

# SharePoint® win

## Work together on documents using Microsoft® Word® 2010

However you collaborate on your documents, the days of forwarding attachments in email are history. From this day forward, you never need to pass your document, struggle with reconciling version conflicts, merge changes, or track down the most up-to-date versions. Collaborate without confusion when you use Microsoft® SharePoint® 2010 to co-author documents in Word.

For a video about co-authoring in Word 2010 see: <http://office.microsoft.com/en-us/videos/video-coauthoring-in-word-2010-VA101848883.aspx>

### To co-author a document in Word 2010:

1. Post your Word 2010 content to a SharePoint 2010 site.
2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time. In Word 2010, you see the names of other people where they are editing.
3. You can also find the list of current editors on the Status bar at the bottom of your screen or on the Info tab in Backstage view.
4. Hover your mouse on an editor's name to begin an instant messaging or phone conversation.

**Note:** When using co-authoring in Word 2010, you see the changes that others have made after you save the file.

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## Life win

### NOT-JUST-SPRING CLEANING

Set aside an hour or so every month to clean off your desk. File papers, wipe down your computer and phone with a paper towel or baby wipe, and use an air compressor to clean any dust out of your keyboard. Getting rid of the clutter can make you feel more organized and in control.