GSD. Word – How to Use Compare Feature in Microsoft Word

General Information:

Possible symptoms/errors:

How to Use Compare Feature in Microsoft Word

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

In Word, Compare is a tool which gives the user the ability to compare every difference in two nearly identical documents. This article shows the user how to use it in Microsoft Word.

Details:

1. Advise the user to open any document file (It can be one of the documents they are comparing, another different document or a blank document).

2. Ask the user to click on the Review tab then select Compare > Compare.

3. In the Compare Documents window, tell the user to select their two documents: the "Original" (or earlier) document, and the "Revised" (or later) document.

Note: If user cannot see their documents in the dropdown list, advise them to click the folder icon on the right to browse to the document.

4. In the Label changes with, user can set a note to help them keep track of which difference belongs to which document. (Example: Latest version as it is the latest revision of the document)

5. Tell the user to click More to see advanced options.

6. Once done, ask them to click OK.

7. Word will open up a selection of panes in a single document.

From left to right, user has an itemized list of changes, a full view of the "Revised" document with red marks on the left margin indicating changes, and a double pane showing the original and revised documents stacked.

8. The Revisions pane shows each change, what was removed, and what was added, in order from the top of the document to the bottom.

Clicking on any of the entries in the Revisions pane will instantly scroll the other panes to the relevant position.

9. Once the user has used the Revisions tab to find the specific revision, they can right-click on the relevant text in the center pane. Click Accept or Reject (followed by the corresponding action) to keep or revert the change, respectively.

10. User can save this compared document as a separate file that won't affect either of the documents they are currently viewing. Advise them to click File > Save as.

Note: Compare feature is not available if either document has password protection or its changes are protected in Word.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A