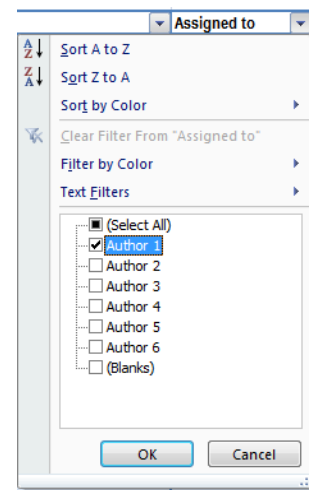

Printing Off Author Assignments

After you have assigned the Comments to various authors, you can give them a Print Off of their recommendations or you can send them an Excel Worksheet with only their assigned comments.

Printing Off a Table for a Single Author

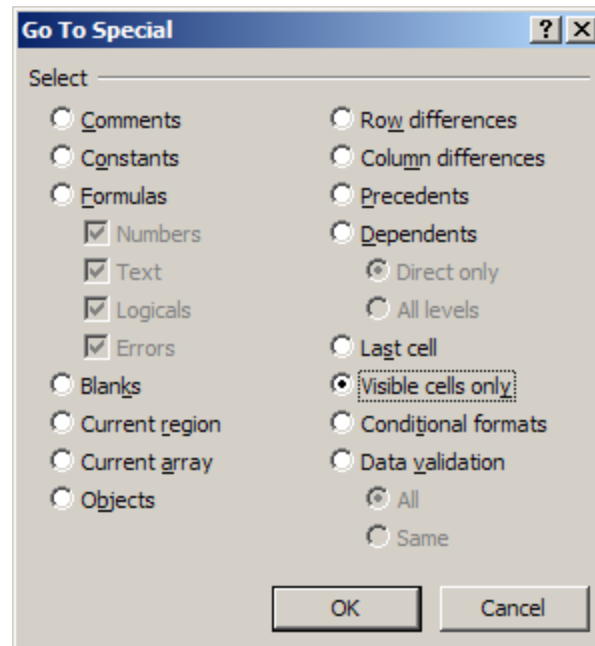
- ▶ Using the Sort Tool to the Right of the Assigned to Heading, Choose and Individual Author to Filter out all other Authors.
- ▶ Set the Print Area and Page Settings that you Prefer *(Typically, you can only choose the Selected Text, Page Number, Issue and Recommendation Columns to printed out on Landscape paper)*
- ▶ Print Assignment Reports for Each Author.



Creating an Author Specific Worksheet

If you would rather send an electronic file to the Author, you need to know how to Copy Visible Text Only to a new Worksheet.

- ▶ Using the Sort Tool to the Right of the Assigned to Heading, Choose and Individual Author to Filter out all other Authors.
- ▶ Drag select the cells that you want to copy to the clipboard.
- ▶ On the Home Ribbon, in the Editing Group, Click the Find & Select Command and choose the Go To Special option.
- ▶ This will bring up the Dialog Box to the Right. Click the radio button for Visible cells only.
- ▶ Copy your text and paste it into a new workbook.



TIP: If you save the Recommendation to a New File, you can delete the weaknesses and comments (leaving the Strengths) to see a change in your proposal score cards after the Color Review team. If you save these, they make a great tool to compare and evaluate the accuracy of your Color Review Teams after you get the Actual Source Board Evaluations.