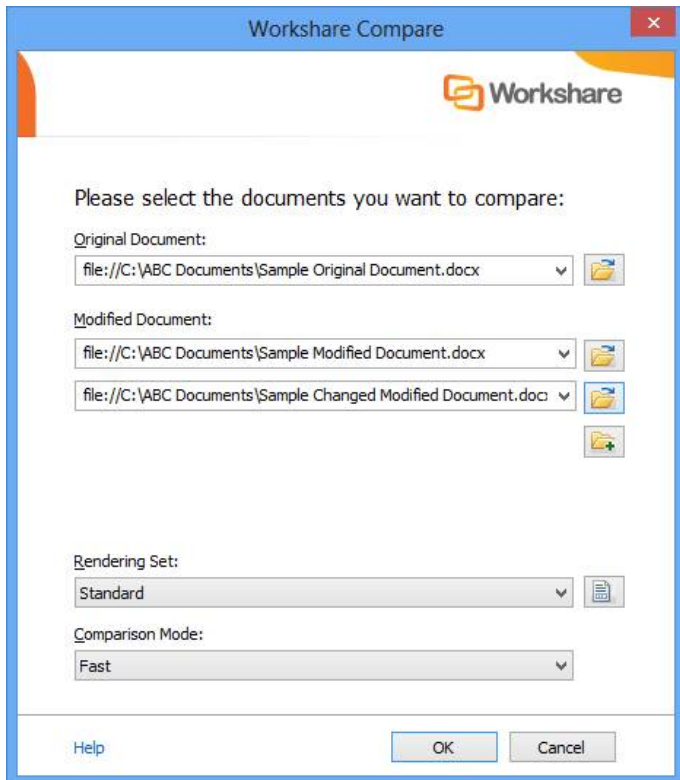With Compare 9 you can compare your Word, PDF and PowerPoint files and instantly see any differences between them. Use Workshare Compare to see differences between Word and PDF files and Workshare Compare for PowerPoint to compare PowerPoint presentations.

Workshare Compare

Open Workshare Compare and you will see….

1. Select an original document and then the modified document to compare against it. You can select DOCX, DOC, PDF, RTF and TXT files from your local file system, SharePoint or DMS/CRM.

2. Clicking [folder icon] adds additional **Modified Document** fields so you can select multiple other documents to compare your original document against. Each comparison will be displayed in a separate tab.

3. Select how you want your changes to be displayed by selecting a rendering set from the **Rendering Set** dropdown list. Rendering sets contain a set of parameters that define how changes are displayed in the Redline .For example, deleted text could be ~~red and struck through~~.

4. Click **OK** and the Redline is displayed in the Workshare Compare window.

Now you can review the changes, accept or reject them and save a new Word version of your document – all from within Compare!

Workshare Compare for PowerPoint

Open Compare for PowerPoint and you will see….
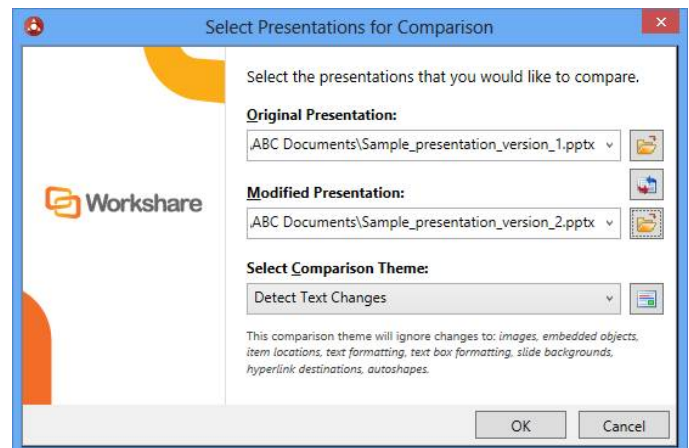
1. Select your original presentation and the presentation you want to compare it with from your local file system, SharePoint or DMS/CRM.

2. Select the comparison theme to apply. Comparison themes contain a set of parameters that define exactly what is compared as well as how changes are displayed.

3. Click **OK** and the Workshare Compare for PowerPoint window is displayed showing the changes between the selected presentations.

Now you review the changes, save the comparison as a PDF or print it.

Start your comparison from where you work

You can start your comparison from anywhere you work – from Word, from your desktop, from your DMS or from email:

- Double-click the desktop shortcut

- Select Compare from Programs in the Start menu

- Right click a document in Explorer or your DMS

- In an email with an attachment, select the Workshare tab in the email message window and click the **Attachments** dropdown list.

For more details on using Compare, open the Workshare Compare User Guide [click here to open]