



Workshare Compare 7.5

Getting Started Guide

Company Information

Workshare Compare Getting Started Guide

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Introducing Workshare Compare

Workshare Compare is a document comparison tool designed to make the process of editing and revising documents as fast and efficient as possible. Workshare Compare enables you to compare documents – the original document and the modified document – and produce a comparison (Redline) document, enabling you to instantly see any differences between them. Its key benefits include:

- **Advanced Document Comparison**
Compare one document against multiple modified versions or revisions within context of one another. Workshare Compare utilizes an industry-leading document comparison engine to excel at long and complex documents as well as comparing auto-numbered paragraphs, font changes and complicated formatting, even in tables.
- **Compare One Document to Multiple Versions**
Compare more than two documents at one time including comparing Word-to-Word, PDF-to-PDF, Word-to-PDF and WordPerfect files.
- **Compare PDF Documents**
Compare PDF documents. The differences between two versions of a PDF document are automatically highlighted, including text and images, so you can quickly and easily identify what has changed.
- **Comparison Speed**
Run a document comparison that is 8x-10x faster than the original DeltaView comparison engine.
- **Alert and Compare - Redlines from Outlook**
Generate a Redline document from Microsoft Outlook. Alert and Compare is the ability of Workshare Compare to automatically detect that a received attachment is a changed version of an original document sent previously. When a user sends a document to a recipient and the recipient edits the document and sends it back to the user, Workshare Compare can automatically detect that the received attachment is a changed version of the original document. The user can then launch a comparison of the two documents from Microsoft Outlook and view the Redline document in Workshare Compare.
- **Multiple Comparison Interfaces**
Compare email attachments directly from your email application, utilize the standalone document comparison tool from the desktop without launching Microsoft Word, or work within Microsoft Word to compare documents without having to learn a new software application.
- **Unicode Compliance**
Complete support for Unicode language documents and operating systems.
- **Extend Your Document Management System**
Leverage Workshare Compare with your existing document management system. For example, Workshare Compare provides a list of the DMS versions of a document, enabling the comparison of document versions.

Note: This guide is designed to quickly get Microsoft Office users started with Workshare Compare. This guide introduces the main functionality of Workshare Compare but for a more detailed description of its functionality and capabilities, please read the Workshare Compare User Guide. This Guide and further information is available on the Workshare website. To contact Workshare Technical Support, please log a case via the web at <http://www.workshare.com/support/>.

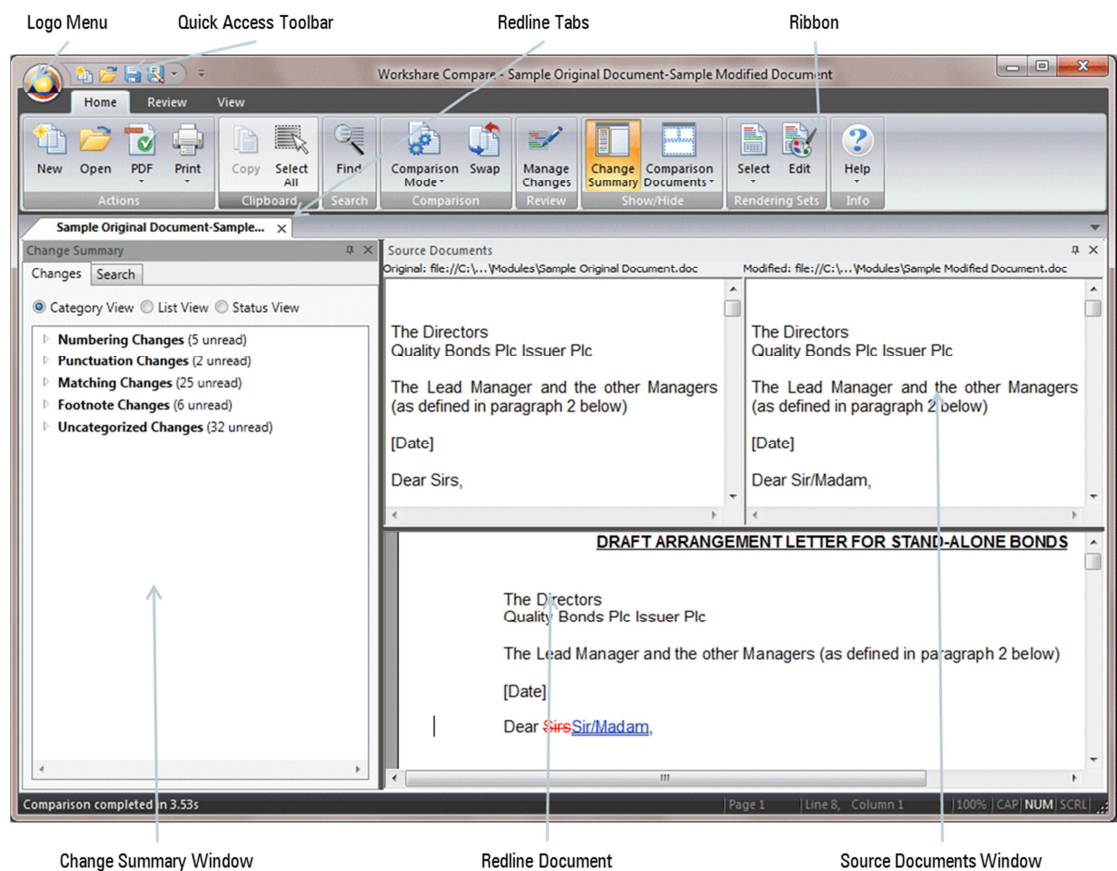
Workshare Environment

Workshare Compare functionality is available from a standalone application or from within Microsoft Word.

Workshare Compare Standalone Application

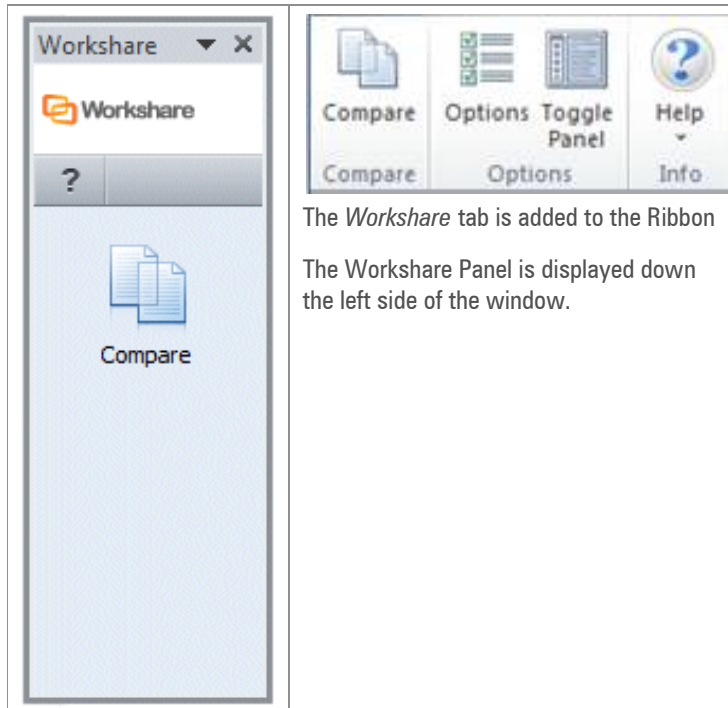
The Workshare Compare standalone application can be accessed in the following ways:

- Double-click the Workshare Compare icon on the desktop.
- From the Start menu, select **Programs, Workshare, Workshare Compare**.



Workshare Compare in Microsoft Word

Within Microsoft Word, the Workshare Compare functionality can be accessed from the Workshare Panel, tab or menu. After you have installed Workshare Compare, you see the following:



The *Workshare* tab is added to the Ribbon

The Workshare Panel is displayed down the left side of the window.

Note: The addition of Workshare Compare does not affect the standard functionality of Microsoft Word. You can operate this application as usual and access the Workshare Compare functionality as required.

Workshare Compare functionality can also be accessed in the following ways:

- Right-click closed Microsoft Word or PDF documents and select **Compare with Workshare**.
- Click the **Compare Attachment with Workshare** button when you receive an email that contains an attachment.

Comparing Documents from within Microsoft Word

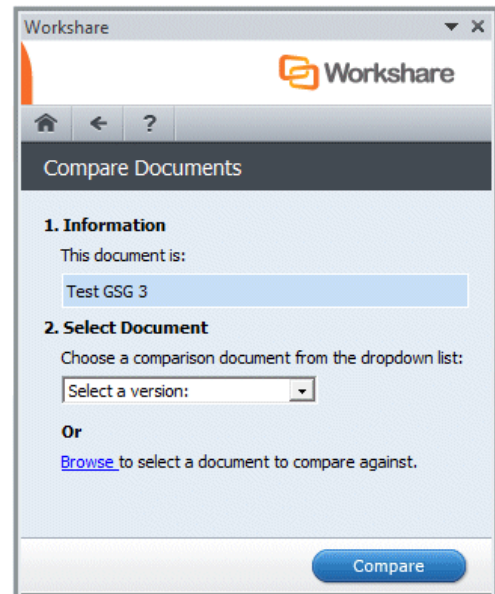
From within Microsoft Word, Workshare Compare enables you to compare two documents and instantly see any differences between them. You can compare a document against an earlier or later version of the same document or against a different document. You can compare both Microsoft Word (DOC) files and PDF files.

How to:

Compare documents from within Microsoft Word:

1. Open your document in Microsoft Word.
2. Click **Compare** in the Workshare Panel. The Compare page is displayed.
3. Workshare Compare provides you with a list of the previously saved versions of the document. Select the version against which you want to compare the current document, or select another document by clicking **Browse**.
4. Click **Compare**. Workshare Compare compares the selected document against the current document and highlights any differences between them.

Refer to *Chapter 3: Comparing Documents from within Microsoft Word* in the *User Guide* for more information.



Comparing Documents in Workshare Compare


From within the Workshare Compare standalone application, you can compare two documents and instantly see any differences between them. You can compare a document against an earlier or later version of the same document or against a different document. You can compare both Microsoft Word (DOC) files and PDF files.

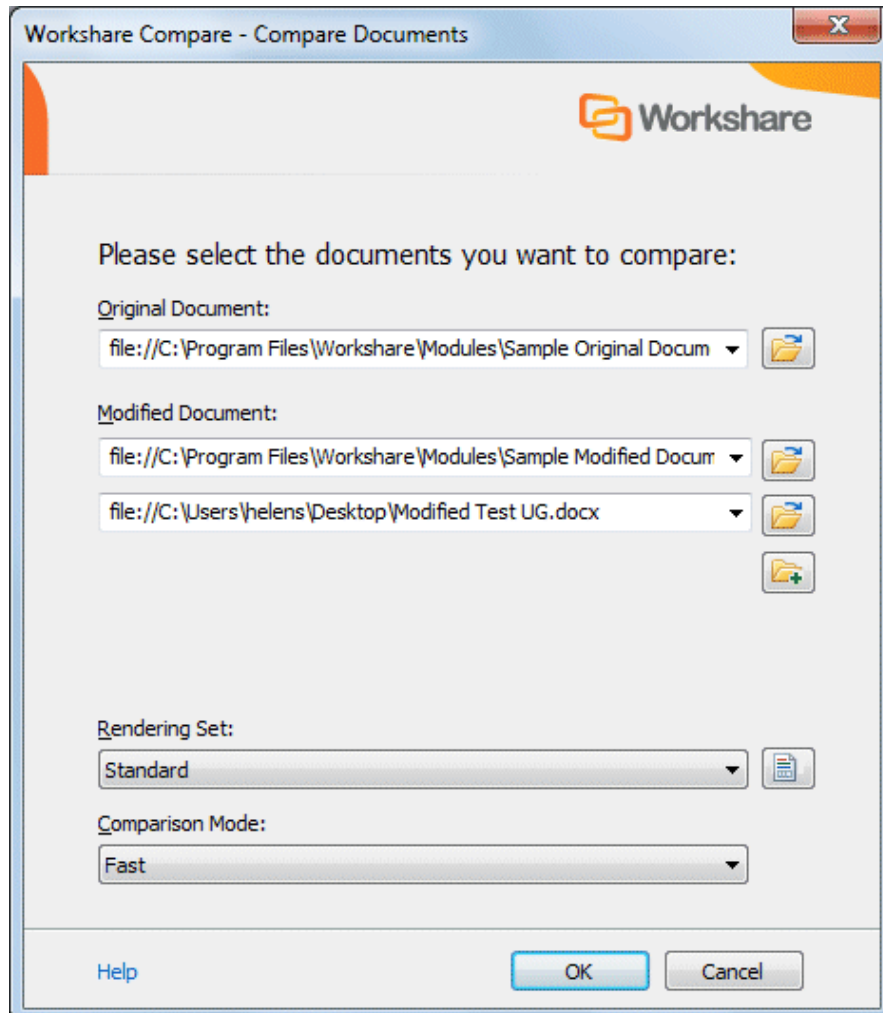
Within the Workshare Compare application, you can compare an original document against several different modified documents and see the Redline document for each comparison in a different tab. You can also compare PDF files against other PDFs or against Microsoft Word files.

How to:

Compare documents using Workshare Compare:

1. You can compare your documents using Workshare Compare by:
 - Right-clicking a closed Microsoft Word or PDF document and selecting **Compare with Workshare** from the menu.
 - Clicking the **Compare Attachment with Workshare** button that appears on the bottom of an email message that contains an attachment.
 - Opening Workshare Compare from the desktop or from **Start > All Programs > Workshare > Workshare Compare**.

- Each of these methods will open the *Compare Documents* dialog. Enter the two documents you wish to compare in the **Original Document** and **Modified Document** fields. If you want to compare the original document against a third or fourth document, click  and enter the documents in the additional **Modified Document** fields.



- You can change the way Workshare Compare presents the document changes by selecting a different rendering set from the **Rendering Set** dropdown list.
- From the **Comparison Option** dropdown list, you can select the type of comparison you want to perform. For example **Fast** (a faster binary comparison only available when comparing DOC against DOC) or **Text Only** (comparing only the text in a document and not the formatting or styles) or **Image Based PDF** (only available when comparing a PDF and when you have the Workshare OCR Server configured).
- Click **OK**. Workshare Compare compares the specified documents and presents the differences that exist in Redline documents.

Refer to *Chapter 4: Comparing Documents Using Workshare Compare* in the *User Guide* for more information.

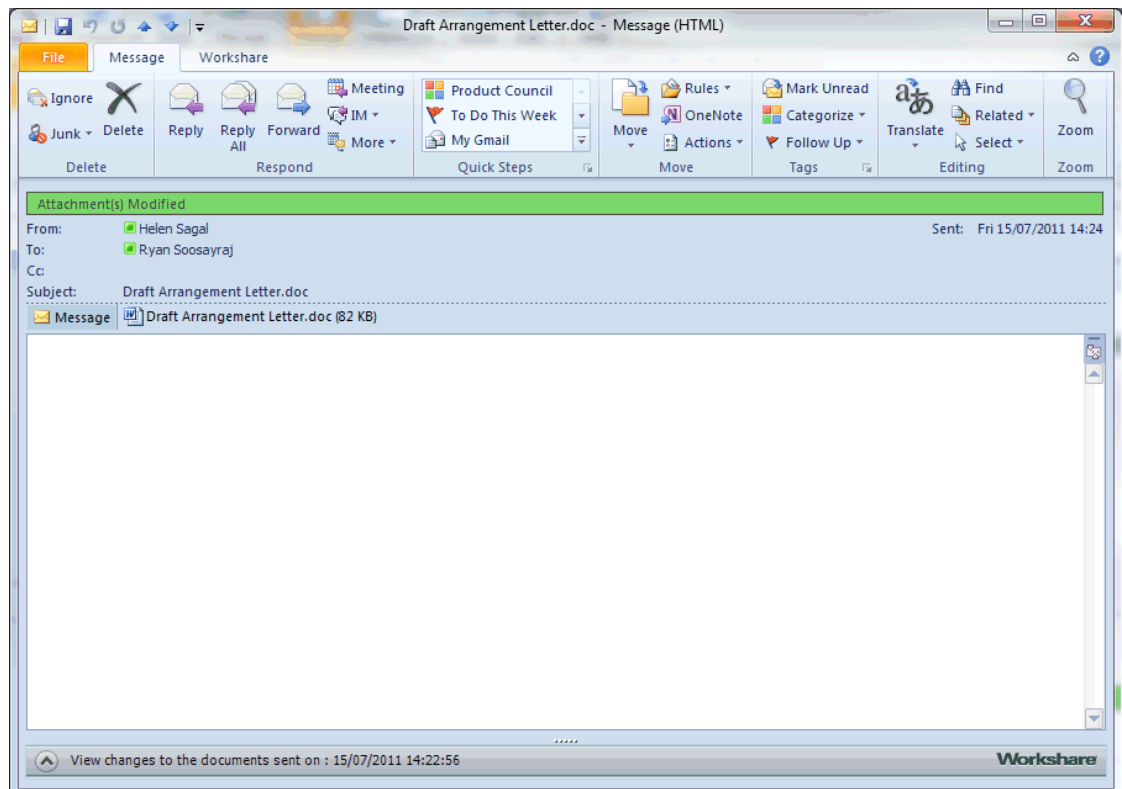
Generating Redlines from Outlook

Alert and Compare is the ability of Workshare Compare to automatically detect that a received attachment is a changed version of an original document sent previously.

When a user sends a document to a recipient and the recipient edits the document and sends it back to the user, Workshare Compare can automatically detect that the received attachment is a changed version of the original document. The user can then launch a comparison of the two documents from Microsoft Outlook and view the Redline document in Workshare Compare.

An email is flagged by displaying “Attachment(s) Modified” in the Categories column and a green bar across the top of the email in the Reading Pane. You can quickly see that the email includes an attachment that you have previously sent out and that has now been modified.

When you open an email that has been flagged, the green bar is shown across the top of the message window.



To view a comparison between the document you sent out and the document attached to this email, click the arrow to expand the Workshare view section at the bottom of the email window.

The list shows the attachment(s) that are modified versions of a document you have previously sent out and also shows if the name of the original document has been changed.

Double-click an attachment. Workshare Compare is launched and a comparison is run using the document you sent out previously as the original document and the attachment to the open email as the modified document. All changes can be seen in the Redline document and the Change Summary window.