

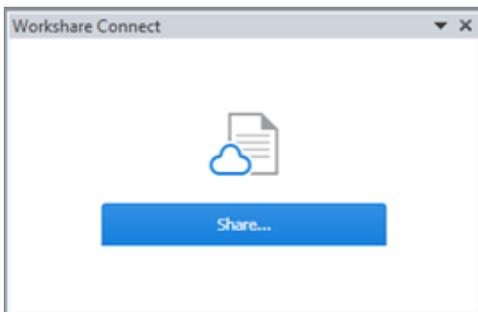


With Connect installed, you can get live updates on your shared documents as you work in Microsoft Office. You can see in real time when someone adds a comment or updates a new version. You can see who you shared the document with and whether they are online at the moment. With a single click you can open the document in the Connect web app and join in the collaboration with your own comments.

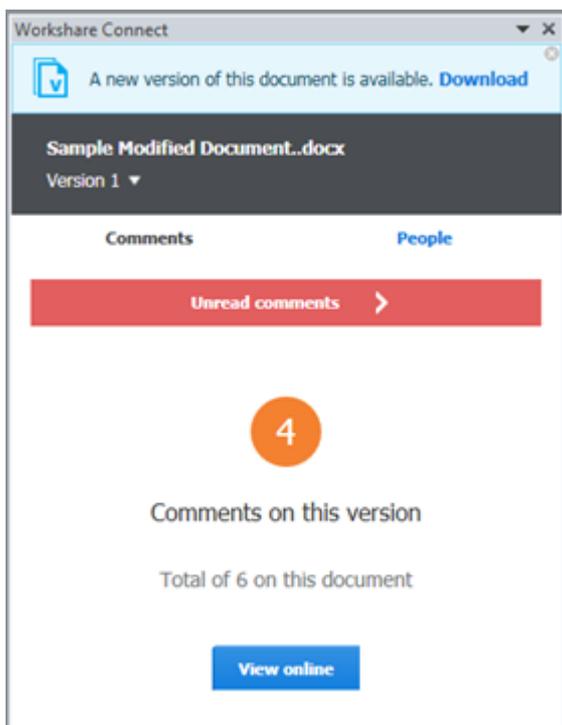
Display the Workshare panel

When you have shared a document into a collaborative workspace in Connect and you open the document locally, the Workshare Connect panel provides a view of what is happening with your collaboration.

If you open a document in Office and the Workshare Connect panel is not displayed, click **Toggle Panel** in the Workshare tab to display it. When the document is not shared in Connect, the panel will look something like this:



Once your document is shared, the Workshare Connect panel will provide real-time information about the collaboration, like new comments and versions.



New versions

When another reviewer adds a new version of the document, you are notified at the top of the Workshare Connect panel. Click **Download** and the new version is downloaded and opened in Word.

Now the Workshare Connect panel will ask if you'd like to see what's different between this new version and the previous version. With a single click, both versions are compared in Workshare Compare.

To see other versions of the document, click the version dropdown. Click a version to display it in the Connect web app.

Comments added

In the **Comments** tab, you can see the number of comments made on the version of the file you are looking at (in orange) as well as the total number of comments on all versions of the file.

When there are comments you have not yet read, click the red **Unread comments** alert to display the document in the Connect web app so you can review the comments.

Group members

In the **People** tab, you can see all members of the group that have access to your document. A green light indicates the member is currently viewing the file in Connect. The following three lists are available:

- **Everyone:** All members who have access to the file.
- **Reviewers:** Any member who has looked at the file.
- **Editor:** A member who has looked at the file in Word (and had Professional 9 installed and the Connect Panel turned on).

Click **View online** to display the document in the Connect web app where you can read comments, update versions and add comments if you want.