

Preparation For Offline Collaboration

Ensure one person is the Document Manager for the specific document. (If there's no main author, secretary, etc)

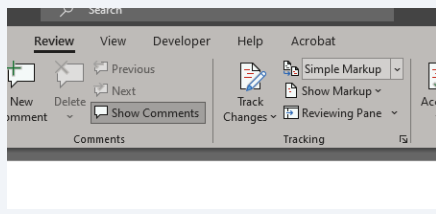
Any structure is to be decided before collaboration, or edited during compiling session

Create special folder to store all versions

Enable *Track Changes* before sharing the file

Upon receiving file to edit, *Save As* before editing

Enable Track Changes



You can edit as usual after enabling the function

Editing After Track Changes Enabled

Check comments first. Someone might need specific editing by you

Make sure not to modify the structure of the document (eg deleting a row or column in a table). Instead, use comment

Use *Styles* for consistencies instead of manual formatting

In case of conflict, just add comments. Let the document manager do the necessary work

Turn on *Autosave*

Combining Preparation

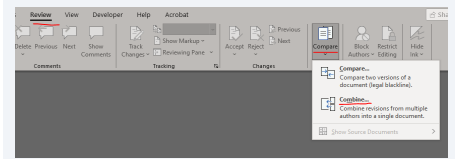
If editing via shared folder, communicate with everyone to stop editing

If they need to edit, either wait for them to edit, or they have to wait for your compiling process

Store all versions in a new folder, named with version and date (eg v1_250823)

Use the Combine function in MS Word to start combining

Using MS Word Combine Function



Close current open document. Go to Review > Compare > Combine.

Combine Process

Accept Accept current change

Reject Reject current change



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