

Redlined Document Example – Primary Contact Change

The example below displays a redline document generated using the Track Changes feature in Microsoft Word and one without using the feature. The previous information is shown in the bubble to the right. The new information is highlighted in red or blue.

Information related to the specific format of a value is noted in a Comment bubble.

If the Track Changes feature is not available, you may simply strikethrough the old information and indicate the new.

Redline with Track Changes On

Question 6 (Primary Contact)

First Name: ~~Jane~~John

Last Name: Doe

Position: IT Operations

Date of Birth: ~~15/0103/1972~~1970^[1]

Country of Birth: ~~GB~~^[2]

Residence Address: 123 Example Street

City of Residence: London

State/Province:

Postal Code: E1W 3FA

Country of Residence: ~~GB~~^[3]

Phone Number: 020 ~~1111-2222~~ 11112222

Email Address: ~~john~~anedoe@examplecompany.net

Redlined Document Example – Primary Contact Change

Redline with Strikethrough (without Track Changes)

First Name: ~~Jane~~ John

Last Name: Doe

Position: IT Operations

Date of Birth: ~~15/01/1972~~ 15/03/1970

Country of Birth: GB

Address: 123 Example Street

City of Residence: London

State/Province:

Postal Code: E1W 3FA

Country of Residence: GB

Phone Number: ~~020 111 2222~~ 020 2222 2222

Email Address: ~~janedoe@examplecompany.net~~ johndoe@examplecompany.net