

Re: Help me save my report from the reviewers!

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Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2006-06/msg00490.html>

- *From:* Idaho Word Man <IdahoWordMan@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>
 - *Date:* Mon, 5 Jun 2006 11:42:02 -0700
-

I have this kind of problem all the time where I work. I use these principles.

First, I NEVER give them "my" copy of the document. I keep my clean copy in a protected folder that only I have access to. Then I create a review copy that I distribute to the children with hammers (CWH) for review. Before I send the CWH a review copy, I re-name the document (so I never get a review copy mixed up with my clean copy) and I accept all changes and then turn on the change tracking so I can see what they do.

Second, I NEVER use regular copy and paste to import changes from the CWH into my clean copy. I only use Paste Special – Unformatted text. That loses any special attributes, such as italics or superscript, but it saves me lots of headaches.

This means I have to re-do everything that they have done, but it keeps the CWH out of my clean copy. I can also see what different reviewers have done. If Abbott wants to expand a section and Costello wants to delete the same section, I can see the potential conflict and can get with Abbott and Costello to resolve the difference.

I hope this helps.

Fred

"Ed" wrote:

Perhaps limit them to
comments rather than revisions?

Oh, how I wish I had the power! <G!>

(BTW, I'm using Windows and Word XP.) Is there a type of "lock" that can be put on a style so whatever they do it won't screw things up too bad? Maybe I'm displaying the degree of _my_ ignorance here – I know if they click into the paragraph and type, it formats in the Style of that paragraph. Copy and paste, though, are totally different animals – and they will pick up chunks from various other reports and drop them into my report, change a few words

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to "make it fit", and I get to live with the hodge-podge. Is there a way to make the pasted-in bits pick up the Style of my doc, rather than retain the Style they were written in? (Paste Special – Unformatted, I know – but I can't force that, can I?)

If they change a header and it loses the Style the TOC is looking for, that's going to break things, right?

And I have the "tabs set left indent" turned off – how do they manage to run it back on? Does that also come with bits they paste in?

Ed

"Suzanne S. Barnhill" <sbarnhill@xxxxxxxx> wrote in message news:OtLpWJMiGHA.2456@xxxxxxxxxxxxxxxxxxxxxxxxxxxx

I feel your pain, but I don't know what to suggest. Perhaps limit them to comments rather than revisions?

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Words into Type
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Word MVP FAQ site: <http://word.mvps.org>
Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.

"Ed" <ed_millis@xxxxxxxxxxxxxxxx> wrote in message news:%23dop8nLiGHA.1276@xxxxxxxxxxxxxxxxxxxxxxxxxxxx

There are people who drive their car by turning the key and pressing the

gas

pedal, and never think about things like oil or radiator fluid. And there are people who use Word by opening a document and typing away, never thinking about Styles or other electronic niceties. It's like giving a two-year-old a hammer to play with next to your fine china!

Unfortunately, such are the people who review, add comments to, and make edits in my reports! Can someone please tell me how a document written in

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a

nicey formatted US–English Normal style comes back
needing the Swedish
dictionary to spell–check??!? (And if that was all there was,
I wouldn't

be

posting here!)

Okay – obviously I am not the pinnacle of knowledge about
Word myself.

But

I would really like to know if there is anything I can do to
protect my
report from these people? I'd love to give them a paper copy
and a red

pen,

but that's not possible. Any suggestions are welcome.

Ed