

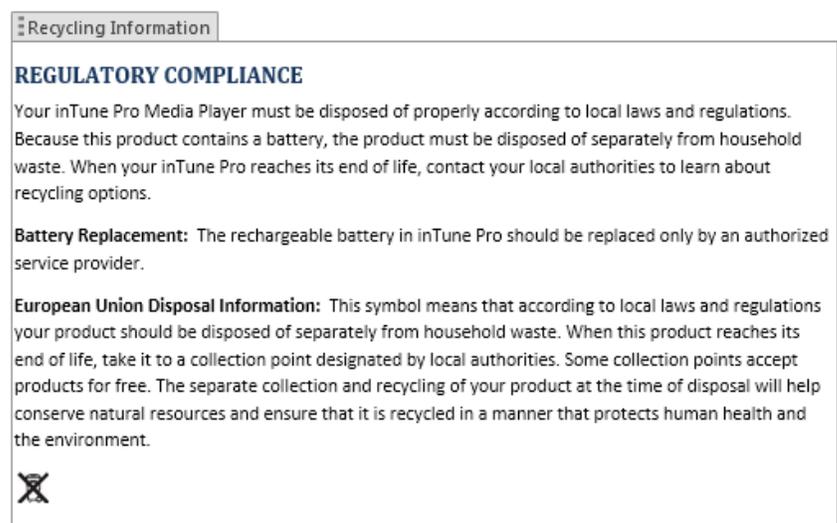
# Reviewer Guidelines for non-SmartDocs Users

This document is provided to help individuals who are not SmartDocs users (i.e., individuals who do not have SmartDocs installed on their computer), conduct reviews and contribute content to Microsoft Word documents that are generated by SmartDocs users.

## Reviewing and Editing Reusable Snippets

Reusable snippets are “chunks” of content that a writer has identified as reusable content. Typically, snippets are shared across many documents at one time. Snippets can be created from any content that you can highlight in Microsoft Word, including rich text, paragraphs, tables, graphics, and more.

Depending on the current status of a snippet, it may already be approved and reused in multiple documents. Thus, making changes to snippet content may impact other documents in use or in progress.

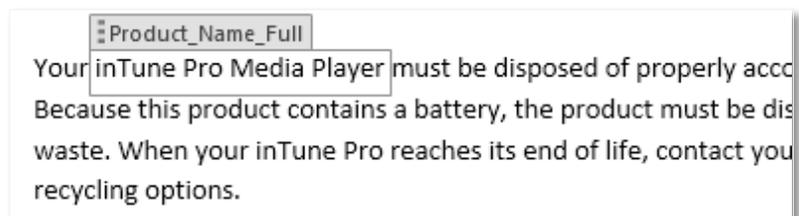


Example of a Reusable Snippet in a Microsoft Word document

When your Microsoft Word cursor is placed inside of a snippet, you will see an outline around the snippet content and a tab at the top containing the name of the snippet. You can edit the snippet content just like any standard Microsoft Word content, as well as use Microsoft Word comments and track changes.

## Reviewing and Editing Reusable Variables

Reusable variables allow writers to centralize the definition of commonly used text — company names, product names, contact information, URLs, document information, etc. — and then easily reuse this text within and across documents.

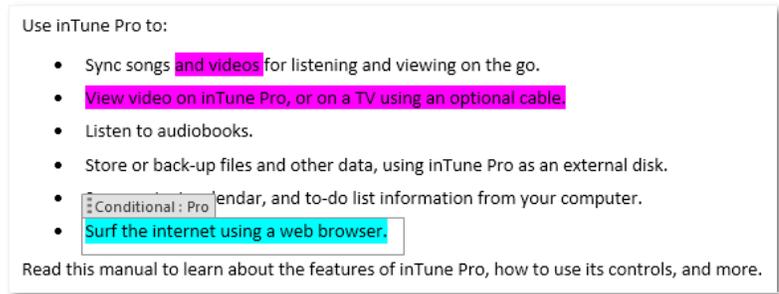


Example of a Reusable Variable in a Microsoft Word document

Like a snippet, placing your Microsoft Word cursor within a reusable variable will display an outline around the variable and a tab at the top containing the name of the variable. It may not always be obvious if your cursor is within a snippet or a variable, however, they behave the same way when you are editing. You may type within the variable as normal and track your changes as required by your review process.

## Reviewing and Editing Conditional Text

Conditional text is content within a document that is specific to one or more variations of the document, but not to others. Content in the document is tagged so that it will either show or hide depending on which variation of the document is being generated.



Example of Conditional Text in a Microsoft Word document

Conditional content is identified in a document using highlight colors. In addition, like snippets and variables, placing your Microsoft Word cursor within conditional text will display an outline around the conditional content and a tab at the top containing the name of the conditional tags that are applied to the content. You can edit the conditional content just like any standard Microsoft Word content, as well as use Microsoft Word comments and track changes.

## SmartFinders

SmartFinders allow writers to quickly find and insert existing reusable snippets into their documents. SmartFinders are indicated by placeholder text and will display the outline and a tab with the text “SmartFinder” when your Microsoft Word cursor is inside of them.



Example of a SmartFinder in a Microsoft Word document

**You do not need to edit or delete SmartFinders.** Because the document is in review phase and has not yet been published, unused SmartFinders are still visible. When the document is published, unused SmartFinders are automatically removed and formatting is restored.

## Additional Notes

Consult with the document author for any additional information about your company’s specific review process, doing impact assessments of changes made to reusable snippets that may have been previously approved, and any other requirements for providing review feedback.