



# Manage Document Collaboration & Mailings



# Session: Manage Document Collaboration and Mailings

## Notes:

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A comment in a Word document is useful to make note of something that requires attention or provide additional information to others reading the document.

1. A comment is a note that user can add to a Word document.
2. We use comments in our document to make suggestions or provide feedback to other people or to track issues for follow-up.
3. We add comments, suggestions, or mark areas which require change.
4. As a single user also, we can use comments to add notes or reminders to ourselves.

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1. The **Track Changes** function in Word allows you to keep a record of all the changes that you make to a document.
2. You can select **Accept** or **Reject** the changes.
3. **Track Changes** is a useful tool for managing changes made by several reviewers to the same document.
4. You can see the changes made by more than one reviewer marked in different colours.

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The locking and unlocking feature can help to retain the review comments made by more than one reviewer. When you're collaborating on a Word document, if you want to make sure **Track Changes** is kept on, you can



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The mail **merge feature** in Word allows you to:

1. Create multiple letters with a common template at one go, and send to a large number of people.
2. Merge individual information (such as names, addresses, titles, and even custom information) with a form letter, email, label, etc.
3. Open up Word and select the **Mailings** tab.
4. Click **Start Mail Merge** under Start Mail Merge group.
5. Click on **Step-by-Step Mail Merge Wizard** option.
6. Select your document type as Letters. Click Next: **Starting document**.
7. You can choose an existing list and edit it.
8. **Mail Merge Recipients** dialog box will open.
9. Click Next: **Write your letter** and then write your letter.
10. Write the letter and add custom fields. Click **Address block** to add the recipient's addresses at the top of the document.
11. In the **Insert Address Block** dialog box, check or uncheck boxes.
12. Select options on the left until the address is displayed the way you want it to.
13. **Match Fields** dialog box will open.
14. **Greeting Line** dialog box will open: select the **desired greeting**.
15. The address block and greeting line are surrounded by chevrons (« »).
16. Write a short letter and click **Next: Preview your letters**.
17. Preview your letter and click **Next: Complete the merge**.
18. Click **Edit individual letters** to further personalise some or all of the letters
19. Now finally click **All** to merge all records to a new document

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