## REMINDER: Emailed to a group account. Do NOT reply using the email group account.



	How To Combine T	wo	Word Doci	<u>iments:</u>	
	Let's say you have two documents, as shown below	, anc	l you want to	combine them in a	new document:
	Name 🔶 Size	Туре	1	Date Modified	1
	Document1.doc 22 KB	Micro:	soft Office Wo	3/26/2011 2:33 PM	
	Document2.doc 22 KB	Micro:	sort Office Wo	3/26/2011 2:41 PM	
	MS Word 2003			M	S Word 2007
1.	<ul> <li>Open the revised document. The revised version may be the document with the latest date modified.</li> <li>Note: Order of the document is important here. Word will consider the original document as a base to which the revised document (chosen/opened) will be combined to.</li> <li>In the Tools Menu, select Compare and Merge Documents</li> </ul>	1. 2.	Open any of In the Revie the list, choosingle docur	f the documents. w Tab, select <b>Com</b> ose <b>Combine</b> [Co nent.] unent.doc (Compatibility Mode) - M Protocol Table - Balloon - Revenue a Compass - Balloon - Revenue a	pare in the right end of the ribbon and from ombine revisions from multiple authors into a
		3.	The Combin	ne Documents dial	log box will open.

🐏 Document2.doc - Microsoft Word				
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3. The **Compare and Merge Documents dialog box** will open. Browse the file which you will be combining with the open document. (*Since the open document is the revised document, browse the original document.*)

Right click on the arrow in the <u>Merge</u> button and select an option of which you want your combined document to/would be.



- Navigate to and select the <u>Original document</u> and <u>Revised document</u> by clicking on the (Browse) icon.
  - For the Original document, browse the document into which you want to combine the changes from multiple sources.
  - For the Revised document, browse for the document that contains the changes by one of the reviewers.

Combine Documents			? 🛽
Original document		Revised document	
	Markov		Sector
Label unmarked changes with:		Label unmarked changes with:	
	Bro	wse for Original	

## ICTP\_014\_04062011 ProductivI.T.y tip 34\_Merging or Combining Two Word Documents\_04062011

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My Recent Documents			
Desktop My Documents			
My Computer			
My Computer	al blackline	Merge	

4. Click on <u>Merge</u> button. The new Combined document will be displayed, showing the the merge/combined changes of the original and revised document. Save the document.





**Note:** If you're not sure which is the original or revised document, you may refer to the Date Modified. The revised version may be the document with the latest date modified.

5. If desired, you may choose to only combine some aspects of the document in the *Comparison Settings* and set the *Show changes in and at settings*.

**Note:** You may select **New document** in the **Show changes in** area. The original and revised documents remain unaltered and a new **Combined Document** is created and shown automatically. However, you can also choose to show changes in the original or revised document.

## When done, click OK.

Original document			Bevised document				
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<u>W</u> ord level			O Revised document				
			New document				

6. The following will be displayed:

- Left side of the pane: summary of revisions [Main document changes and comments]
- Middle: (Combined Document) The differences, comments and revisions will be shown as strike of lines in red, making it easy for viewing the merged/combined changes of the original and revised document.
- Right side of the pane: It will display the view of **source documents** (both original and revised document).

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**Note:** The view on the right side of the pane can be changed by clicking the **Show Source Documents** in the ribbon and selecting an option as shown below.

