

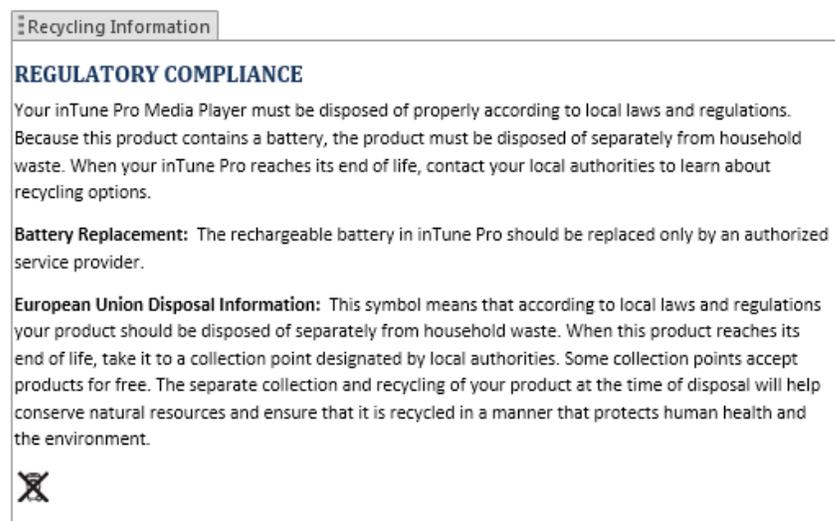
Reviewer Guidelines for non-SmartDocs Users

This document is provided to help individuals who are not SmartDocs users (i.e., individuals who do not have SmartDocs installed on their computer), conduct reviews and contribute content to Microsoft Word documents that are generated by SmartDocs users.

Reviewing and Editing Reusable Snippets

Reusable snippets are “chunks” of content that a writer has identified as reusable content. Typically, snippets are shared across many documents at one time. Snippets can be created from any content that you can highlight in Microsoft Word, including rich text, paragraphs, tables, graphics, and more.

Depending on the current status of a snippet, it may already be approved and reused in multiple documents. Thus, making changes to snippet content may impact other documents in use or in progress.

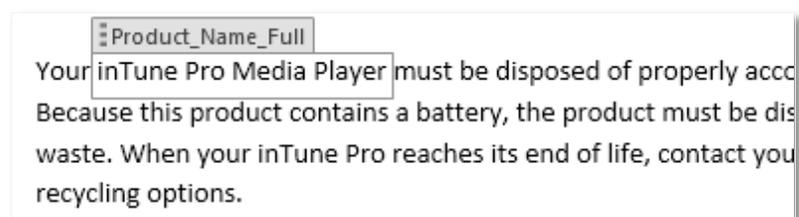


Example of a Reusable Snippet in a Microsoft Word document

When your Microsoft Word cursor is placed inside of a snippet, you will see an outline around the snippet content and a tab at the top containing the name of the snippet. You can edit the snippet content just like any standard Microsoft Word content, as well as use Microsoft Word comments and track changes.

Reviewing and Editing Reusable Variables

Reusable variables allow writers to centralize the definition of commonly used text — company names, product names, contact information, URLs, document information, etc. — and then easily reuse this text within and across documents.

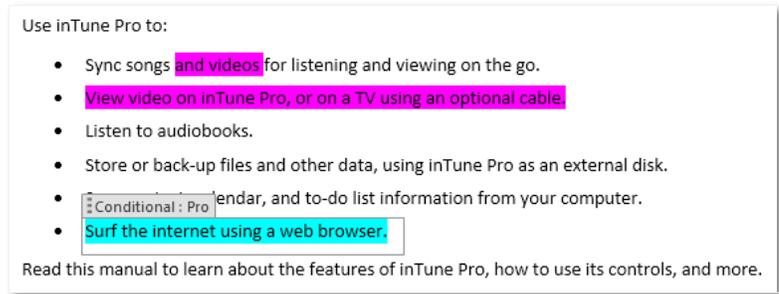


Example of a Reusable Variable in a Microsoft Word document

Like a snippet, placing your Microsoft Word cursor within a reusable variable will display an outline around the variable and a tab at the top containing the name of the variable. It may not always be obvious if your cursor is within a snippet or a variable, however, they behave the same way when you are editing. You may type within the variable as normal and track your changes as required by your review process.

Reviewing and Editing Conditional Text

Conditional text is content within a document that is specific to one or more variations of the document, but not to others. Content in the document is tagged so that it will either show or hide depending on which variation of the document is being generated.

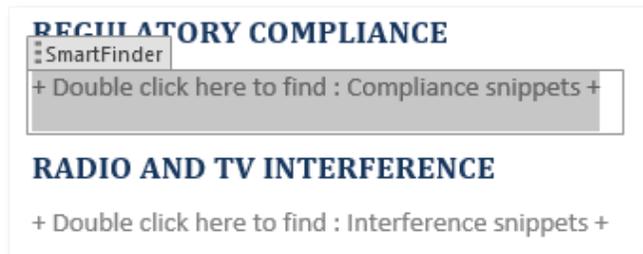


Example of Conditional Text in a Microsoft Word document

Conditional content is identified in a document using highlight colors. In addition, like snippets and variables, placing your Microsoft Word cursor within conditional text will display an outline around the conditional content and a tab at the top containing the name of the conditional tags that are applied to the content. You can edit the conditional content just like any standard Microsoft Word content, as well as use Microsoft Word comments and track changes.

SmartFinders

SmartFinders allow writers to quickly find and insert existing reusable snippets into their documents. SmartFinders are indicated by placeholder text and will display the outline and a tab with the text “SmartFinder” when your Microsoft Word cursor is inside of them.



Example of a SmartFinder in a Microsoft Word document

You do not need to edit or delete SmartFinders. Because the document is in review phase and has not yet been published, unused SmartFinders are still visible. When the document is published, unused SmartFinders are automatically removed and formatting is restored.

Additional Notes

Consult with the document author for any additional information about your company’s specific review process, doing impact assessments of changes made to reusable snippets that may have been previously approved, and any other requirements for providing review feedback.

Notes for Document Authors

This section will help guide your process once you get your SmartDocs document back from review. The items discussed in this section will help you design your review process and workflow.

IMPORTANT: It is important to remember that reviewers who are not SmartDocs users do not have access to your SmartDocs repository, and thus cannot save snippet changes back to the repository nor can they review other versions of a snippet. As a result, reviewers cannot do an impact assessment of snippet changes.

What Content Has Changed In My Document?

When you get a document back from review, all comments and tracked changes from the reviewer will be in the document, even though the reviewer may not have SmartDocs on their computer. The reviewer can even provide comments and track changes for SmartDocs content, such as reusable snippets, reusable variables, and conditional text.

As with any Microsoft Word document, you can accept and reject tracked changes as needed. If you accept tracked changes within a reusable snippet, SmartDocs will recognize that snippet as “changed” and you can decide whether or not you want to save the snippet changes back to the SmartDocs repository.

What If My Reviewers Did Not Use Track Changes?

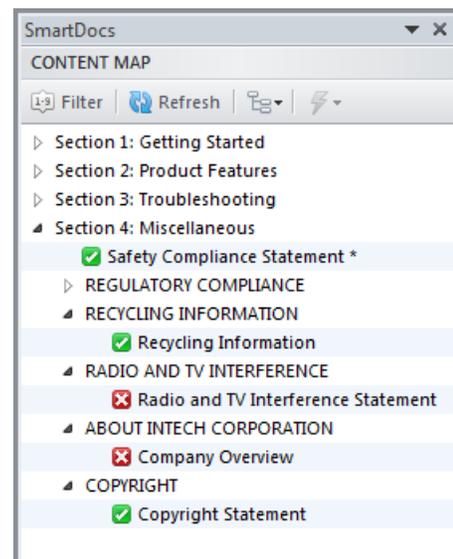
If your reviewers did not use track changes when reviewing your SmartDocs document (or if you have accepted tracked changes and are no longer sure what has changed), then you can use either the SmartDocs Content Map or the Reusable Snippets dialog to determine which snippets have been changed by the reviewer.

Content Map

The Content Map displays all of the reusable snippets in the document and the status of each snippet. The status icon to the left of each snippet indicates if the document is using the latest version of the snippet.

If a snippet has been changed locally in the document but that change has not been saved to the SmartDocs repository, then an asterisk (*) is displayed to the right of the snippet name.

For example, in the screenshot to the right, we can see the **Safety Compliance Statement** snippet has been changed in the document, but the changes have not been saved to the SmartDocs repository.

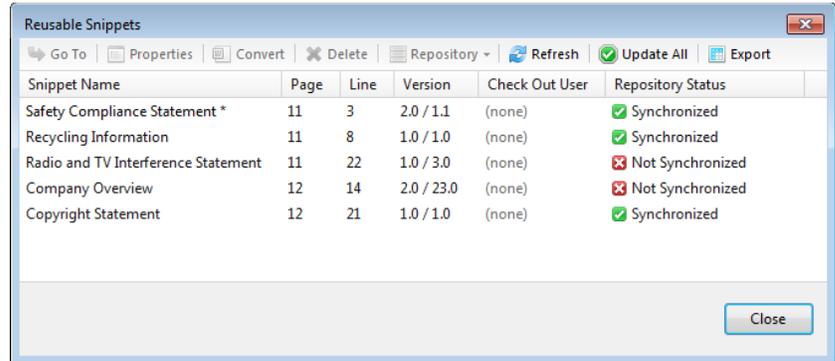


Reusable Snippets Dialog Box

Like the Content Map, the Reusable Snippets dialog displays all of the reusable snippets in the document and the status of each snippet.

The **Repository Status** column indicates if the document is using the latest version of the snippet.

Also like the Content Map, if a snippet has been changed locally in the document but that change has not been saved to the SmartDocs repository, then an asterisk (*) is displayed to the right of the snippet name.

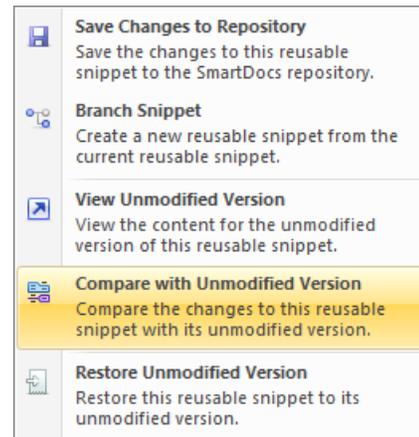


Snippet Name	Page	Line	Version	Check Out User	Repository Status
Safety Compliance Statement *	11	3	2.0 / 1.1	(none)	✓ Synchronized
Recycling Information	11	8	1.0 / 1.0	(none)	✓ Synchronized
Radio and TV Interference Statement	11	22	1.0 / 3.0	(none)	✗ Not Synchronized
Company Overview	12	14	2.0 / 23.0	(none)	✗ Not Synchronized
Copyright Statement	12	21	1.0 / 1.0	(none)	✓ Synchronized

Compare with Unmodified Version

Once you have identified which snippets have been changed as part of the review process, you can use the **Compare with Unmodified Version** command to compare the current snippet with changes against the unmodified original version of the snippet.

This command will open a new window and use Microsoft Word's compare functionality to show you how the current snippet in your document is different from the original snippet that came from the SmartDocs repository.



- Save Changes to Repository**
Save the changes to this reusable snippet to the SmartDocs repository.
- Branch Snippet**
Create a new reusable snippet from the current reusable snippet.
- View Unmodified Version**
View the content for the unmodified version of this reusable snippet.
- Compare with Unmodified Version**
Compare the changes to this reusable snippet with its unmodified version.
- Restore Unmodified Version**
Restore this reusable snippet to its unmodified version.