

1.4 Collaborative Editing

Collaborative editing is commonly used for documents that are created by more than one person or by a team. To facilitate this sort of distributed development, comments and changes can be added and tracked to facilitate their entry or omission from the document.

Online collaboration is facilitated by web meetings using Microsoft NetMeeting and through discussion webs.

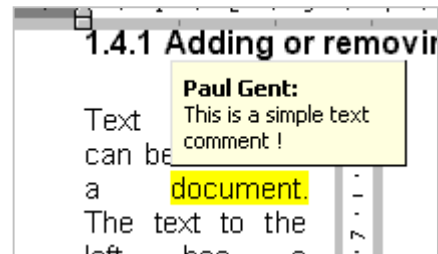
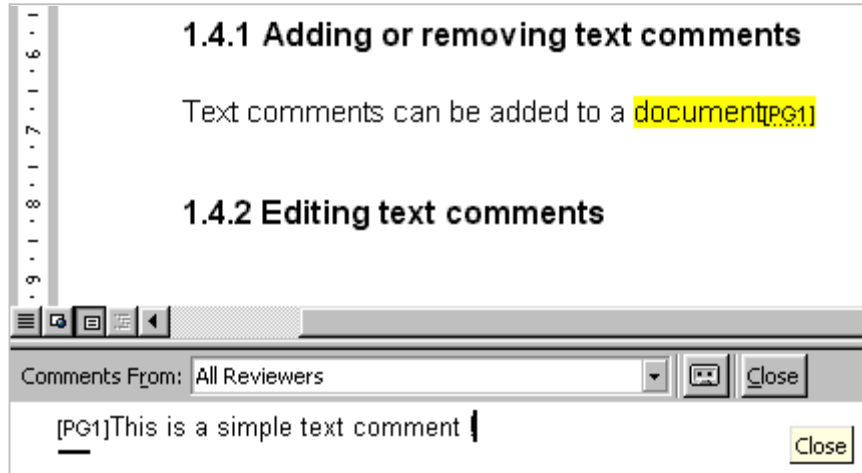
1.4.1 Adding or removing text comments

Text comments can be added to a document. The text to the left has a comment inserted as shown in the images.

To insert a comment into a document, select the words or objects you wish

the comment to be applied to. Go to INSERT – COMMENT and a comment insertion section will appear to the bottom of the screen as shown in the image fragment. Text and / or sounds can be inserted. Once added the comment can be viewed by any user by placing the mouse over the text associated with the comment.

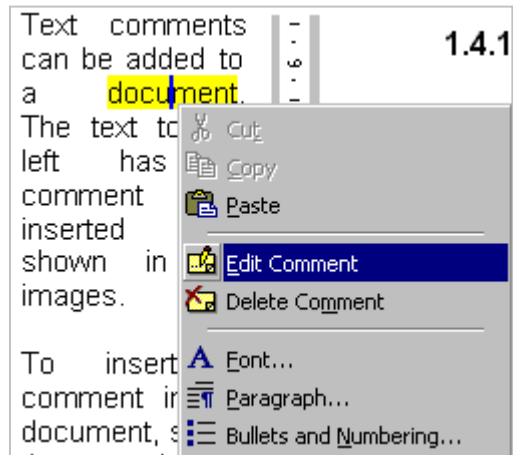
Objects associated with a comment appear with a yellow highlight as shown. The reviewer that inserted the comment also has their name associated with the comment for user tracking.



1.4.2 Editing and Deleting text comments

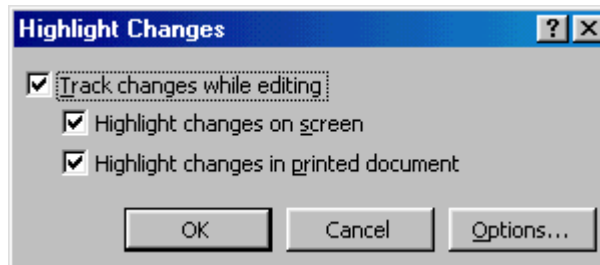
To edit a comment in a document, right click on the comment and select Edit Comment from the pop-up menu. This will display the comment editor and allow for editing of the comment text or sound object.

To delete a comment right click on the comment as before and select Delete Comment. This will remove the comment from the document



1.4.3 Using highlighting options to track changes in a document

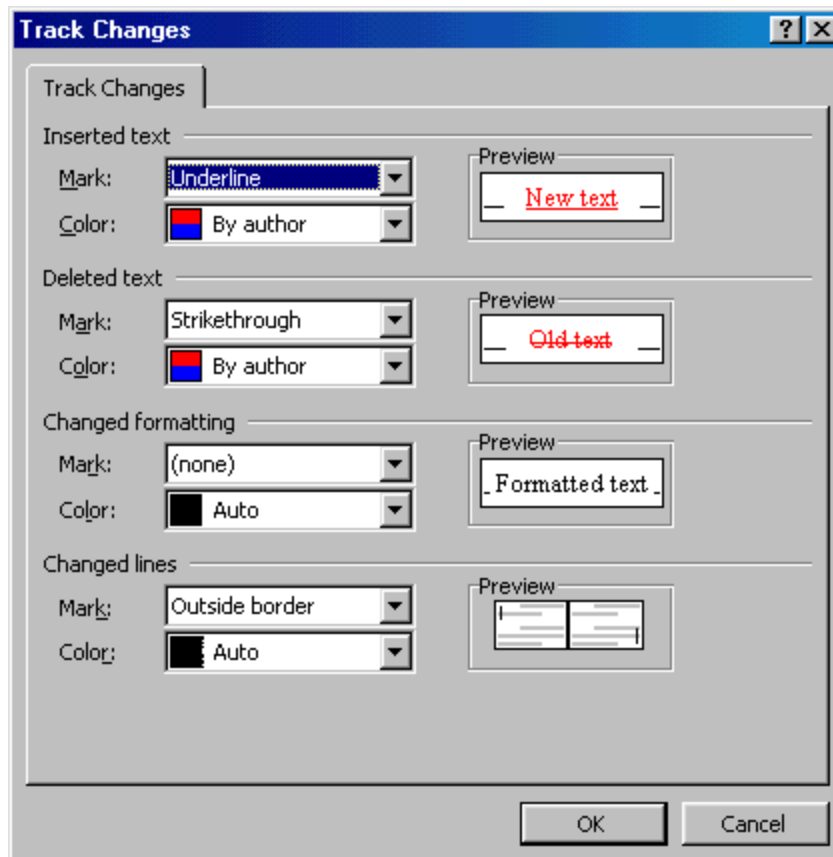
Tracking changes gives a visual reference to any modifications made by other editors of the document. To enable tracking, go to TOOLS – TRACK CHANGES – HIGHLIGHT CHANGES. This will display the Highlight Changes dialog as shown.



To enable tracking, tick the Track changes while editing box. Changes can also be set to be highlighted on screen and in the printed document as shown.

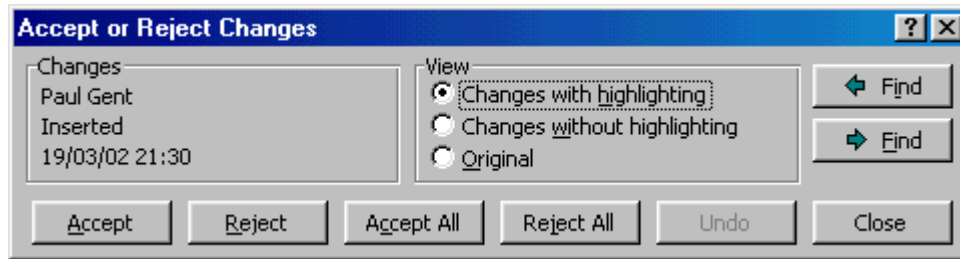
A number of highlighting options can be modified to customise how the changes appear. Pressing the Options button will display the Track Changes dialog.

The options can be changed as required and saved using the OK button.



1.4.4 Accepting or rejecting changes in a document

Once changes have been tracked in a document, they must be either accepted or rejected as required. To do this go to TOOLS – TRACK CHANGES – ACCEPT OR REJECT CHANGES and the Accept or Reject Changes dialog will be displayed as shown.



Use the Find buttons to search for tracked changes in the document. Once a change has been found, the buttons at the bottom of the dialog will become available. The Changes area of the dialog displays the name of the editor, what kind of a change was performed and when it was done.

You may view this tracked change with highlighting, without highlighting or in its original form.

Pressing Accept will accept the change into the document, whereas Reject will discard the change. Accept All and Reject All perform similar functions except they apply to all changes in the section. You can use the Undo button to undo any modifications you have made to the document from this dialog and Close will exit the dialog.