

COMPARING DOCUMENTS

WORKSHARE PROFESSIONAL QUICK REFERENCE

Understanding Your Compare Options

Workshare Professional enables you to compare documents and instantly see any differences between them in a Redline document. Workshare Professional is flexible to fit your company's needs.

- You can compare both Microsoft Word (DOC) files and PDF files.
- You can compare your original document against a previous version of the document or against another document entirely.
- You can compare a document against another single document or against multiple documents (using Workshare Compare only).

There are two ways in which a comparison can be run:

Comparing Documents within Word: the comparison is run by Workshare Professional and the resulting Redline document is displayed in your open Word document.

Comparing Documents using Workshare Compare: Workshare Compare can be automatically launched from the Workshare Panel or from your desktop. The Redline document is displayed in the Workshare Compare window.

Comparing Documents within Word

You can run a comparison and view the Redline document 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 Home page of the Workshare Panel, click Compare. The Compare page is displayed.
3. Select the document against which you want to compare the current document by selecting a version from the dropdown list (if applicable) or clicking Browse and navigating to the required document.

The Compare page is displayed as follows:

Compare

1. Information
This document is: **Draft Letter 03**

2. Select Document
Selected Document:
Draft Letter 01
Remove

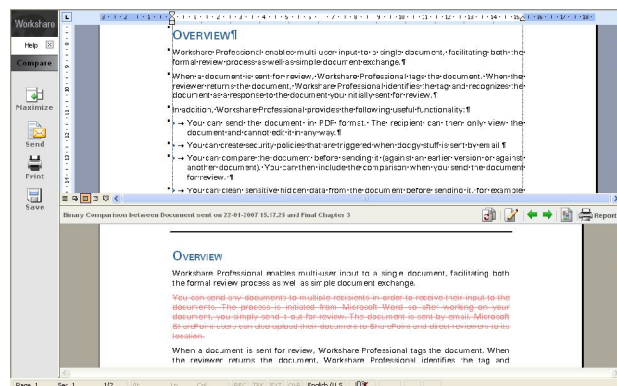
3. Comparison Option
Please select how you would like your comparison displayed:
workshare default
[Edit Rendering Set](#)
 Open in Compare

Compare




Note: To change the selected document, click Remove and select another document.



4. Ensure the Open in Compare checkbox is NOT selected.
5. (Optional) In the Comparison Options area, select a rendering set from the dropdown to determine how the comparison document is displayed. Click Edit Rendering Set if you want to modify rendering sets.
6. Click Compare. Workshare Professional performs the comparison and the original document and the Redline document are displayed in Word.




To switch the original and modified documents:

Click  in the toolbar above the Redline document. The comparison is re-run reversing the original document and the modified document.

To navigate between changes:

Move between changes in the Redline document by clicking  or  in the toolbar above the Redline document to jump from change to change.

To print the Redline document:

1. Click Print in the Workshare Panel or click  in the toolbar above the Redline document. The *Print* dialog is displayed. Select from the standard print options in the usual way.
2. If you are printing to a black and white printer, select the Print Redline in black and white checkbox. If you only want to print pages of the Redline document that include changes, select the Only print pages with changes checkbox.
3. Click OK.

To email the Redline document:

1. Click Send in the Workshare Panel. The Workshare Panel is displayed as follows:

1. Select File Type
Select the file type of the comparison:
 Word Document
 PDF
PDF Security Options

2. Comparison Document File Name
File Name: Comparison of Document se

2. In the Select File Type area, select the format for the comparison – Word Document or PDF.
3. (Optional) Edit the name for the Redline document.
4. Click Create Email. An email message window is displayed with the comparison attached.
5. Enter the address and complete the email as usual. Click Send. The file is sent to the specified recipients.

Comparing using Workshare Compare



In one view, you can see the original document, the modified document and the Redline document. You can compare an original document against several different modified documents and see the Redline document for each comparison in a different tab.

You can launch Workshare Compare both from within Microsoft Word and from your desktop.


To perform a comparison from Word:

1. Open the document against which you want to run a comparison.
2. In the Home page of the Workshare Panel, click Compare. The Compare page is displayed.
3. Select the document against which you want to compare the current document by selecting a version from the dropdown list (if applicable) or clicking Browse and navigating to the required document.
4. Ensure the Open in Compare checkbox is selected.
5. (Optional) In the Comparison Options area, select a rendering set from the dropdown to determine how the comparison document is displayed. Click Edit Rendering Set if you want to modify rendering sets.
6. Click Compare. Workshare Professional performs the comparison and the Redline document is displayed in the Workshare Compare window. Depending on your settings, the original and modified documents along with a change summary may also be displayed.


To perform a comparison from Workshare Compare:


1. Click the Workshare Compare shortcut on your desktop. The *Document Selection* dialog is displayed:
2. Select the original document (DOC or PDF file) you want to compare by clicking the Open  button to the right of the Original Document field and navigating to the required file.
3. Select the document against which you want to compare the original document by clicking the Open  button to the right of the Modified Document field and navigating to the required file.




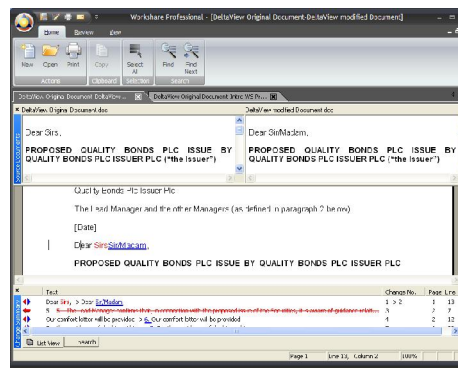
Tip! If you want to compare a recently used file, click the dropdown  in the Original Document and Modified Document fields. These lists contain the last 10 documents you have used.



Tip! To swap the original and modified documents, click . This button is only available if you are comparing two documents rather than comparing multiple documents against an original document.

4. (Optional) If you want to compare the original document against another document, click . An additional Modified Document field is added as follows:

5. From the Rendering Set dropdown list, select a rendering set to determine how the comparison document is displayed. Click  if you want to modify rendering sets.
6. Click OK. The comparison is performed. When complete, the Redline document is displayed in the Workshare Compare window.



The source documents and change summary windows can also be displayed.

You can switch between interfaces by clicking Classic View in the View Ribbon or selecting Ribbon View from the View menu.

To navigate between changes:

You can move between changes in the Redline document by jumping from change to change or searching for a specific change using change numbers or keywords.

- Click First in the Review Ribbon to move to the first change in the Redline document, Previous to move to the previous change, Next to move to the next change or Last to move to the last change.
- Click Specific in the Review Ribbon, enter the number of the change you want to display in the Redline document and click Go To.
- In the Change Summary window, select the Search tab and enter the word(s) for which you want to search. Press Enter and a list of changes including the specified word(s) is displayed.

To email the Redline document:

Workshare Compare integrates with your email system. You can send the Redline document as well as the original and modified documents as email attachments.

1. Click Send in the Review Ribbon. The *Send Documents* dialog is displayed.
2. Select the files to send by selecting individual documents included in the comparison or select to send the compared documents as a DeltaFile.



Note: A DeltaFile contains the Redline and a reference to the original and modified documents.

3. Click OK. An email message window is displayed with the selected files as attachments.
4. Enter the recipient(s) name and any other text you want to include and click Send.

To act on changes:

Click Act on Changes in the Review Ribbon or right-click in the Redline document and select Act on Changes. The Redline document is opened in Microsoft Word as an RTF file with the default name Redline.rtf. All the changes are displayed as track changes. Review the track changes and implement them as required.