

Workshare Compare Getting Started Guide

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.

Workshare Compare is powerful comparison software. 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.

- **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/>.*

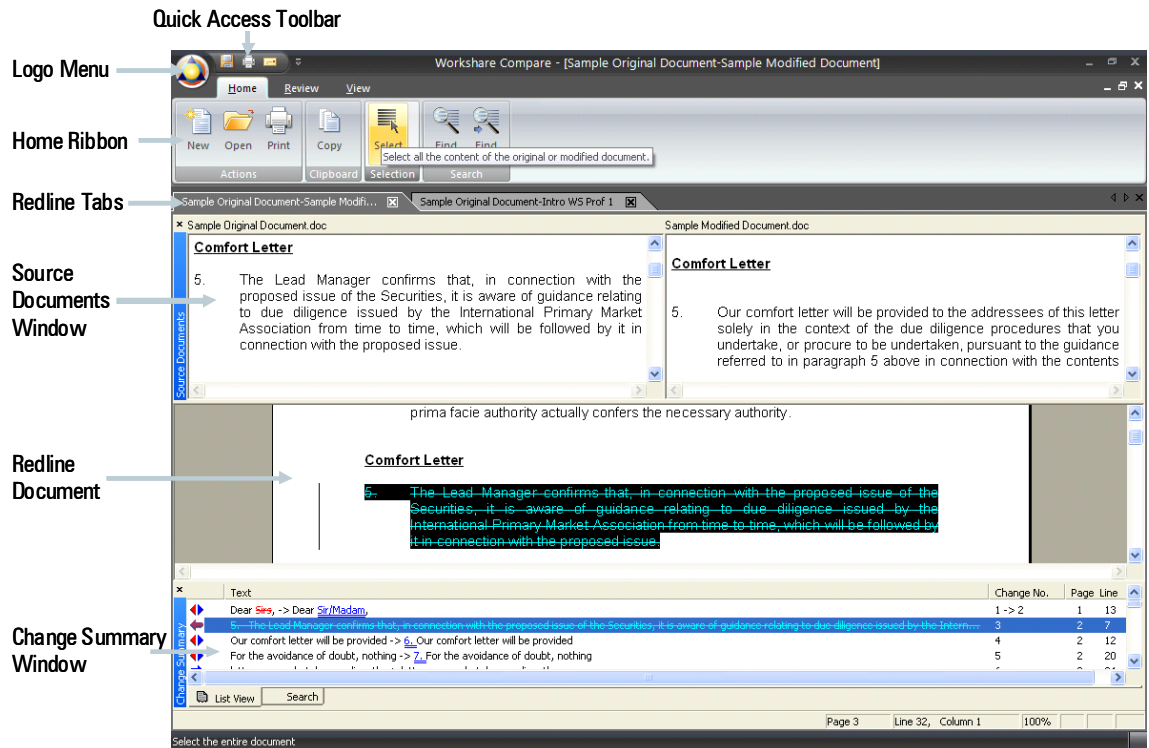
Workshare Environment

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

Workshare Compare Standalone Application

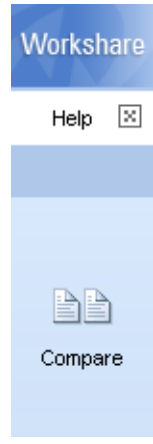
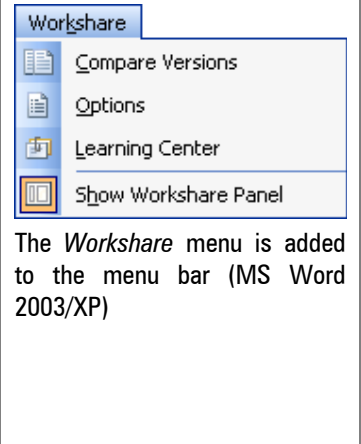
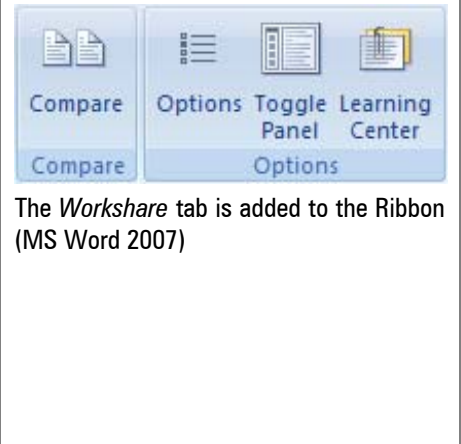
The Workshare Compare standalone application can be accessed in the following ways:

- 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, menu or tab. After you have installed Workshare Compare, you see the following:

	<p>The Workshare Panel is displayed down the left side of the window. The Toggle Workshare panel button is added to the Standard toolbar (MS Word 2003/XP).</p>	 <p>The <i>Workshare</i> menu is added to the menu bar (MS Word 2003/XP)</p>	 <p>The <i>Workshare</i> tab is added to the Ribbon (MS Word 2007)</p>
---	--	--	---

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

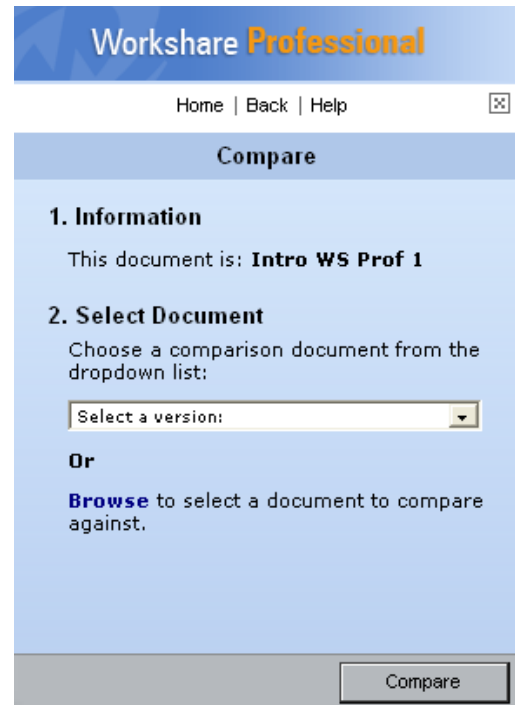
From within Microsoft Word, Workshare Compare enables you to compare two documents and instantly see any differences between them. You can compare a document against an earlier or later version of the same document or against a different document. You can compare both Microsoft Word (DOC) files and PDF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

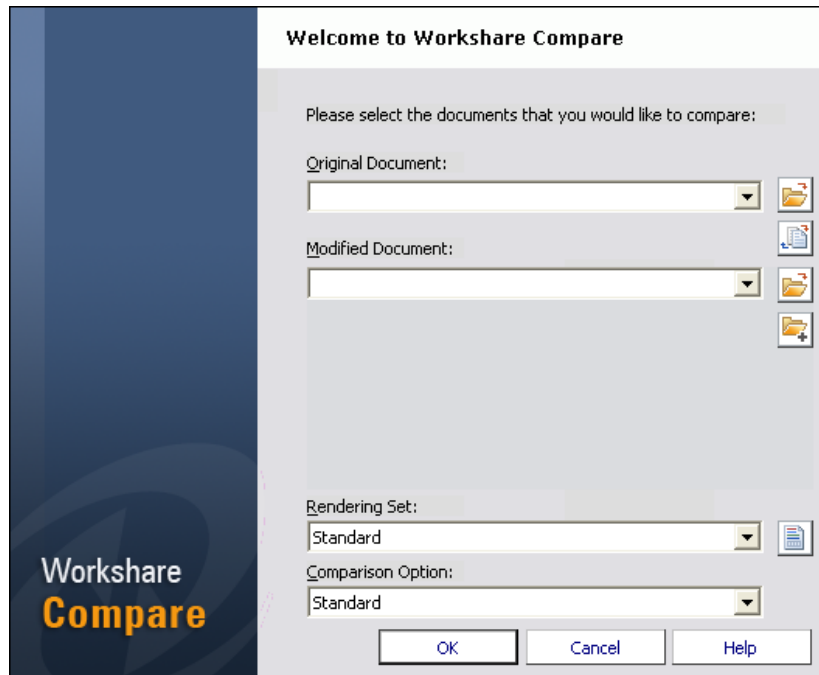
From within the Workshare Compare standalone application, you can compare two documents and instantly see any differences between them. You can compare a document against an earlier or later version of the same document or against a different document. You can compare both Microsoft Word (DOC) files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


Document comparison can be performed within Microsoft Word or by using the Workshare Compare application. With 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.
 - Opening Workshare Compare from the desktop or from **Start>All Programs>Workshare>Workshare Professional>Workshare Compare**.

Each of these methods will open the *Document Selection* dialog.



2. 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.
3. You can change the way Workshare Compare presents the document changes by selecting a different rendering set from the **Rendering Set** dropdown list.
4. 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).
5. 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.

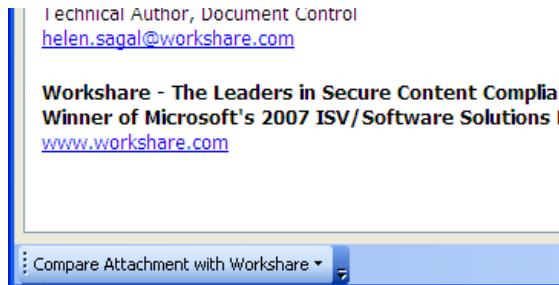
Comparing Attachments

When you receive an email with a Microsoft Word attachment, Workshare Compare enables you to compare the attachment with any document on your local file system or DMS. This feature can be used to compare the attached file with a previous version or another document on your computer.

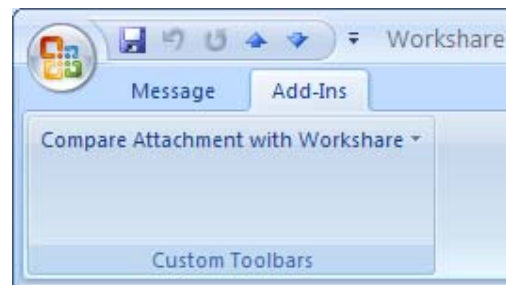
How to:

To compare an attachment:

- **MS Office 2003/XP:** Click the **Compare Attachment with Workshare** button that appears at the bottom of the email and select the attachment you want to compare.
- **MS Office 2007:** Click the **Compare Attachment with Workshare** dropdown list that appears in the **Add-Ins** tab and select the attachment you want to compare.



MS Office 2003/XP



MS Office 2007

The *Document Selection* dialog is displayed with the attached file selected as the original document.

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

Working With Redline Documents

There are several useful tools available to you when working with the compared (Redline) document after a comparison. They include:

- **Navigating Changes:** After performing a comparison, you can review the Redline document (the result of the comparison) and consider the changes between the original and modified documents. You can move between changes in the Redline document by jumping from change to change or searching for a specific change using change numbers or keywords.
- **Searching for Changes:** You can search for changes in the Redline document that include a specified keyword or text.
- **Swapping Source Documents:** You can re-run a comparison exchanging the original document for the modified document and the modified document for the original document. For example, if you selected Document A as the original document and Document B as the modified document, Workshare Compare compares Document A to Document B and presents the changes made to Document A. You can then swap the original and modified documents so that Document B is now the original document and Document A is the modified document. Workshare Compare automatically re-runs the comparison, comparing Document B to Document A, and presents the changes made to Document B.
- **Editing Redline Documents:** You can open the Redline document in Microsoft Word and use all standard Microsoft Word functionality to edit the document as required. Workshare Compare can then recognize the changes you made and replace the displayed Redline document with the edited Redline document.
- **Acting on Changes:** If required you can implement the changes shown in the Redline document using Microsoft Word's track changes functionality. The Redline document can be opened in Microsoft Word and the insertions and deletions shown in the Redline document are converted into track changes which can then be reviewed and implemented as required.
- **Sending Comparisons by Email:** Workshare Compare integrates with your email system. You can send the Redline document as well as the original and modified documents as email attachments. You can also send the Redline document as an RTF file which shows the changes as track changes when opened in Microsoft Word. This is useful if the recipient does not have Workshare Compare.
- **Printing Redline Documents:** You can print the Redline document at any time.
- **Saving Redline Documents:** You can save the comparison as a Workshare Compare DeltaFile (.WDF), which contains all three documents (original, modified and Redline). You can also save just the Redline document as a DOC/DOCX, RTF, HTML, TXT or PDF file. You can save the Redline document to your DMS or locally.
- **Opening Saved Workshare Compare DeltaFiles:** When a comparison has been saved as Workshare DeltaFile, you can open it from Workshare Compare.