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View and compare documents side by side

Word for Office 365, Word 2019, Word 2016, More...

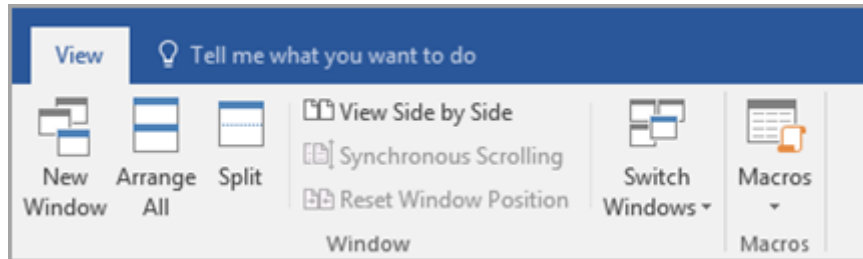
Was this information helpful?

Yes


No



1. Open both of the files that you want to compare.
2. On the **View** tab, in the **Window** group, click **View Side by Side**.



Notes:

- To scroll both documents at the same time, click **Synchronous Scrolling**  in the **Window** group on the **View** tab.

If you don't see **Synchronous Scrolling**, click **Window** on the **View** tab, and then click **Synchronous Scrolling**.

- To close Side by Side view, click **View Side by Side**  in the **Window** group on the **View** tab.

If you don't see **View Side by Side**, click **Window** on the **View** tab, and then click **View Side by Side**.

Was this information helpful?

Yes

No



See also

For information about how to compare revisions in a multiple documents, see [Compare documents](#).

For information about comparing document differences, see [Compare document differences using the legal blackline option](#).



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