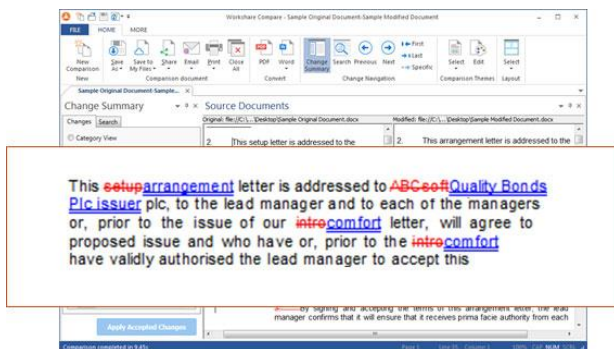




In Compare 9, you can accept and reject changes and create a new Word document that includes the changes you want.

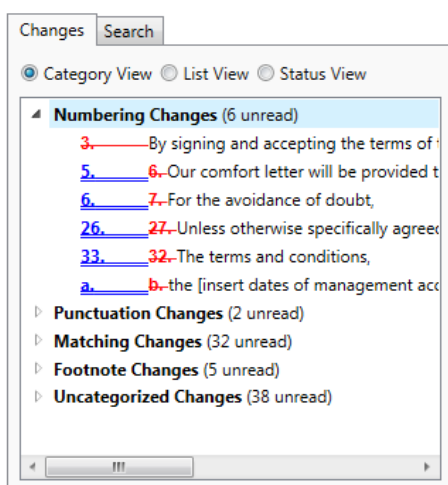
See changes you can implement

Use Compare to compare your Word or PDF documents and see an accurate DeltaView Redline that has every change clearly marked.



Understand the changes quickly

The Change Summary window in Workshare Compare provides a list of all changes found between your documents. Use **List View** to see all changes in the order they occur in the document. Alternatively, use **Category View** to see changes grouped according to type, such as the **Matching Changes** category that includes changes that are repeated and identical, and the **Footnote Changes** category that includes any changes in the footnote of a document.



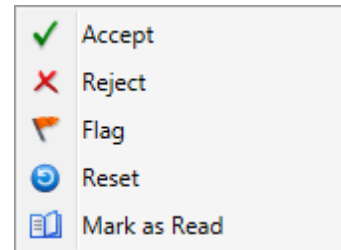
Switching to **Status View** provides an easy way to quickly see what changes haven't yet been reviewed.

Implement the changes you want

Changes can be accepted/rejected individually or as a group. Let's see how it works....

To accept/reject changes:

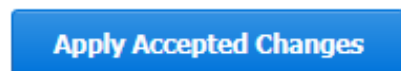
In **List View** or **Category View**, right click a change.



- Select **Accept** if you agree with the change and want to implement it. A green tick is displayed next to accepted changes.
- Select **Reject** if you do not agree with the change and do not want it implemented. A red cross is displayed next to rejected changes.
- Select **Flag** if you want to highlight the change – perhaps for future consideration or to check sources and select **Mark as Read** if you want to indicate that you have reviewed the change but do not want to give it a status. Use **Reset** to remove a status from a change.

In **Category View**, you can accept or reject ALL changes in a category with one click. Simply right-click a category and select **Accept** or **Reject**.

When you are ready to create a new version of your document that includes all the changes you've accepted, click **Apply Accepted Changes** at the bottom of the Change Summary window.



Save this document as your new master document locally, in your DMS or on Workshare Connect or share it to a group in Connect so you can work on it with others.

The comparison is not altered in any way so you can return to the comparison in Workshare Compare and change your mind about changes. For example, go back to a flagged change and this time accept it. Every time you click **Apply Accepted Changes**, a new Word document is opened with the current accepted changes applied.