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WHAT's New?

Merging/Combining Two Word Documents

Sometimes, you may find it hard to combine comments and changes from multiple reviewers of a document.

Word provides the built-in **COMBINE** feature, which allows you to merge all the changes into a single document even if the changes and comments come from several document files.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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How To Combine Two Word Documents:

Let's say you have two documents, as shown below, and you want to combine them in a new document:

Name ▲	Size	Type	Date Modified
Document1.doc	22 KB	Microsoft Office Wo...	3/26/2011 2:33 PM
Document2.doc	22 KB	Microsoft Office Wo...	3/26/2011 2:41 PM

| MS Word 2003	MS Word 2007
1. Open the revised document. The revised version may be the document with the latest date modified. **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. 2. In the Tools Menu, select **Compare and Merge Documents...**	1. Open any of the documents. 2. In the Review Tab, select **Compare** in the right end of the ribbon and from the list, choose **Combine...** [Combine revisions from multiple authors into a single document.] 3. The **Combine Documents dialog box** will open.
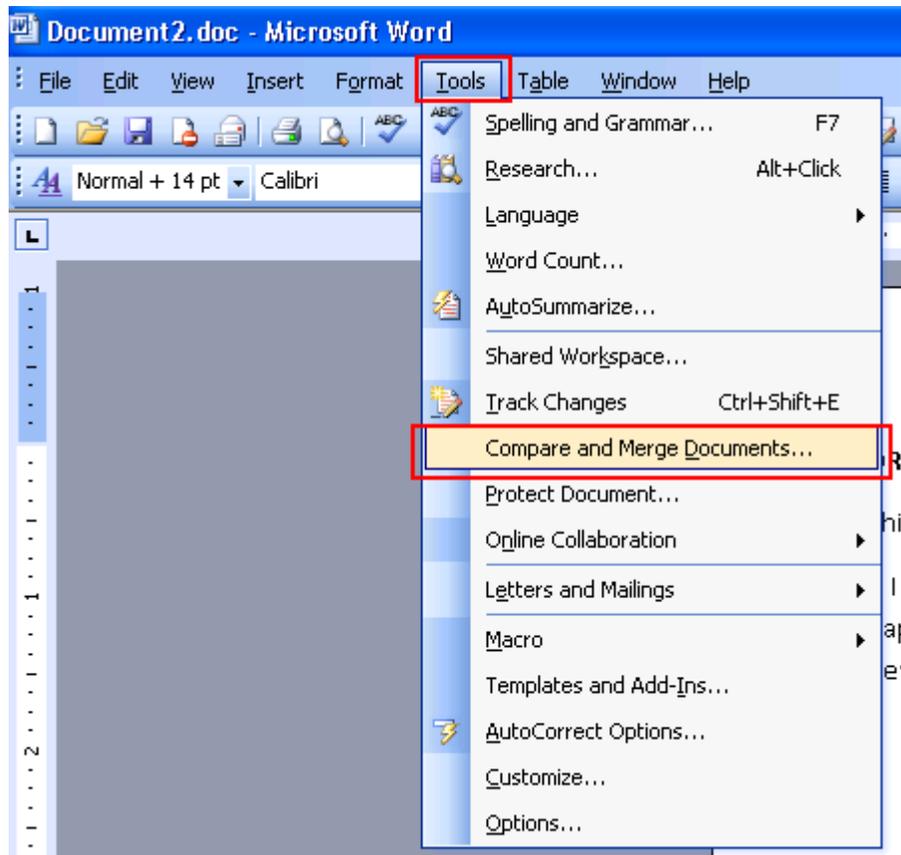
3. The **Compare and Merge Documents dialog box** will open. Browse the file which you will be combining with the open document. (*Since the open document is the revised document, browse the original document.*)

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

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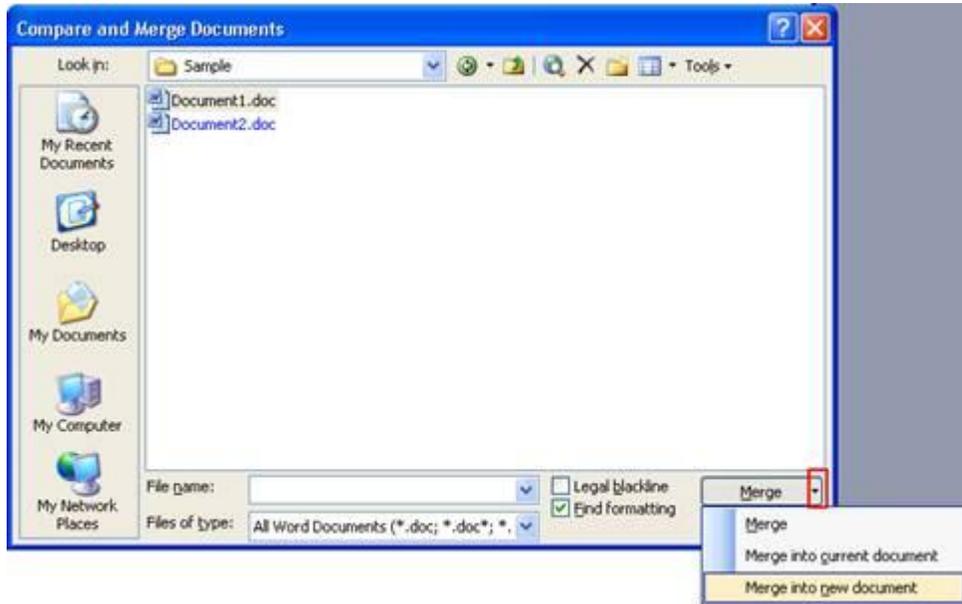
Note: If you're not sure which is the original or revised document, you may refer to the Date Modified. The revised version may be the document with the latest date modified.

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**.
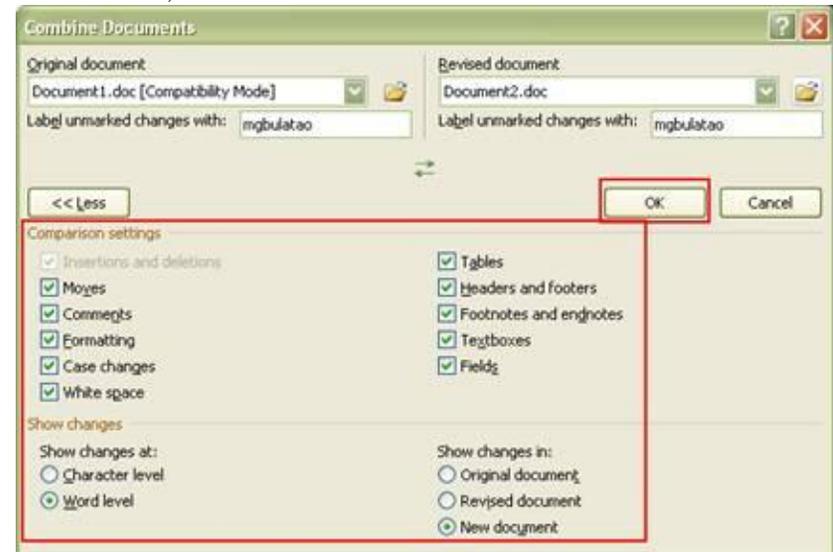
4. Click on **Merge** button. The new **Combined** document will be displayed, showing the the merge/combined changes of the original and revised document. Save the document.
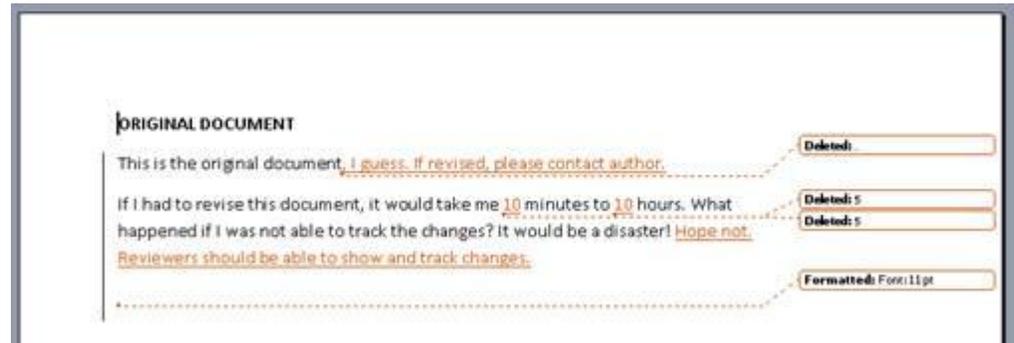
6. The following will be displayed:

- 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).

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.
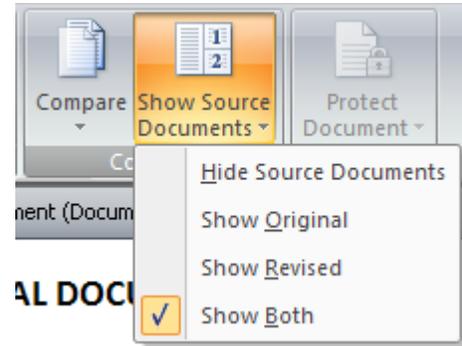
7. Save the Combined document.

NOTE: To combine additional or more documents, combine the resulting Combined Document with another document containing the changes or from other reviewers.