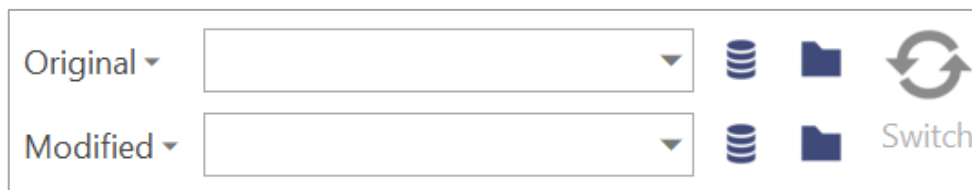




Litera Compare for Word

Litera Compare for Word, part of the Litera Compare suite, compares Word and PDF documents, including embedded objects such as images and Excel sheets. This guide is designed to help get you started. For a complete description of features, see the *Litera Compare for Word User Guide*.

Selecting documents for comparison

In Litera Compare



Select any previously opened files from the **Original** and **Modified** dropdown lists, or click  to select files from your document management system (DMS), or click  to select from a local folder.

In your DMS

A variety of right-click comparison options are available, depending on the DMS. For example, select two documents in a folder, right-click and select **Compare Selected Documents**, or select a single document, right-click, and select **Compare to Previous Version**.

In Windows Folders

Compare two documents in the same folder by selecting both documents, right-clicking, and selecting **Compare with Litera Compare**. If you want to compare documents in different folders, you can right-click a single document and select either **Litera Compare > Compare (Original)** or **Litera Compare > Compare (Modified)**.

In Word

Click the **Litera Compare** button in the **Litera** tab to send the currently active document to Litera Compare as the modified document, or click the button's dropdown arrow to compare any two currently open documents.

In Outlook

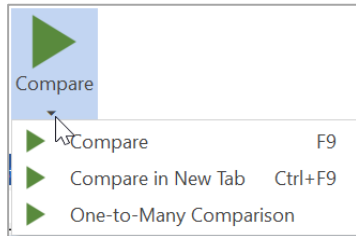
Select an email that contains at least one Word or PDF attachment and click the **Compare Attachments** button in the **Litera Compare** tab. If the email is displayed in the Outlook Reading pane, click the dropdown on any Word or PDF attachment and select **Compare Attachments**.

Comparing documents

The Litera Compare window includes tools that enable you to run, save, and share comparisons.

The **Compare** group in the Litera Compare ribbon allows you to start comparisons, as well as stop and adjust them.

Start a comparison



The **Compare** button is a split button. Click the main button icon to start a comparison immediately, or click the dropdown arrow to access the following options:

- **Compare:** Start a new comparison. If more than one comparison tab is open, the currently selected comparison is replaced.
- **Compare in New Tab:** Start a new comparison in a new tab.
- **One-to-Many Comparison:** Compare one original document to up to five modified documents.

Note: All other comparison tabs are closed when a one-to-many comparison starts.

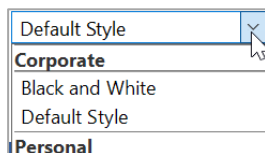
Stop a comparison



Click the **Stop** button to halt a comparison in progress.

Note: This button is only enabled during the comparison process.

Choose a comparison style



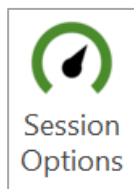
Select any available comparison style from the Styles dropdown list. Comparison styles control what Litera Compare compares and how it displays changes.

Create a new comparison style



Click the **Create/Edit Styles** button to open the Edit Styles dialog, where you can create a new comparison style and edit any existing styles.

Adjust comparison options



The **Session Options** button opens the Session Options dialog, where you can adjust comparison options for the current Litera Compare session. The options you change here override the selected comparison style, and are discarded when you close Litera Compare.

Reviewing changes

The **Review** group in the Litera Compare ribbon allows you to navigate through, search for, and accept changes, as well as find keywords and switch layouts. You can also scroll through the redline itself to review changes.

Navigate changes



Use the **First**, **Previous**, **Next**, and **Last Change** buttons to go forward or back through the changes.

Toggle changes



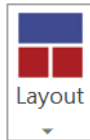
To create a revised version, you must have at least one change accepted. Use the **Toggle Changes** button to accept or reject the currently selected change.

Go To and Find



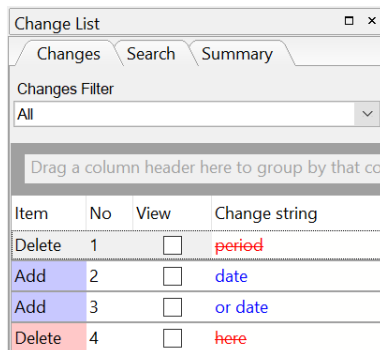
The **Go To** and **Find** buttons allow you to jump to a specific page or word string.

Switch layouts



The **Layout** dropdown lists all available layouts for the Litera Compare Document Viewer.

The **Change List** to the left of the Document Viewer lists all changes by type.



It contains the following tabs:

Changes: Displays all changes. You can accept specific changes as needed to create a new revised version, and also filter changes by their location in the document.

Search: You can search for specific strings in either the entire redline or just in the Change List.

Summary: Provides a summary of all changes, by change type.

Sharing changes

Use the **Share** group options to save, print, and email redlines, as well as the original and modified documents. These buttons are split buttons. The button icons themselves activate their default functions, while the dropdown arrows provide additional options:

Save

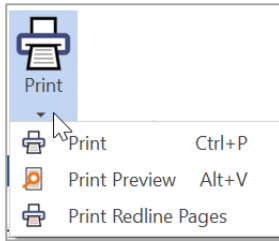


Save: Save the currently selected comparison.

Save Merged Version: Save a new clean version with accepted changes from a one-to-many comparison.

Create Revised Version: Save a new clean version with no markup and only specific changes accepted.

Print

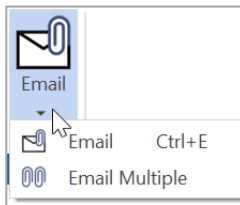


Print: Print the currently selected document.

Print Preview: View a preview of how the selection will display.

Print Redline Pages: Print only pages with changes.

Email

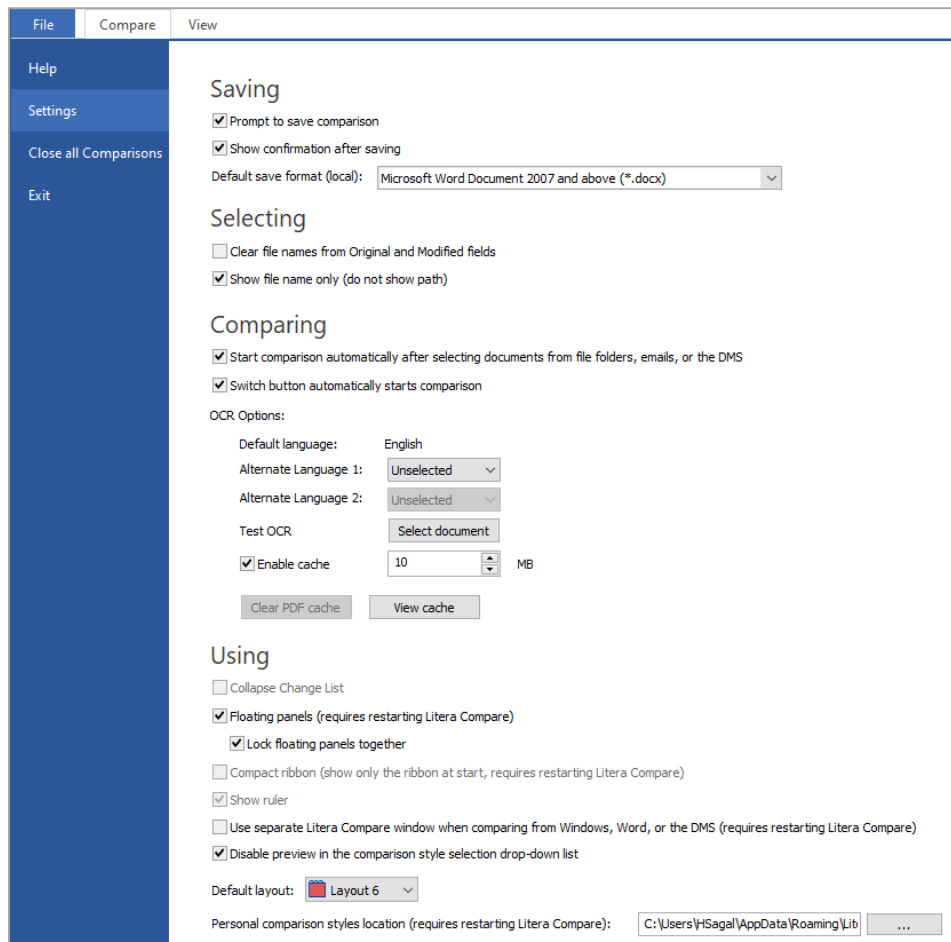


Email: Email any currently open redline or related document.

Email Multiple: Email more than one redline in a single email, if multiple comparison tabs are open.

Personal preferences

You can customize and save specific settings as your personal preferences from the **File > Settings** panel:

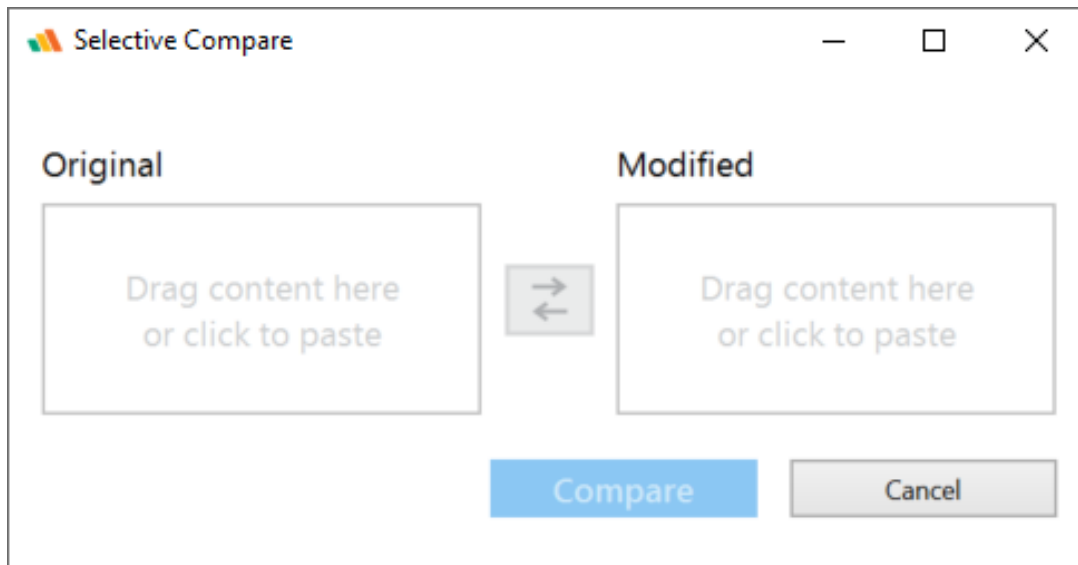


Comparing selected content

You can use Selective Compare to run a comparison on snippets of content pasted from emails, chats or files. This is much faster and more focused than comparing an entire document. Content can include text, tables, code and images and results are displayed in the familiar Compare environment.

To compare selected content

1. From the Litera tab, click **Selective Compare**.



2. Drag the content you want to compare into the **Original** area or click in the area to paste your content there. The content can include text, images, tables, code.
3. In the **Modified** area, drag or paste the content you want to compare with the original content.

Tip: To swap the original and modified content, click .

4. Click **Compare**. The comparison is displayed in the Litera Compare for Word window.

Tip: Selective Compare has its own executable. If you want to directly launch the executable from the desktop, you can create a shortcut to this executable. Go to C:\Program Files (x86)\Litera\Compare>Selective, right-click the executable and select **Create Shortcut**.

Clipboard comparison

Litera Compare includes Litera Compare Clipboard, which allows you to compare content from any application without having to save it as a file and without having to open the Litera Compare

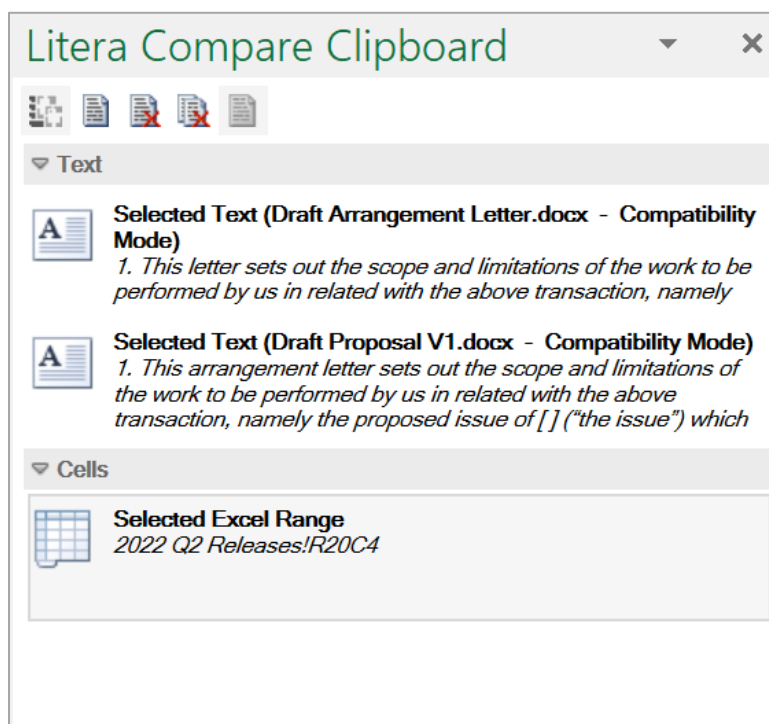
application. This is handy for on-the-fly, quick comparisons of content from Microsoft Office files, as well as web content.

To compare selected content

1. In any Microsoft Office application, highlight a block of text (or, in the case of Excel, a cell) and click the **Add to Compare** button in the **Litera** tab. The Litera Compare Clipboard panel opens with the selected content at the top of the list.

Tip: You can also use the Litera Compare Clipboard shortcut key (typically **Ctrl+Shift+1**) to copy the content.

2. Select other content and add to Litera Compare Clipboard.



3. In the Litera Compare Clipboard panel, select the two pieces of content you want to compare and click the **Compare selected items** button or right-click and select **Compare**. A Litera Compare Redline panel opens displaying the comparison results.

Note: You can only compare similar content, for example, text content against another piece of text content. You cannot compare text content against cells content.