WORD: Side by Side Documents

I often create two manuals for a course: one for the students and one for the instructor. The instructor's copy will have adding text to aid in teaching the course.

I need to make sure that as I add to the students copy I also add to the instructor's – and an easy way to do that is to scroll through them both…at the same time.

Easy as… (remarks about my sister are getting tired, so I won't put one here):

1. Make sure that both Word documents are open – but no other Word documents are.
2. Make sure that both documents are positioned at the same starting point/page.
3. Click the VIEW tab.
4. In the WINDOW section – click the VIEW SIDE BY SIDE button.
   - If you did, by chance, have more than one document open – don't fret – the COMPARE SIDE by SIDE window will appear. Just double-click the other file that you wanted to scroll with.
5. The two documents will appear side-by-side and the Synchronous Scrolling button is automatically turned on as well. You can now use the scroll bar or the mouse wheel to scroll through both documents in sync.
6. Click the VIEW SIDE BY SIDE button again, when you no longer want the feature on.