GET TO KNOW YOUR WORKSHARE COMPARE 9 TOOLBAR

New Comparison

Compare two new documents.

Quick Access Toolbar

To choose which frequently used buttons appear here, select the down arrow.

Print

Print your comparison (Redline), the original document or the modified document.
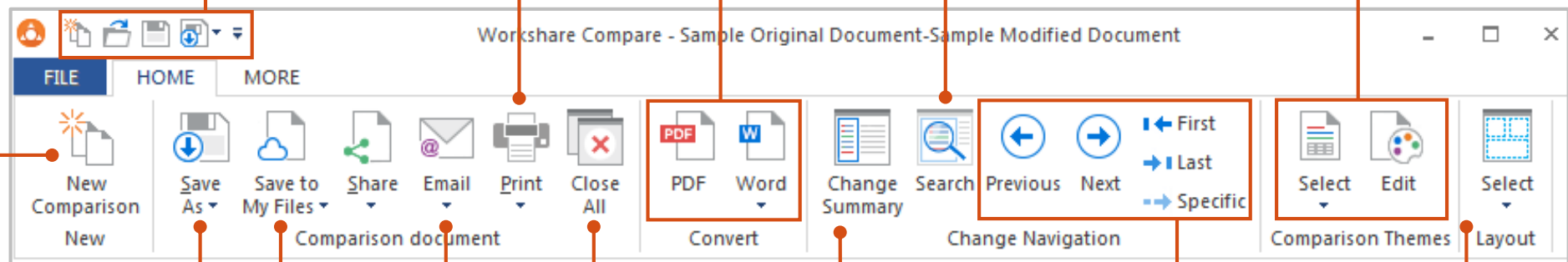
Convert

Convert your Redlines to **PDF**, or open the Redline in **Word** – with or without track changes.

Search

Find specific text in your Redline and source documents.

Comparison Themes

Select a different rendering set to automatically apply it and re-run the comparison, or **edit** the current rendering set in the Rendering Set Manager.

Save As

Save your Redline as a Workshare Compare file (.WDF) or as a Word document with track changes.

Save to My Files

Save your Redline to Connect, either as a comparison document or as a Word document with track changes.

Email

Attach the Redline as a PDF, a Word document with track changes, or whichever file type suits you best. You can also attach the original document or the modified document.

Close All

Close all your comparisons in a click.

Change Summary

Hide or display the change summary window.

Change Navigation

Jump to the **previous** change, the **next** change, the **first** change or the **last** change in the document. You can also navigate to a **specific** change number.

Select

Hide or display the original and modified documents.