

WORKING WITH DOCUMENTS

Compare to Documents

Compare two versions of a document

1. Open one of the two versions of the document that you want to compare.
2. On the Tools menu, point to Track Changes, and then click Compare Documents.
3. In the Original document list, select the original document.
4. In the Revised document list, browse to the other version of the document, and then click OK. Changes from the revised copy are merged into a new copy that is based on the original version of the document. The original copy remains untouched. Revision marks show any differences introduced by the revised copy of the document.

Merge two versions of a document

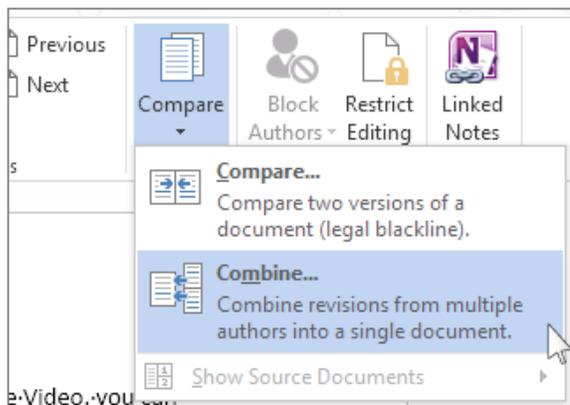
1. Open one of the two versions of the document that you want to merge.
2. On the Tools menu, click Combine Documents.
3. In the Original document list, select one version of the document.
4. In the Revised document list, browse to the other version of the document, and then click OK. Changes from the revised copy are merged into a new copy that is based on the original version of the document. The original copy remains untouched. Revision marks show any differences introduced by the revised copy of the document.

Combine to Documents

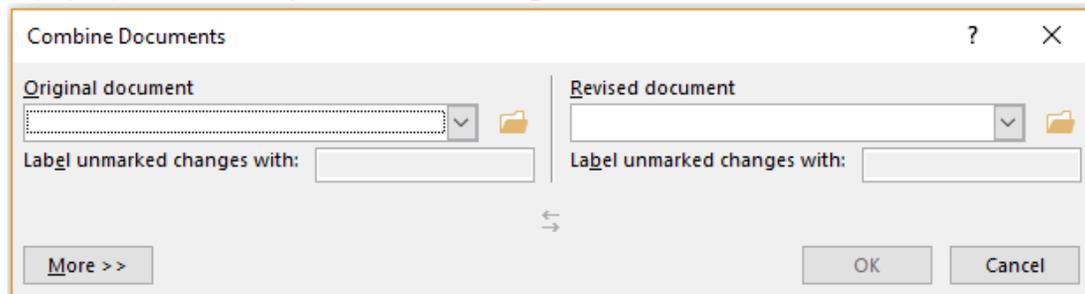
After you send a document out for review, you might get a lot of copies back—with suggestions and revisions you don't want to miss. When that happens, combine all those edits and ideas into one document.

Merge two versions of a document

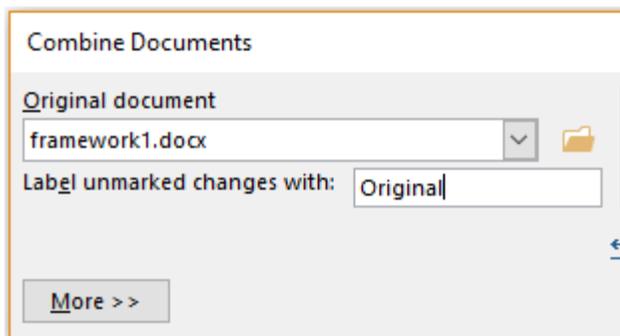
1. Click Review > Compare > Combine.



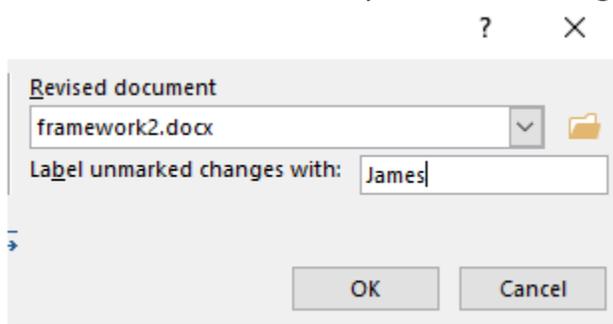
A pop-up window lets you choose the **Original document** and the **Revised document**.



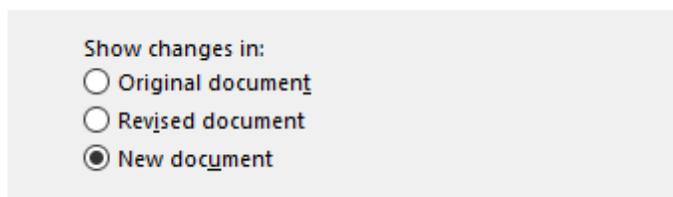
2. Under **Original document**, click the down arrow and choose the document you sent for review. If you need to browse to the file's location, click the folder icon. Remember, this is the original document that you worked on without any changes or modifications.



3. Under **Revised document**, choose the document you want to merge.



4. In the Label unmarked changes with box, type a name or phrase so you'll know who suggested the changes.
5. Click More to get more options for combining the documents.
6. More
7. Under Show changes in, click New document.



8. Click **OK**.

Word opens a new document that combines the original document and the copy you merged with it. The screen is divided into three sections. One section shows the **Revisions** made, the middle section shows the **combined document**, and the third section, which is split in two, displays the **Original document** and **Revised document**.

9. When you've resolved the combined changes the way you want, save the document.

Create Building Blocks in Word – Instructions: A picture of a user creating a building block in Microsoft Word.

- Enter a name for the building block into the "Name:" field. Then use the "Gallery:" drop-down to choose the type of gallery into which to save the content. Then use the "Category:" drop-down

to either choose an existing classification category or create a new category. Next, enter a brief description of the content into the “Description:” field.

- Then use the “Save in:” drop-down to choose the document template into which to save the content. Any document later created from the selected template will have the building block available for use. The default template for new, blank documents is called the “Normal” template. To make this building block available to all new, blank documents on the computer, choose the “Normal” choice from the “Save in:” drop-down. Otherwise, select the name of the custom template to which to save the building block. Note that to save it into a custom template, you must first open the template in Word before it can appear in the “Save in:” drop-down list in this dialog box.

- After selecting a template, then use the “Options:” drop-down to choose how Word inserts the content into a document when used in the future. Your choices are “Insert content in its own page,” which inserts the building block content into its own page, with page breaks placed before and after the insertion point; “Insert in own paragraph,” which inserts the content into its own paragraph within the page; or “Insert content only,” which only inserts the building block content. After entering the information, click the “OK” button to save the selected content as a building block into the selected template.

Create Building Blocks in Word: Instructions

1. To create building blocks in Word, first create and select the content to include in the building block.
2. If you want to include the formatting for the content you select for a custom building block, you must include the paragraph mark that follows the selection as part of the building block.
3. To save the selected content as a new building block, click the “Insert” tab in the Ribbon.
4. Then click the “Quick Parts” button in the “Text” button group.
5. From the drop-down menu of choices, choose the “Save Selection to Quick Part Gallery...” command to open the “Create New Building Block” dialog box.
6. Then enter a name for the building block into the “Name:” field.
7. Then use the “Gallery:” drop-down to choose the type of gallery into which to save the content.
8. Use the “Category:” drop-down to either choose an existing classification category or create a new category.
9. Then enter a brief text description of the saved content into the “Description:” field.
10. Then use the “Save in:” drop-down to choose the document template into which to save the content. Any future document created from the selected template will contain the building block. Choose the “Normal” template to make the building block available to all new, blank Word documents. If you wish to save it into a custom template, you must first open the template in Word before it will appear in the “Save in:” drop-down list within this dialog box.

11. Then use the “Options:” drop-down to choose how Word inserts the content into a document when used in the future. Choose “Insert content in its own page,” “Insert in own paragraph” or “Insert content only.”
12. Finally, click the “OK” button.

Selecting items that are not consecutive

To select nonconsecutive items (as shown in Figure 1) using the mouse:

1. Select the first piece of text.
2. Hold down the Control (Ctrl) key and use the mouse to select the next piece of text.
3. Repeat as often as needed.

Now you can work with the selected text (copy it, delete it, change the style, and so on).

Note Macintosh users: substitute the Command key when instructions in this chapter say to use the Control key.

To select nonconsecutive items using the keyboard:

1. Select the first piece of text. (For more information about keyboard selection of text, see the topic “Navigating and Selecting with the Keyboard” in the OpenOffice.org Help (F1).
2. Press Shift+F8. This puts Writer in “ADD” mode. The word ADD appears on the Status Bar.
3. Use the arrow keys to move to the start of the next piece of text to be selected. Hold down the Shift key and select the next piece of text.
4. Repeat as often as needed.

Now you can work with the selected text.

Press Esc to exit from this mode.