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WHAT's New?

Comparing Two Word Documents

Have you ever experienced having two versions of the same document on your disk and not sure whether the document you're looking at is the updated version? Or did someone edit your document without tracking the changes and you need to easily see the changes?


If Yes, Word provides the built-in **Compare** feature, which allows you to compare two documents and see the differences.

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How To Compare Two Word Documents:

Let's say you have two documents, as shown below, and you want to compare them to track the changes and differences:

Name ▲	Size	Type	Date Modified
 My Document1.docx	10 KB	Microsoft Office Word Document	2/25/2011 11:48 AM
 My Document.docx	10 KB	Microsoft Office Word Document	2/22/2011 5:40 PM

MS Word 2003

1. Open the revised document. The revised version may be the document with the latest date modified.

Note: Order of the document is important here. Word will consider the Second (original) document as a base to which the First (revised/chosen/open) document will be compared to.

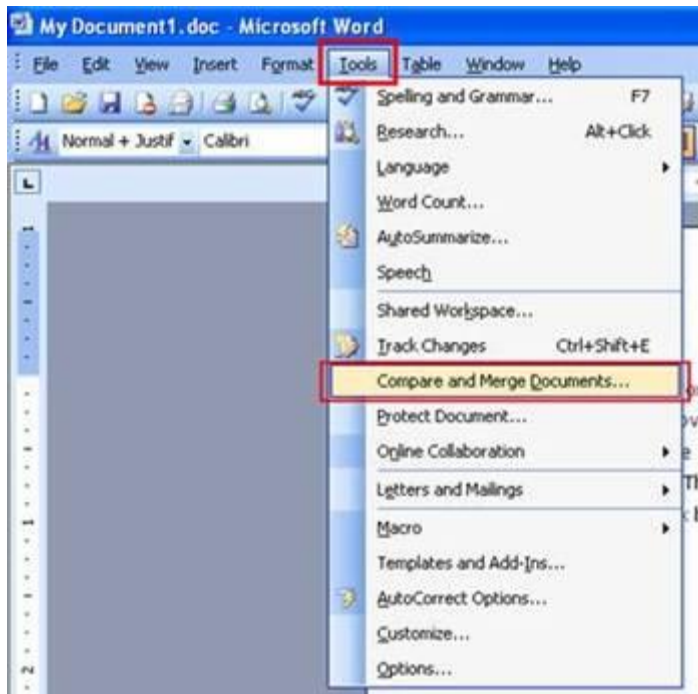
2. In the Tools Menu, select **Compare and Merge Documents...**

MS Word 2007

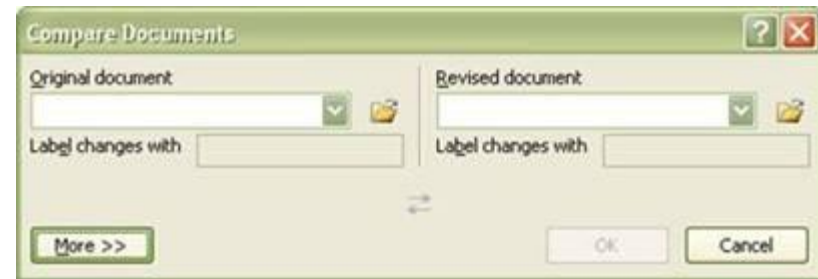
1. Open any of the two documents.
2. In the **Review Tab**, select **Compare** in the right end of the ribbon and from the list, choose **Compare...** (*Compare two versions of a document [legal blackline/]*).




3. The **Compare Documents** dialog box will open.



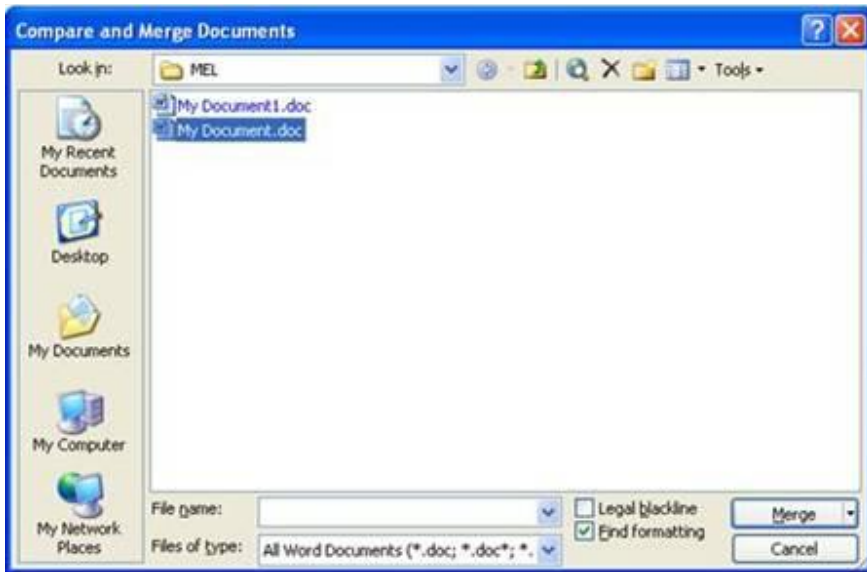
3. The Compare and Merge Documents dialog box will open. Browse the file to which you will be comparing the open document. (Since the open document is the revised document, browse the original document.)



4. Navigate to and select the Original document and Revised document by clicking on the  (Browse) icon.

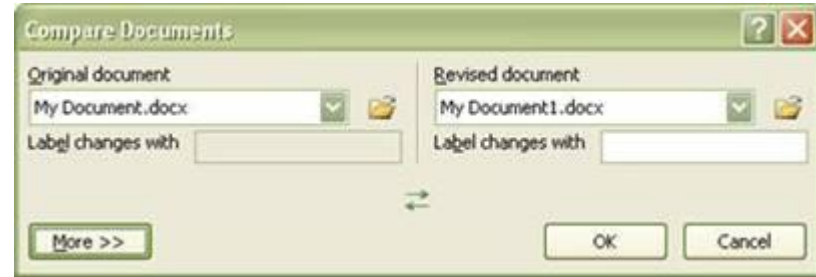


Note: If you're not sure which is the original or revised document, you may refer to the Date Modified. The revised version may be the document with the latest date modified.



4. Check on **Legal blackline** checkbox and notice that the button will be changed from Merge to **C**ompare. Click on the **C**ompare button.

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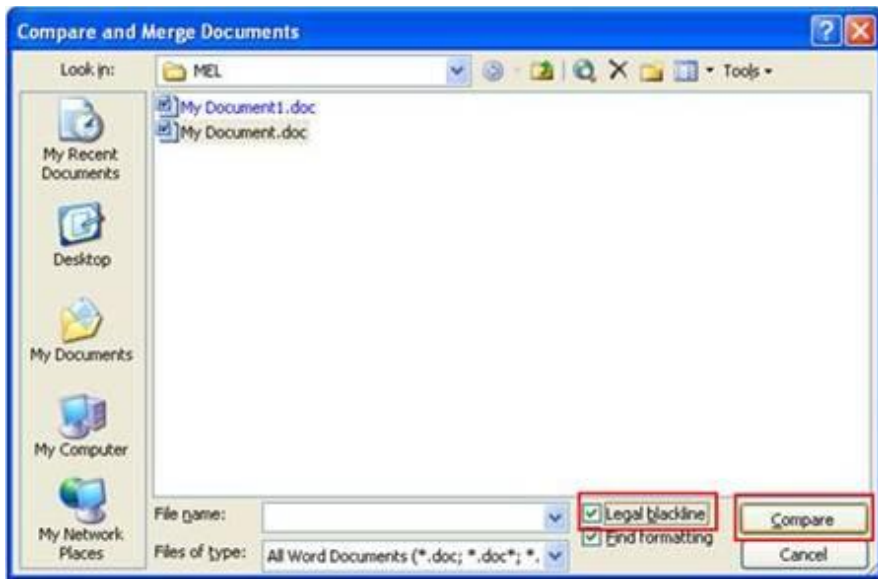


5. If desired, Click on the **M**ore >> button to show the Compare Documents options (**C**omparison and **S**how changes settings).

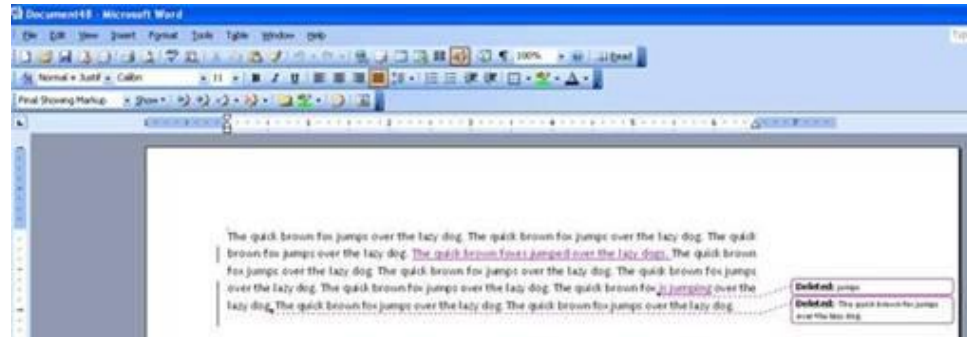


You can choose to only compare some aspects of the document in the **Comparison Settings** and set the **Show changes in and at settings**.

Note: You may select **New document** in the **Show changes in** area. The original and revised documents remain unaltered and a new Compared Document is created and shown automatically. However, you can also choose

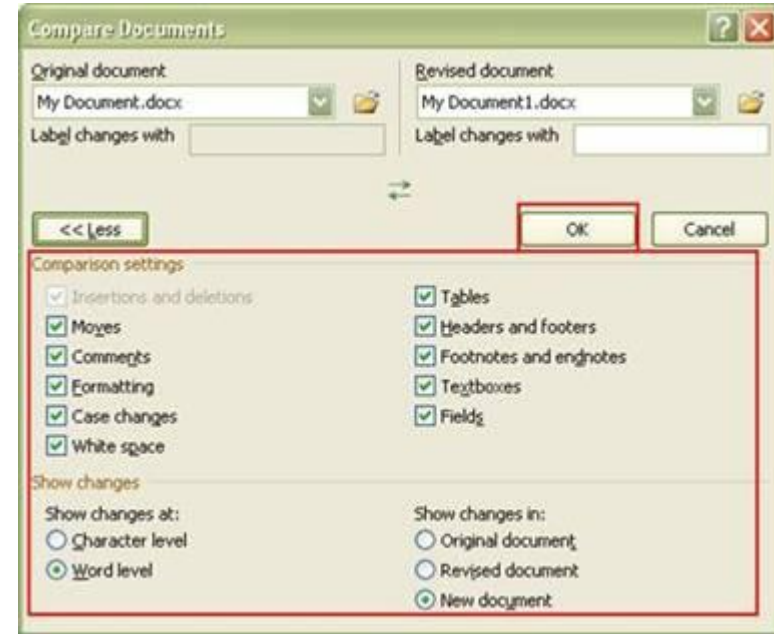


5. The new document (Compared document) will be displayed, showing the differences and changes made.



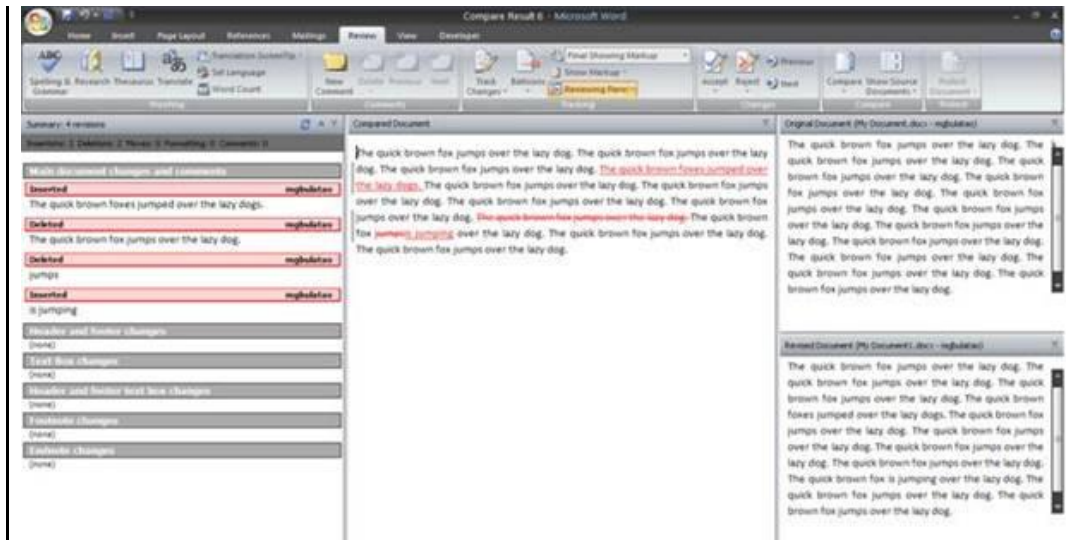
to show changes in the original or revised document.

When done, click OK.



6. The following will be displayed:

- Left side of the pane: **summary of revisions and difference between the documents**
- Middle: **(Compared Document)** - The differences will be shown as **strike of lines**, making it easy for viewing the differences.
- Right side of the pane: It will display the view of **source documents** (both revised and original document).



Note: The view on the right side of the pane can be changed by clicking the **Show Source Documents** in the ribbon and selecting an option as shown below.

