

Track Changes Pop-Up Box

The image shows a Microsoft Word document in the Review tab. The document text is "riparian Function Literature Synthesis" followed by a paragraph: "ject to; the riparian policy and management guidelines on State and private forests covered by the FFRHCP and laid out in the 1999 Forests and Fish report are strongly influenced by the science of riparian processes that was articulated in the 1993 Forest Ecosystem Management Assessment Team (FEMAT) report, 'Forest Ecosystem management:". The text "riparian Function Literature Synthesis" is highlighted in grey. A red box highlights the first two lines of the document: "THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY". A comment box is open over the text, showing a suggestion from Toledo, Anna (DNR) to add the highlighted text. The comment text is "Added THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY" with a timestamp of "July 24, 2023 at 1:36 PM". A separate comment box on the right shows a comment from Joseph F. Murray dated July 19, 2022, with a text input field containing "@mention or reply". The Word ribbon includes options for Reviewing, Share, Comments, and Catch up.

Word - SAMPLE - Saved

File Home Insert Layout References **Review** View Help

Spelling & Grammar Word Count Check Accessibility New Comment Delete Previous Next Show Comments Track Changes: For Everyone Accept Reject Previous Next Mark All as Read Changes

THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY

riparian Function Literature Synthesis

Accept or reject suggestion? ✓ ✕

TA Toledo, Anna (DNR)

Added THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY

Des In July 24, 2023 at 1:36 PM

ject to; the riparian policy and management guidelines on State and private forests covered by the FFRHCP and laid out in the 1999 Forests and Fish report are strongly influenced by the science of riparian processes that was articulated in the 1993 Forest Ecosystem Management Assessment Team (FEMAT) report, "Forest Ecosystem management:

JM Joseph F. Murray

July 19, 2022

@mention or reply

Track Changes Pop-Up Box: DO NOT CLICK THE “X”

The screenshot shows the Microsoft Word interface with the Review tab selected. The ribbon includes options for Spelling & Grammar, Word Count, Check Accessibility, New Comment, Delete Comment, Previous Comment, Next Comment, Show Comments, Track Changes (set to For Everyone), Accept, Reject, Previous, Next, and Mark All as Read. The document text is highlighted in pink and includes the text "THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY" and "riparian Function Literature Synthesis". A pop-up box is overlaid on the text "riparian Function Literature Synthesis". The pop-up box has a red "X" icon in the top right corner, which is circled in red. The pop-up box contains the text "Reject suggestion" and "Toledo, Anna (DNR) Added THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY July 24, 2023 at 1:36 PM". The document text is also highlighted in blue and includes the text "riparian policy and management guidelines on State and private forests covered by the FFRHCP and laid out in the 1999 Forests and Fish report are strongly influenced by the science of riparian processes that was articulated in the 1993 Forest Ecosystem Management Assessment Team (FEMAT) report, 'Forest Ecosystem management:'.

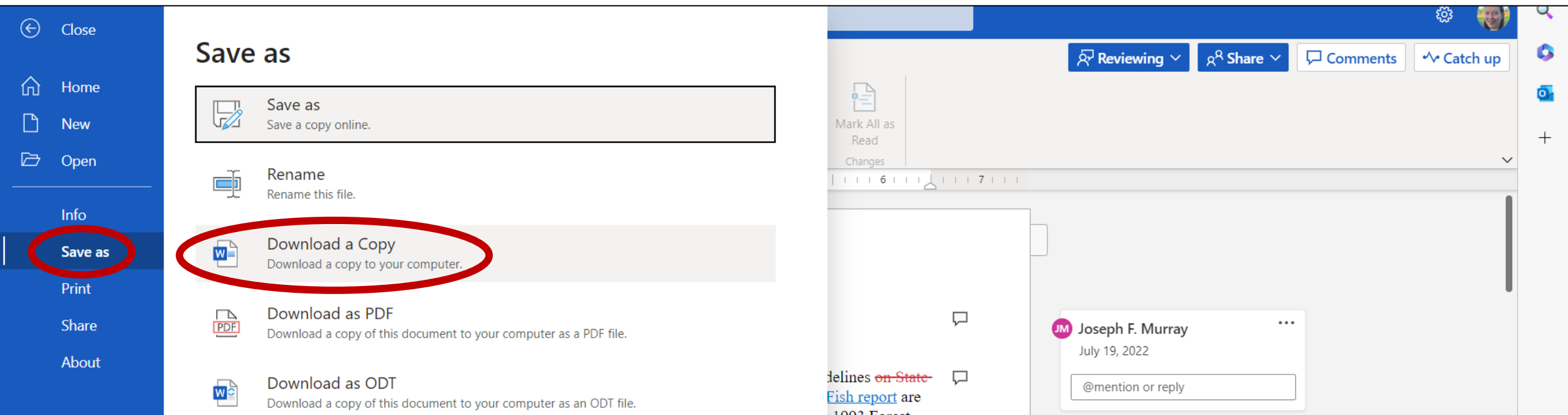
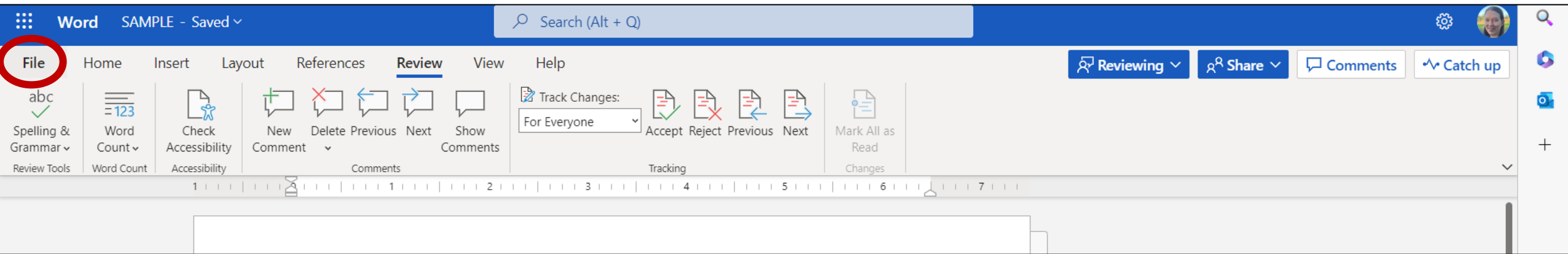
- Do NOT click the “X” in the pop-up to get rid of the pop-up. This will reject the suggested edit.
- To get rid of the pop-up, press the “Esc” key on your keyboard or try clicking in an empty spot to the right of the document or at the top of the screen.

Undo Feature

The screenshot displays the Microsoft Word application window. The title bar shows "Word" and "SAMPLE - Saved". The ribbon is set to "Home", and the "Undo (Ctrl+Z)" button is highlighted with a red circle. The document content includes a title "Riparian Function Literature Synthesis" and a "Description" section. The description text is partially highlighted in red and blue, with some words crossed out. A comment box on the right side of the document shows a comment from "Joseph F. Murray" dated "July 19, 2022".

- Click “Home” and then the reverse arrow.
- Other option: Press Ctrl+Z on your keyboard (Command+Z on a Mac)

Download a Document – Option 1



- From a document open in your browser, click “File” then “Save as” then “Download a Copy”

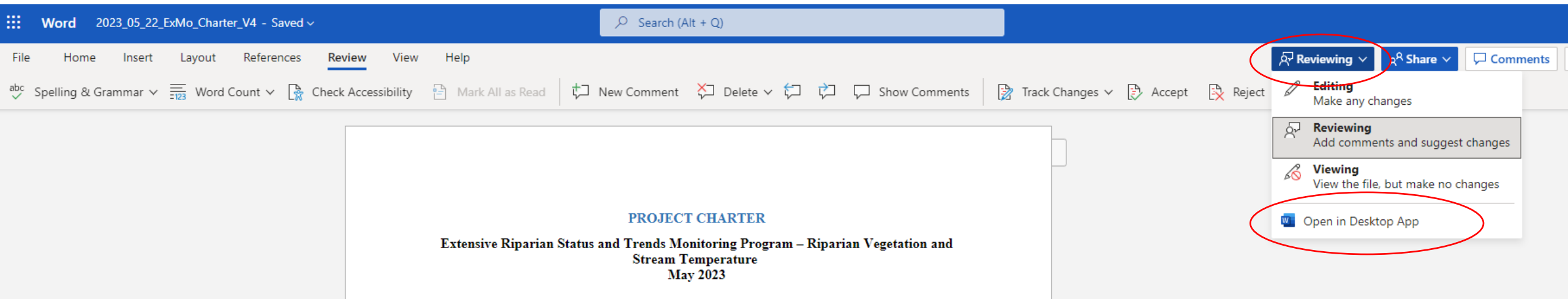
Download a Document – Option 2

The screenshot shows a SharePoint Online interface for a document library titled "Adaptive Management Program (AMP)". The breadcrumb path is "AMP Shared Documents > CMER > Meeting Materials > 2023 CMER Meeting Materials". A document named "Document 1. fp_cmer_jul_2023..." is selected, indicated by a green checkmark in a circle to its left. The ribbon at the top shows various action items, with the "More" button (three dots) circled in red. A context menu is open over the selected document, with the "Download" option circled in red. The context menu also includes options like Favorite, Rename, Automate, Move to, Copy to, Properties, and Version history.

Name	Modified	Modified By
Document 1. fp_cmer_jul_2023...	3 days ago	Church, Natalie (DNR)
Document 10. July 2023 CMER SAG Update...	6 days ago	Church, Natalie (DNR)
Document 2. fp_cmer_jun_2023_mtg_min.pdf	6 days ago	Church, Natalie (DNR)
Document 3. phb_charter_updated_track_c...	6 days ago	Church, Natalie (DNR)

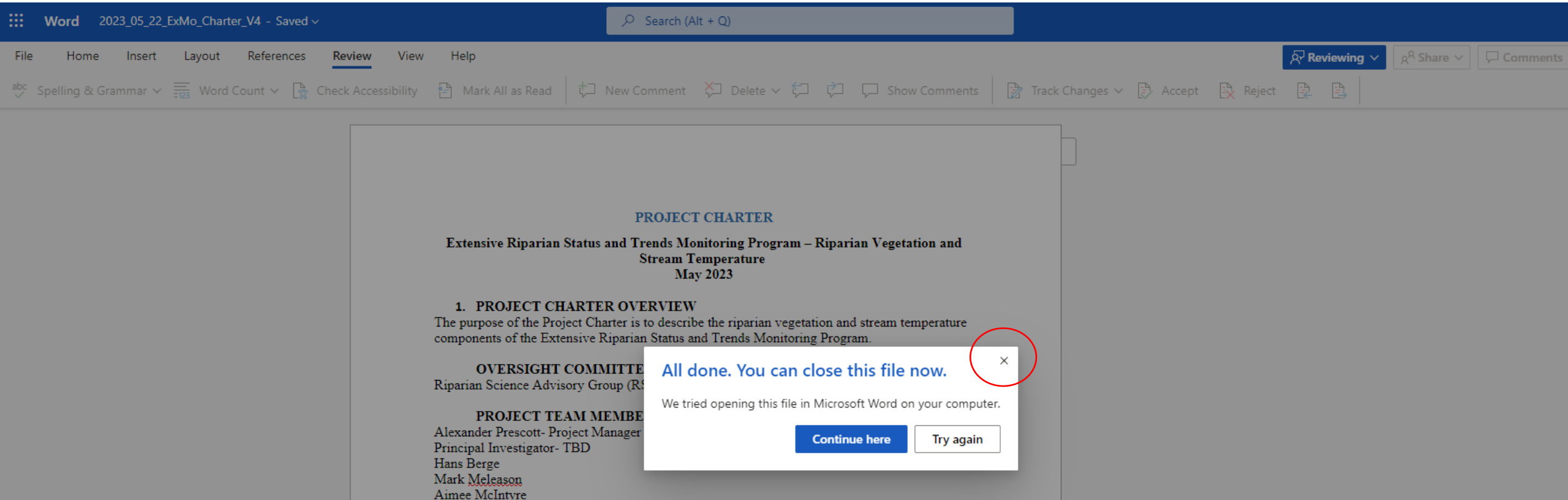
- From a SharePoint Online folder, hover your mouse over the desired file. A circle will appear to the left of the file. Click the circle.
- In the ribbon of action items towards the top of the screen, click the three dots. A drop-down menu will appear. Select “Download.”

Opening a Document in the Desktop App – Option 1



- From a SharePoint Online document opened in your browser, click on the “Reviewing” tab. A drop-down menu will appear. Select “Open in Desktop App.”

Opening a Document in the Desktop App – Option 1

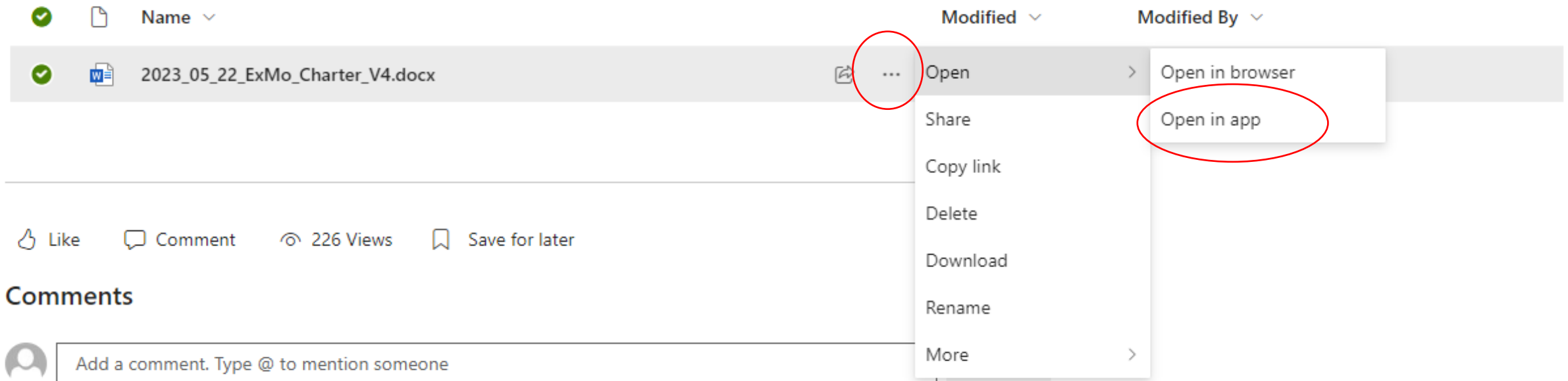


- A pop-up will appear in your browser as the file opens in the Microsoft Word desktop app.
- You may close the pop-up and browser tab.

Opening a Document in the Desktop App – Option 2

RSAG > Extensive Monitoring > Charter > Drafts and Archive > 08_23 Drafts

See all



The screenshot shows a SharePoint Online document list. The document name is "2023_05_22_ExMo_Charter_V4.docx". A context menu is open over the document, with the "Open" option selected. The "Open in app" option is highlighted in red. The "Open in browser" option is also visible. The "More" option is also visible at the bottom of the menu. The "Open in app" option is circled in red.

Name	Modified	Modified By
2023_05_22_ExMo_Charter_V4.docx		

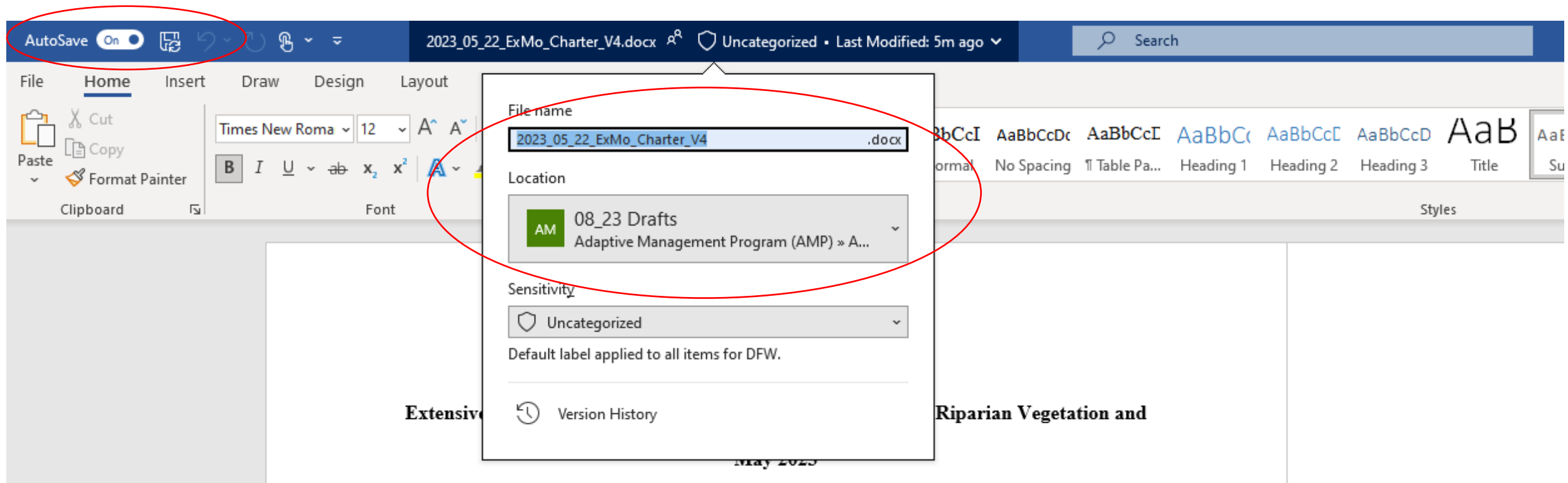
Like Comment 226 Views Save for later

Comments

Add a comment. Type @ to mention someone

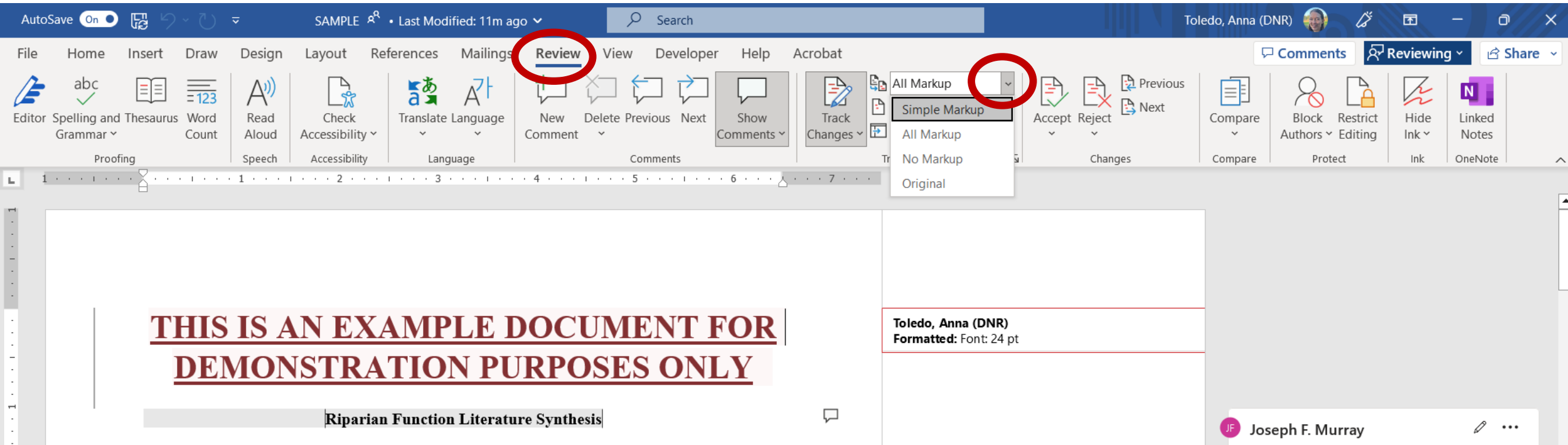
- From a SharePoint Online folder, hover over the desired file, click on the three dots. A drop-down menu will appear. Click “Open” then “Open in app.”

Opening a Document in the Desktop App



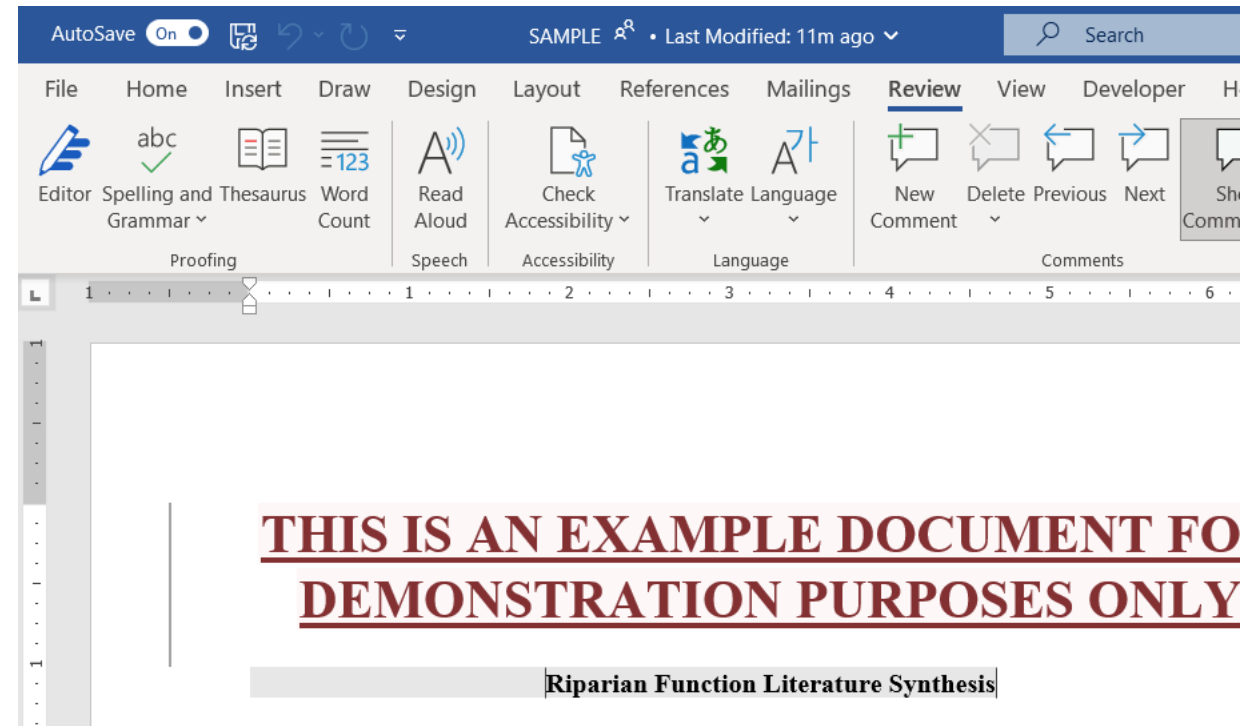
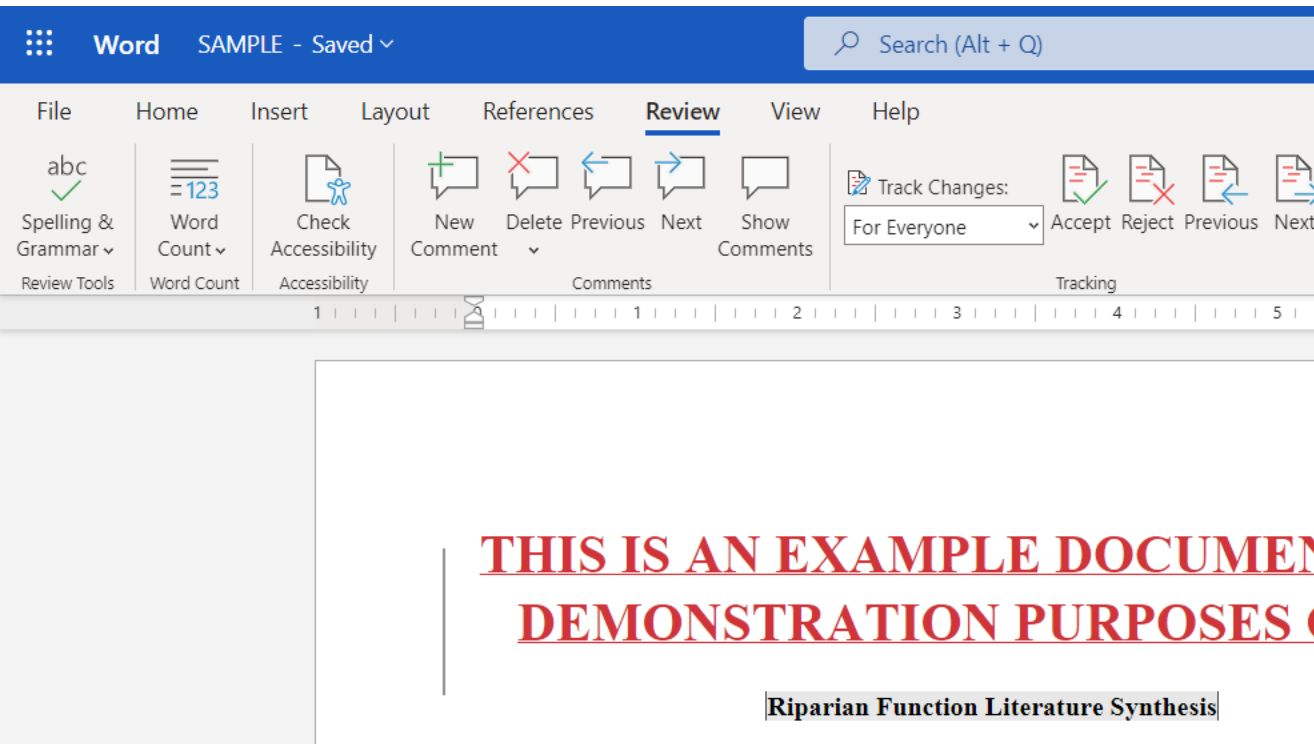
- By default, AutoSave should be on and the file should be saving to the Adaptive Management Program SharePoint Online site.
- Verify both these items to ensure the document is saving correctly.
- Your comments and track-changed edits are being saved online in real time. If others are editing, you can see their edits in real time (slight time delays may occur due to differences in network connectivity).
- Once you have finished, close Microsoft Word. Your comments and edits will be saved.

Desktop App – Options for Viewing Tracked Changes



- In the desktop app, you can change how you view the tracked changes. Click “Review” then click the downward arrow by “All Markup.” A drop-down menu of options will appear.
- **Simple Markup:** Displays tracked changes with a red line in the margin.
- **All Markup:** Displays tracked changes with different colors of text and lines for each reviewer.
- **No Markup:** Hides the markup to show the document with changes incorporated.
- **Original:** Displays the original document without tracked changes and comments showing.

Browser vs. Desktop App



- Users may access documents via browser or desktop app.
- The desktop app has the familiar Microsoft Word layout.
- The desktop app may run slower on slower internet connections.