



Course Title: Microsoft Word Track Changes (Redlining) (**Version 2002 or 2003**)
Target Audience: Legal Professionals
Course Length: One Hour
Course Duration: One Session
Class Materials: Word 2002 or 2003 Step by Step (Catapult), Word for Law Firms (Payne Consulting)
Instructor: Kathryn Bennett

Description:

Usually presented in a one-hour session, this seminar is designed for the legal professional who works with legal briefs and wishes to understand the automatic features available in Word to view and redline documents, track changes by professional, add comments, or compare documents. This course addresses security issues relating to e-mailing documents and the hidden information present in electronic files.

Outline:

Tracking Changes and Comments

- Tracking Changes (Automatic Redlining) while You Edit
- Creating and Viewing Comments
- Reviewing Tracked Changes and Comments
- Accepting and Rejecting Tracked Changes and Comments
- Security Concerns: Hidden Information in Electronic Files
- Showing or Hiding Tracked Changes or Comments
- Seeing the Date or Reviewer Name for a Tracked Change or Comment
- Adding or Changing the Name Used in Comments
- Printing a Document with Markup
- Reviewing Items Created by a Specified Reviewer
- Showing or Hiding the Reviewing Pane
- Identifying Reviewers by the Colors Used for Changes and Comments
- Changing the Way Tracked Changes and Comments Look
- Protecting or Unprotecting a Document with Comments or Tracked Changes

Comparing and Merging Documents

- Merging Comments and Changes from Several Reviewers into One Document
- Comparing Documents with the Legal Blackline Option



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