Wordman's ReviewIt!

Wordman Speaks™

User Guide

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wordmanspeaks.com

1. Introduction

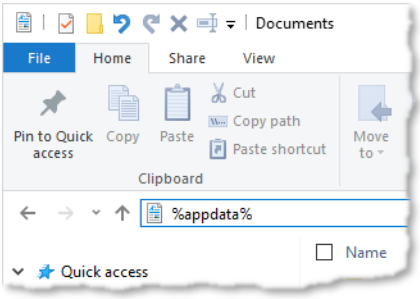
Thank you for purchasing Wordman's ReviewIt!

Wordman's ReviewIt!, an add-in for Microsoft Word, provides a tool for password protecting proposal documents prior to a color-team review, and then combining comments from multiple reviewers after the review into a single document. You can also create a comment tracking sheet (in Excel or Word) to ensure all comments are addressed.

2. Installation

Wordman's ReviewIt! is supplied in a ZIP file, **Wordman_ReviewIt.zip**. Save this file to your PC, open the ZIP file, and extract **Wordman ReviewIt.dotm** to the special folder that Microsoft Word uses to store add-ins.

To do this, first open Windows Explorer by pressing the Windows button, , and **E** together. In the address box, type **%appdata%** and then press **Enter**:



Windows Explorer displays the contents of your personal **AppData/ Roaming** folder. Open the **Microsoft** folder, and in that folder, open the **Word** folder. In the **Word** folder, open the **STARTUP** folder. Save the **Wordman ReviewIt.dotm** into the **STARTUP** folder.

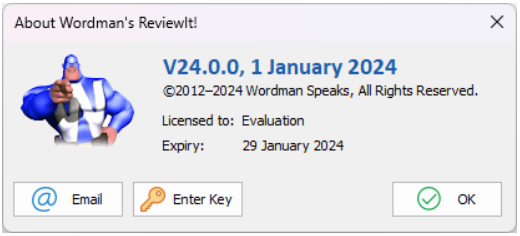
You will see Windows has expanded **%appdata%** to the full path, e.g.

C:\users\[username]\appdata\roaming\microsoft\word\STARTUP

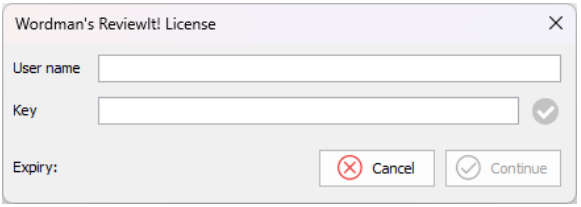
where **[username]** is your username on your PC.

3. Licensing

Wordman's ReviewIt! is a licensed product. After you have installed and first run *Wordman's ReviewIt!*, a thirty-day evaluation period starts, allowing full functionality. After the thirty-day evaluation period expires, you need to purchase a full license to continue using Wordman's ReviewIt! To enter a full license key, click **About** in the **ReviewIt!** group on the **Wordman** ribbon tab:



On the **About Wordman's ReviewIt!** dialog, click **Enter Key**. *Wordman's ReviewIt!* displays the **Wordman's ReviewIt! License** dialog:

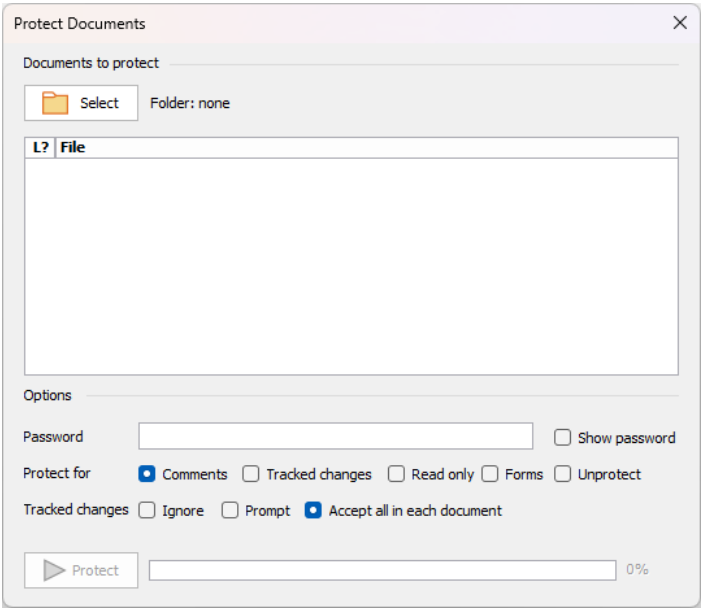


Enter the **Username** and **Key** you received by email from Wordman Speaks when you purchased your *Wordman's ReviewIt!* license.

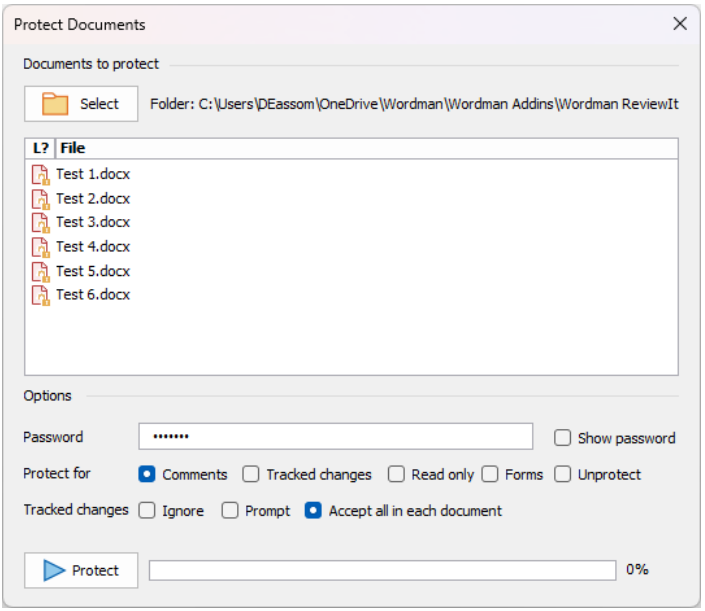
4. Using Wordman's ReviewIt!

4.1. Protecting Proposal Documents Prior to a Color Team Review*

Typically, you will have several documents for each review, e.g., separate volumes or sections. Copy documents for the review to a folder. Click **Protect** in the **ReviewIt!** group on the **Wordman** ribbon tab. *Wordman's ReviewIt!* displays the **Protect Documents** dialog:

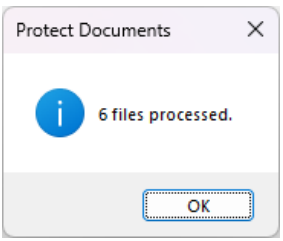


Click **Select** and select the folder with your documents for review. *Wordman's ReviewIt!* displays the documents in the list on the dialog, with a red icon, , meaning unprotected, or a green icon, , meaning protected:



Select how you want to protect the documents. For color team reviews, select **Comments**—*Wordman's ReviewIt!* Merge tool allows you to combine multiple documents containing comments. You can also select **Tracked changes**, **Read only**, **Forms**, or **Unprotect**.

Enter a password to lock the documents (recommended). As an option, check Show password to display the password. Click **Protect** to protect the documents. When complete, *Wordman's ReviewIt!* displays a message:

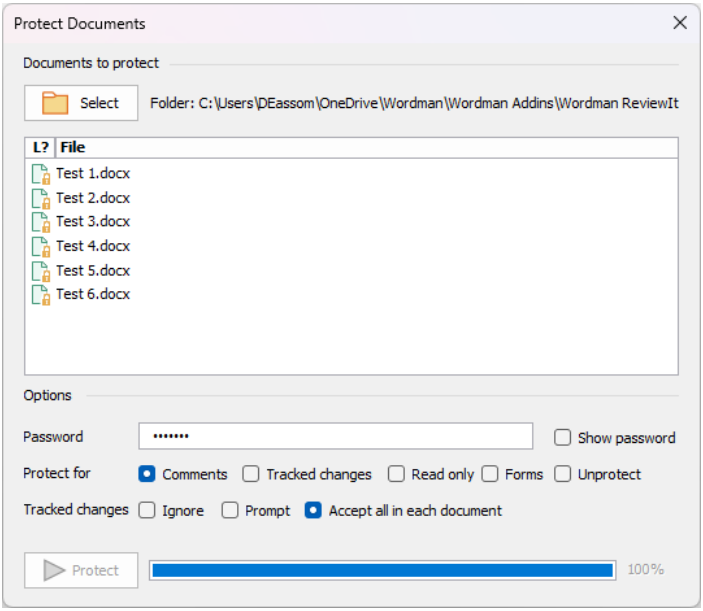


To ensure you do not forget the password, *Wordman's ReviewIt!* creates a text file in the same folder as the protected documents. This text file,

with a date and time stamp in its name, contains the folder path, the documents affected and their status, and the password:

```
Path: C:\Files\Wordman\Tools\Wordman ReviewIt\Test Files\Dummy
Files\
Files:
        Test 1.docx (Protected)
        Test 2.docx (Protected)
        Test 3.docx (Protected)
        Test 4.docx (Protected)
        Test 5.docx (Protected)
        Test 6.docx (Protected)
Password: wordman
```

Wordman's ReviewIt! changes each document's icon to green:



Click ⊠ to close the dialog. You can now distribute the protected documents to the reviewers, with instructions that they add their initials to the filename prior to return. If you are using a document management system, such as Microsoft SharePoint or Microsoft Teams, you can upload the documents to a review folder, and change their properties to read-only. This allows reviewers to get a copy of the file but forces them to upload their comments with a different filename.

4.2. Combining Multiple Reviewed Documents Containing Comments

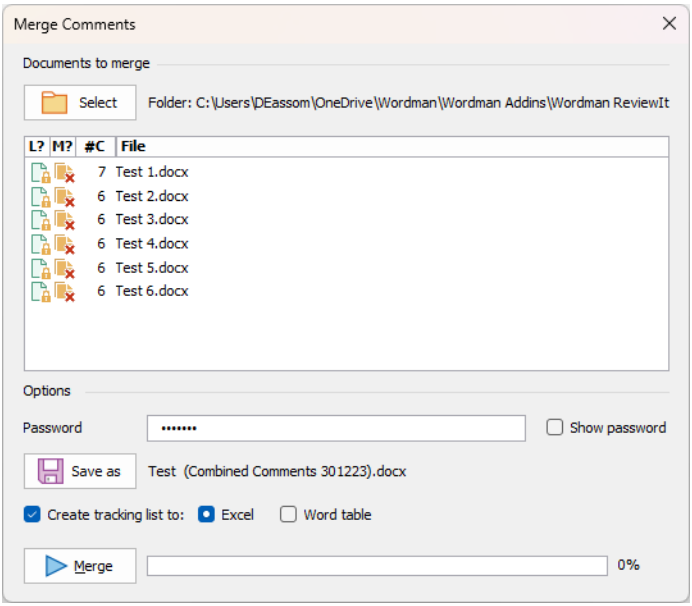
After collecting documents containing comments from the reviewers, save them to a common folder on your local hard drive, i.e., not on an online drive such as OneDrive, SharePoint, or Teams. Note that in some Microsoft 365 environments, your desktop may also be synched to your online OneDrive.

Click **Merge** in the **ReviewIt!** group of the **Wordman** ribbon tab. *Wordman's ReviewIt!* displays the **Merge Comments** dialog. Click **Select** to select the documents you wish to combine. These will normally be all the comments on a particular proposal section, e.g., "Section 1 AAA.docx" and "Section 1 BBB.docx", where "AAA" and "BBB" are the reviewers' initials. These are represented by the "Test X.docx" files shown in the following screenshot.

In the **L?** (Locked?) column of the table, *Wordman's ReviewIt!* displays a green icon, , if the document is locked, and a red icon, , if it is unlocked.

In the **M?** (Merged?) column, *Wordman's ReviewIt!* displays a red icon, , next to each document, meaning that these documents have not been merged.

In the third column, **#C**, *Wordman's ReviewIt!* displays the number of comments in each document:



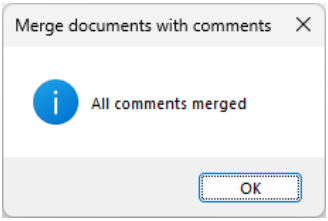
Enter the password you used the lock the files for comments in the **Password** textbox. Check **Show password** to display the password.

Wordman's ReviewIt! suggests a filename for the document to contain all the merged comments, based on the longest common substring across all the input document filenames. In the example above, this is "Test." *Wordman's ReviewIt!* also adds "Combined Comments" and the date to the output document filename. The folder is the same as the input documents.

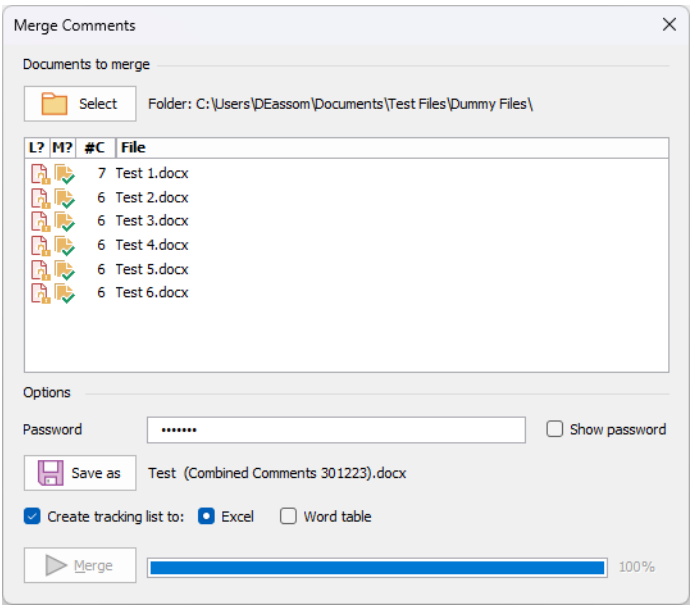
You can enter your own filename for the output document—click **Save as**. *Wordman's ReviewIt!* prevents you from overwriting any of the input files.

As an option, check **Create tracking list…** to create a tracking list. You can select an **Excel** workbook or **Word table** for a tracking list of all comments. *Wordman's ReviewIt!* uses the same filename as the combined comments output document, appended with "_Tracking."

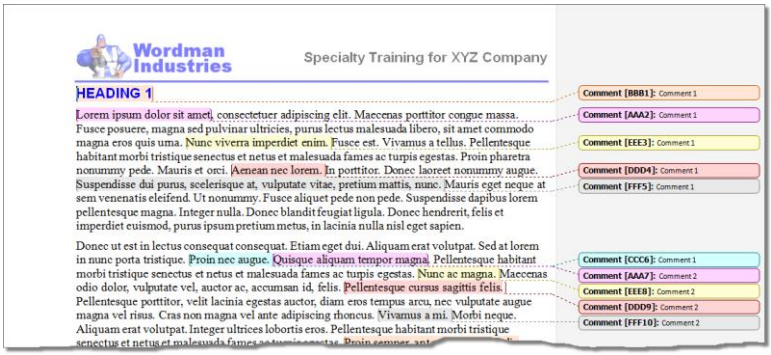
Click **Merge** to merge all the comments in the documents into the output document. *Wordman's ReviewIt!* displays a message when all the files have been combined:



Click **OK**. The **Merge Comments** dialog displays a green icon, , next to each document to show that they have been combined:



Click to close the **Merge Comments** dialog. Here is a sample output document, using the test files provided:

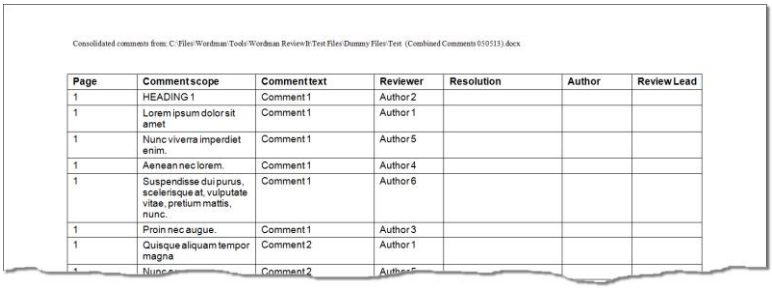


Word numbers each author's comments sequentially and gives each author a different highlight and balloon color.

If you selected to create the tracking sheet, here is the Excel worksheet for the above example:

	1	2	3	4	5	6	7
1	Page	Comment scope	Comment text	Reviewer	Resolution	Author	Review Lead
2	1	HEADING 1	Comment 1	Author 2			
3	1	Lorem ipsum dolor sit amet	Comment 1	Author 1			
4	1	Nunc viverra imperdiet enim.	Comment 1	Author 5			
5	1	Aenean nec lorem.	Comment 1	Author 4			
6	1	Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc.	Comment 1	Author 6			
7	1	Proin nec augue.	Comment 1	Author 3			
8	1	Quisque aliquam tempor magna	Comment 2	Author 1			
9	1	Nunc ac magna.	Comment 2	Author 5			
10	1	Pellentesque cursus sagittis felis.	Comment 2	Author 4			
11	1	Vivamus a mi.	Comment 2	Author 6			
12	1	Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetuer eget, consequat quis, tempus quis, wisi.	Comment 2	Author 2			

Here is the Word table version:

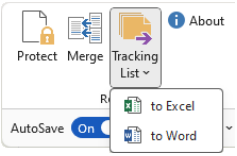


Consolidated comments from: C:\Files\Wordman\Tools\Wordman Review It\Test Files\Dummy Files\Test (Combined Comments 050513).docx

Page	Comment scope	Comment text	Reviewer	Resolution	Author	Review Lead
1	HEADING 1	Comment 1	Author 2			
1	Lorem ipsum dolor sit amet	Comment 1	Author 1			
1	Nunc viverra imperdiet enim.	Comment 1	Author 5			
1	Aenean nec lorem.	Comment 1	Author 4			
1	Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc.	Comment 1	Author 6			
1	Proin nec augue.	Comment 1	Author 3			
1	Quisque aliquam tempor magna	Comment 2	Author 1			

4.3. Creating a Tracking Sheet Separately

You can create a tracking list from any file containing comments. Click **Tracking List** in the **ReviewIt!** group on the **Wordman** ribbon tab, and then select **to Excel** or **to Word**:



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