

# Collaborative Tools in Word 2003

**Objective 1:** Create and format a new document.

## Creating and Formatting a New Document

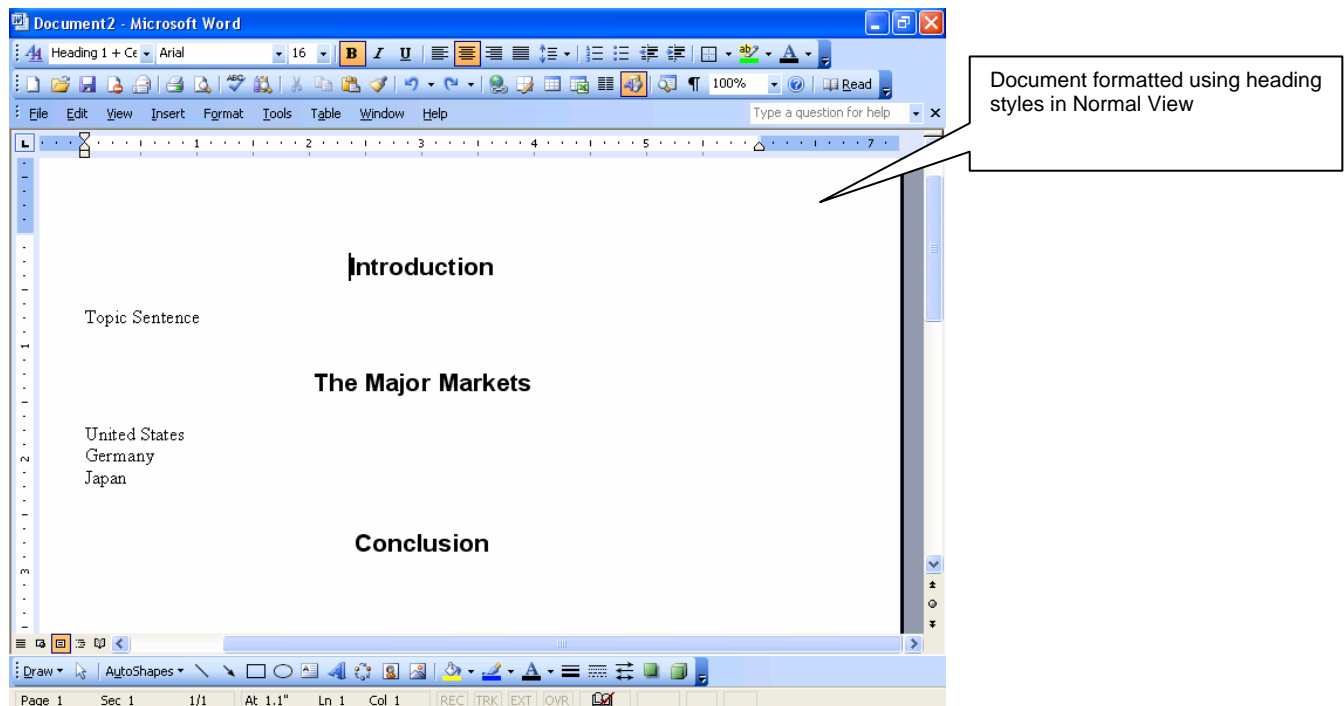
### To Create and Format a New Document

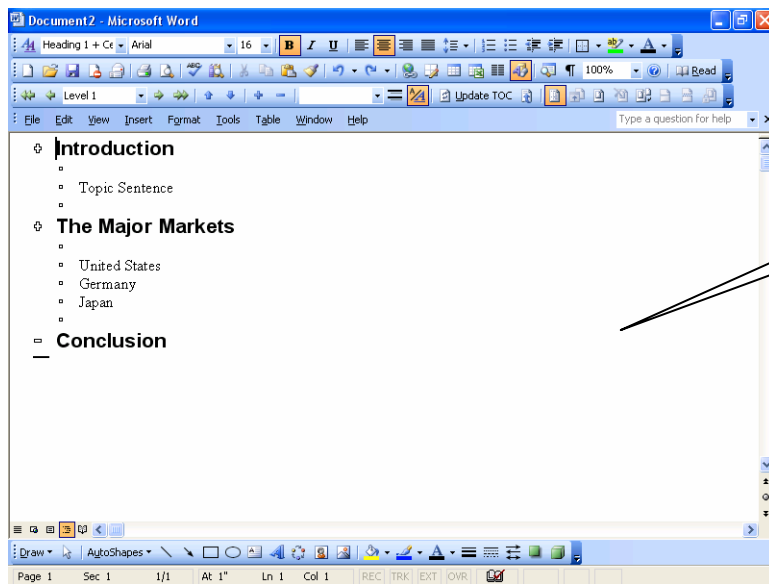
1. Open Word. If necessary, choose **New** from the **File menu**. Click **OK** to select a new blank document.
2. Enter any text into the document, then using the Formatting toolbar or Format menus, apply formatting to your text.

**Objective 2:** Use outline view.

## Outline View

Outline view shows the document's structure. The indentations and symbols in outline view do not affect the way your document looks in normal view and do not print. The way a document displays in outline view depends heavily on the type of formatting that has been applied. For instance, if you format something in a Heading 1 style, then outline view displays that as a title in the outline. If you indent text it displays at a different level in the outline than text that was not indented.





Same document as above shown in Outline View.

### To Switch to Outline View

1. Click **View** on the Menu bar.
2. Then click **Outline**.

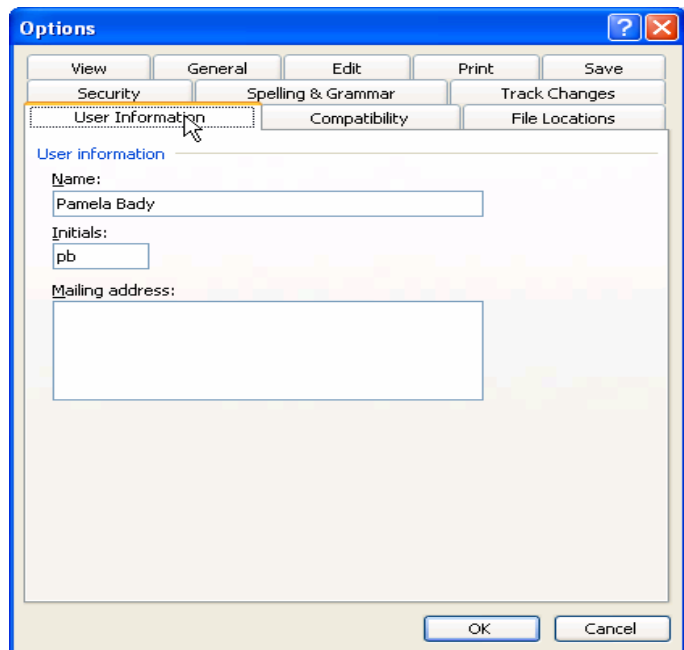
**Objective 3:** Customize user information.

### **Customizing User Information**

You may wish to customize the user information so that your name and initials are shown. It is important that this information be updated so you can use the Versions, Comments, and Track Changes features properly.

### To Customize User Information

1. Click **Tools** on the Menu bar. Then click **Options**.
2. Click the **User Information** tab.
3. In the **Name text box**, enter your name, as you would like it to appear when making changes or comments.
4. In the **Initials text box**, enter your initials, as you would like them to appear when making changes or comments.
5. Click **OK**.



**Objective 4:** Save different versions of your documents.

## Versions

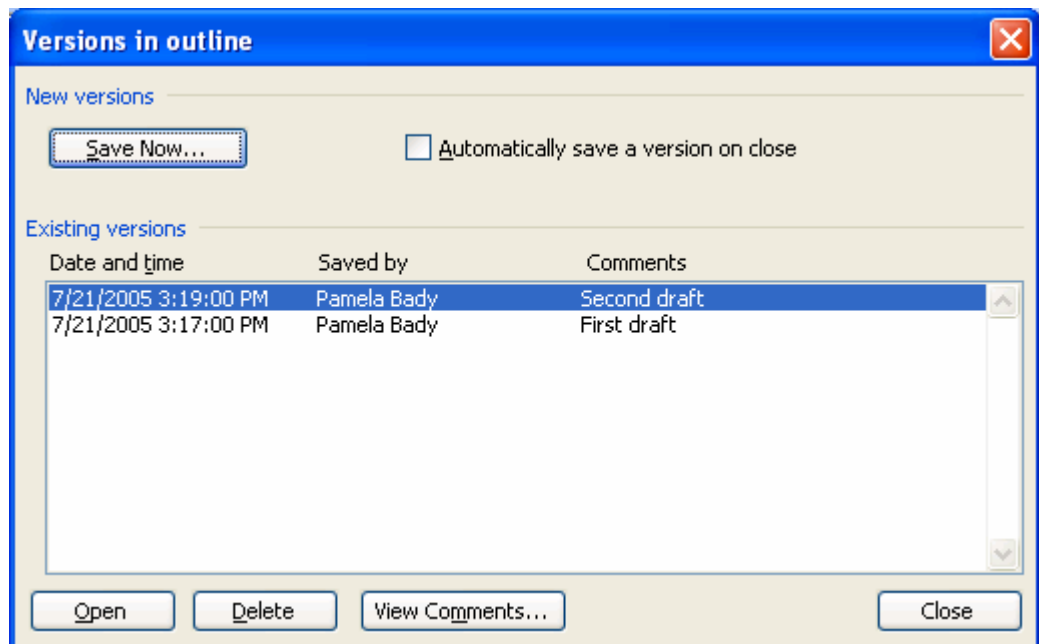
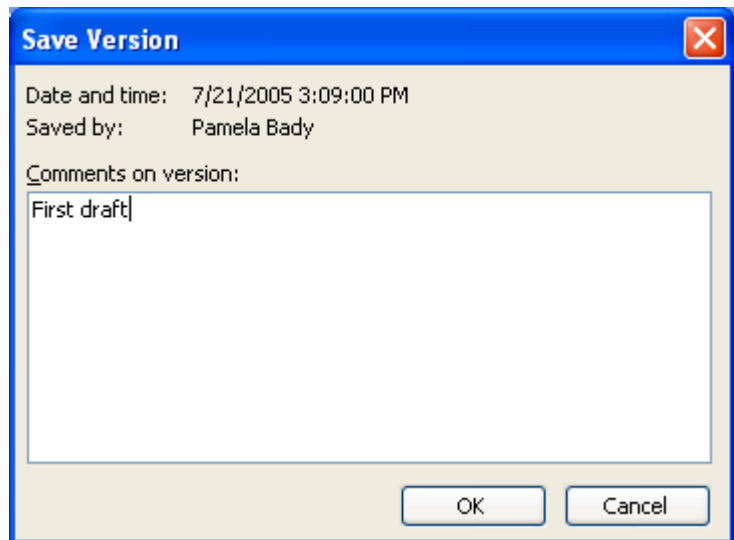
Think of Versions as “snapshots” of a document taken at various stages of the writing process. Saving Versions of your document as you write enables you to retrieve information that you subsequently may have revised out of a document and to manage multiple drafts of a document for different audiences and purposes. The writer can also compare saved versions of the document. Versions eliminates the need to use Save As.

### To Save Different Versions of a Document

1. Click **File** on the Menu bar, and then click **Versions**.
2. Click **Save Now** to save a version of your document.
3. Enter a description of the version into the text box, and then click **OK**.

### To Open a Saved Version of a Document

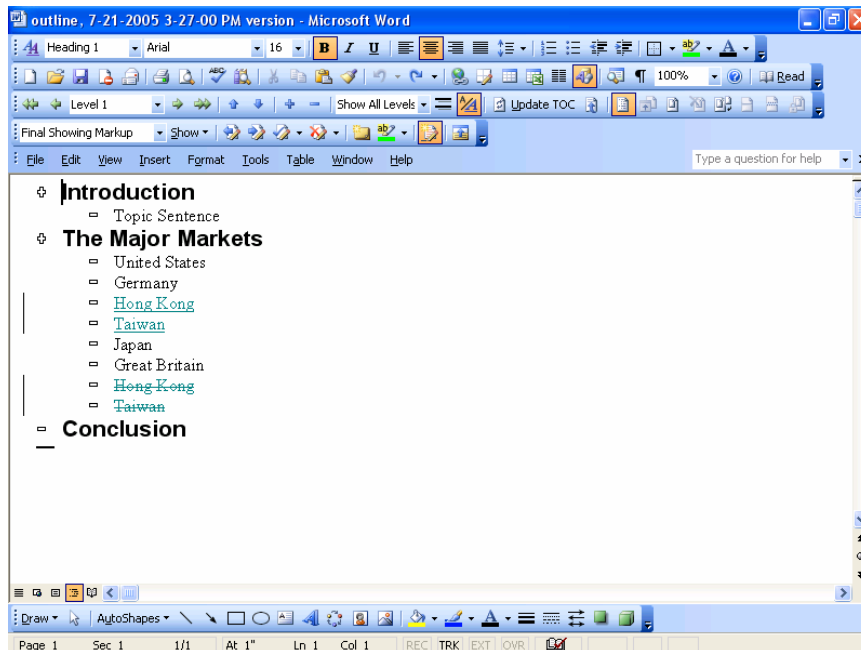
1. Click **File** on the Menu bar, and then click **Versions**.
2. Select the version from the list.
3. Click the **Open button**.



## Objective 5: Track changes to a document.

### Tracking Changes to a Document

If you have a document that you want reviewed by a group or your peers and you want final control over which changes to accept or reject, you can prepare a copy of the document to distribute to the group for electronic review and markup. When change tracking is turned on, Word uses revision marks, the equivalent of "redlining" or "blacklining" in the legal profession, to indicate tracked changes. After the document is reviewed, you can see the changes made by the different reviewers — each reviewer's changes are marked with a different color.



### To Track Changes to a Document

1. Click **Tools** on the menu bar, point to **Track Changes**.

2. The tracking feature **TRK**

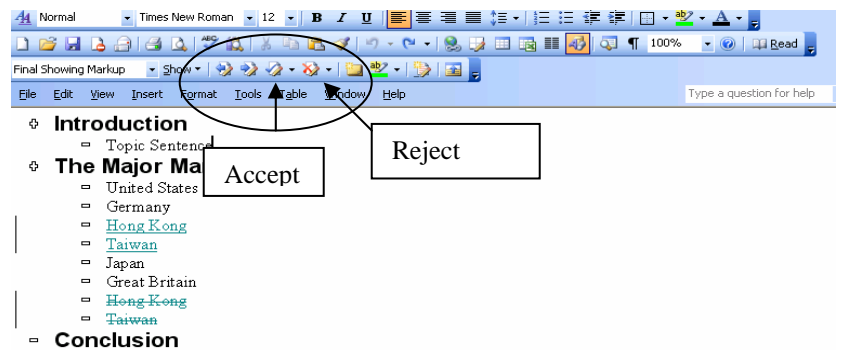
will appear in the status bar at the bottom of the screen.

3. Then proceed to make changes. Remember to save these changes. It is a good idea to save a Version of the document after each person makes a change.



### To Accept or Reject Changes to a Document

1. Click on the **Reviewing Toolbar** and review each item in sequence by clicking the **Next** or **Previous** button. Then click **Accept** or **Reject Changes**.
2. If you receive a message that states "Word reached the end



of the document. Do you want to continue searching from the beginning of the document?" click **OK**.

3. Click either the **Accept button** or the **Reject button** when you encounter a change. When finished reviewing changes, click the **Close button**.



### Clues to Use:

To use Track Changes with your students, ensure that each student has their user information set up on separate computers. Have students circulate their work on floppy disks, zip disks (if applicable), or through email. Student authors can exchange their work with other students and can do peer reviews utilizing the track changes feature. The student author can then use the Versions feature to save a copy of the document with all the suggested changes made by their peers.

The Accept or Reject Changes feature can be used to allow student authors to choose which changes or suggestions made by their peers they would like to use.

## Objective 6: Use comments to annotate a document.

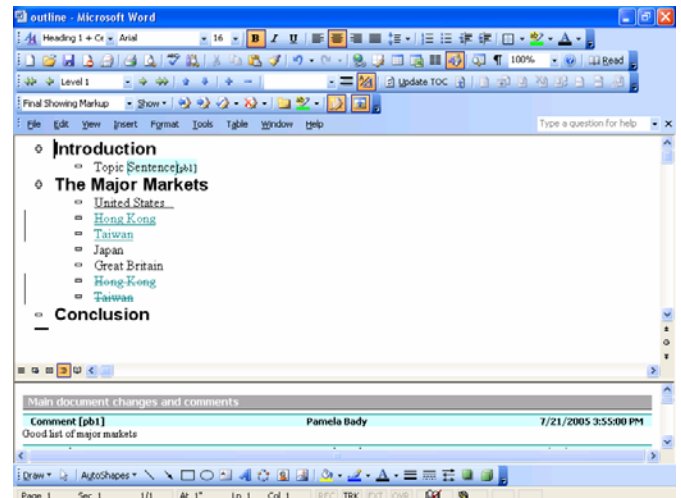
### Using Comments

Comments allow annotations to the text of a document that can be reviewed by anyone accessing it. Remember that you can hide the comments during the printing process (in fact, they are hidden by default) thus, the Comments feature can prove much more convenient than typing your suggestions as regular text in the document, as these might later need to be removed by the author prior to printing.

Type comments

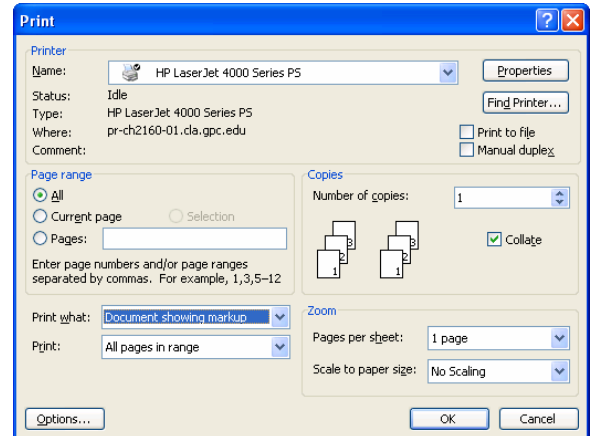
#### To Insert Comments

1. Click in your document at the location where you would like to insert a comment.
2. Click **Insert** on the menu bar. Then click **Comment**.
3. Type your comment. Click **Window** on the menu toolbar then click **Remove Split** to close the comment window.
4. Place your mouse over the highlighted text to read the comment.
5. Remember to save these comments. It is a good idea to save a Version of the document after each person makes comments.



## To Print Comments

1. Click **File** on the menu bar.
2. Click **Print**.
3. In the Print dialogue box, click the **Print what** drop down list arrow. Select **Comments**.
4. Click **OK**.



### **Clues to Use:**

The Comments feature can be used for students to discuss documents and their content. The comments feature encourages students to provide discussion or feedback but not correct mechanical missteps. The Comments feature should be used prior to the Track Changes feature because Track Changes encourages students to be more like editors and focus on grammatical issues rather than on writing style and content.

To use the Comments feature with your students, ensure that each student has their user information set up on separate computers. Have students circulate their work on floppy disks, zip disks (if applicable), or through email. Student authors can exchange their work with other students and can do peer reviews using the comments feature. The student author can then use the Versions feature to save a copy of the document with all the comments made by their peers.

The Comments feature can be used to evaluate a student's writing. Instead of turning in paper-based assignments, have your students submit assignments electronically and do your evaluation using the Comments feature. Return assignments to your students via a disk or email, etc.

The Comments feature can be used to insert audio comments by going to Insert/Object on the menu toolbar. This feature will require that you have a computer with a sound card and a microphone.