

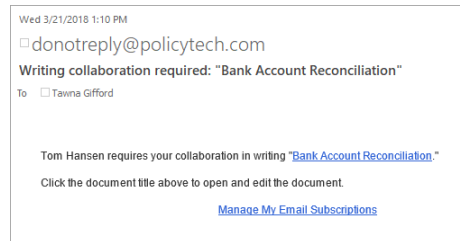
Quick Reference — Writer (editing via WordModulePlus)

You can collaborate with document owners in creating a document. However, only document owners can modify the document properties and submit the document for review.

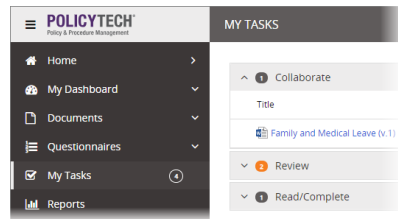
Access an Assigned Document

You can access a document in the following ways:

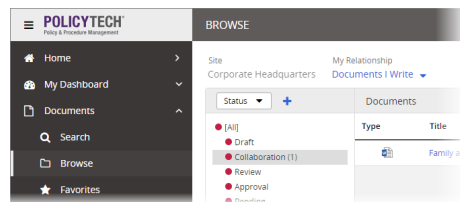
In your email application, open the **Writing collaboration required** message and click the link.



In PolicyTech, click **My Tasks**, find the document under **Collaborate**, and then click the link.

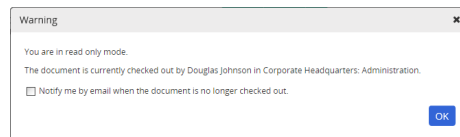


In PolicyTech, click **Documents**, then click **Browse**. For **My Relationship Documents I Write**, then click **OK**.



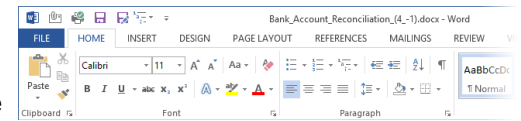
Note: The document remains in Collaboration until all writers are done. It then returns to Draft status, where you can no longer work on it.

Note: If you see this message when opening a document, you can choose to have PolicyTech notify you when the document is available, or click **OK** to view the document in read-only mode.

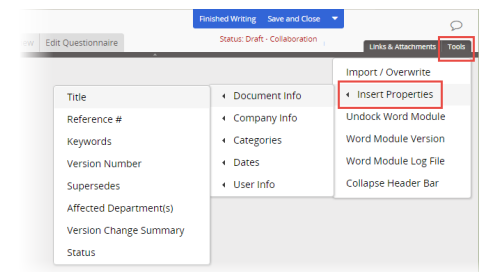


Collaborate on a Document

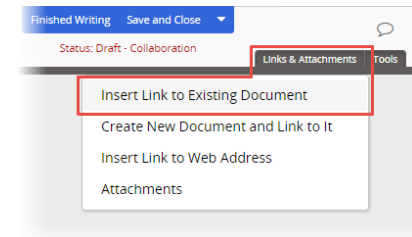
Microsoft® Word or Excel® Documents. You can use the full functionality of Word or Excel to write the document.



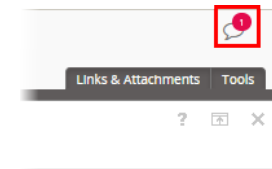
Insert Properties. You can insert fields that show document properties. Click **Tools**, then **Insert Properties**.



Insert Links. To link to a related document, place the cursor, click **Links & Attachments**, then **Insert Link to Existing Document**.



Discussions. To start or view a discussion about a document, click the discussion icon.



Finished Writing. To close the document and continue writing later, click **Save and Close**. Or, click **Finished Writing** and follow the prompts.

