

# MS 워드 클린 버전 만들기



## Step 1. [검토] 메뉴 선택

The screenshot shows the Microsoft Word 2019 interface. The title bar reads "How to Make Clean Version in MS W...". The ribbon is set to the "검토" (Review) tab, which is highlighted with a red box. The document text is as follows:





The ~~influence~~existence of ~~g~~Greek mythology ~~on~~in so-called "popular" music ~~is is very~~ more significant ~~than one can imagine and frequent than one could think in their imagination~~. ~~Traces A few interesting snippets~~ of this ~~influence phenomena~~ can be found in ~~a few some~~ songs and ballads of the sixties. ~~However, But~~ in that period, ~~the references to mentions of~~Greek gods, heroes, ~~and~~ heroines seem~~ed~~ to be incidental, ~~disconnected loose~~, and sometimes even ironic~~al~~. ~~As for example instance, in Lee Hazlewood's Some v Velvet mMorning (1967), Phaedra's name mention is used more for due to the excitement it arouses than to suggest of the sound of the name itself than to the suggestion of Euripides' tragedy.~~

On the right side, the "Editor" section is visible, showing a red line indicating a change. The text in the Editor section is:

**Editor**  
 "Loose" could have various connotations in this context. I think it would be best to use the word "disconnected" to eliminate to any ambiguity.

Below the Editor section, the text "Editor" is followed by "서식 지정함: 글꼴: 9.5 pt, 글꼴 색: 빨강" (Format: Font: 9.5 pt, Font color: Red).

## Step 2. [추적] 그룹 내 [검토용 표시] 버튼 선택

자동 저장     How to Make Clean Version in MS W... 검색

파일 홈 삽입 디자인 레이아웃 참조 편지 검토 보기 도움말 Acrobat GrindEQ Math 공유 메모

맞춤법 및 문법 검사 동의어 사전 단어 개수 소리내어 읽기 접근성 검사 번역 언어 입력기 사전 업데이트 漢 한글/한자 변환 새 메모 삭제 이전 다음 메모 표시 변경 내용 추적 변경 내용 표시 검토 창 적용 안 함 이전 다음 비교 작성자 차단 편집 제한 링크 숨기기 링크

**변경 내용 추적**  
이 문서의 변경 내용을 표시하는 방법을 선택합니다.

**검토용 표시**  
이 문서의 변경 내용을 표시하는 방법을 선택합니다.

The ~~influence~~~~existence~~ of ~~g~~Greek mythology ~~on~~in so-called “popular” music ~~is is very~~ more significant ~~than one can imagine and frequent than one could think in their imagination~~. ~~Traces A few interesting snippets~~ of this ~~influence~~~~phenomena~~ can be found in ~~a few some~~ songs and ballads of the sixties. ~~However, But~~ in that period, ~~the references to mentions of~~ ~~G~~Greek gods, heroes, and heroines seemed ~~ed~~ to be incidental, ~~disconnected~~~~loose~~, and sometimes even ironical. ~~As for example instance, in Lee Hazlewood’s Some v Velvet mMorning (1967), Phaedra’s name mention is used more for due to the excitement it arouses than to suggest of the sound of the name itself than to the suggestion of Euripides’ tragedy.~~

**Editor**  
“Loose” could have various connotations in this context. I think it would be best to use the word “disconnected” to eliminate to any ambiguity.

**Editor**  
서식 지정함: 글꼴: 9.5 pt, 글꼴 색: 빨강

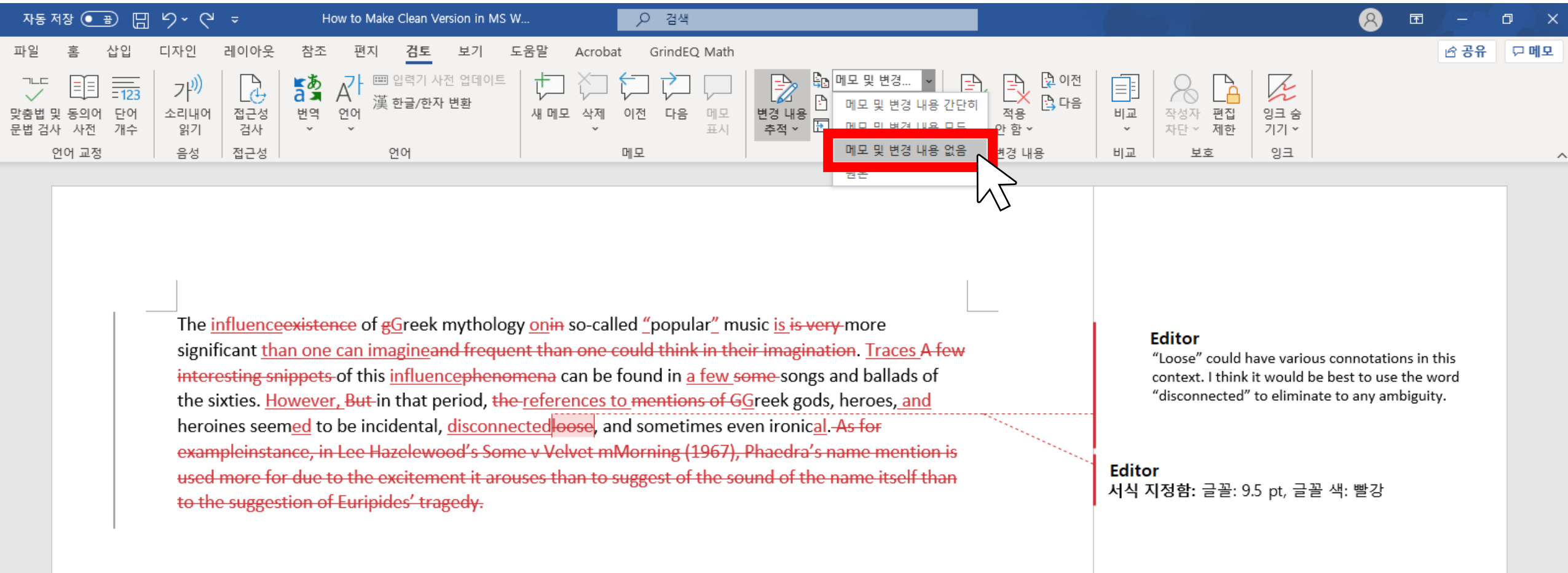


활성화 상태 (짙은 바탕)    비활성화 상태 (일반 바탕)



\*참고: [변경 내용 추적] 기능 활성화 후 문서 수정 시 **변경 내용**이 표시됩니다.  
불편하실 경우 비활성화하시면 변경 내용이 표시되지 않습니다.

## Step 3. [메모 및 변경 내용 없음] 선택



자동 저장 (ON) | How to Make Clean Version in MS W... | 검색

파일 | 홈 | 삽입 | 디자인 | 레이아웃 | 참조 | 검토 | 보기 | 도움말 | Acrobat | GrindEQ Math

공유 | 메모

맞춤법 및 문법 검사 | 동의어 사전 | 단어 개수 | 소리내어 읽기 | 접근성 검사 | 번역 | 언어 | 입력기 사전 업데이트 | 한글/한자 변환 | 새 메모 | 삭제 | 이전 | 다음 | 메모 표시 | 변경 내용 추적 | 메모 및 변경... | 메모 및 변경 내용 간단히 | 메모 및 변경 내용 모두 | 메모 및 변경 내용 없음 | 적용 | 안 함 | 이전 | 다음 | 비교 | 작성자 차단 | 편집 제한 | 링크 숨기기 | 링크

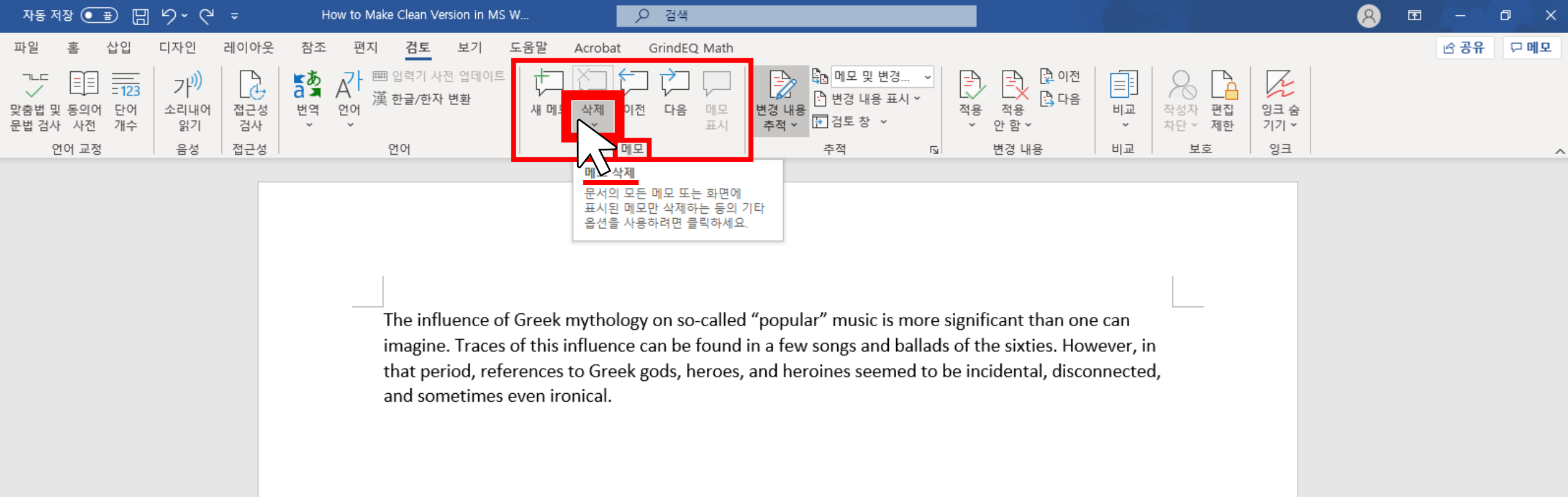
언어 교정 | 음성 | 접근성 | 언어 | 메모 | 변경 내용

The ~~influence~~~~existence~~ of ~~g~~Greek mythology ~~on~~~~in~~ so-called “popular” music ~~is is very~~ more significant ~~than one can imagine and frequent than one could think in their imagination~~. ~~Traces A few interesting snippets~~ of this ~~influence phenomena~~ can be found in ~~a few some~~ songs and ballads of the sixties. ~~However, But~~ in that period, ~~the references to mentions of~~ GGreek gods, heroes, and heroines seemed ~~ed~~ to be incidental, ~~disconnected loose~~, and sometimes even ironical. ~~As for example instance, in Lee Hazlewood’s Some v Velvet mMorning (1967), Phaedra’s name mention is used more for due to the excitement it arouses than to suggest of the sound of the name itself than to the suggestion of Euripides’ tragedy.~~

**Editor**  
“Loose” could have various connotations in this context. I think it would be best to use the word “disconnected” to eliminate to any ambiguity.

**Editor**  
서식 지정함: 글꼴: 9.5 pt, 글꼴 색: 빨강

## Step 4. [메모] 그룹 내 [메모 삭제] 버튼 선택



The screenshot shows the Microsoft Word interface with the 'Comments' (검토) tab selected. The 'Delete' (삭제) button in the 'Comments' group is highlighted with a red box. A mouse cursor is clicking on it, and a tooltip is visible.

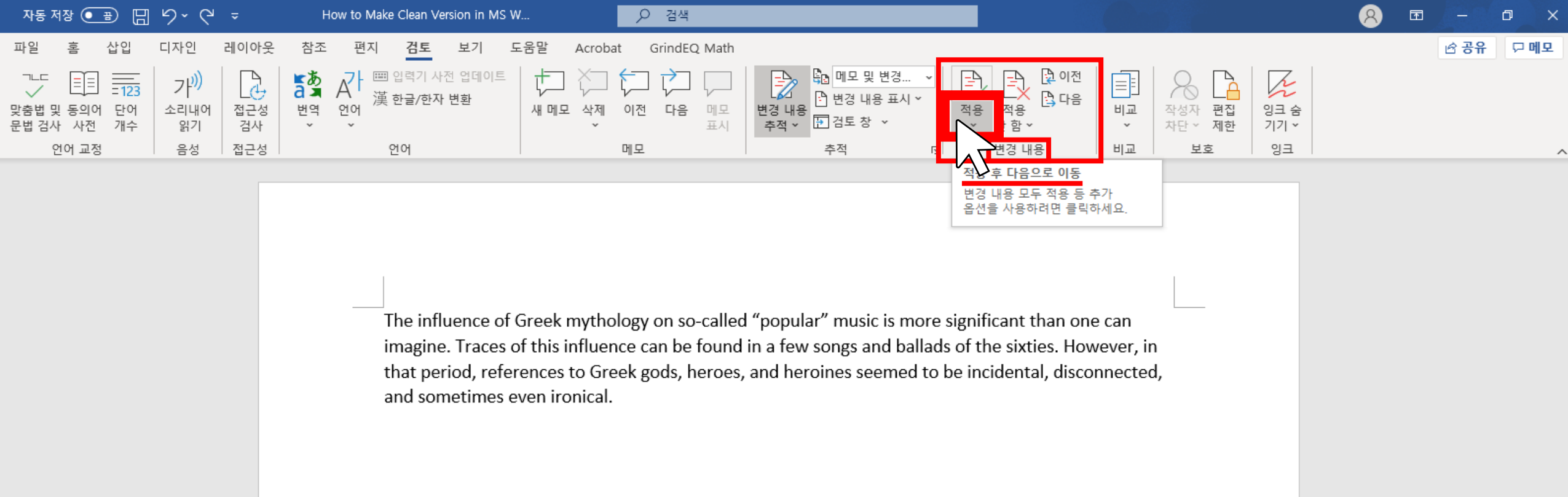
**메모 삭제**  
문서의 모든 메모 또는 화면에 표시된 메모만 삭제하는 등의 기타 옵션을 사용하려면 클릭하세요.

The document content is visible below the ribbon:

The influence of Greek mythology on so-called “popular” music is more significant than one can imagine. Traces of this influence can be found in a few songs and ballads of the sixties. However, in that period, references to Greek gods, heroes, and heroines seemed to be incidental, disconnected, and sometimes even ironical.

## Step 5. [문서에서 메모 모두 삭제] 선택

## Step 6. [변경 내용] 그룹 내 [적용 후 다음으로 이동] 적용 버튼 선택



The screenshot shows the Microsoft Word interface with the 'Changes' (검토) tab selected. The ribbon includes various tools for reviewing changes. A red box highlights the '적용' (Apply) button in the '변경 내용' (Changes) group. A tooltip is displayed over this button, containing the text: '적용 후 다음으로 이동' (Move to next after apply) and '변경 내용 모두 적용 등 추가 옵션을 사용하려면 클릭하세요.' (Click to use additional options such as applying all changes).

The document content visible in the background is:

The influence of Greek mythology on so-called “popular” music is more significant than one can imagine. Traces of this influence can be found in a few songs and ballads of the sixties. However, in that period, references to Greek gods, heroes, and heroines seemed to be incidental, disconnected, and sometimes even ironical.

## Step 7. [변경 내용 모두 적용] 선택

The screenshot shows the Microsoft Word interface with the 'Changes' tab selected. The 'Changes' dropdown menu is open, and the '변경 내용 모두 적용(L)' (Apply All Changes) option is highlighted with a red rectangle. A mouse cursor is pointing at this option. The document text reads: 'The influence of Greek mythology on so-called “popular” music is more significant than one can imagine. Traces of this influence can be found in a few songs and ballads of the sixties. However, in that period, references to Greek gods, heroes, and heroines seemed to be incidental, disconnected, and sometimes even ironical.'

자동 저장 (On) | How to Make Clean Version in MS W... | 검색

파일 | 홈 | 삽입 | 디자인 | 레이아웃 | 참조 | **검토** | 보기 | 도움말 | Acrobat | GrindEQ Math

공유 | 메모

맞춤법 및 문법 검사 | 동의어 사전 | 단어 개수 | 소리내어 읽기 | 접근성 검사 | 번역 | 언어 | 입력기 사전 업데이트 | 한글/한자 변환 | 새 메모 | 삭제 | 이전 | 다음 | 메모 표시 | 변경 내용 추적 | 메모 및 변경... | 변경 내용 표시 | 변경 내용 모두 적용(L) | 변경 내용을 모두 적용하고 추적 중지(S)

적용 | 적용 안 함 | 이전 | 다음 | 비교 | 작성자 차단 | 편집 제한 | 링크 숨기기 | 링크

변경 내용 모두 적용(L)

The influence of Greek mythology on so-called “popular” music is more significant than one can imagine. Traces of this influence can be found in a few songs and ballads of the sixties. However, in that period, references to Greek gods, heroes, and heroines seemed to be incidental, disconnected, and sometimes even ironical.



## Step 8. [다른 이름으로 저장] 선택 및 파일 저장

The screenshot shows the Microsoft Word interface for a document titled "How to Make Clean Version in MS Word". The left sidebar contains the following menu items: 홈 (Home), 새로 만들기 (New), 열기 (Open), 정보 (Info), 저장 (Save), 다른 이름으로 저장 (Save As), Save as Ad PDF, 인쇄 (Print), and 공유 (Share). The "다른 이름으로 저장" (Save As) option is highlighted with a red box, and a mouse cursor is pointing at it. The main area displays a greeting "안녕하세요." and a row of document thumbnails with labels: 새 문서 (New Document), Word 시작 (Word Start), 줄 간격 1줄(비어 있음) (Line and Paragraph Spacing 1 line (empty)), 청회색 이력서 (Blue-Grey Resume), 스냅샷 일정 (Snapshot Schedule), 콘텐츠 자습서에 대... (About the Content Tutorial), and 모던한 시간순 이력서 (Modern Chronological Resume). A search bar with the text "검색" (Search) is located below the thumbnails. At the bottom, there are tabs for "최근 항목" (Recent Items), "고정됨" (Pinned), and "나와 공유" (Share with Me), and a section for "수정한 날짜" (Modified Date).

감사합니다

