

Track Changes Pop-Up Box

The image shows a Microsoft Word document in the Review tab. The document text is: **THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY** **riparian Function Literature Synthesis**. The text "riparian Function Literature Synthesis" is highlighted in grey. A comment pop-up box is visible over the text, showing the author "Toledo, Anna (DNR)", the text "Added THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY", and the date "July 24, 2023 at 1:36 PM". The document also contains several tracked changes: "ject to;" (inserted), "the riparian policy and management guidelines" (inserted), "on State" (deleted), "and private forests covered by the FFRHCP and laid out in the 1999 Forests and Fish report" (inserted), and "that was" (deleted). The comment pop-up box also includes a "Des" field and an "In" field. The right side of the screen shows a comment card for "Joseph F. Murray" dated "July 19, 2022" with a text input field for "@mention or reply".

Word interface showing the Review tab and Track Changes options. The document content is highlighted in red, indicating tracked changes. A comment pop-up box is visible over the text, showing the author (Toledo, Anna (DNR)), the text added (THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY), and the date (July 24, 2023 at 1:36 PM). The comment pop-up box also includes a "Des" field and an "In" field.

The document content is: **THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY** **riparian Function Literature Synthesis**

Tracked changes in the document include: **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** ~~that was~~ articulated in the 1993 Forest Ecosystem Management Assessment Team (FEMAT) report, "Forest Ecosystem management:

Comment pop-up box details:

- Author: Toledo, Anna (DNR)
- Text: Added THIS IS AN EXAMPLE DOCUMENT FOR DEMONSTRATION PURPOSES ONLY
- Date: July 24, 2023 at 1:36 PM
- Field: Des
- Field: In

Comment card details:

- Author: Joseph F. Murray
- Date: July 19, 2022
- Text: @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 Track Changes feature is active, and a pop-up box is displayed over the text "riparian Function Literature Synthesis". 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". A red "X" icon is present in the top right corner of the pop-up box, which is circled in red. 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". 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:'.

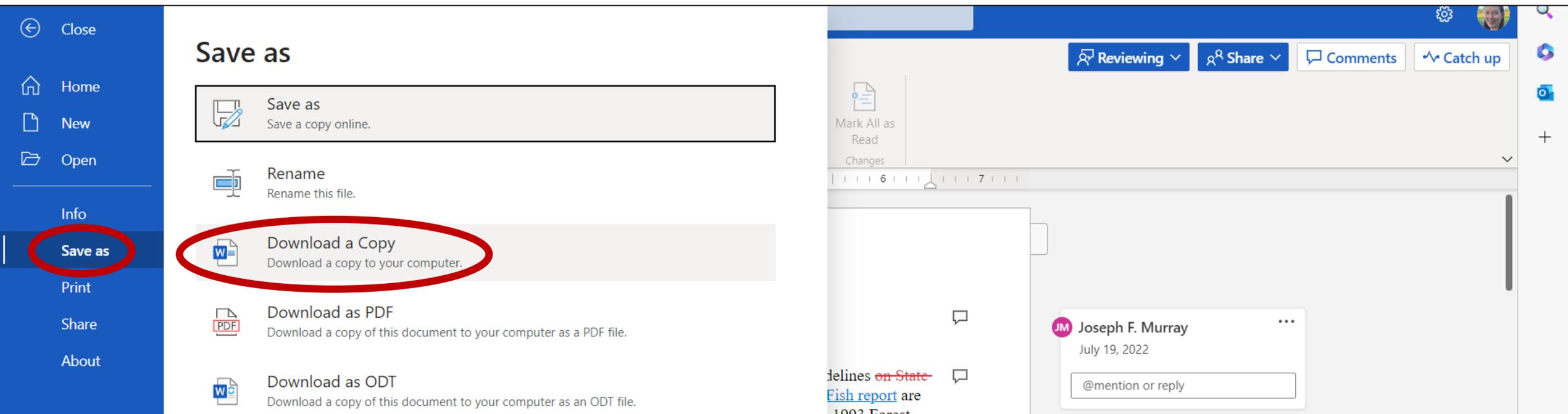
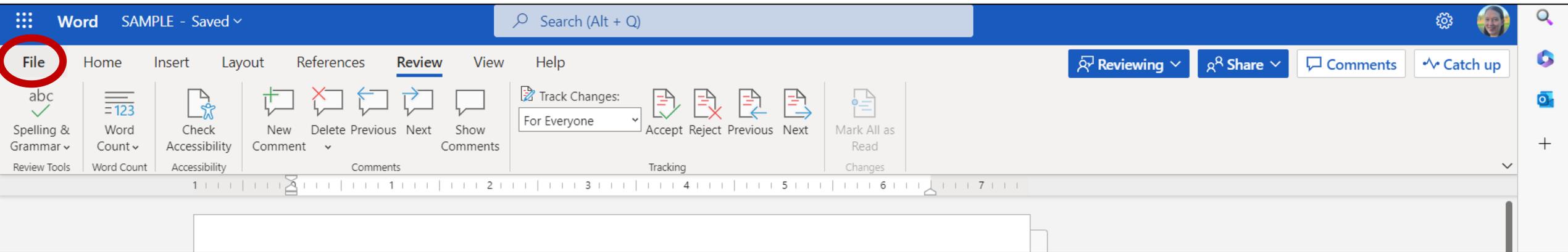
- Do NOT click the “X” in the pop-up to get rid of the pop-up. This will reject the suggested edit.
- To get rid of the pop-up, press the “Esc” key on your keyboard or try clicking in an empty spot to the right of the document or at the top of the screen.

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 section header "Riparian Function Literature Synthesis" and a "Description" section. The text in the description 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".

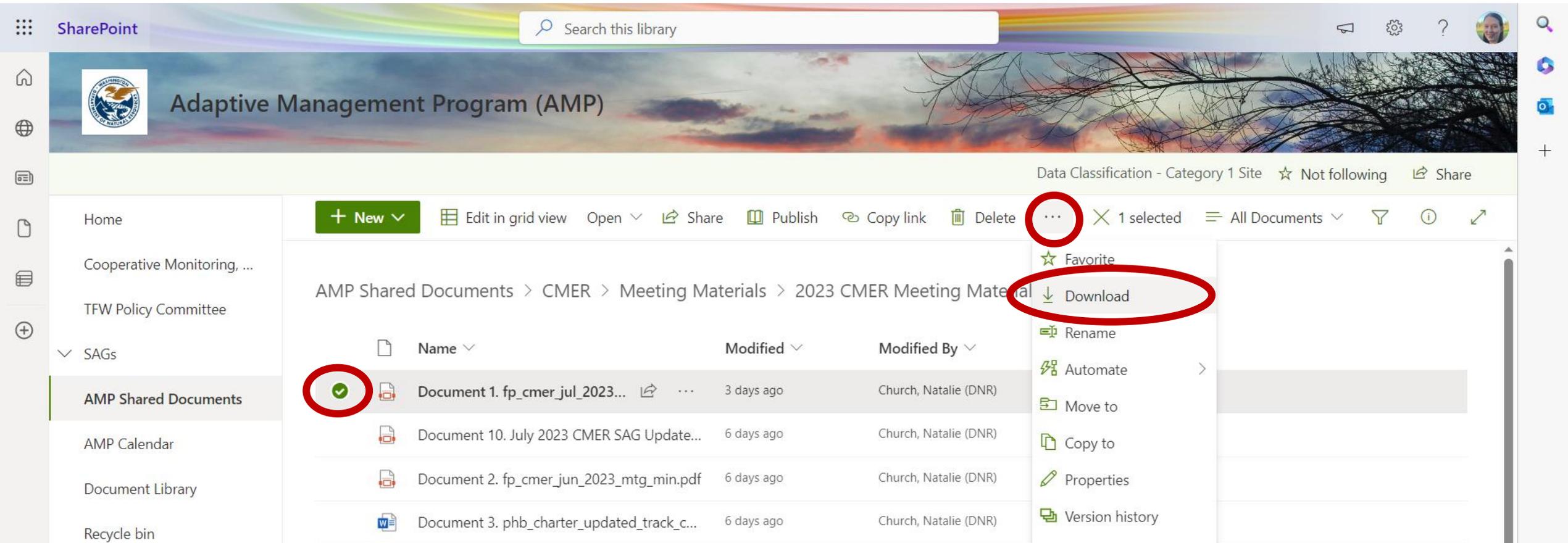
- Click “Home” and then the reverse arrow.
- Other option: Press Ctrl+Z on your keyboard (Command+Z on a Mac)

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 table of documents is displayed with columns for Name, Modified, and Modified By. The first document, "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, and the "More" menu (three dots) is open, with the "Download" option highlighted in a red oval.

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)

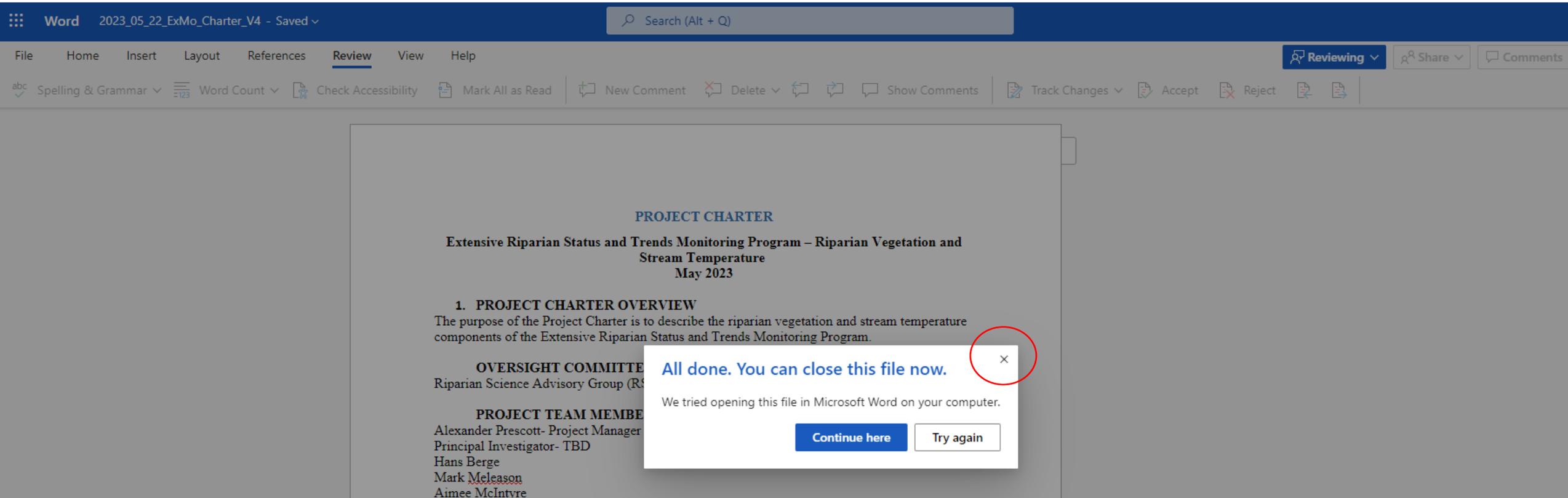
- From a SharePoint Online folder, hover your mouse over the desired file. A circle will appear to the left of the file. Click the circle.
- In the ribbon of action items towards the top of the screen, click the three dots. A drop-down menu will appear. Select “Download.”

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

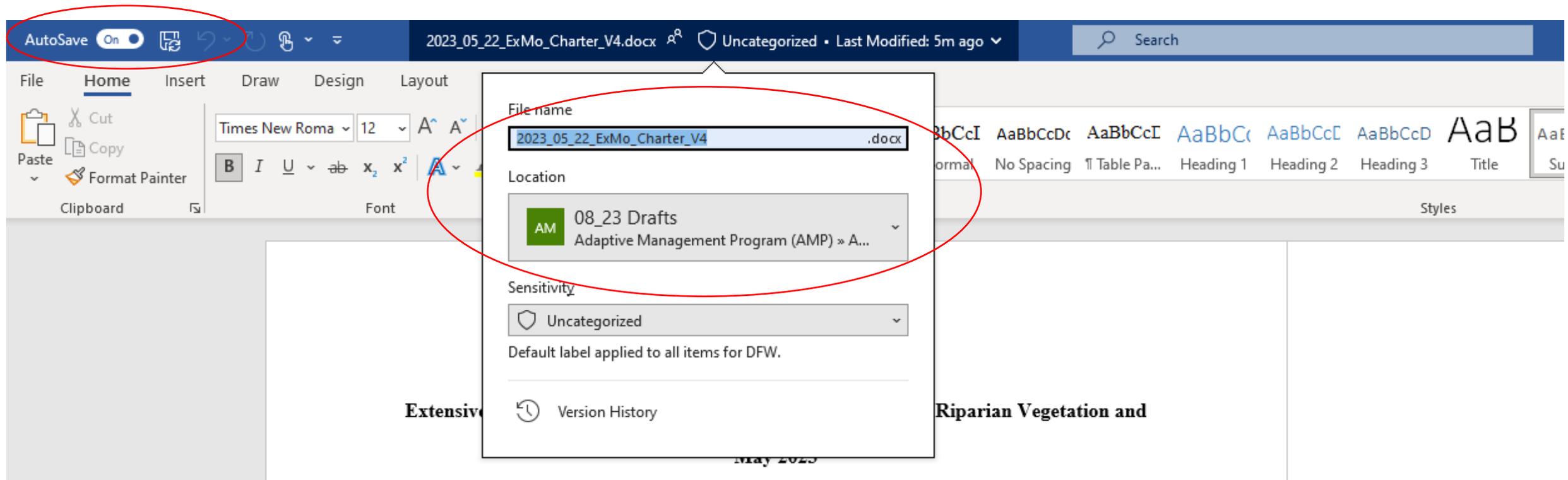
RSAG > Extensive Monitoring > Charter > Drafts and Archive > 08_23 Drafts

See all

The screenshot shows a SharePoint Online interface. At the top, there is a breadcrumb trail: RSAG > Extensive Monitoring > Charter > Drafts and Archive > 08_23 Drafts. Below this is a table of documents. The first document is '2023_05_22_ExMo_Charter_V4.docx'. A context menu is open over this document, listing options: Open, Share, Copy link, Delete, Download, Rename, and More. The 'Open' option is selected, and a sub-menu is displayed with 'Open in browser' and 'Open in app'. The 'Open in app' option is circled in red. Below the document list, there are interaction options: Like, Comment, 226 Views, and Save for later. A 'Comments' section is visible at the bottom with a text input field: 'Add a comment. Type @ to mention someone'.

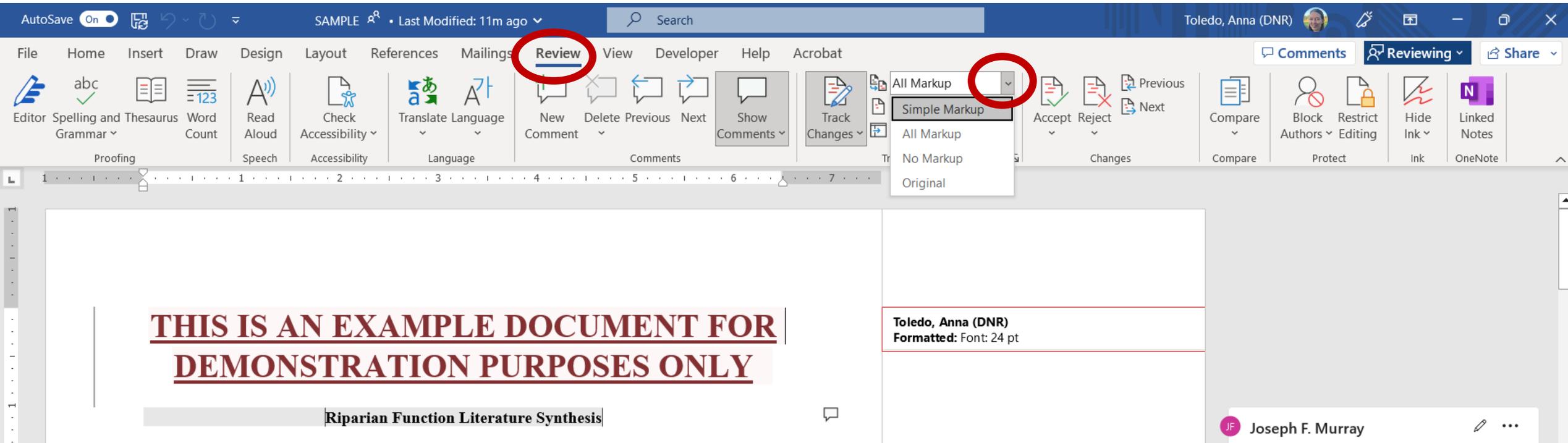
- From a SharePoint Online folder, hover over the desired file, click on the three dots. A drop-down menu will appear. Click “Open” then “Open in app.”

Opening a Document in the Desktop App



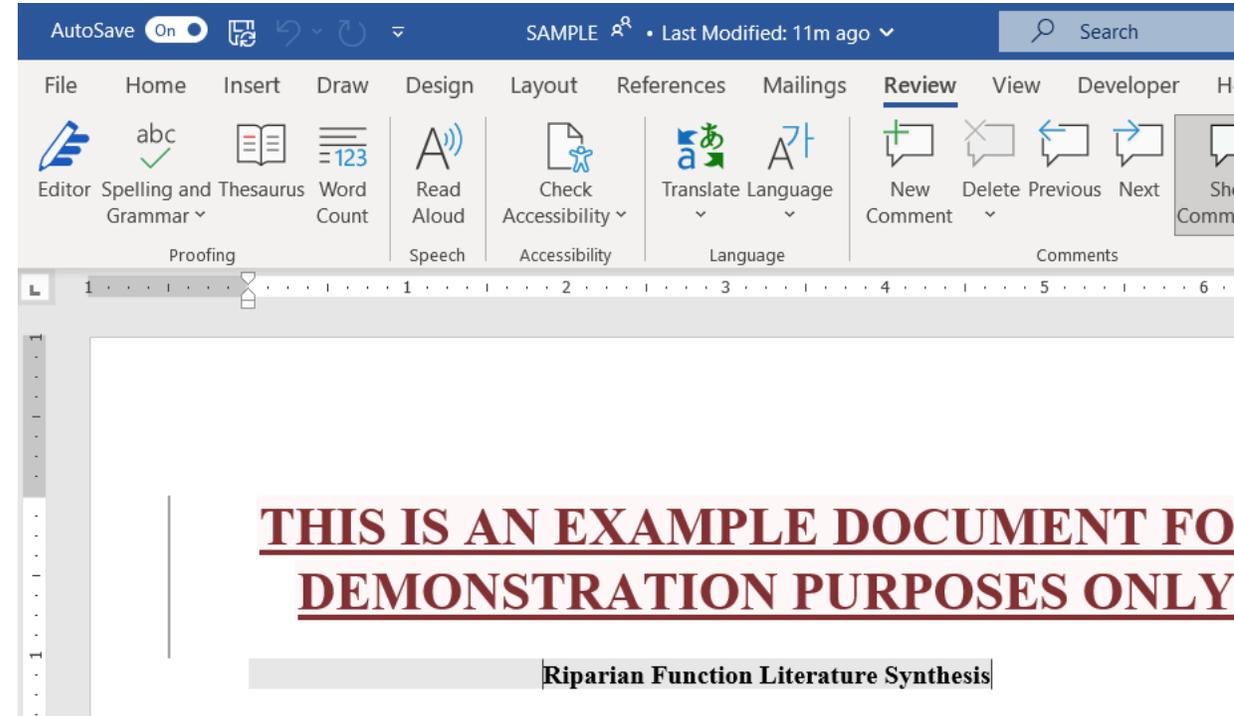
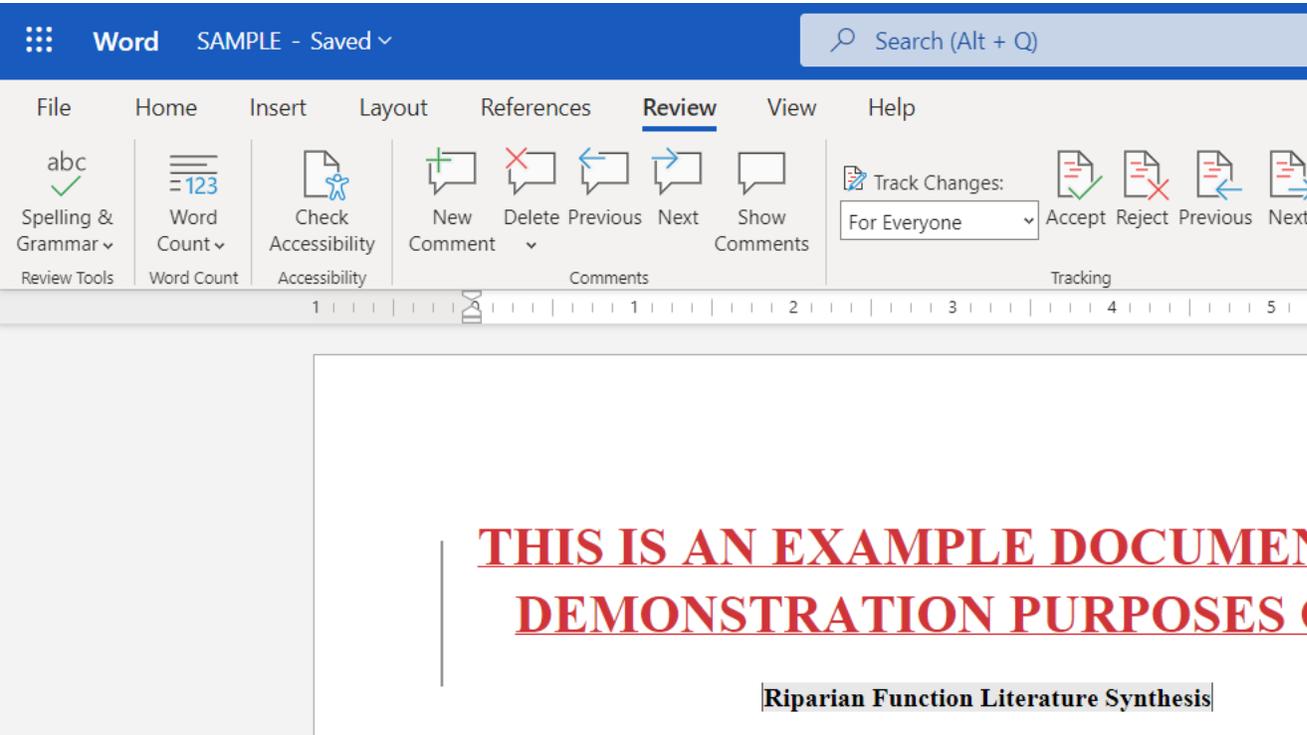
- By default, AutoSave should be on and the file should be saving to the Adaptive Management Program SharePoint Online site.
- Verify both these items to ensure the document is saving correctly.
- Your comments and track-changed edits are being saved online in real time. If others are editing, you can 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.