

## WORD

## 9

## Collaborating in Word



**T**he Internet makes it easy for project teams to collaborate when drafting documents.

Team members can exchange documents across the country as easily as across the hall. Several features make collaboration activities more efficient. For example, you can track all of the changes made to a document by each team member and combine these changes into a single document for review. In this chapter, you will work with these collaboration tools.

## LEARNING OBJECTIVES

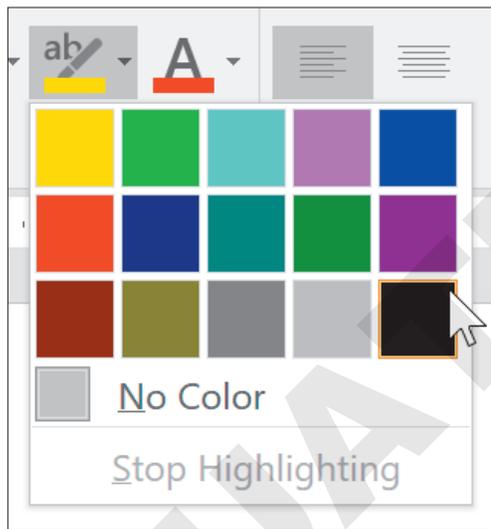
- ▶ Use the highlighter tool
- ▶ Track your changes to a document
- ▶ Review tracked changes from others
- ▶ Send emails from Word
- ▶ Review changes from multiple reviewers
- ▶ Compare documents with no tracked changes

## Project: Collaborating on a Manual

As a member of the human resources department, you have been working to finalize the Raritan Clinic East Policies and Procedures Manual. It's now ready for review by personnel in the human resources department. As others review the manual, they will use collaboration tools to mark suggested changes. Some reviewers will insert comments to identify their recommendations, while others will use the Track Changes feature to mark suggested edits. Some will highlight text to identify wording that needs revising. Your task will be to review all suggested edits and comments and finalize the document for printing.

## The Highlighter

The highlighter pen works just like its real-life counterpart (except you can easily erase the highlighting). The pen applies a transparent color to the text background and offers a variety of highlighting colors. You can color-code the highlights you use in a document if you wish, such as highlighting notes to yourself in yellow and “waiting for information” reminders in green.



There are multiple highlighter colors to choose from.

 Home → Font → Text Highlight Color 

### DEVELOP YOUR SKILLS: W9-D1

*In this exercise, you will highlight a note to yourself and a reminder that you are waiting for additional information from the Finance department.*

1. Open **W9-D1-PolicyManual** from your **Word Chapter 9** folder and save it as: **W9-D1-PolicyManualRevised**
2. With the insertion point at the beginning of the document, do a search for: **Pediatric General Medicine**

3. On page 2, position the insertion point in front of *Pediatric*.
4. Type this text: **Chin has more information about these specialties.** Spacebar
5. Choose **Home**→**Font**→**Text Highlight Color**  **menu button** ▼ and then choose **Bright Green** from the gallery.

*When the mouse pointer is in the body of the document, it looks like a highlighter pen.*

6. Drag the pen across the text you just added to highlight it.
7. Click **Text Highlight Color**  to turn off the pen.

*Notice that the color on the button face reflects the most recently used color.*

**Tip!**

Tapping Esc also turns off the pen.

8. Press Ctrl+End or scroll to the end of the document and type this text: **Check with Finance to see if they have information to add.**
9. Select the sentence and choose **Text Highlight Color**  **menu button** ▼→**Yellow**.  
*This highlights the selected text and changes the button color to yellow.*
10. Save the file.

## Tracking Changes to a Document

Track Changes is one of the most useful tools for **collaborating** with team members as you pass documents back and forth. Reviewers can track changes while they edit, and the originator can see who is making what changes in the document and either accept or reject the suggested changes.

Reviewers can also use the Comment feature to leave messages in a document as a means of collaborating with the originator. For example, reviewers may want to explain to the originator why they are making a particular change.

 Review→Tracking→Track Changes 

## Review and Collaboration

In today's world, when requests for instant feedback are the norm, knowing the typical online reviewing process can ensure that you're well prepared to be a valuable contributor. Reviewers use Track Changes to mark edits and add comments. It's important to use Track Changes so the originator can see all of the proposed edits. Files may be passed back and forth among team members via email, cloud storage, or other means.

## Viewing Tracked Changes

You have options for viewing edits made to documents using Track Changes. The method you choose is a matter of personal preference.

- ▶ **Inline:** Edits are marked directly within sentences and paragraphs. Deleted text is colored and marked through with a line; added text is underlined and in a different color.
- ▶ **Balloons:** Comments and edits appear in balloons on the right side of the document (called the markup area). Each balloon identifies the person who made the edit and the type of edit made—inserted text, deleted text, etc.

**Note!**

*The balloons method is the primary method used in this chapter.*



View the video “Display Options for Track Changes and Comments.”

## Setting the Username and Initials

Track Changes uses information set up in the Word Options dialog box to identify the username for edits made to a document. For this reason, whenever you collaborate on a document in which Track Changes is used, make sure your username and initials are set correctly.

☰ Review→Tracking dialog box launcher →Change User Name

## Setting Reviewer Ink Colors

Track Changes can display different colors to distinguish the edits of each reviewer who works on the document. Each reviewer can specify colors for his or her comments and tracked changes. This makes it easier to rapidly identify changes submitted by a specific reviewer. It also allows you to keep a consistent color for a reviewer you work with frequently, rather than settling on colors that may be assigned automatically.

**Warning!**

*Changing your reviewer ink colors in this way will change these settings permanently until you change them again.*

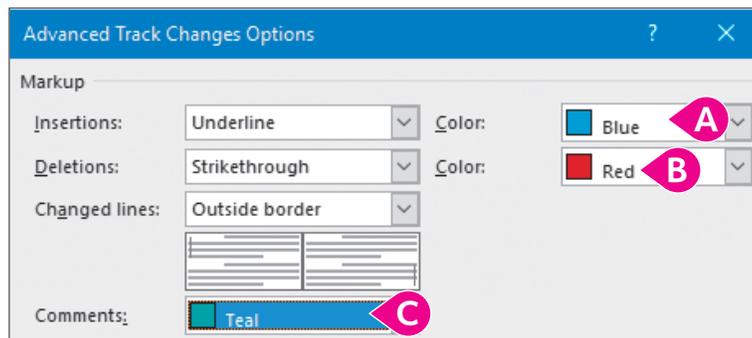
☰ Review→Tracking dialog box launcher →Advanced Options

### DEVELOP YOUR SKILLS: W9-D2

*In this exercise, you will turn on Track Changes, change the tracking colors, and set the user's name and initials for the revised Raritan Clinic East policy manual.*

1. Choose **Review→Tracking dialog box launcher**  and click the **Advanced Options** button.

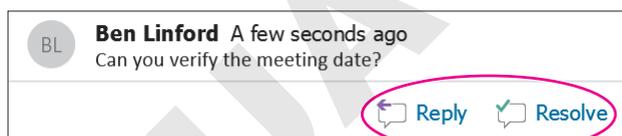
- Follow these steps to choose options for your reviewer ink color settings:



- Set the color for insertions to **Blue**.
  - Set the color for deletions to **Red**.
  - Set the color for comments to **Teal**.
  - Click **OK**.
- Click the **Change User Name** button at the bottom of the Track Changes Options dialog box and, if necessary, enter your username and initials.
  - If you want to override the settings from the current Microsoft Account, click the checkbox below the Initials field for **Always use these values regardless of sign in to Office**, and click **OK** twice.

## Adding Comments to a Track Changes Document

The Comment feature is a great collaboration tool to use in conjunction with Track Changes. The Reply button in the comment balloon allows reviewers and originators to communicate back and forth during the editing and reviewing process. For example, a reviewer might want to point out the reason for a deletion. The Resolve button is meant for reference only, meaning a user may mark a comment as resolved so other users know the issue has been corrected.



☰ Review → Comments → New Comment

### DEVELOP YOUR SKILLS: W9-D3

*In this exercise, you will choose the balloon display for tracking changes, and then you will insert a comment and make revisions to the document.*

- Save your file as: **W9-D3-PolicyManualRevised**
- If necessary, choose **Review** → **Tracking** → **Display for Review** and then choose **All Markup**.

3. Choose **Review**→**Tracking**→**Track Changes**  and, if necessary, display formatting marks.
4. Choose **Review**→**Tracking**→**Show Markup**→**Balloons** and, if necessary, choose **Show Revisions in Balloons**.

*Deleted text, comments, and formatting changes will appear in balloons in the markup area. Added text will be underlined in the body.*

5. Scroll to page 2. In the last paragraph on the page, select **Referral** at the beginning of the paragraph.
6. Choose **Review**→**Comments**→**New Comment** .
7. Type this text in the comment balloon: **Indent to match other paragraphs.**
8. In the same paragraph, locate and select the text (**see Appendix A**) in the next line; delete it.  
*The deleted text appears in a balloon in the markup area, and a gray change bar appears in the left margin to help reviewers locate changes.*
9. Follow these guidelines to continue with deletions:
  - Search for the word **see** to locate each additional cross-reference to an appendix.
  - Delete the ten other cross-references for Appendices B–K.
  - Delete extra spaces between words where appropriate.
10. Search for **Patient Management Procedures** and then position the insertion point at the end of the heading.
11. Follow these steps to insert introductory text for the heading:

**Patient Management Procedures**  

 → It is important that standard management procedures be used to maintain the standards of treatment that each patient deserves. These procedures are described in the following pages. 

-  Tap **Enter**.
-  Tap **Tab** and then type the text shown here.
-  Notice the gray change bar in the left margin that helps locate changes.

*Notice the formatting balloons in the markup area. Although the font is the same for the other body text, the style is different from the heading; therefore, the difference is noted.*

12. Close the Navigation pane and save the file.
-

# Reviewing Tracked Changes

Reviewers' tracked changes are only suggestions; tracked changes don't become permanent unless the originator accepts them. Originators can also reject a reviewer's suggestions.

This rejects the currently selected change.

Navigate to the previous or next change using these buttons.

Use this to accept the currently selected change.

These options appear when you click the Accept menu button ▼. Similar choices are available on the Reject button.

**Tip!** You can right-click a proposed change and choose an Accept or Reject command from the pop-up menu.

## Displaying Tracked Changes

You can display tracked changes in four distinctive views. Depending on the type of detail you want to focus on, each view offers specific advantages.

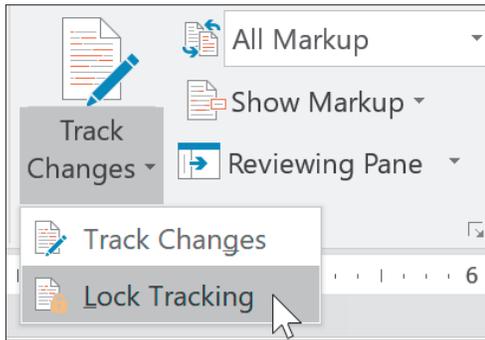
VIEWS FOR TRACKED CHANGES	
Markup	Description
Simple Markup	This shows where a change occurred with a red change bar in the margin. Clicking the change bar displays the markup details.
All Markup	This option shows all markups.
No Markup	This hides all markups and displays a final document appearance with the proposed changes.
Original	This shows the original document and hides all markups.

☰ Review → Changes → Accept or Reject

☰ Review → Tracking → Display for Review

## Lock or Unlock Tracking

You can use a password to lock tracking in a document. Doing so will prevent anyone from turning Track Changes on or off, or accepting or rejecting any changes. To unlock this feature, you'll need the password you initially used when locking.



Review → Tracking → Track Changes  menu button ▼ → Lock Tracking

### DEVELOP YOUR SKILLS: W9-D4

In this exercise, you will use different markup views to display the document. Then you will review tracked changes to the document, accepting some changes and rejecting others.

1. Save your file as: **W9-D4-PolicyManualRevised**
2. Choose **Review** → **Tracking** → **Display for Review**  → **Original** and then scroll through the document.  
*The document now appears as it did before changes were made.*
3. Choose **Display for Review**  → **All Markup** and then scroll through the document.  
*Notice the balloons in the markup area on the right. Deleted text, comments, and formatting changes appear in balloons, while inserted text is underlined in the body.*
4. Choose **Display for Review**  → **Simple Markup** and then scroll through the document.  
*Red change bars appear in the margin where changes occurred. Clicking the change bar displays all the changes in detail; clicking it again hides the details. This is a good view for a document with lots of changes.*
5. Choose **Display for Review**  → **No Markup** and then scroll through the document.  
*This view helps you see what the final document will look like.*

## Accept and Reject Changes

6. Position the insertion point at the top of the document.
  7. Choose **Review** → **Changes** → **Next** .
- This turns on All Markup view and then jumps to and highlights the text you added to the document. This is a good addition, so you will accept it.*

8. Choose **Accept** .

*The change marks are removed from the new paragraph, and the focus moves to the next change—the formatting balloon associated with the change you just accepted.*

9. Choose **Accept** .

10. Choose **Accept**  again.

## Lock and Unlock Tracking

11. Choose **Review**→**Tracking**→**Track Changes menu button** ▼→**Lock Tracking**.

12. In the Lock Tracking window that appears, enter **1234** as your password, enter it again in the second box to confirm, and click **OK**.

*Notice that the Track Changes button, as well as the Accept and Reject buttons, are greyed out.*

13. Choose **Review**→**Tracking**→**Track Changes menu button** ▼→**Lock Tracking**.

14. In the Unlock Tracking window that appears, enter **1234** as your password and click **OK**.

*All buttons related to track changes are once again available.*

15. Choose **Next**  to skip the comment and move to the next change, the deleted reference to Appendix A.

16. Choose **Reject** .

*The deleted text is restored, and you move to the next tracked change.*

17. Reject each deleted reference to an appendix.

*The insertion point returns to your comment.*

18. Choose **Review**→**Comments**→**Delete** .

19. Choose **Review**→**Tracking**→**Track Changes**  to turn off the feature.

20. Position the insertion point at the beginning of the paragraph starting with *Referral* (bottom of page 2) and tap **Tab** to indent the first line.

21. Save the file.

## Saving and Sending Files

Before reviewers can do their jobs, you must get the document to them. You can use the Internet to share your document in several ways:

- ▶ Email
- ▶ Microsoft **OneDrive**
- ▶ Network drive

This chapter uses email as the method for sharing files.

 File→Share→Email 

## DEVELOP YOUR SKILLS: W9-D5

In this exercise, you will send an email with a copy of the policy manual document attached. For this example, you will send the attachment to your own email address.

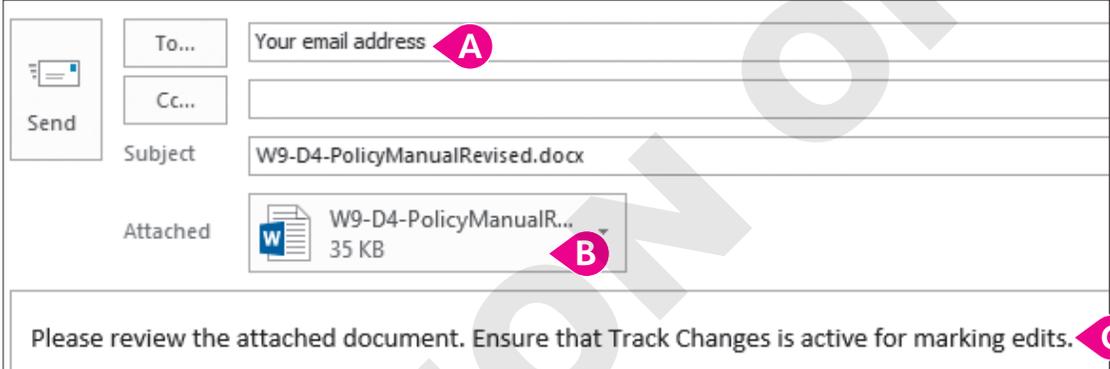
1. Choose **Review**→**Tracking**→**Track Changes** .

Turning on the feature helps ensure that the reviewers will use Track Changes.

2. Choose **File**→**Share**→**Email**  and then choose **Send as Attachment**.

3. Follow these steps to complete the email form:

If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off Track Changes, and read through the rest of the exercise.



- A** Enter your actual email address here (don't type the text shown).
- B** Verify that the attachment appears here.
- C** Add this message for the reviewers.

4. Send the email.

5. Choose **Review**→**Tracking**→**Track Changes**  to turn off Track Changes.

## Reviewing Changes from Multiple Reviewers

If you set up a document to track changes, you can send copies for review by others. As reviewers make revisions, their changes are tracked. When they send you their edited copies, you can combine the tracked changes into a single document. Each reviewer's changes are marked in a different color so you can recognize each reviewer's input. After the changes are merged, you can navigate through the combined document and accept or reject edits from all users at one time.

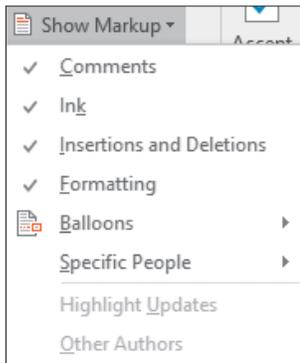
The Reviewing Pane allows you to see all your reviewers' changes in a simple list format. You can display the Reviewing Pane either horizontally or vertically. You can jump to specific edits made within the document by clicking them in the Reviewing Pane.

 **Review**→**Compare**→**Compare** →**Combine**

 **Review**→**Tracking**→**Reviewing Pane** 

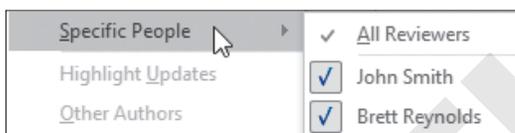
## Displaying Specific Markups and Reviewers

There are numerous options for displaying tracked changes for combined documents. For example, you may want to look at only the insertions and deletions suggested by reviewers. If you don't need to keep track of formatting changes, you may wish to turn off the Formatting option so you won't be prompted for formatting changes.



☰ Review → Tracking → Show Markup 

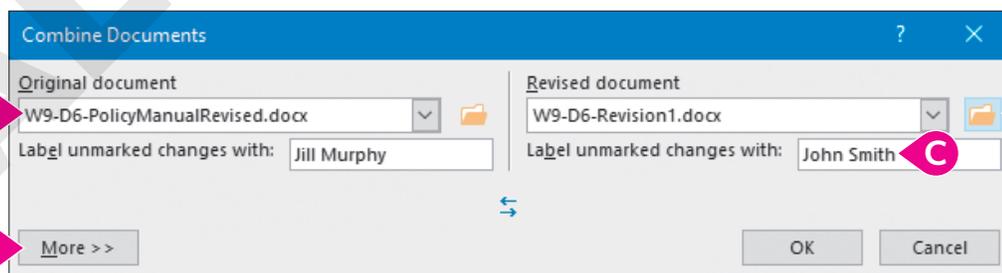
If you combine two reviewer documents with the original, you can choose to see changes from both at once, or, at times, you may wish to focus on just one reviewer. Do that by removing the checkmark in front of the other reviewer's name.



### DEVELOP YOUR SKILLS: W9-D6

In this exercise, you will combine proposed changes from two reviewers with the original document. You will also explore additional features used for working with combined documents.

1. Save your file as: **W9-D6-PolicyManualRevised**
2. Choose **Review** → **Compare** → **Compare**  and then choose **Combine**.
3. Follow these steps to begin combining documents:



- A Choose **W9-D6-PolicyManualRevised** here.
- B Click **Browse**, select **W9-D6-Revision1** from your **Word Chapter 9** folder, and click **Open**.
- C Type **John Smith** here, replacing any existing text if applicable, so you'll know who suggested any unmarked changes.
- D Click **More >>** to expand the dialog box.

**Note!**

If Track Changes is not turned on, the reviewer's name doesn't appear with the change. Normally changes are tracked, and the name does not need to be entered in the dialog box.

4. Follow these steps to control document display:

- A** Ensure **Word Level** is active.  
**B** If necessary, choose **Original Document**.

The *Word Level* option causes the entire word to be highlighted, even if only one character or punctuation mark changes. This makes it easier to spot small edits. Now John Smith's proposed edits are embedded in the original document, ready for review.

5. Click << **Less** to collapse the dialog box and then click **OK**.

## Hide Source Documents

6. Click **Compare** , slide the mouse pointer to **Show Source Documents**, and then, if necessary, choose **Hide Source Documents**.

*This creates more room on the screen.*

7. Choose **Compare**  and then choose **Combine**.  
 8. In the Original Document field, choose **W9-D6-PolicyManualRevised**.  
 9. Click the **Browse** button next to the Revised Document field, select **W9-D6-Revision2** from your **Word Chapter 9** folder, and click **Open**.  
 10. Type **Brett Reynolds** in the Label Unmarked Changes With field and click **OK**.

*Brett Reynolds' edits are now displayed with the original and John Smith's edits.*

## Turn On the Reviewing Pane

11. If necessary, choose **Review**→**Tracking**→**Reviewing Pane**  menu button ▼, and then choose **Reviewing Pane Vertical**.

*The Reviewing Pane (labeled Revisions at the top) summarizes the proposed changes from both reviewers.*

12. Scroll down the Reviewing Pane to the suggested change by Brett Reynolds, where he deleted *attending*.  
 13. Click **attending** in the Reviewing Pane and notice that the document scrolls to the location of that change.

*Notice the Deleted: attending balloon in the markup area.*

14. Click **Close**  at the top of the Reviewing Pane.  
 15. Press **Ctrl**+**Home** to move to the top of the document.

16. Review all changes to the document:
  - Delete all comments and accept all formatting changes.
  - Accept all edits by John and Brett with one exception: On page 3, John deleted a space between (see *Appendix B*) and *Children*. Reject that change.
17. Save the file as **W9-D6-Combined** and then close it.

## Comparing Documents

Sometimes documents sent for review are returned with no visible edits. Reviewers might turn off Track Changes so the edits they make are not immediately evident. To determine whether edits have been made, you can use the Compare feature. It enables you to merge two documents into one file; then the documents are examined and automatically marked up using Track Changes so you can locate edits.

### To Combine or Compare?

The basic procedures are the same for comparing and combining documents, but each command has a different use.

The Combine command allows you to combine the tracked changes from one or multiple reviewers in one document, and then you can go through the single document to accept or reject the changes.

The Compare command is designed for comparing two documents: one edited version, in which the reviewer did not use Track Changes, and the original. If you attempt to use the Compare feature to add a second reviewer's document, you will be advised that it will automatically accept the first person's changes before comparing the second edited document. Thus, you won't have the option of accepting or rejecting changes from the first reviewer.

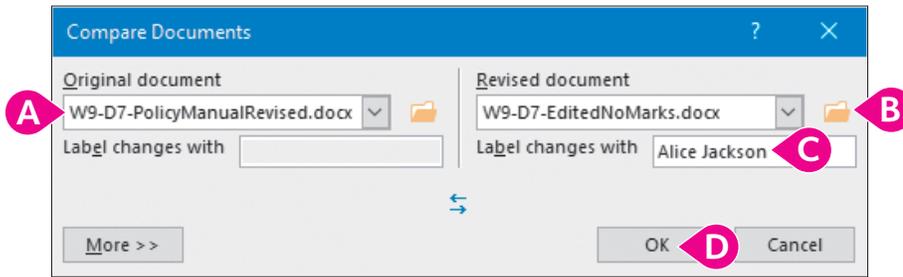
 Review → Compare → Compare  → Compare

### DEVELOP YOUR SKILLS: W9-D7

*In this exercise, you will compare an original document with a document received from a reviewer that appears to have no changes in it.*

1. Open **W9-D6-PolicyManualRevised** from your **Word Chapter 9** folder and save it as: **W9-D7-PolicyManualRevised**
2. Choose **Review → Compare → Compare**  and then choose **Compare** from the menu.

3. Follow these steps to compare this file with another document:



- A** Choose **W9-D7-PolicyManualRevised** as the original document.
  - B** Click the **Browse** button for the revised document, navigate to your **Word Chapter 9** folder, and choose **W9-D7-EditedNoMarks**.
  - C** Type **Alice Jackson** here to identify the reviewer.
  - D** Click **OK**; click **Yes** if asked if you want to continue with the comparison.
4. Scroll through the document and observe Alice's edits.  
*You won't accept and reject changes in this example.*
5. Save the file as **W9-D7-AliceEdits** and exit Word.

## Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

# Reinforce Your Skills

## REINFORCE YOUR SKILLS: W9-R1

### Encourage Good Bugs with Companion Planting

*Kids for Change is sponsoring a Master Gardener's seminar, and you have researched companion planting. In this exercise, you will use the highlighter to place reminders in your document, add comments, and track and review changes. You will also email your document as an attachment.*

1. Open **W9-R1-CompanionPlant** from your **Word Chapter 9** folder and save it as: **W9-R1-CompanionPlantRevised**
2. If necessary, display formatting marks; then position the insertion point at the end of the first paragraph and tap **Enter**.
3. Type this text: **Make copies on 3-hole punched paper.**
4. Choose **Home**→**Font**→**Text Highlight Color**  menu button ▼→**Turquoise**.
5. Drag the mouse pointer, which now appears as a highlighter pen, across the sentence you just typed.
6. Click **Text Highlight Color** to turn off the highlighter and then position the insertion point at the end of the document.
7. Type this text: **Reminder: Check with Ilsa to see if lupine and savory attract lady bugs.**
8. Select the sentence and then choose **Home**→**Font**→**Text Highlight Color** menu button ▼→**Bright Green**.

### Customize Your Track Changes

9. Choose **Review**→**Tracking dialog box launcher** and then click **Change User Name**.
10. If necessary, enter your username and initials, click **OK**, and then click **Advanced Options**.
11. Choose these colors and then click **OK** twice:

Markup Setting	Value
Insertions	<b>Pink</b>
Deletions	<b>Dark Blue</b>
Comments	<b>Violet</b>

### Work with Comments and Track Changes

12. Move to the top of the document and select the word **March** in the third line of the first paragraph.
13. Choose **Review**→**Comments**→**New Comment**  and type this text: **Do we have a specific date yet?**
14. Scroll down to the *Tomatoes + Cabbage* combination and select the last word, **leaves**.
15. Click the **New Comment** button and type: **Did Ilsa verify that this combination really works?**

*Now you'll turn on Track Changes and make some editing changes.*

16. Choose **Review**→**Tracking**→**Track Changes** .
17. In the first sentence below the *Companion Planting* heading on page 1, select **makes for** and type **produces** in its place.
18. In the fifth line of the same paragraph, select **mate** and type **pair** in its place.
19. In the first line of the *Radishes + Spinach* section on page 2, select **yor** and type **your** in its place.
20. Scroll down to the *Collards + Catnip* section, position the insertion point at the end of the sentence, tap Spacebar, and type: **And it will make your cat very happy!**
21. Position the insertion point at the end of the *Marigolds and Melons* section, tap Enter, and type: **Asparagus + Basil: Seems to encourage lady bugs.**
22. Bold the text **Asparagus + Basil:**  
*Now you'll review the document in various Track Changes views.*
23. Choose **Review**→**Tracking**→**Display for Review**  menu button ▼→**Original** and scroll through the document.  
*The document now appears as it was before tracking changes.*
24. Use the same technique to experiment with **Simple Markup**, **No Markup**, and **All Markup**, leaving it set at **All Markup**.  
*Now you will respond to comments and accept and reject the changes as you are playing the role of the reviewer.*
25. Position the insertion point at the top of the document.
26. Choose **Review**→**Changes**→**Next** .
27. Click **Reply**  in the comment balloon and type: **I'll check with Ilsa.**
28. Choose **Next**.  
*The insertion point moves to the tracked deleted words makes for.*
29. Choose **Accept** .
30. Choose **Accept**.  
*The focus moves to the added word produces.*
31. Accept the deletion of *mate* and the addition of *pair*.  
*The insertion point moves to the added Asparagus + Basil information.*
32. Choose **Reject** .
33. Click **Reply** in the bottom of the comment balloon and type: **I'll check with her.**
34. Choose **Next** and accept the deletion of *yor*, the addition of *your*, and the addition of *And it will make your cat very happy!*

## Send a Document for Review

35. Make sure Track Changes is still on.

*Remember, you want to ensure that reviewers use Track Changes.*

36. Choose **File**→**Share**→**Email**  and then choose **Send as Attachment**.

*If your user ID was not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off Track Changes, and read through the rest of this exercise.*

37. In the email form, enter your email address in the To field and change the subject to:  
**Companion planting document attached for review.**

*The document is already attached.*

38. Type the email body text: **Please be sure Track Changes is turned on when you review the document.**

39. Click **Send** and then choose **Review**→**Tracking**→**Track Changes** to turn it off.

40. Save and close the file.

### REINFORCE YOUR SKILLS: W9-R2

## Combine and Compare Tracked Changes

*Kids for Change is planning to participate in California Coastal Cleanup Day. You've researched some information on why this is important, and now your document has been reviewed by two other members. In this exercise, you will analyze the reviewers' edits and comments to finalize your document.*

1. Open **W9-R2-CleanCoast** from your **Word Chapter 9** folder and save it as:  
**W9-R2-CleanCoastRevised**
2. If necessary, choose **Review**→**Tracking**→**Display for Review** →**All Markup**.
3. Choose **Show Markup**  and then slide the mouse pointer to **Balloons** and, if necessary, choose **Show Only Comments and Formatting in Balloons**.
4. Choose **Review**→**Compare**→**Compare** →**Combine**.
5. Choose **W9-R2-CleanCoastRevised** from the Original Document drop-down list.
6. Click **Browse** on the right side of the dialog box, navigate to your **Word Chapter 9** folder, and open **W9-R2-CleanCoastElla**.
7. Click the **More** button to expand the dialog box and make sure **Word Level** and **Original Document** are chosen, click the **Less** button to collapse the dialog box, and then click **OK**.
8. Click **Compare** , slide the mouse pointer down to **Show Source Documents**, and, if necessary, choose **Hide Source Documents**.
9. Combine the second document, **W9-R2-CleanCoastNed**, with **W9-R2-CleanCoastRevised** and click **OK**.

10. If necessary, position the insertion point at the top of the document and then follow these guidelines to review the changes:
  - Accept all additions and deletions made by Ella and Ned.
  - Reply to Ned’s first comment with: **I’ll contact one of the Park School teachers.**
  - Reply to Ella’s comment with: **We should incorporate that in the report.**
  - Reply to Ned’s second comment with: **Are you willing to follow up on this?**
11. Save the file as **W9-R2-CoastEllaNed** and then close it.

## Compare Docs

12. Open **W9-R2-Pups** from your **Word Chapter 9** folder and save it as: **W9-R2-PupsRevised**
13. Choose **Review**→**Compare**→**Compare**→**Compare**.
14. Choose **W9-R2-PupsRevised** from the **Original Document** drop-down list.
15. Click **Browse** under Revised Document and open **W9-R2-PupsArthur** from your **Word Chapter 9** folder.
16. Type **Arthur Menendez** in the Label Changes With field on the right and click **OK**.
17. Make sure the insertion point is at the top of the document.
18. Choose **Next** .
 

*The first change is a little difficult to see—a comma was added following donors.*
19. Accept the change and then continue through the document, accepting each addition and deletion.
20. Click **OK** when the message appears indicating there are no more changes.
21. Save the file as **W9-R2-PupsCompare** and then close it.

## REINFORCE YOUR SKILLS: W9-R3

### Collaborate in Word

*Kids for Change will have a booth at a local farmer’s market next month where the group will talk about the importance of buying locally grown food. It is preparing a handout that discusses the significance of buying local, and now the document will be reviewed by two members. In this exercise, you will share the file with reviewers using Word’s email and then combine tracked changes from two reviewers. Then you will compare with another document from a reviewer who forgot to use Track Changes.*

1. Open **W9-R3-BuyLocal** from your **Word Chapter 9** folder and save it as: **W9-R3-BuyLocalRevised**

*First, you will turn on Track Changes to ensure that the reviewers use it, and then you will email the document.*

2. Choose **Review**→**Tracking**→**Track Changes** .
3. Choose **File**→**Share**→**Email** →**Send as Attachment**.

*In this example, you will send the email to yourself. If your user ID is not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off Track Changes, and read through the rest of the email portion of the exercise.*

4. In the email form, enter your email address in the To field and change the Subject to: **Global research attached**
5. Type the following in the email body and then click **Send: Please review and propose any changes you would like.**

## Combine Tracked Changes from Two Reviewers

6. Choose **Review**→**Compare**→**Compare**→**Combine** and, in the Original Document field, choose **W9-R3-BuyLocalRevised**.
7. On the right side of the dialog box, click **Browse**, open **W9-R3-BuyLocalMarjorie**, and then click **OK**.
8. Choose **Compare**→**Combine**.
9. In the Original Document field, choose **W9-R3-BuyLocalRevised**.
10. Browse for and open **W9-R3-BuyLocalSerge** and then click **OK**.
11. If necessary, position the insertion point at the top of the document.
12. Use **Next**  and **Accept**  to review and accept all proposed changes.
13. Reply to Serge's comment about the number of copies with this text: **I'll check to see how many we made last year.**
14. Reply to Marjorie's comment with this text: **I know she is looking into it. I don't think she has heard back from them yet.**
15. Save the document as **W9-R3-BuyLocalCombined** and then close it.

## Compare Documents

*You've received the last edited document from Margo Meyers, but she did not use Track Changes. You will use the Compare feature to locate the changes.*

16. Open **W9-R3-Obesity** and save it as: **W9-R3-ObesityRevised**
17. Choose **Review**→**Compare**→**Compare**→**Compare**.
18. In the Original Document field, choose **W9-R3-ObesityRevised** and, on the right side of the dialog box, browse for **W9-R3-ObesityMargo**.
19. Type **Margo Meyers** in the Label Changes With field and then click **OK**.
20. Scroll through the document and observe Margo's edits.  
*You agree with all of the changes, so you'll accept them all at once.*
21. Choose **Accept**  menu button ▼→**Accept All Changes**.
22. Save the file as **W9-R3-MargoEdits** and then close it.

# Apply Your Skills

## APPLY YOUR SKILLS: W9-A1

### Create a Report on Crete

*Universal Corporate Events is adding Crete to its Mediterranean tour offerings. You've prepared a report about Crete, and now you're asking a colleague to review it. In this exercise, you will use the highlighter and Track Changes to edit the document and then send it on for further review.*

1. Open **W9-A1-Crete** from your **Word Chapter 9** folder and save it as: **W9-A1-CreteRevised**
2. Position the insertion point at the end of the paragraph below the Crete heading and type:  
Spacebar**The Roman and Turkish remnants are worth adding to the tour.**
3. Highlight the sentence with pink.
4. Open the Track Changes Options dialog box, click **Change User Name**, and, if necessary, enter your username and initials.
5. Click **Advanced Options** and choose these colors:

Markup Setting	Value
Insertions	<b>Green</b>
Deletions	<b>Red</b>
Comments	<b>Turquoise</b>

6. Select the city name **Heraklion** in the first bullet point.
7. Use the **New Comment** button to insert this comment: **A quick stop in Heraklion to see Knossos would be nice.**
8. Select the city name **Elounda** at the beginning of the fifth bullet point and insert this comment: **A good spot for celebrity watching.**
9. Turn on Track Changes and, in the fourth line of the paragraph below the *Crete* heading, replace *was* with: **were**
10. In the next line, replace *place* with: **island**
11. In the second line of the second bullet point, replace *Brits* with: **British**
12. Scroll to page 2 and locate the second-from-the-last bullet point about the city of Rethymno.
13. Position the insertion point after the space at the end of the paragraph and type: **There is a daily ferry from Athens.**
14. Ensure **All Markup** is active in the Display for Review field and then position the insertion point at the top of the document.  
*Now you'll play the role of the reviewer.*
15. Use **Next** and **Accept** to find and accept all editing changes.

16. Create an email using these guidelines:
  - Use Word's Email feature to send the file as an attachment.
  - Insert your email address in the To field.

*If your user ID is not set up as a user with an Outlook account, you will see a message saying that no profiles have been created. If so, just dismiss the message, turn off Track Changes, and read through the rest of this exercise.*

- Change the subject to: **Crete Review**
  - Add this message in the body of the email: **I hope my comments are helpful.**
  - Send the email.
17. Save and close the file.

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## APPLY YOUR SKILLS: W9-A2

### Prepare a Report on Whistler Blackcomb

*Universal Corporate Events has a client who wants to reward outstanding employees with a ski vacation, and you've been researching Whistler Blackcomb. In this exercise, you will combine the documents from two reviewers into your original. Then you will use the Compare feature with a document that was reviewed without Track Changes.*

1. Open **W9-A2-Whistler** from your **Word Chapter 9** folder and save it as: **W9-A2-WhistlerRevised**
2. Ensure the Display for Review feature is set to **All Markup**.
3. Choose **Show Markup**→**Balloons** and, if necessary, choose **Show Revisions in Balloons**.
4. Combine your original document with Colleen's revised document, **W9-A2-WhistlerColleen**, and enter **Colleen Chase** in the Label Unmarked Changes With field.
5. Combine your original document with Anthony's revised document, **W9-A2-WhistlerAnthony**, and enter **Anthony Nichols** in the Label Unmarked Changes With field.
6. Choose **Compare**→**Compare**, slide the mouse pointer to **Show Source Documents**, and, if necessary, choose **Hide Source Documents**.
7. If necessary, position the insertion point at the top of the document.
8. Accept all changes made by Colleen, Anthony, and Jill, except the change in the first paragraph of the article where Colleen changed kilometers to miles; reject both the deletion and the addition.
9. Save the file as **W9-A2-WhistlerColleenAnthony** and close it.
 

*You have received suggested changes from a colleague, Mel. However, Mel did not use Track Changes, so you will use the Compare feature to highlight the changes.*
10. Open **W9-A2-SanDiego** from your **Word Chapter 9** folder and save it as: **W9-A2-SanDiegoRevised**
11. Compare **W9-A2-SanDiegoRevised** in the Original Document field with **W9-A2-SanDiegoMel** and type **Mel Johnson** in the Label Changes With field.
12. Scroll through the document, check the changes, and then accept them all at once.
13. Save the file as **W9-A2-SDCompared** and then close it.

## APPLY YOUR SKILLS: W9-A3

### Collaborate on a Cabo San Lucas Brochure

Universal Corporate Events has asked you to conduct research for a marketing brochure on Cabo San Lucas. In this exercise, you will make changes to your original document and send it to reviewers. Then you will combine and compare the reviewed documents.

1. Open **W9-A3-Cabo** from your **Word Chapter 9** folder and save it as: **W9-A3-CaboRevised**
2. Make sure **Show Revisions in Balloons** is selected on the Balloons submenu in the Show Markup drop-down list.
3. Open the Track Changes Options dialog box and make sure your username and initials appear in the Word Options dialog box.
4. Change the colors in the Advanced Track Changes Options dialog box as follows:

Setting	Value
Insertions	<b>Bright Green</b>
Deletions	<b>Turquoise</b>
Comments	<b>Dark Red</b>

5. Turn on Track Changes.
6. Below the *See* heading, replace the last word in the first paragraph, *abundant*, with: **plentiful**
7. In the fourth line of the first bullet point, replace *allows for* with: **provides**
8. In the second line of the next bullet point, enter a comma after *old* and delete the word **and**.  
*Now you will review your changes.*
9. Position the insertion point at the top of the document and then use the **Next** button to move to and reject the *abundant* deletion and the *plentiful* addition.
10. Accept the rest of the changes.
11. Select **Submarine** in the second bullet point below the heading *Scuba Diving & Watersports*, and then add this comment: **This looks like a fun activity. Let's check it out.**
12. Save the file.

### Check Track Changes Options and Email Files

13. Check that Display for Review is set to **All Markup**.
14. Use the Email feature and the Send as Attachment option to send the document for review following these guidelines:

*If your user ID is not set up as a user with an Outlook account, you will see a message saying no profiles have been created. If so, dismiss the message and go to the next step.*

- Enter your own email address in the To field.
- Change the Subject to: **Cabo Review**
- Enter this email body text: **Please make sure Track Changes is turned on.**
- Send the email.

## Combine Tracked Changes and Compare Documents

15. Use the Combine feature to combine these documents:
  - The original document is **W9-A3-CaboRevised**.
  - The first revised document is **W9-A3-CaboAudrey** (enter **Audrey Ellis** in the Label Unmarked Changes With field).
  - The second revised document is **W9-A3-CaboJose** (enter **Jose Santos** in the Label Unmarked Changes With field).

16. Accept all changes by you, Audrey, and Jose at once.

17. Save the file as **W9-A3-CaboCombo** and close it.

*You recently completed a report on Singapore, which was reviewed by your colleague Ellen. She forgot to use Track Changes, so you will use the Compare feature to assess her changes.*

18. Open **W9-A3-Singapore** and save it as: **W9-A3-SingaporeRevised**

19. Compare this file with **W9-A3-SingaporeEllen**.

20. Enter **Ellen Pledger** in the Label Changes With field.

21. Review the changes and then accept them all.

22. Save the file as **W9-A3-SingCompared** and then close it.



### Project Grader

*This chapter does not include Project Grader exercises. Project Grader content is based on the learning objectives for a chapter, and sometimes those learning objectives cannot be accurately graded by the system. Objectives from this chapter that can be accurately graded may be included in later chapters, if applicable.*

## Extend Your Skills

*These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.*

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### W9-E1 That's the Way I See It

Your business professor has assigned you to prepare a report on the best business opportunities for the coming year. To begin, choose a business that appeals to you. Then create a short introduction (four to five sentences) summarizing your reasons for choosing the business. Search the Internet and copy content of one to two pages on business prospects, citing your sources. Save the file as: **W9-E1-Biz**

Create two copies of the file (give them the names **W9-E1-BizJohn** and **W9-E1-BizJorge**, respectively). Turn on Track Changes and revise the document using your own ideas. Do the same for the "Jorge" document, making different revisions than you did for John. Combine the revised files with your original file. Note that, because you created the John and Jorge files yourself, your name will appear as the reviewer in all cases. Accept and reject revisions as you see fit and then save and close the file.

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### W9-E2 Be Your Own Boss

As the owner of Blue Jean Landscaping, you are researching recent articles on business opportunities in landscaping to determine future growth potential. Create a report of one or two pages using online content (citing your sources). Provide a short introductory paragraph (four to five sentences) summarizing the outlook for the landscaping business. Save your file as **W9-E2-Landscape** and then make a copy, naming it: **W9-E2-LandscapeArt**

Begin to share the document with Art via email from within Word. Fill out the email form. Make up Art's email address and a subject. When complete, tap **PrtScn** and paste the screenshot into a new Word document saved as: **W9-E2-Email**

Close the email form without sending. For the "Art" document, revise the document without Track Changes. Insert at least one comment and then save the document. Compare your original with the "Art" file. Note that, because you created the "Art" file yourself, your name will appear as the reviewer. Display the Reviewing Pane in a vertical alignment and then tap **PrtScn**. Add the screenshot to your "Email" document. Accept and reject revisions as you see fit and include a reply to Art's comment. Save and close the file.

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### W9-E3 Demonstrate Proficiency

Stormy BBQ plans to hold a BBQ Festival. You've been asked to conduct online research to gather ideas for the festival. Using your own ideas and content from online articles, create a report of one or two pages (citing your sources). Provide an introductory paragraph (four to five sentences) summarizing the purpose of the festival. Save the report as **W9-E3-Festival** and then make a copy, naming it: **W9-E3-FestivalCarla**

Change the reviewer ink setting for insertions, deletions, and comments to red. Take a screenshot and paste it into a new document saved as: **W9-E3-Ink**

Using Track Changes, make revisions to the "Carla" file, including at least one comment, and then save it. Combine the "Carla" file with your original. Note that, because you created the "Carla" file yourself, your name will appear as the reviewer. Accept and reject changes as you see fit and insert a reply to the comment. Highlight one sentence with bright green and then save the file.