

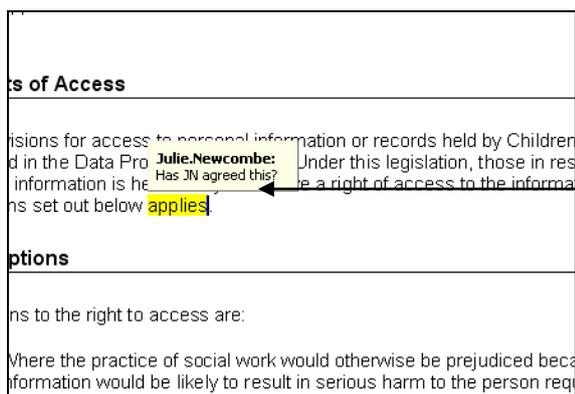
Guidance for customers on editing chapters and providing feedback to Tri.x

NB: Any draft chapters which we provide are passed to you for use within your organisation only and should not be passed on to other organisations/agencies without our permission.

Either as part of developing the first edition of your manual, or as part of a 'maintenance' update, you can provide amendments to us on Word copies of your chapters.

There are instructions below on taking copies of the chapters yourself and also about using Track Changes, but first, here are some important points to remember about editing your procedures:

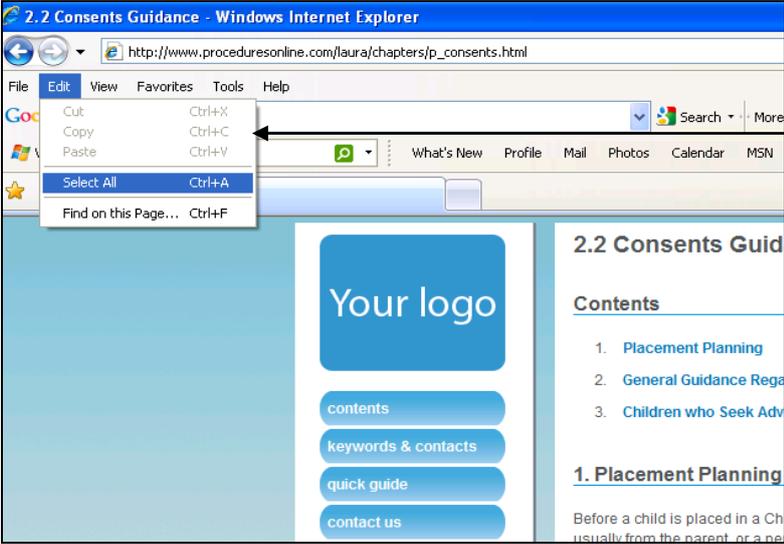
1. All edits **MUST** be done using the 'Track Changes' feature in Word - any edited material sent to us without the changes showing in this way will be returned to you.
2. Only edit copies of your 'live' online Procedures Manual - don't send us edits on copies you have taken previously and stored, or the 'original' documents you gave us before we turned them into web-enabled procedures.
3. Where several people have edited the same chapter, please make sure you only send us **ONE** copy of the chapter back with **ALL** the changes required - the person who is managing this process for your organisation will need to coordinate this and manage any conflicting edits.
4. Please only send us edited chapters once – if you aren't sure whether you have already sent us a chapter, please check with us rather than send it again.
5. Please do **NOT** send us documents using the 'Comments' facility in Word (like post-its) to generate questions to your colleagues, or to Tri.x e.g.



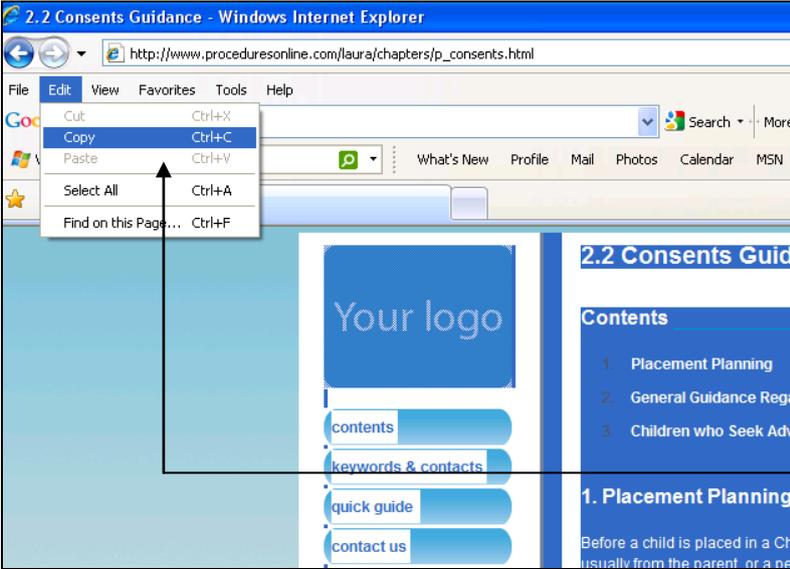
If you wish to raise a question with Tri.x, or seek advice about a procedure, please call or email your author, rather than insert questions or statements into the chapters.

Copying the Procedures into Word for editing:

In order to do this, you need to have the chapter you want to edit on the screen and:



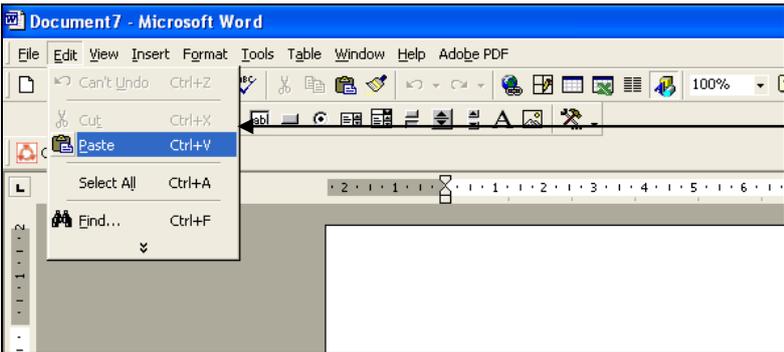
From the browser menu, select **Edit**, then **Select All**.



The chapter will change colour to show it has been selected.

From the browser menu, now choose **Edit**, then **Copy**.

Now you need to open a new Word document, to paste the text into:



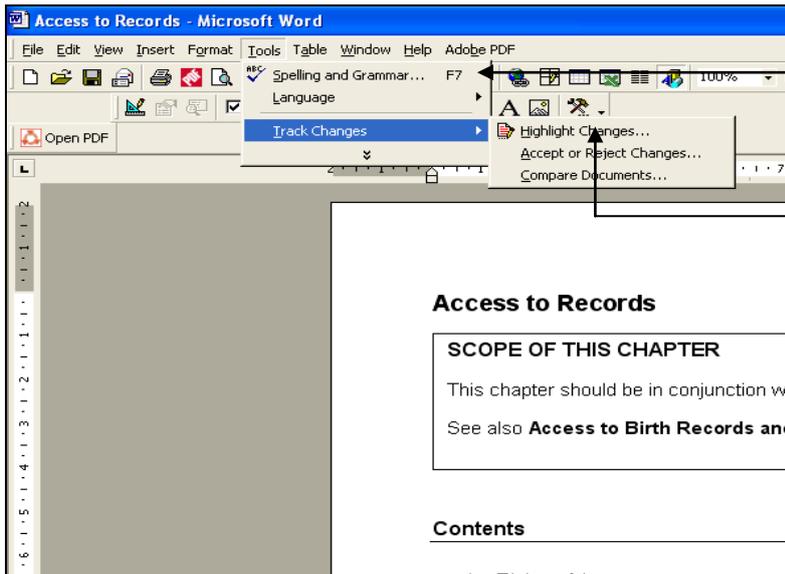
From the menu in Word, choose **Edit**, then **Paste**.

Once the text has been pasted onto the page, **SAVE** the document in the usual way.

You are now ready to begin editing BUT before you do this, you **MUST** turn on the 'Track Changes' feature.

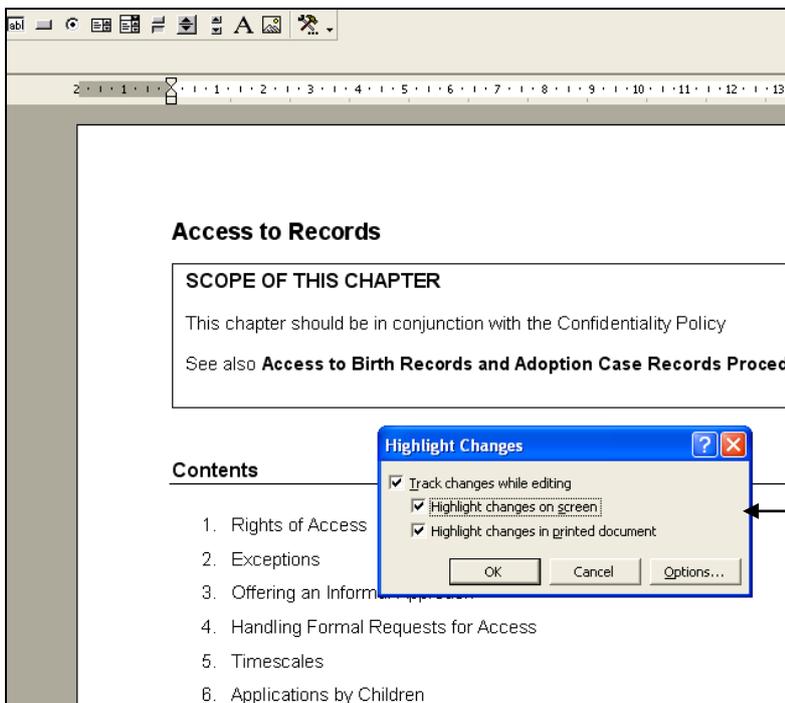
How you do this will depend on which version of Word you are using, as the menu layout is slightly different.

If you are using Word 97-2003, your screen will look like this and you need to do the following:



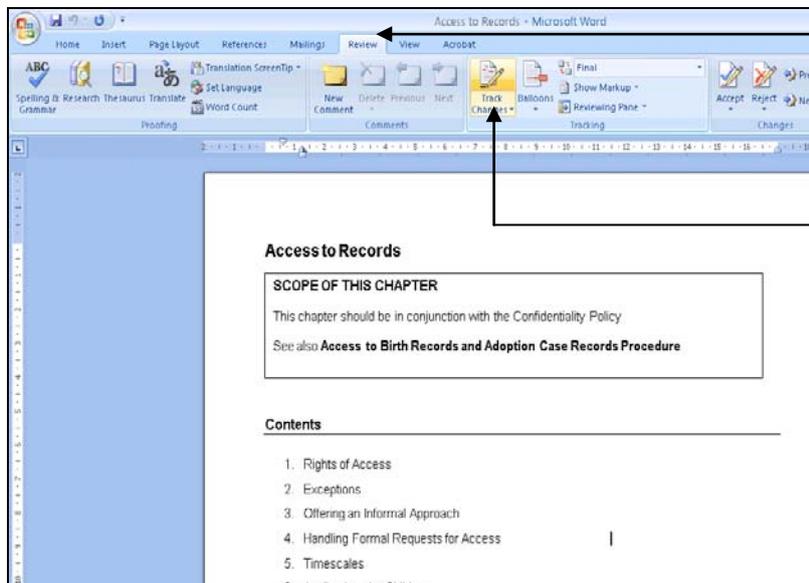
From the menu, choose **TOOLS**, then choose **Track Changes**.

A further menu will appear to the side; click on **Highlight Changes**.



This 'dialogue box' will appear – tick each of the boxes then click on **OK**.

If you are using a later version of Word, your screen will look like this and you need to do the following:



From the menu at across the top, choose the **Review** tab.

If Track Changes is already switched on, the icon will be highlighted like this.

If it isn't switched on, it will look like this:



Clicking on this icon 'toggles' Track Changes on and off. When it is highlighted, it is on.

You are now ready to begin editing the document.

If you aren't used to using Track Changes, don't worry about how messy it looks – we need to be able to see what has changed.

Finally, if you have any questions, or need any help, please contact your Tri.x author on 024 76 678053.