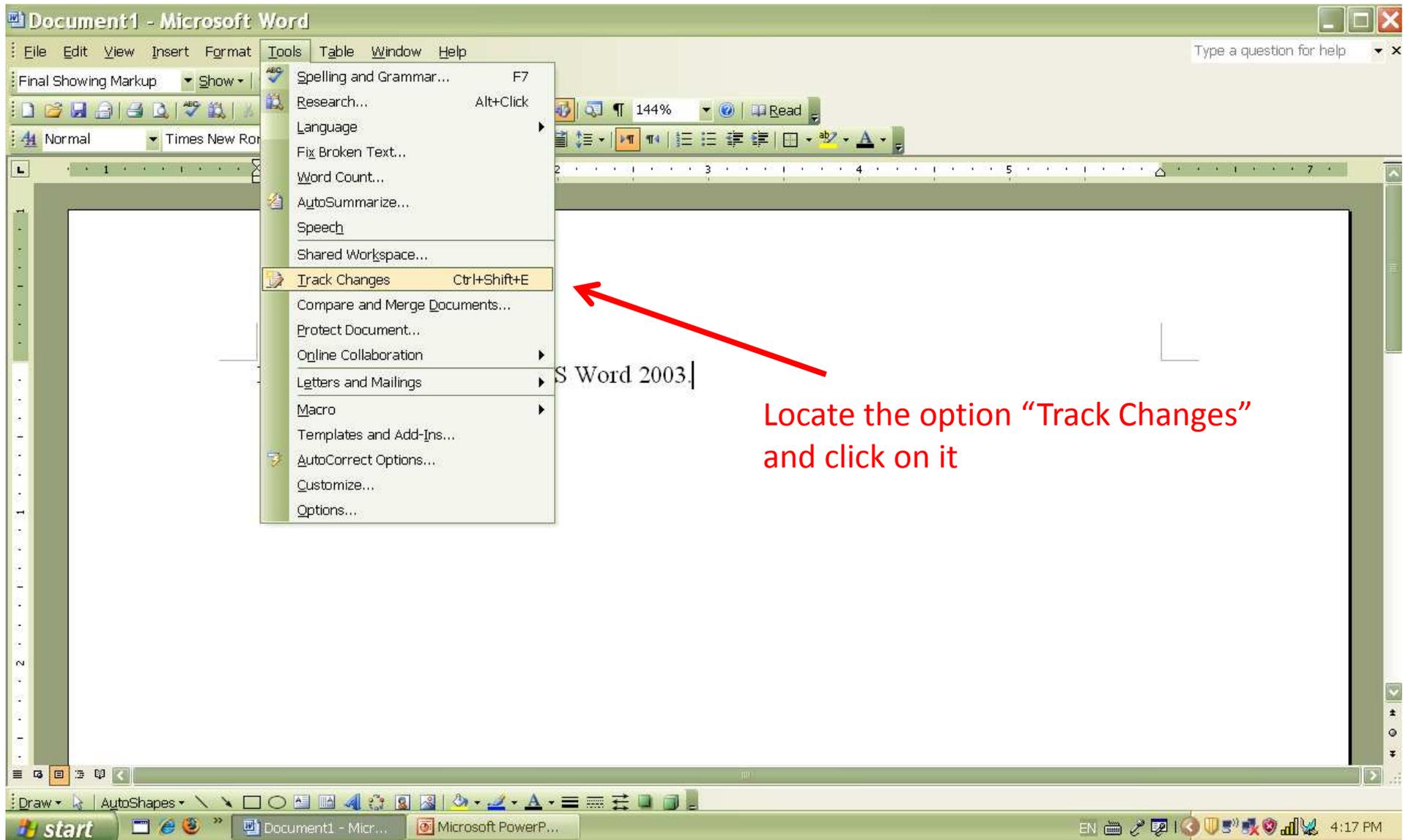


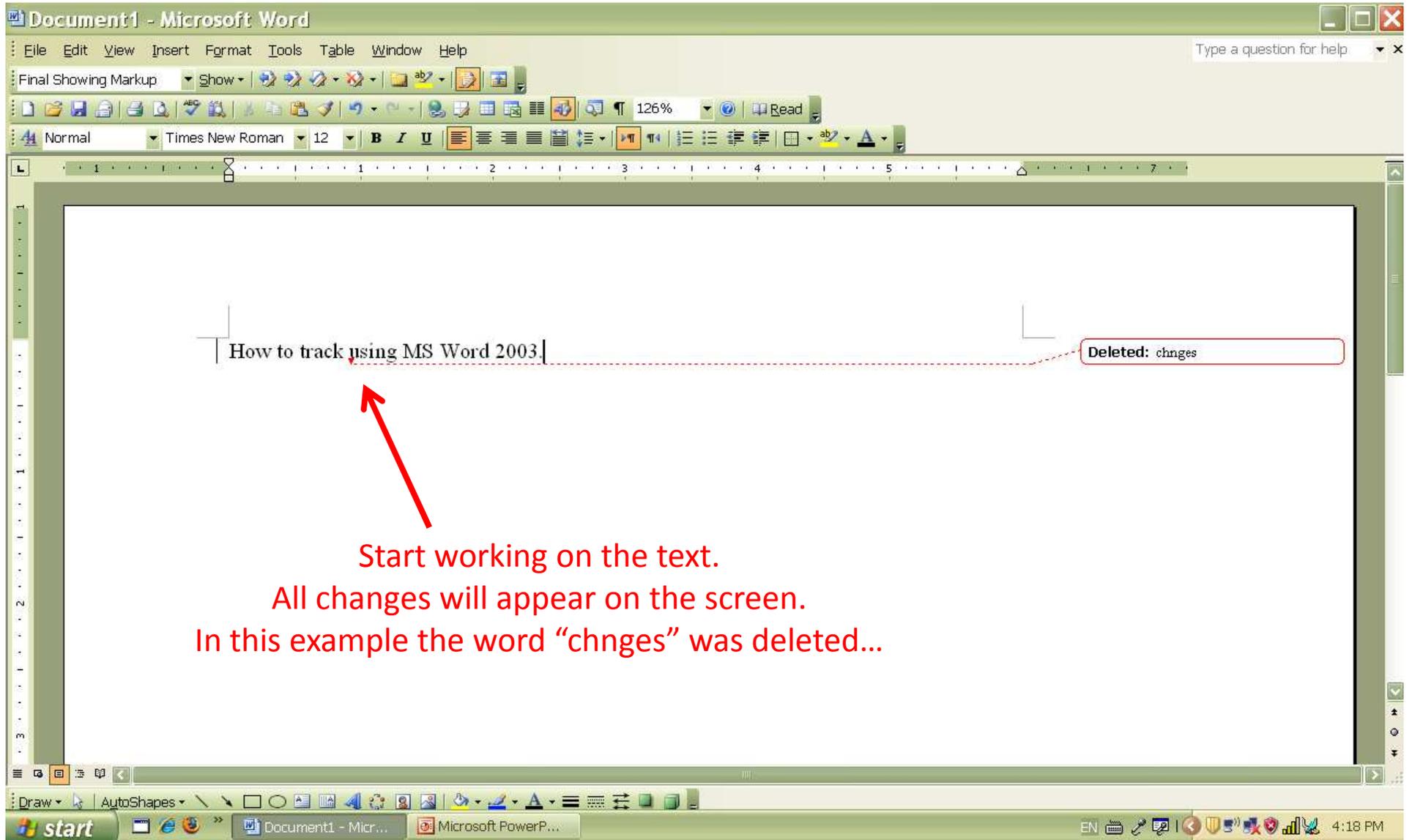
Click on "Tools"

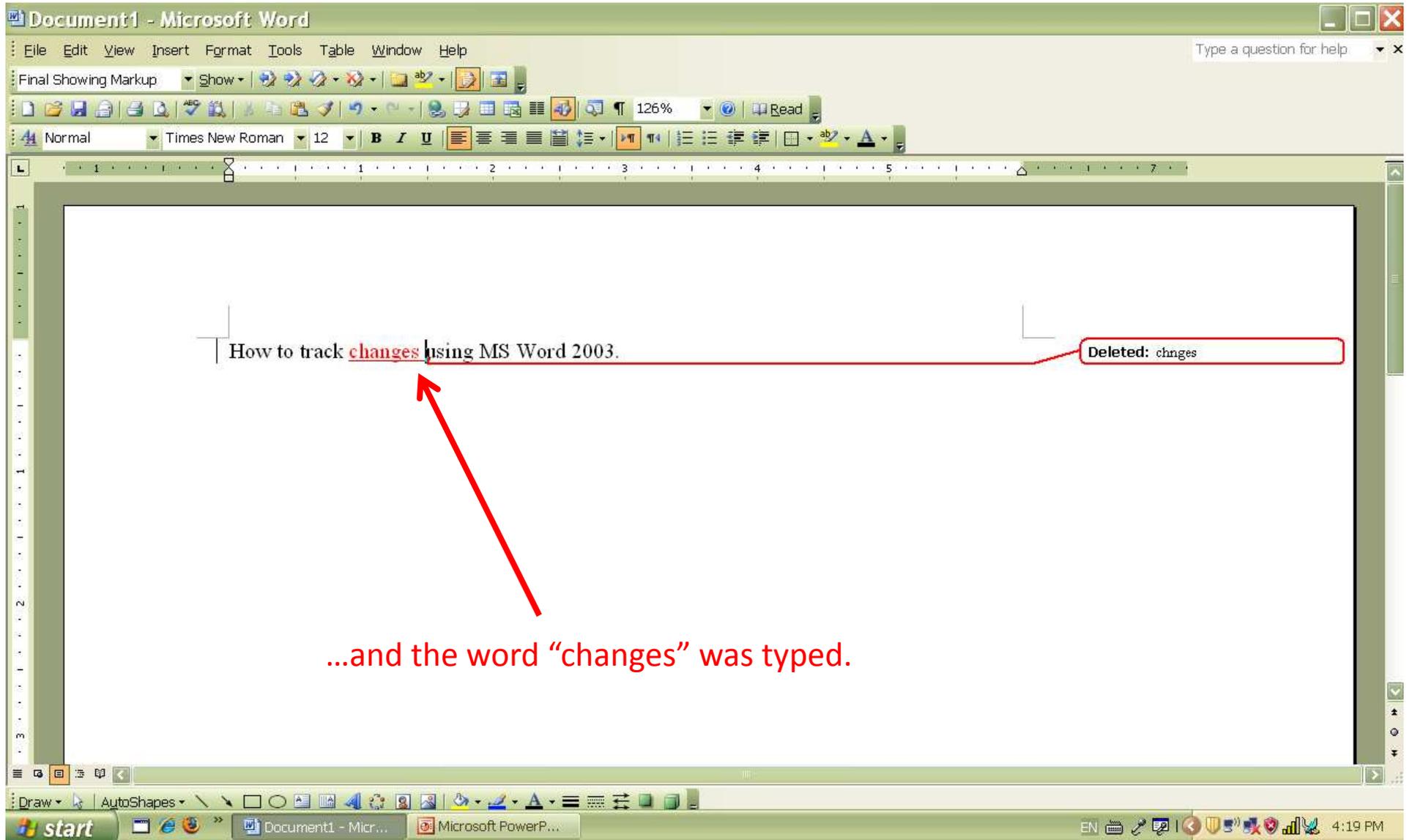
How to track chnges using MS Word 2003|

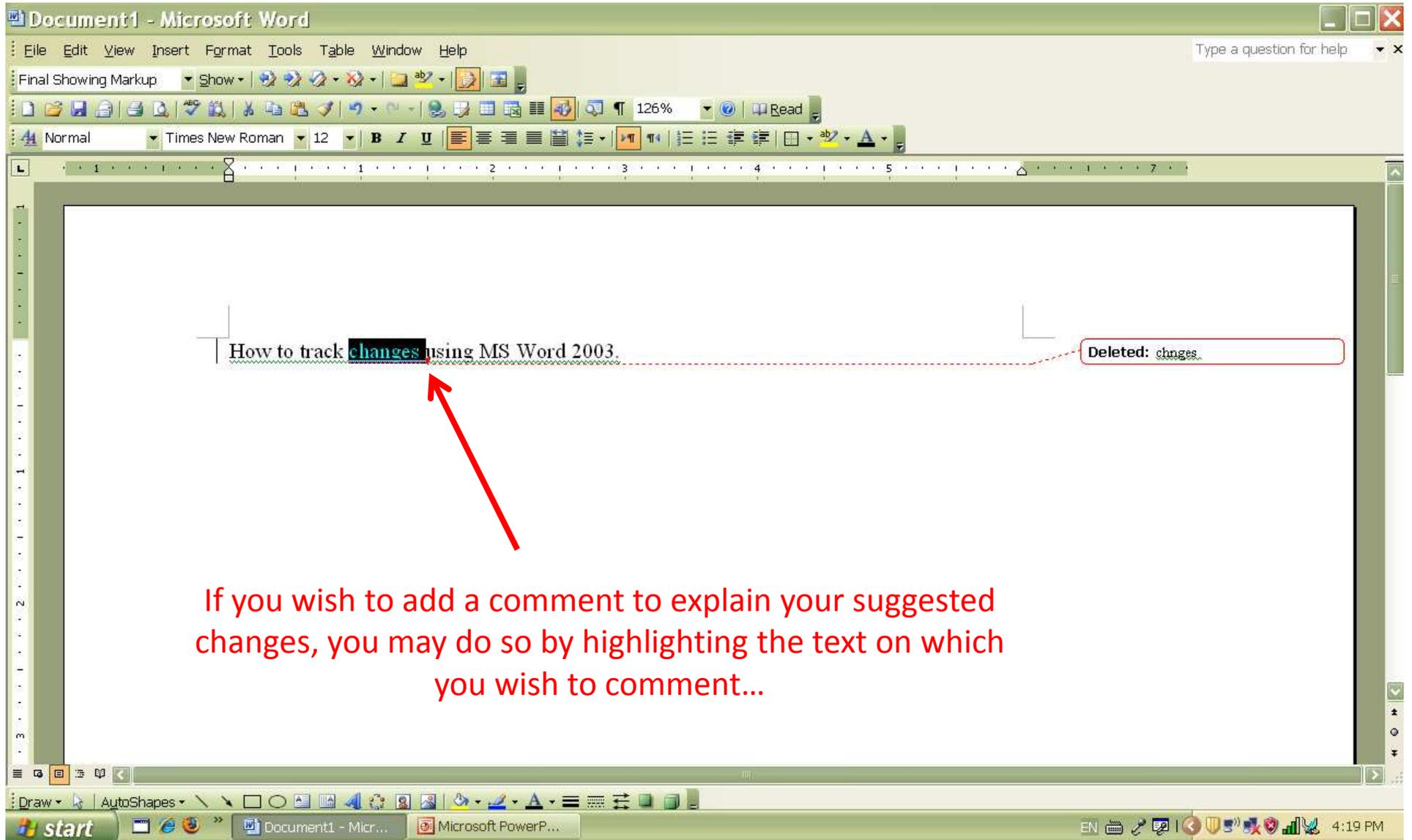


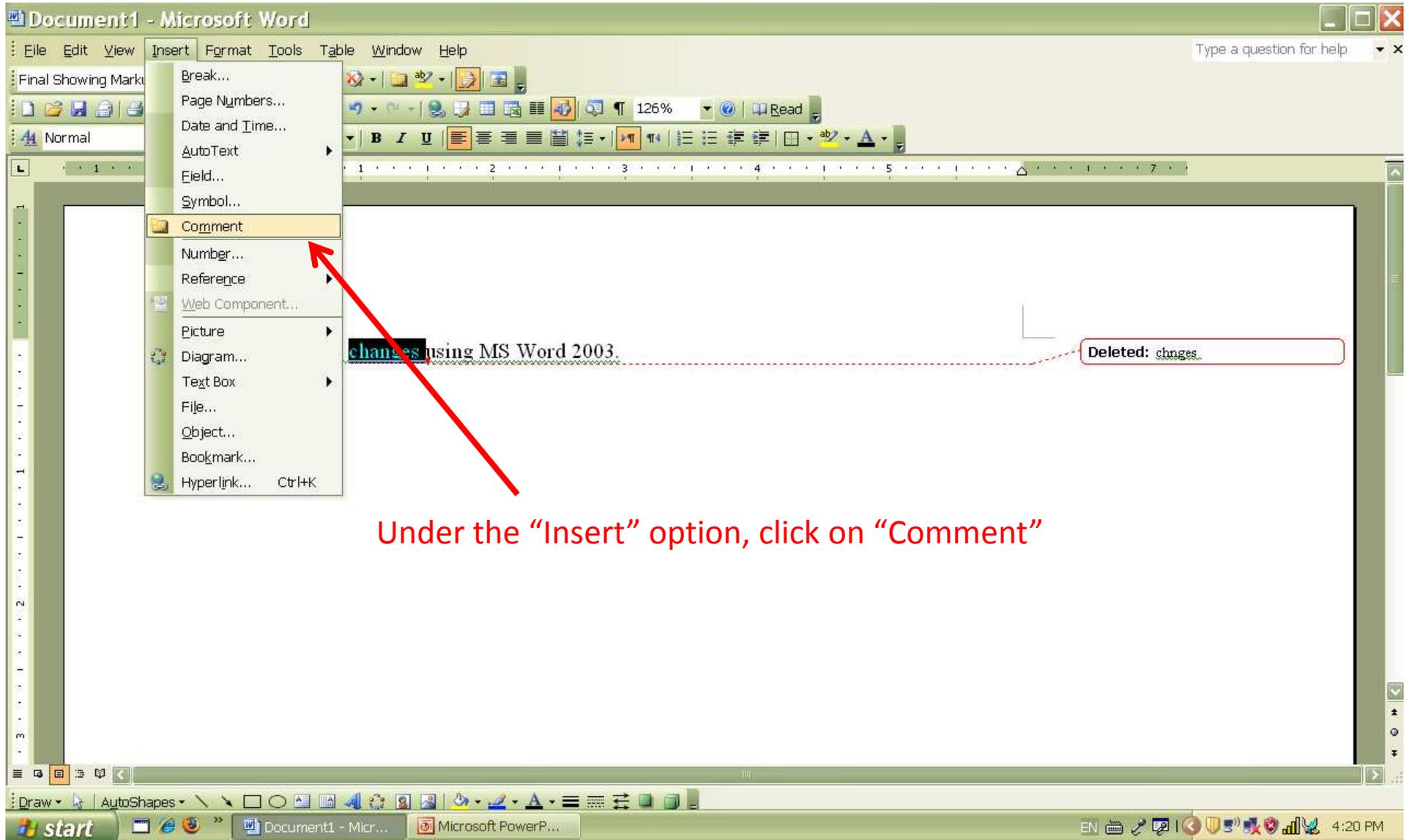
S Word 2003.

Locate the option "Track Changes" and click on it

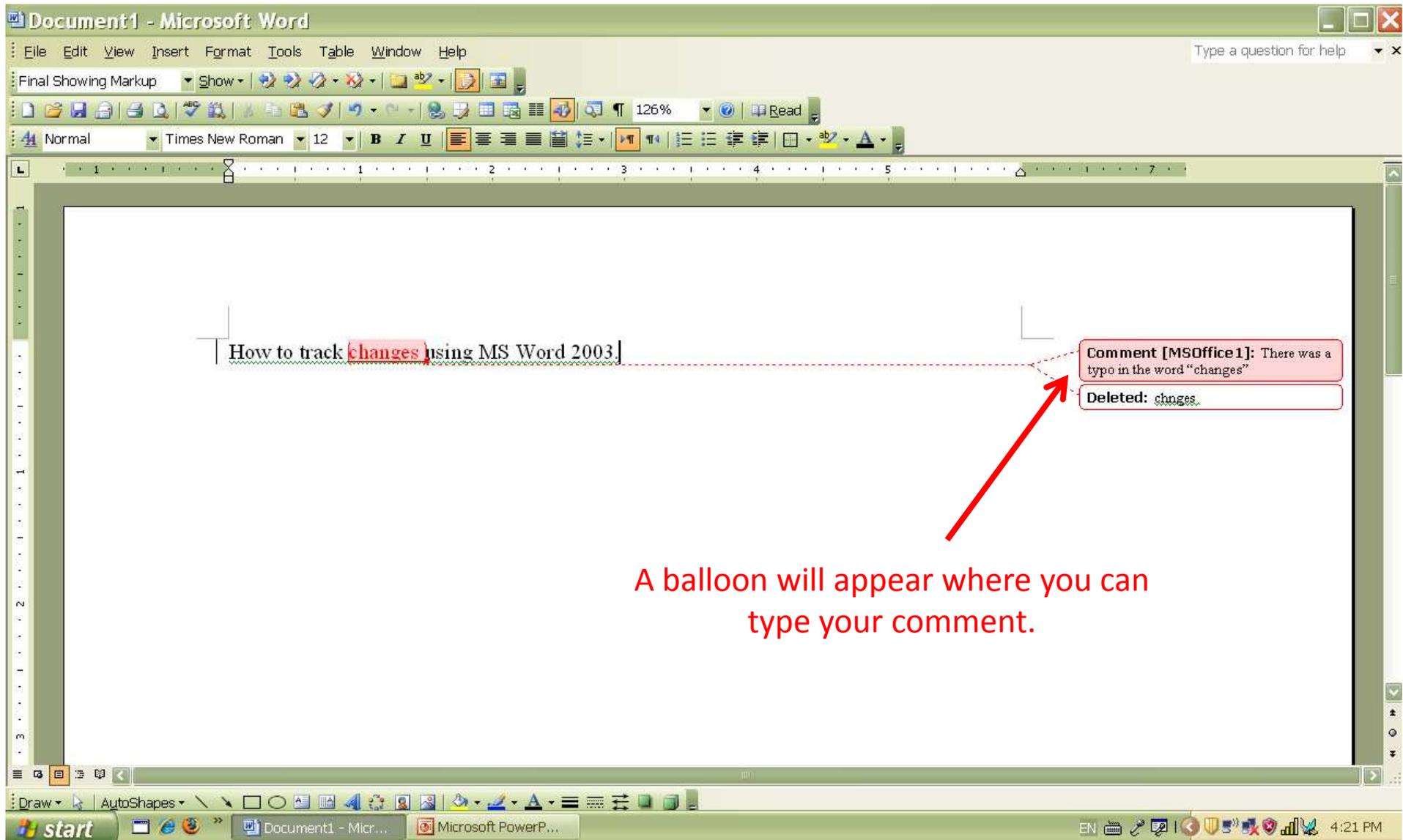




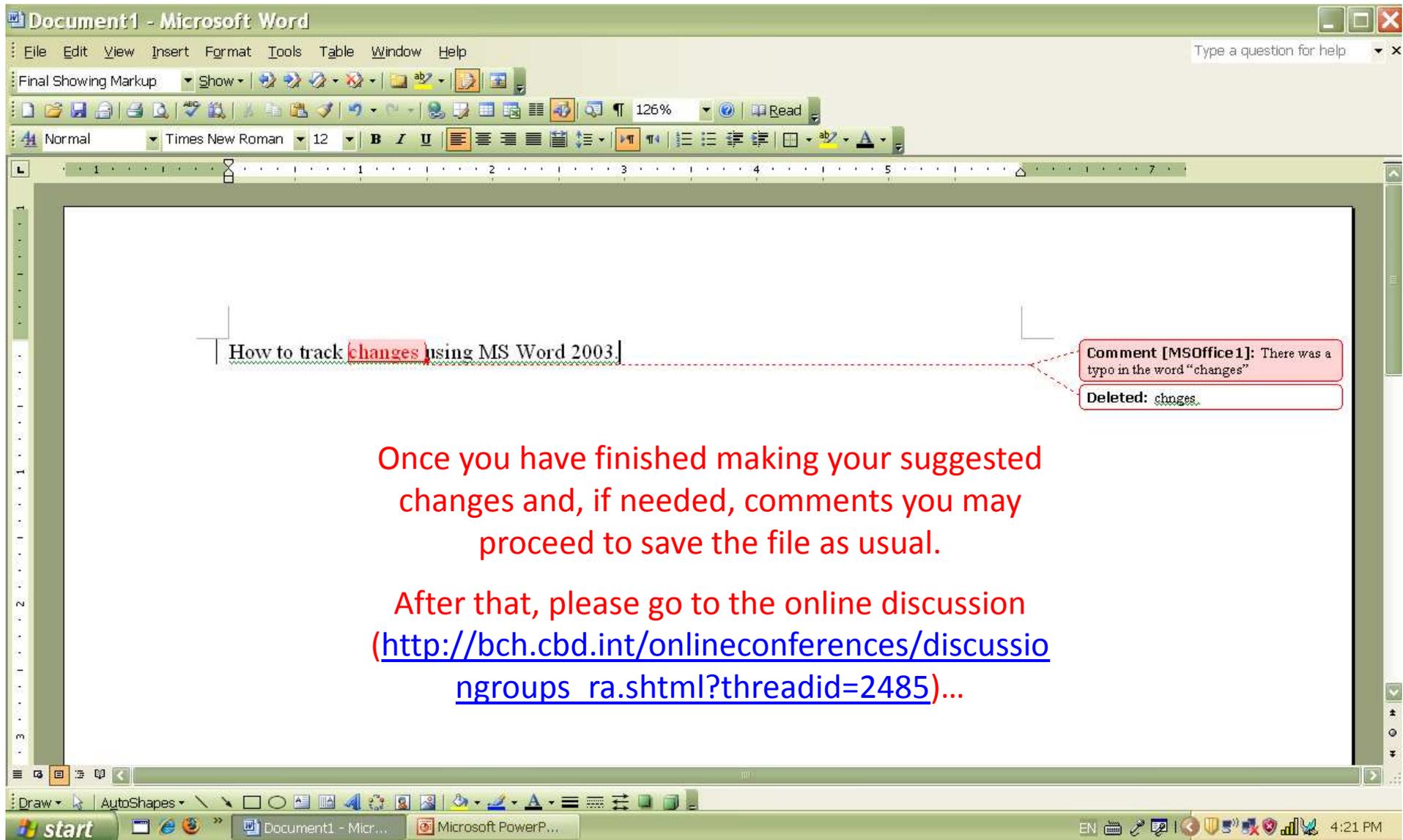




Under the "Insert" option, click on "Comment"



A balloon will appear where you can type your comment.



Once you have finished making your suggested changes and, if needed, comments you may proceed to save the file as usual.

After that, please go to the online discussion ([http://bch.cbd.int/onlineconferences/discussiongroups\\_ra.shtml?threadid=2485](http://bch.cbd.int/onlineconferences/discussiongroups_ra.shtml?threadid=2485))...



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**Opening of the discussion on the revision of the Guidance [#2485]**

... and click on the "Reply" button of a message...

Please attach your file containing suggestions for revision to a message and post it in the online forum. Please note that only suggestions marked as "track changes" to the Guidance version of 4 July 2011 (available at [http://bch.cbd.int/onlineconferences/discussiongroups\\_ra.shtml](http://bch.cbd.int/onlineconferences/discussiongroups_ra.shtml)) will be taken into consideration. If you encounter any difficulty in attaching and posting your file please do not hesitate to contact me.

This topic will be open for discussion until 30 July (1:00 a.m. GMT).

Many thanks and best regards,  
Manoela

(edited on 2011-07-19 08:49 UTC-5 by Manoela Miranda)  
posted on 2011-07-17 20:36 UTC-5 by Manoela Miranda, UNEP/SCBD/Biosafety

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Thanks,  
Manoela

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