



## User Development Tutorial

*How to control what reviewers see in a review*

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# What we will cover

- What ReviewZones are
- Creating ReviewZones
- Identifying ReviewZones
- Navigating by ReviewZones



# What are ReviewZones?

- ReviewZones are areas of a Word document which the review Owner can setup to assign different Reviewer permissions to different users.
- They can be used to prevent individual users from commenting or marking-up changes to specific zones, or even prevent users from viewing certain zones.

# Creating ReviewZones

- ReviewZones can be enabled by the review Owner at step 4 of the new review set up:

## new review step 4 : review options

Review Options
Email Options
ReviewZone Options

Enable ReviewZones ☒
Make read only for everyone ☐

Name	Email	Permission
Ben Demo	ben.demo@pleasotech.com	Reviewer ▼
Caleb Demo	Caleb.Demo@pleasotech.com	Reviewer ▼
Daniel Demo	daniel.demo@pleasotech.com	Reviewer ▼
Ephraim Demo	ephraim.demo@pleasotech.com	Reviewer ▼

If you enable ReviewZones, the default permissions for review participants set here will apply to any part of a document that is not inside a ReviewZone. Any permissions applied in a ReviewZone will override these defaults for that ReviewZone. For example, a participant with the default permission 'hidden' is unable to view any content within the review except for ReviewZones where their permission overrides this default.

Save

Previous

Next



## Key points

- ReviewZones are areas of a document with different permissions for different users;
- They are only applicable to Word documents in a review;
- The review Owner enables ReviewZones at step 4 of the new review setup;
- The review Owner can add more ReviewZones, and edit or delete existing zones once the review has started;
- ReviewZones cannot overlap;
- They are identified by a vertical yellow line in the left hand margin of the document;
- Users can navigate a document by ReviewZones.



# Q & A

Any questions?

# Support

## Quick guides:

**guide to using ReviewZones**

please review  
collaborative document review & co-authoring

**PleaseReview v5.2 Guide to using ReviewZones**

This quick guide provides an overview of how to identify and use ReviewZones from a Reviewers perspective. Review Owners should refer to the quick guide to creating and managing ReviewZones.

**Overview**  
ReviewZones are areas of a Word document which the review Owner can setup to assign different reviewer permissions to different users. This could be to prevent individual users from commenting or marking-up changes to specific zones, or even prevent users from viewing certain zones.

**Identifying ReviewZones**  
ReviewZones are identified in the document by a vertical yellow line in the left hand margin :

**ReviewZone Identifier**

**Navigate by ReviewZone**

At step 5, ReviewZones can be set by clicking the 'Preview/

**and managing ReviewZones**

please review  
collaborative document review & co-authoring

**PleaseReview v5.2 Guide to creating and managing ReviewZones**

This guide provides an overview of creating and managing ReviewZones from a Review Owners perspective.

as of a Word document which the review Owner can setup to assign different permissions to different users. This could be to prevent individual users from commenting or marking-up changes to specific zones, or even prevent users from viewing certain zones.

enabled at step 4 of the new review wizard by clicking on the 'ReviewZone

**view options**

**Check box to enable ReviewZones**

**Set participant default permissions for the entire review**

**new review step 5: verify details and start review or put it on hold**

review details	
Title	Policy Review
Description	
Status	Not Started

## Future tutorials:

[http://www.pleasetech.com/user\\_development\\_tutorials.aspx](http://www.pleasetech.com/user_development_tutorials.aspx)