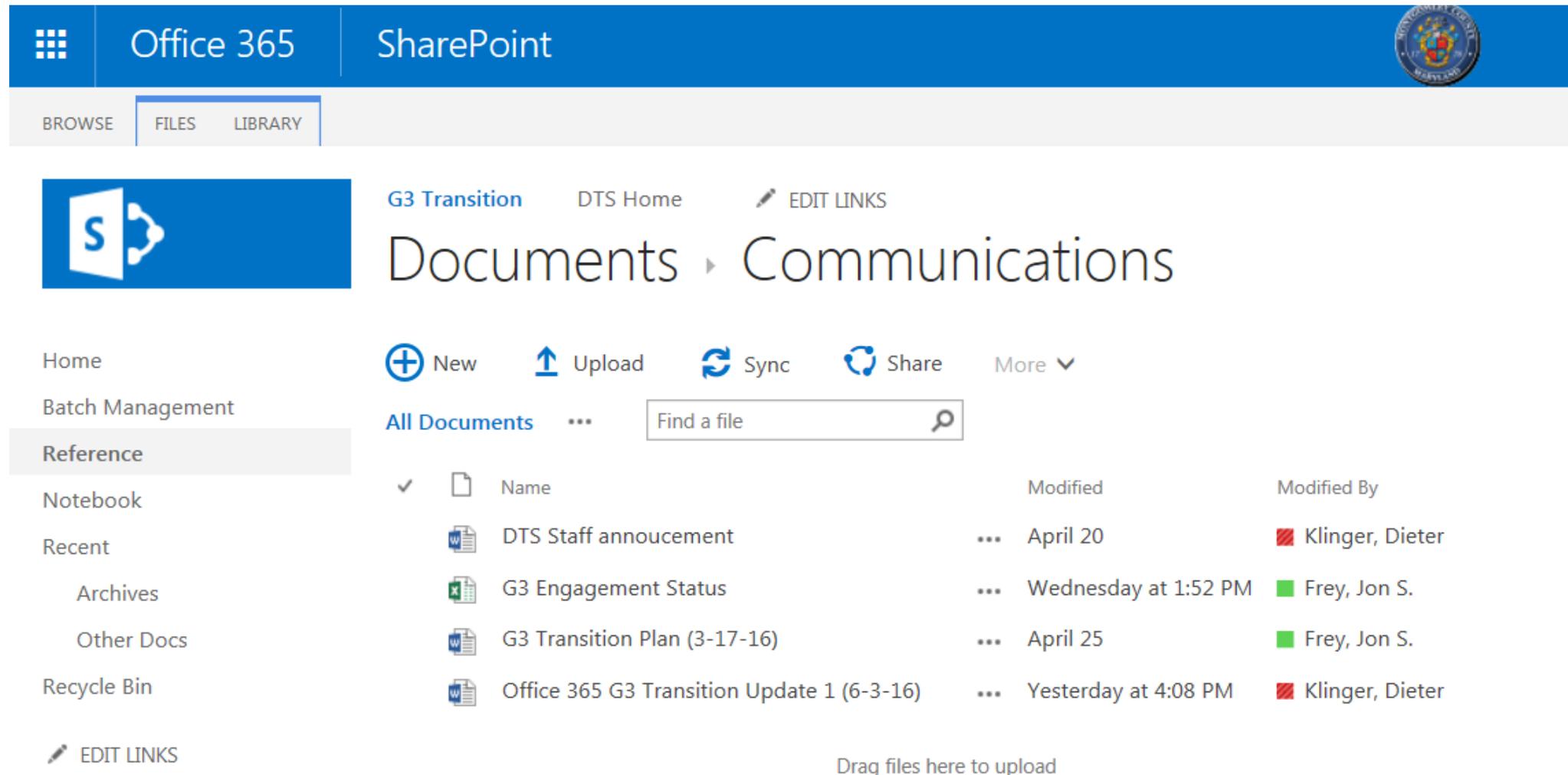


Comparing Versions

Comparing Versions – Start from document library



The screenshot shows the SharePoint interface for a document library. The top navigation bar includes "Office 365" and "SharePoint" with a university logo on the right. Below the navigation bar, there are tabs for "BROWSE", "FILES", and "LIBRARY". The main content area displays the library name "Documents" and "Communications" with an "EDIT LINKS" option. A left-hand navigation pane lists various options: Home, Batch Management, Reference (highlighted), Notebook, Recent, Archives, Other Docs, and Recycle Bin. The main area contains action buttons: New, Upload, Sync, Share, and More. Below these is a search bar labeled "All Documents" with the placeholder "Find a file". A table lists documents with columns for Name, Modified, and Modified By. At the bottom, there is a "Drag files here to upload" instruction.

Office 365 | SharePoint

BROWSE | FILES | LIBRARY

G3 Transition | DTS Home | EDIT LINKS

Documents | Communications

+ New | Upload | Sync | Share | More

All Documents | Find a file

✓	Name	Modified	Modified By
	DTS Staff announcement	April 20	Klinger, Dieter
	G3 Engagement Status	Wednesday at 1:52 PM	Frey, Jon S.
	G3 Transition Plan (3-17-16)	April 25	Frey, Jon S.
	Office 365 G3 Transition Update 1 (6-3-16)	Yesterday at 4:08 PM	Klinger, Dieter

EDIT LINKS

Drag files here to upload

Comparing Versions – Open doc in preview



Office 365

Office 365 G3 transition

Update #1 (6-3-2016)

Introduction

Since the Office 365 G3 transition project announcement on March 4, 2016 a number of things have been happening to get the project moving into a production state and to operate a regular schedule for processing groups of machines through the transition activities.

- We released the transition plan and began the process of engaging individual department IT into the transition activities. We have processed 24 batches so far.
- We gained an understanding of key factors we need to work on to ensure the transitions take place, primarily:
 - Machine must be available (i.e. laptops need to be docked)
 - Machine must be ON
 - Machine MUST NOT be sleeping
- We have developed support documents and instructions for those staff that experience small transition confusion (such as requesting validation). And a process for addressing larger remediation's (should a script fail part way through)
- We have completed roughly 25% of what we set out to do.

Comparing Versions – Open in Desktop Word

Office 365
Office 365 G3 transition
Update #1 (6-3-2016)

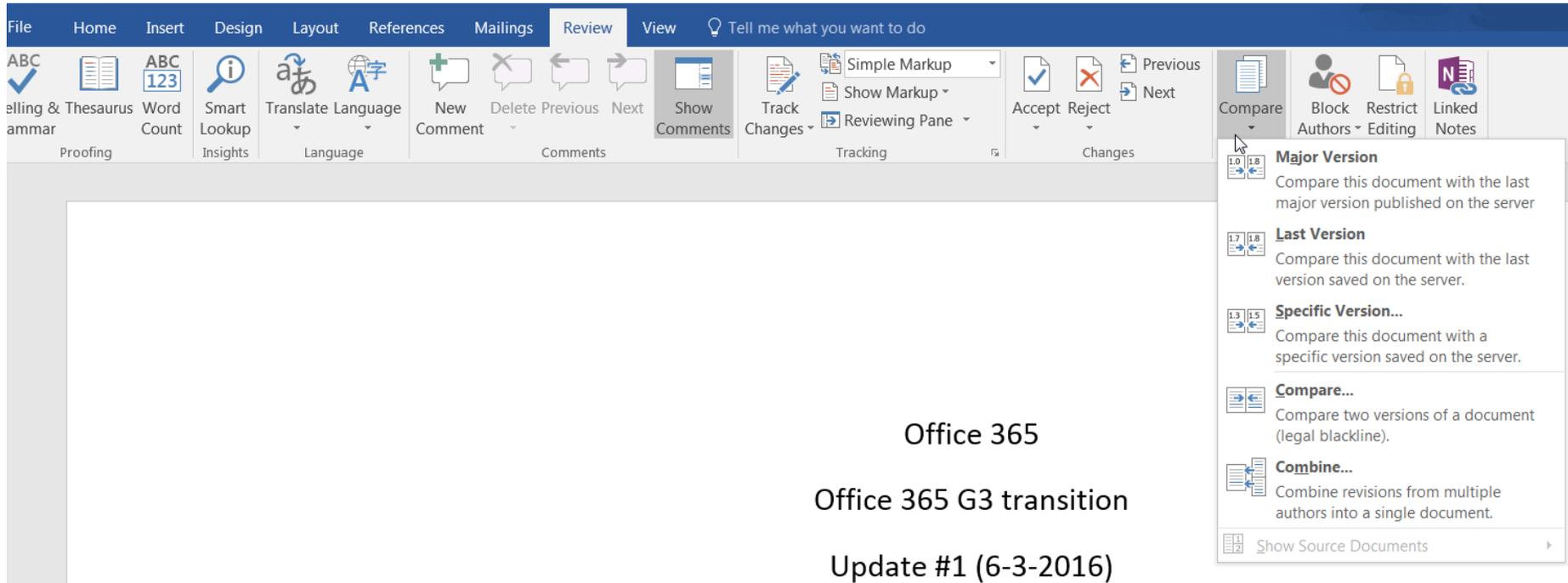
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Page 1 of 6 1681 words 170%

Comparing Versions – Select Compare from Review tab

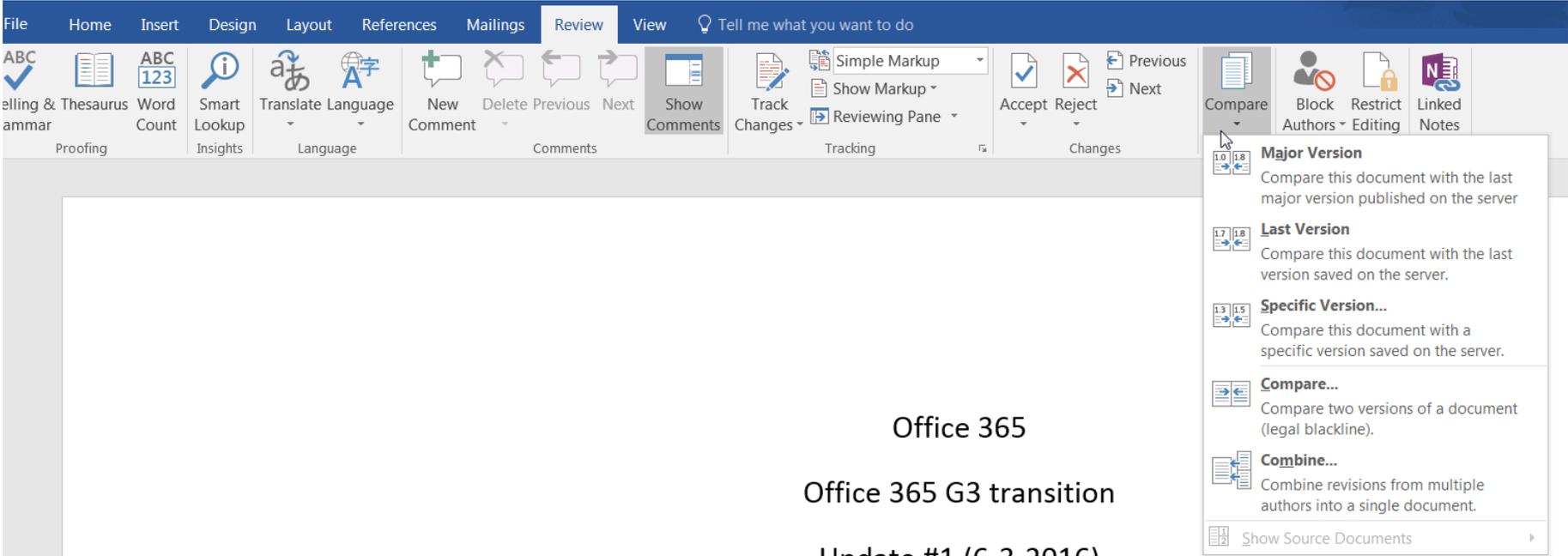


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Comparing Versions – Select Specific Version Compare List



The screenshot shows the Microsoft Word interface with the Review tab selected. The ribbon includes options for Proofing, Insights, Language, Comments, Tracking, and Changes. The 'Compare' button in the Tracking group is open, displaying a dropdown menu with the following options:

- Major Version**: Compare this document with the last major version published on the server.
- Last Version**: Compare this document with the last version saved on the server.
- Specific Version...**: Compare this document with a specific version saved on the server.
- Compare...**: Compare two versions of a document (legal blackline).
- Combine...**: Combine revisions from multiple authors into a single document.
- Show Source Documents

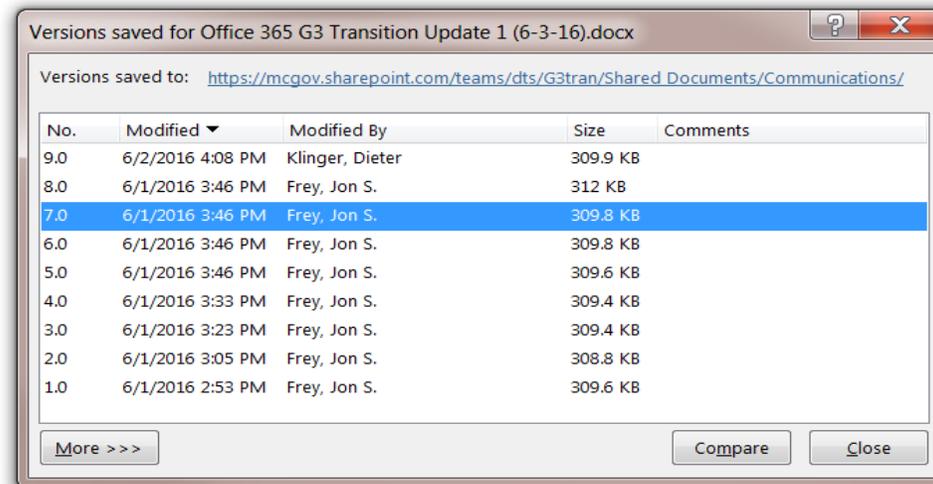
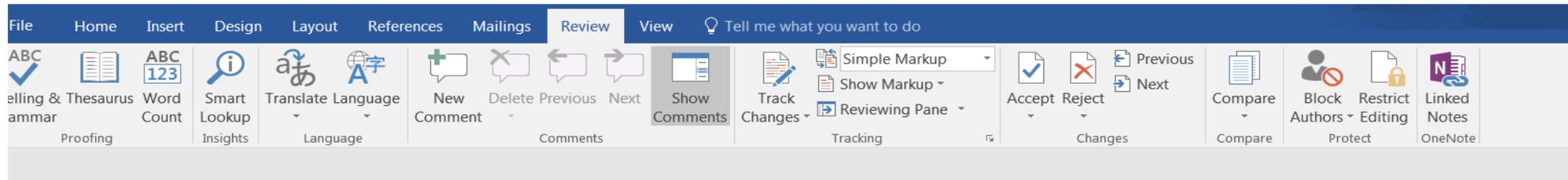
Office 365
Office 365 G3 transition
Update #1 (6-3-2016)

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Comparing Versions – Choose any version to compare



Versions saved for Office 365 G3 Transition Update 1 (6-3-16).docx

Versions saved to: <https://mcgov.sharepoint.com/teams/dts/G3tran/Shared Documents/Communications/>

No.	Modified	Modified By	Size	Comments
9.0	6/2/2016 4:08 PM	Klinger, Dieter	309.9 KB	
8.0	6/1/2016 3:46 PM	Frey, Jon S.	312 KB	
7.0	6/1/2016 3:46 PM	Frey, Jon S.	309.8 KB	
6.0	6/1/2016 3:46 PM	Frey, Jon S.	309.8 KB	
5.0	6/1/2016 3:46 PM	Frey, Jon S.	309.6 KB	
4.0	6/1/2016 3:33 PM	Frey, Jon S.	309.4 KB	
3.0	6/1/2016 3:23 PM	Frey, Jon S.	309.4 KB	
2.0	6/1/2016 3:05 PM	Frey, Jon S.	308.8 KB	
1.0	6/1/2016 2:53 PM	Frey, Jon S.	309.6 KB	

More >>> Compare Close

Introduction

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Comparing Versions – Compare windows open

The screenshot displays the Microsoft Word interface with the Review tab selected. The ribbon includes options for Spelling & Thesaurus Grammar, Word Count, Smart Lookup, Translate Language, New Comment, Delete Previous, Next, Show Comments, Track Changes, Simple Markup, Show Markup, Reviewing Pane, Accept, Reject, Previous, Next, Compare, Block Authors, Restrict Editing, and Linked Notes. The main window is titled 'Compare Result 1 - Word' and shows a comparison between a 'Compared Document' and an 'Original Document (Office 365 G3 Transition Update 1 (6-3-16).docx, version 7.0: 6/1/2016)'. The 'Revisions' pane on the left shows 40 revisions, including insertions, deletions, moves, and formatting changes. The 'Compared Document' pane shows a list of bullet points and a paragraph, with a red vertical bar indicating a change. The 'Original Document' pane shows the same content but with different formatting and a different paragraph. The 'Revised Document (Office 365 G3 Transition Update 1 (6-3-16).docx)' pane shows the document after the changes have been applied, with the red vertical bar removed and the paragraph updated.

File Home Insert Design Layout References Mailings Review View Tell me what you want to do

ABC Spelling & Thesaurus Grammar Word Count Smart Lookup Translate Language New Comment Delete Previous Next Show Comments Track Changes Simple Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing Linked Notes

Revisions

- 40 revisions
- Insertions: 19
- Deletions: 18
- Moves: 0
- Formatting: 3
- Comments: 0

Changes since 7.0 Inserted activities.

Changes since 7.0 Deleted process..

Changes since 7.0 Formatted Normal

Changes since 7.0 Deleted We have been performing **Cross Sectional testing** with a number of departments and from it are able to increase the rate that groups move based on no issues with that particular configuration (i.e. Office 2007).

Changes since 7.0 Inserted

Changes since 7.0 Formatted

Compared Document

engaging individual department IT into the transition activities. We have processed 24 batches so far.

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- We have completed roughly 25% of what we set out to do.
- We are processing two batches a week with hundreds of machines in each batch. We have transitioned thousands of machines and experienced few failures and little surge to the help desk.
- The web site and transition briefings are easing the staff movement to the Office 365 G3 environment and the counts of Office 2003 identified elements is reducing.

Even though we have reduced the risk from 3,200 instances or traces of Office 2003 to 2,500 there is still quite a way to go!

But we need to pick up the pace!

Don't wait to transition shared machines

With recent communications regarding the risk related to Office 2003 and the 1 September date for action related to it, we need to redouble our efforts to move those machines as early as possible in the cycle. We've also noticed

Original Document (Office 365 G3 Transition Update 1 (6-3-16).docx, version 7.0: 6/1/2016)

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Revised Document (Office 365 G3 Transition Update 1 (6-3-16).docx)

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Comparing Versions – If you close previews Word leaves result

Office 365

Office 365 G3 transition

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Page 1 of 6 1681 words 170%