

Workshare 3 Quick Reference – Comparing Documents

Understanding Your Compare Configuration

A comparison, or redline, document illustrates the differences between two versions of a document. The Workshare product DeltaView is already widely in use as a redlining tool.

Workshare 3 is flexible to fit your company's needs. Depending on how your company has configured Workshare 3, there are two possible ways in which a comparison is run.

Default configuration (*Comparing Documents within Word*): the comparison is run in Workshare 3 and the resulting redline is displayed in your open Word document.

Optional configuration (*Comparing Documents using DeltaView*): Workshare DeltaView is automatically launched from the Workshare panel and the resulting redline opens in a DeltaView window.

This Quick Reference describes both configurations. Once you know how your company has configured Workshare 3, simply refer to the appropriate section of the Quick Reference.

Default: Comparing Documents within Word

If your company has configured Workshare 3 to compare documents within Word, you will run the comparison and view the redline without leaving the current session of Word.

To Perform a Comparison

1. Open the document against which you want to run a comparison.
2. In the Workshare panel, click the **Compare** icon. The Compare Versions page is displayed.

Compare Versions

Information

This document is **Compare**


Select Document

[Browse](#) to select a document to compare against.



3. Select a version from the dropdown list (when working in a DMS only) or click the [Browse](#) link.
4. Navigate to and select the document against which you want to compare the current document.
5. (Optional) Select a Rendering set from the drop-down list to determine the way changes are displayed in the redline.




Tip: To change the selected document, click the [Remove Selection](#) link and select a new document.

6. Click the **compare now**  button. The comparison is run and the original document and redline document are displayed in Word.

To Navigate Between Changes

Move between changes in the redline document by clicking the **Previous Change**  and **Next Change**  arrows in the Redline toolbar.

To Print the Redline Document

1. In the Workshare panel, click the **Print** icon or click  in the Redline toolbar. A Windows print dialog box is displayed.
2. Select from standard print options as usual.
3. If you are printing to a black and white printer, mark the **Print Redline in black and white** checkbox, as colored text and markup may not appear clearly when printing in black and white.
4. If you only want to print pages that include changes, mark the **Only print pages with changes** checkbox.
5. Click **OK**.

To Email a Comparison

1. Click the **Email** icon in the Workshare panel. The Email Comparison page is displayed.

Email Comparison

Comparison File Type


Select the file type of the comparison:

- PDF Word Document

PDF Security

Choose the security settings to apply to the PDF documents:

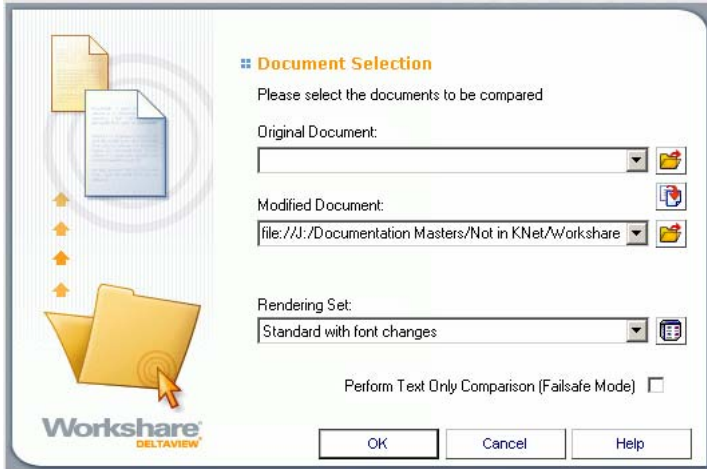
- Full Security
- Prohibit printing
- Prohibit modification of text
- Prohibit text/graphics being copied
- Prohibit comments being added


2. In the **Comparison File Type** area, select the format of the Redline, **PDF** or **Word Document**.
3. If you select PDF as the format, select security settings, if any, in the **PDF Security** area.
4. Click the **send now**  button. An email message opens with the redline document attached.
5. Address and complete the email, as usual, and click **Send**. The email is sent. The Comparison document is found in your sent items.

Optional: Comparing using DeltaView


To Perform a Comparison

1. In the Workshare panel, click the **Compare** icon. The DeltaView Document Selection dialog box is displayed with the document you are working on listed in the **Modified Document** text box.






2. Click the **Open**  button to the right of the **Original Document** text box to navigate to, and select, the original document.
3. (Optional) Select a rendering set from the **Rendering Set** drop-down list.
4. Click **OK**. DeltaView is launched and the comparison is generated. Depending on your settings, windows may also open that show the Original and Modified documents along with a change summary.

To Switch the Original and Modified Documents


1. Click the **Swap the original and modified documents**  button. The **Original Document** and **Modified Document** field entries are reversed.

To Navigate Between Changes


Use the **Navigate to the Previous/Next Change**   arrow buttons on the DeltaView toolbar.
or

Use the Go To feature. By clicking the **Go to a Specific Change within the Document**  button or pressing CTRL + G, you bring up the Go To dialog box. Type the number of the change you wish to go to and click the **Go To** button.

To Navigate through the Changes Using the Document Change Summary

1. Select **View/Document Change Summary** from the menu.
or
Click the **Toggle the display of the document change summary window**  button on the toolbar. The Change Summary window opens.
2. Scroll down in the Change Summary list until you find the change you want to review.
3. Click on the change. DeltaView scrolls to the selected position in the redlined document.

To Email a Redlined Document from DeltaView

1. Click the **Send the current documents as email attachments**  button on the Delta View toolbar, or select **File/E-mail To...** from the menu. The Send Documents window opens.
2. Select **Individual documents included in this comparison** and mark the checkbox next to the document(s) you wish to send.
or
Select **DeltaView's internal file format (DeltaFile)**.

Caution: If you send the redlined document as a DeltaFile (extension of .wdf), the recipient must also have DeltaView in order to access the document.

3. Click **OK**. The email system opens a new message window with the selected document(s) attached.
4. Complete the message and send as usual.

-END-