

WORKSHARE COMPARE 9 for 64-BIT MICROSOFT OFFICE

QUICK START GUIDE



COMPANY INFORMATION

Workshare Compare for 64-bit Microsoft Office Quick Start Guide

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INTRODUCING WORKSHARE COMPARE

Workshare Compare for 64-bit Microsoft Office helps you work on documents with other people. It enables you to compare two or more documents and instantly see any differences between them.

When you're working on a document together, it's essential to understand how it's evolving. With Compare, you can compare even the most difficult and complex documents and presentations accurately. You'll see precise changes between versions of Word and PDF files – including image-based PDF files. For Word and PDF comparisons, you can apply the changes you want to keep right from Compare.

Understand, Implement and Communicate Changes

Once you've compared your documents, you'll instantly see any differences between them in Compare. You can now manage your changes and save the comparison document (Redline document) or add your changes in Compare and save the new version as a Word document.

The screenshot shows the Workshare Compare application window. The interface includes a ribbon with tabs for FILE, HOME, and MORE. The CHANGE SUMMARY tab is active, displaying a list of changes on the left and a side-by-side comparison of two documents on the right. The documents are titled "DRAFT ARRANGEMENT LETTER FOR STAND-ALONE BONDS". The left document shows changes in red, and the right document shows changes in blue. The bottom status bar indicates "Comparison completed in 2.75s".

See a list of the changes grouped by category. Click a change to see where it is in the document. (Annotation pointing to the Change Summary list on the left)

Select changes to accept them or right-click and flag for review later. (Annotation pointing to the 'Accept' button in the Change Summary list)

See the documents you're comparing. (Annotation pointing to the side-by-side document comparison area)

When you're ready, click Apply Accepted Changes. A new Word document will open with your selected changes accepted. (Annotation pointing to the 'Apply Accepted Changes' button at the bottom)

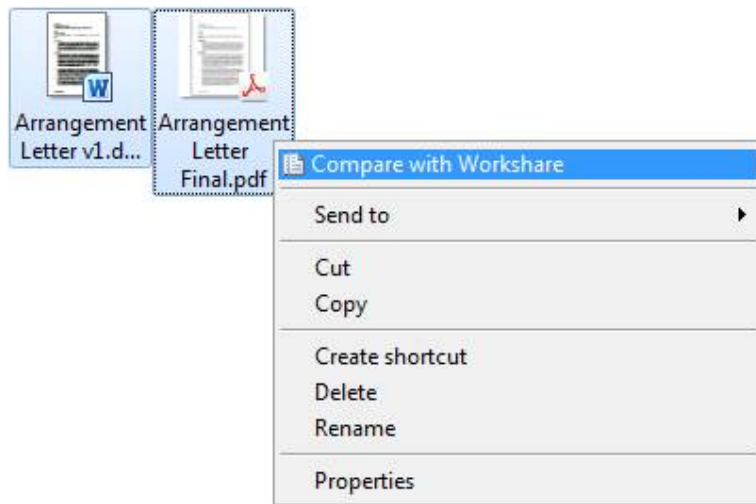
See the comparison (Redline) document with the changes displayed. (Annotation pointing to the side-by-side document comparison area)

STEP 1: ACCESS COMPARE

There are several ways to access Compare. Choose whichever option is most convenient for you.

In Windows Explorer

Select one or two documents, right-click and select **Compare with Workshare**. Compare is launched.



On your Desktop

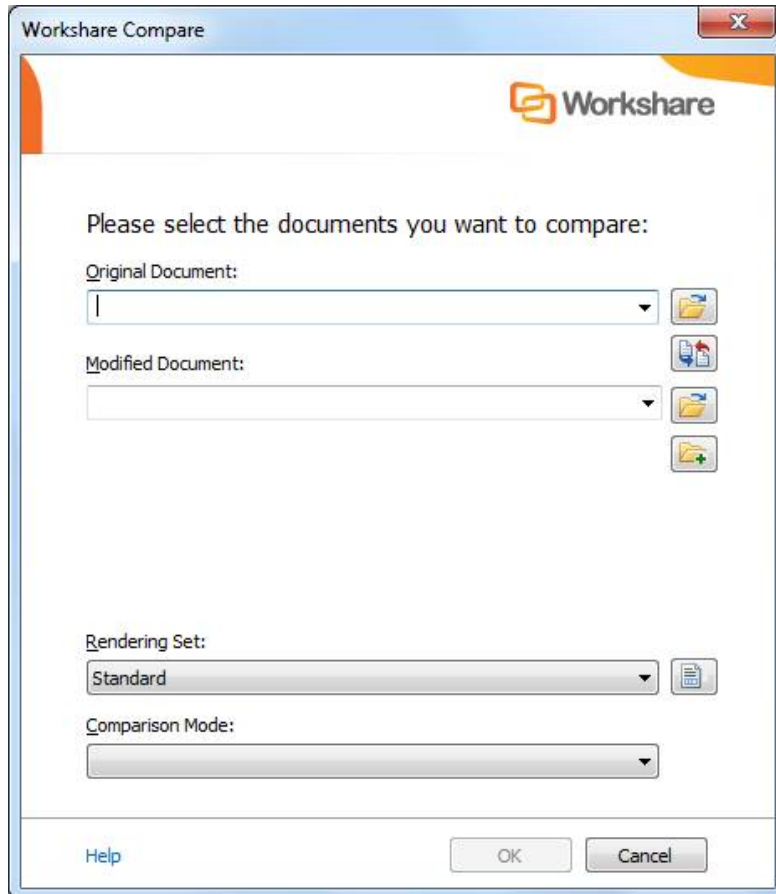



Double-click the Compare icon on your desktop. Once Compare is open, you can select your files to compare.

Note: You can also go to your Start menu and select **Programs > Workshare > Workshare Compare**.

STEP 2: SELECT YOUR DOCUMENTS

After launching Compare, the *Compare Documents* dialog is displayed:



Select the documents you want to compare. If you want to compare the original document against several documents, click  to add additional **Modified Document** fields.

Click **OK**. The comparison is performed and the Redline (comparison) documents as well as the source documents are displayed in Workshare Compare.

STEP 3: REVIEW THE CHANGES

You can accept and reject changes from within Workshare Compare and create a new Word document that includes all your changes. Changes can be accepted/rejected individually or as a group. Using the **Category View** of the **Changes** tab, you can choose to accept or reject an entire category. For example, the **Matching Changes** category includes changes that are repeated and identical and you can accept or reject them all at one time. Switching to **Status View** provides an easy way to quickly see what changes haven't yet been reviewed.

In the Change Summary window, select the checkbox to the left of an individual change to accept it or an entire category to accept all changes in the category.

Tip! You can select all changes in a category by selecting the category checkbox and then deselect one or two changes within that category as required.

You can right-click a change and select **Flag** to highlight the change – perhaps for future consideration or to check sources – or select **Mark as Read** to indicate that you have reviewed the change but do not want to give it a status.

When you have completed your review, click **Apply Accepted Changes** at the bottom of the Change Summary window. A new Word document is opened with the changes accepted or rejected according to your selection. You can save this document as your new master document.

The comparison is not altered in any way so you can return to the comparison in Workshare Compare and change your mind about whether to accept changes or not. Every time you click **Apply Accepted Changes**, a new Word document is opened with the current accept/reject statuses applied.

You can also save the comparison as WDF file and this will save all your selections along with the source documents and Redline document. You can open this WDF at a later time and continue working or send it a colleague for further review.

STEP 4: SAVE OR EMAIL THE COMPARISON

After you have compared your documents, Workshare Compare provides many options for saving or circulating the Redline. Workshare's DeltaView Redline can be distributed in many formats, such as PDF or TXT or DOCX. Only if it is distributed as a WDF will the source documents be included. WDF files can only be opened in Workshare Compare where both the source documents and the Redline can be viewed. The Redline can also be distributed as a Word document with the changes shown as track changes.

- To save the Redline, click **Save As** and then **Comparison document** in the Home tab (or Quick Access Toolbar or File menu).
- To save the Redline with changes as track changes, click **Save As** and then **Word document with Track Changes** in the Home tab (or Quick Access Toolbar or File menu).

Workshare Compare integrates with your email system so you can send the Redline as well as the original and modified documents as email attachments. You can also send the Redline as a Microsoft Word file that shows the changes as track changes. This is useful if the recipient does not have Workshare Compare.

- To send the Redline as a PDF, click **Email** and then **Attach as PDF** in the Home tab (or File menu). The Redline is converted to PDF and a new email window is opened with the PDF attached.
- To send source documents with the Redline, click **Email** and then **More email options** in the Home tab (or File menu)
- To send the Redline with changes as track changes, click **Email** and then **Attach as Word document with Track Changes** in the Home tab (or File menu). The Redline is saved as a Microsoft Word document with the changes indicated by track changes and a new email window is opened with the Word document attached.