



# Litera Compare for Word

*User Guide*

January 2024

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## About Litera Compare

Litera Compare is a document comparison and change management product suite which includes four separate components:

<b>Word comparison</b>	<b>Litera Compare for Word</b> (Word document comparison, including embedded objects, as well as PDF comparison)
<b>Excel comparison</b>	<b>Litera Compare for Excel</b>
<b>PowerPoint comparison</b>	<b>Litera Compare for PowerPoint</b>
<b>PDF comparison</b>	<b>Litera Compare for PDF</b> (exclusively for PDFs; also allows for native PDF comparison)

Litera Compare's patented document comparison technology compares Word, Excel, PowerPoint, and PDF files, including "compound" documents with embedded objects (such as Excel, Visio, ChemDraw and SmartDraw) and images (such as JPG, BMP, TIFF, PNG, and more).

Easy to use, easy to learn, and easy to customize – Litera Compare is the ideal tool for professionals who need a powerful, efficient, robust, and complete redlining solution.

## Litera Compare features

Litera Compare highlights changes made between any two versions of a document, spreadsheet, presentation, or PDF and includes the ability to compare embedded objects and searchable PDF files. The optional **Litera OCR add-on** enables comparison of scanned PDF files in a variety of languages.

Flexible installation and deployment options support any size organization. Litera Compare integrates with the entire Office suite, including Outlook, as well as all major document management systems.

- **Advanced change management**

Litera's patented compound document comparison technology enables Litera Compare to compare changes to entire documents – text, tables, images, shapes, headers/footers, footnotes, comments, embedded images (JPG, TIFF, BMP, GIF, etc.) and objects (Excel spreadsheets, Visio, ChemDraw, etc.). Changes can be accepted and rejected individually or globally within Litera Compare. Summary and detailed change reports provide change counts, as well as line-by-line lists of changes.

- **Multiple comparisons in the same window**

Any number of comparisons can be open at the same time, with each comparison listed on a separate tab. You can switch back and forth between comparisons in the same Document Viewer window, re-comparing groups of documents easily as changes are made to those documents in Word. (See the [Comparison Tabs](#) section for more details.)

- **Multiple comparison options**

You can start comparisons in a variety of ways:

- In the Litera Compare application window itself, by choosing documents from a document management system (DMS), Windows folders, or a list of previously compared documents.
- Via right-click menus on documents in the DMS or Windows Explorer folders.
- From open documents in Office, whether the files were opened from the DMS, a Windows folder, or attachments to emails.
- Selecting email attachments in Outlook.
- Selecting and comparing content from web pages, documents, or other applications using Litera Compare Clipboard Comparison – fast, easy, on-the-fly comparison of any content that can be copied and pasted onscreen, without having to save it in a document beforehand

These document selection options can work with each other; for example, you can compare an email attachment to a document in the DMS, or compare a document in a Windows folder with an open document in Word.

- **Intelligent table comparison**

Litera Compare's intelligent table comparison feature helps you view and understand text changes in tables more easily by minimizing mark-up of structural table changes.

- **Convert to PDF**

Litera Compare includes a PDF converter that automatically converts documents – including redlines, as well as original and modified documents – to PDF files.

- **Multiple save options**

Save comparisons in a variety of formats: Word (with or without tracked changes), Excel, PowerPoint, PDF.

- **Email comparisons**

Send emails with redlines as attachments, in addition to original, modified, and revised documents in multiple formats, including PDF and PDF/A. Litera Compare can also zip all attachments automatically. You can attach multiple comparisons to the same email when more than one comparison tab is open, as well as rename attachments before attaching them. You can also email only pages with changes.

- **Print changes**

Enhanced print options offer the ability to print the entire redline or only pages with changes.

- **Compare formatting**

Litera Compare highlights any formatting changes, such as font size and attributes, paragraph alignment and spacing, etc. Litera Compare optionally notifies you about hidden document layout changes affecting headers and footers.

- **Multiple viewing options**

Viewing options include three synchronized scrolling windows displaying the original, modified, and redline documents together, in context. Litera Compare also auto-detects dual monitors to enable additional viewing options.

- **Change navigation**

The Change List allows you to select any or all changes; scroll or jump to specific changes; or use numbered changes as reference points in discussions.

- **Summary and detailed change reports**

Simple summaries of changes, or detailed reports listing every change, can be automatically appended to any comparison.

- **Apply and edit comparison styles**

Choose from various comparison styles to define what Litera Compare compares and how it marks changes. You can also create custom comparison styles for specific needs.

- **Functionality customization**

Email and Save dialogs can be customized to optimize your workflow.

## Litera Compare for Word highlights

The following are features offered specifically by Litera Compare for Word:

- **One-to-many comparison**

Compare multiple modified versions against a single original version.

- **Multiple PDF comparison options**

Compare Word-to-PDF, PDF-to-Word, and PDF-to-PDF, with automatic seamless OCR (requires the optional Litera OCR plugin). Two output options are available for comparing each of these pairs within Litera Compare for Word.

**Note:** Native PDF-to-PDF comparisons are handled separately in Litera Compare for PDF.

- **Compare comments as comments**

Litera Compare marks changes directly in Word comments so you can see the changes in context. Comments remain intact as comments, with changes marked clearly inside the comments themselves.

- **Native Word document mark-up**

Comparisons saved as Word documents use standard Word mark-up; this includes font changes like bold and strikethrough, or Word tracked changes, as you prefer. Litera Compare does not use character styles to display changes, which can cause document instability or incompatibility with other applications or add-ins.

This user guide focuses on Litera Compare's Word document comparison component - **Litera Compare for Word**. For Excel, PowerPoint, and PDF comparison, see the separate user guides.

## Starting Litera Compare for Word

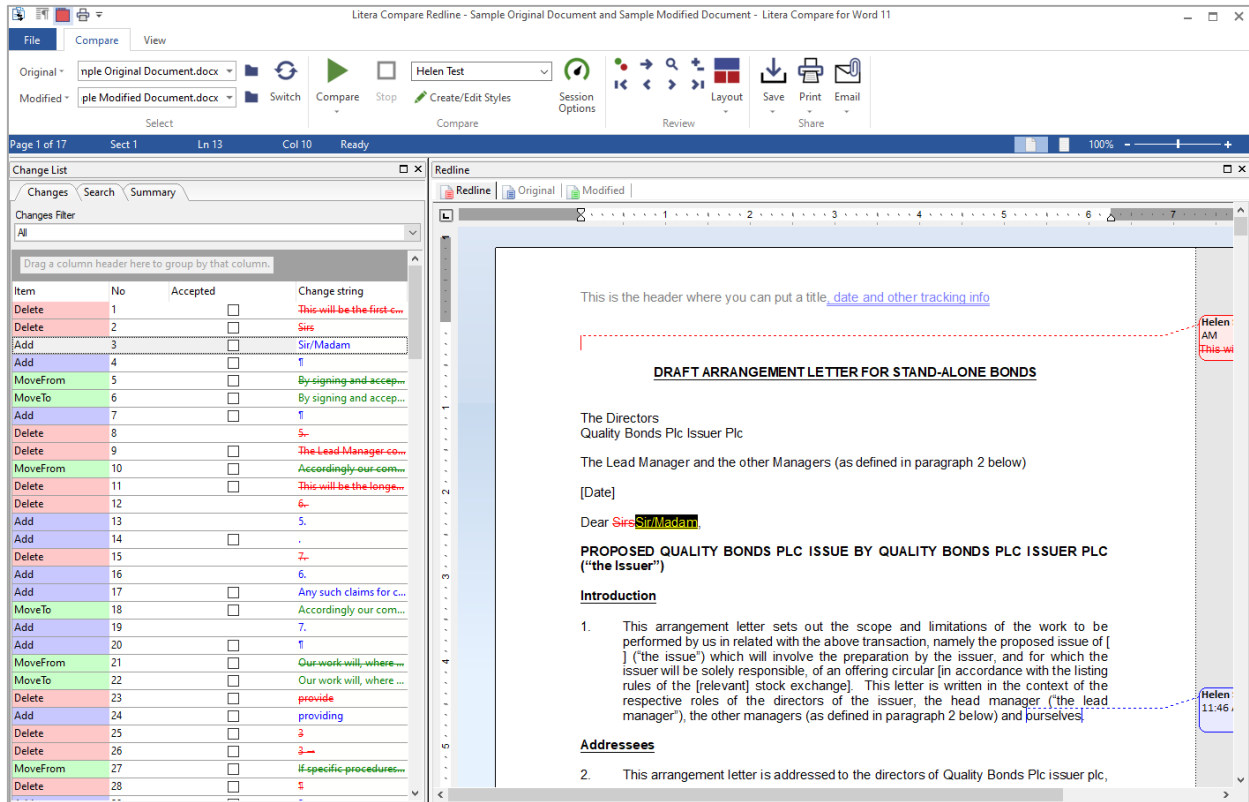
Litera Compare for Word gives you flexibility when starting comparisons and, depending on your system administrator's configurations, you can launch Litera Compare for Word via one of the following methods:

<b>Windows Desktop</b>	Double-click the Litera Compare icon.
<b>Windows Start button</b>	Start > Litera Compare for Word
<b>DMS</b>	<p>A variety of right-click comparison options are available, depending on the DMS. These allow you to select the files you want to compare in the DMS and send them to Litera Compare, ready for comparison. Examples from the iManage DMS include:</p> <ul style="list-style-type: none"> <li>▪ <b>Litera Compare Selected:</b> Select two documents in the same DMS folder.</li> <li>▪ <b>Litera Compare with Previous Version:</b> Select a document with more than one DMS version.</li> <li>▪ <b>Litera Compare Select as Original and Litera Compare Select as Modified:</b> Select original and modified documents from different workspace folders and send them to Litera Compare for comparison.</li> </ul>
<b>Windows Folders</b>	<p>Select an original document, hold down the ctrl key, and select a modified document; then right-click and select <b>Compare with Litera Compare</b> (both documents need to be in the same folder).</p> <p><b>OR</b></p> <p>If Litera Compare is configured to start whenever you select any document for comparison, then right-click a document and select either <b>Litera Compare &gt; Compare (Original)</b> or <b>Litera Compare &gt; Compare (Modified)</b>.</p>
<b>Open Word Document</b>	Click the <b>Litera Compare</b> button on the <b>Litera</b> tab to send the document to Litera Compare for comparison.

After launching a comparison, using one of these methods, the Litera Compare for Word window is displayed.

# Litera Compare user interface

The Litera Compare for Word window is shown below:

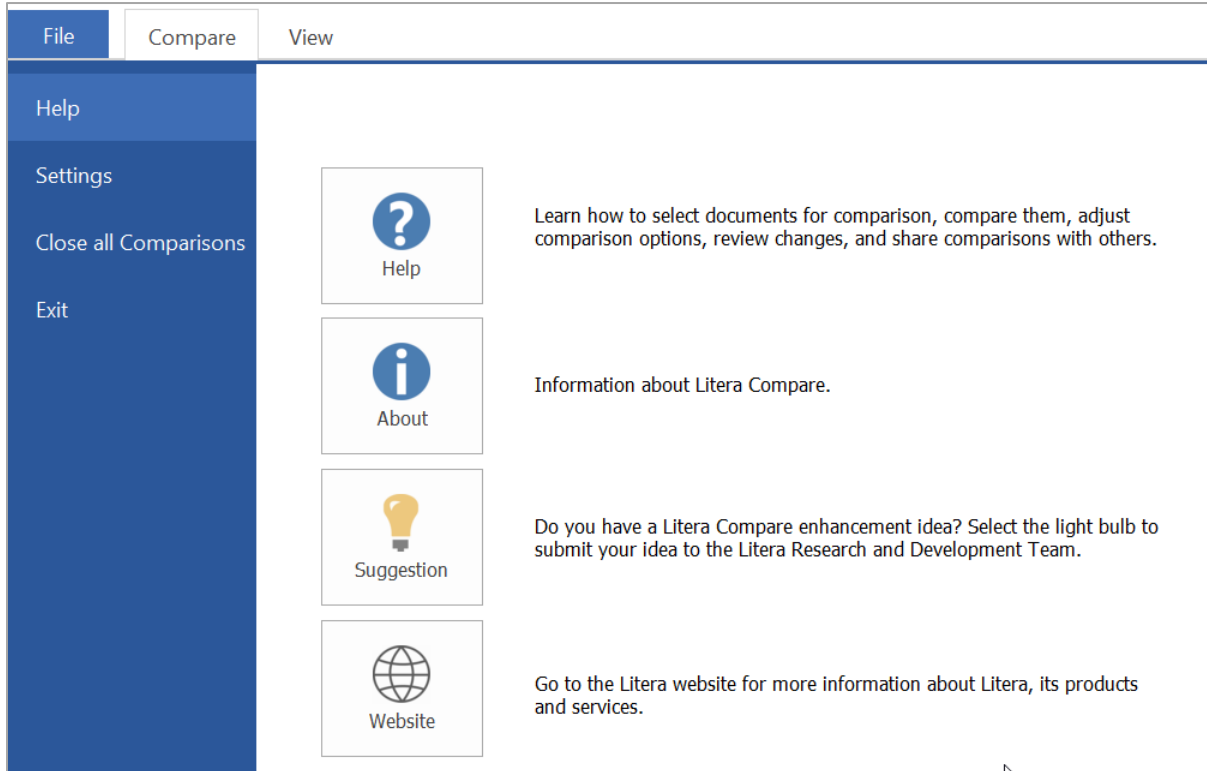


## Litera Compare ribbon

The Litera Compare ribbon consists of three tabs: **File**, **Compare**, and **View**.

## File tab

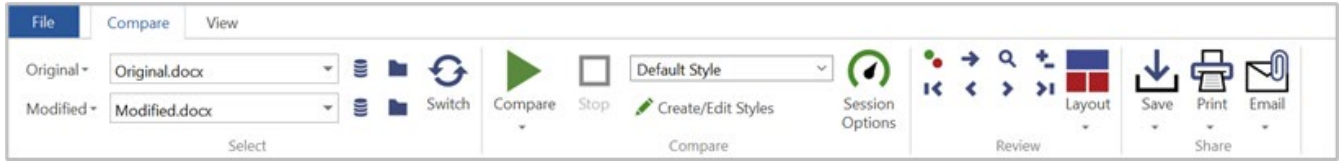
The **File** tab is where you go to access online help and adjust your personal Litera Compare settings, as well as end the current session:



<b>Help</b>	View online help topics on the Litera support site; see information about the currently installed version of Litera Compare in the About dialog; submit an enhancement request to the Litera Compare Development Team; or go to the Litera website.
<b>Settings</b>	Customize certain Litera Compare features, as permitted by your administrator. For more details, see <a href="#">Settings</a> .
<b>Close All Comparisons</b>	Close all open comparison tabs.
<b>Exit</b>	Exit Litera Compare for Word.

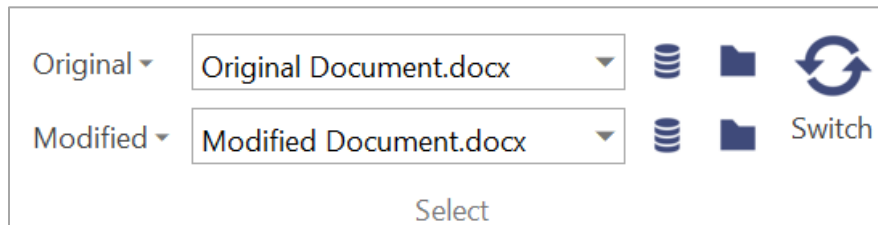
## Compare tab

The **Compare** tab is the open tab when Litera Compare for Word starts. This tab includes four groups that follow the general workflow used when comparing documents: **Select**, **Compare**, **Review**, and **Share**.



### Select group

The **Select** group provides several options for selecting the documents you want to compare:



#### Original and Modified dropdown menus

Open the original or modified documents in their native applications; convert the original or modified documents to PDF; or clear the recent comparison history.

**Note:** The first two options are only available if the **Original** and **Modified** fields are populated.

#### Original and Modified recent comparisons

The **Original** and **Modified** fields include a dropdown list of all previously compared original and modified documents. These allow you to quickly re-select those documents.

#### DMS buttons

Select documents for comparison from your DMS (if integration has been configured by your Litera Compare administrator).

#### Local file buttons

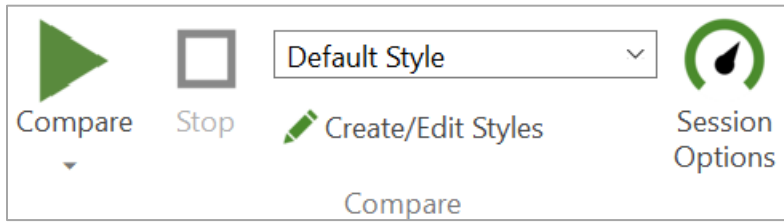
Select documents for comparison from local Windows folders.

#### Switch button

Swap the original and modified documents.

## Compare group

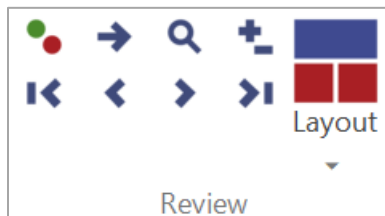
The **Compare** group enables you to configure comparison options and styles.












- Compare** A split button with a dropdown arrow. Click the button itself to compare in the current comparison tab; click the arrow to either compare in a new comparison tab or perform a one-to-many comparison.
- Stop** Terminate a comparison currently in progress.
- Comparison Style** A dropdown menu containing a list of comparison styles to choose from. If you select a different style with a comparison already open, click **Compare** to re-run the comparison with that style.
- Create/Edit Styles** Open the Edit Styles dialog, where you can edit, create, delete, and rename both corporate and personal comparison styles (creating and editing corporate styles requires administrator privileges). For more details, see [Create, edit, rename, and delete comparison styles](#).
- Session Options** Adjust comparison options for your current session. These adjustments override the settings in the currently selected comparison style for the currently selected comparison tab, and they are discarded and reset when you close Litera Compare for Word.

## Review group

The **Review** group provides navigation tools, Document Viewer layout options, and the ability to accept and reject changes.

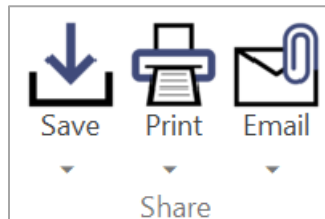


-  **First Change** Go to the first change in the comparison.
-  **Previous Change** Go to the previous change from your current location in the comparison.

	<b>Next Change</b>	Go to the next change from your current location in the comparison.
	<b>Last Change</b>	Go to the last change in the comparison.
	<b>Go To</b>	Launch the Find / Go To dialog (with the <b>Go To</b> tab selected) to go to a specific page within the comparison.
	<b>Find</b>	Launch the Find / Go To dialog (with the <b>Find</b> tab selected) to search for and navigate to a specific text string within the comparison.
	<b>Zoom</b>	Launch the Zoom dialog to change the zoom level in the Document Viewer.
	<b>Toggle Changes</b>	Toggles the selected change between Reject (default status) and Accept.
	<b>Layout</b>	Select different layouts for the redline, original, and modified documents. If you have dual monitors, Litera Compare automatically detects them and provides additional layout options.

## Share group

The **Share** group enables you to save, print, and email comparisons. The buttons in this group are split buttons; clicking the buttons themselves performs the default action, and clicking the dropdown arrows displays menus with additional options.



### Save button

The **Save** button allows you to save the currently active comparison, as well as the active original and modified documents. Its dropdown menu contains the following options:

<b>Save</b>	Launch the Litera Compare Save dialog, where you can select how and where to save the redline, original, and/or modified documents.
<b>Save Merged Version</b>	This option is enabled for one-to-many comparisons where you have accepted specific changes. You can merge the accepted changes from multiple comparisons into a single new clean copy; no mark-up is included in a merged version.

- Save Current Column** This option is enabled when your cursor is set inside a column in a multi-columned table. This saves the redline of the currently selected column.
- Create Revised Version** This option is enabled when at least one change has been accepted in the current redline. This saves any accepted changes to a new clean copy of the currently active comparison; no mark-up is included in a revised version.

For more details about saving comparisons, see [Save comparisons](#).

### Print button

The **Print** button enables printing of redlines and includes the following print-related functions:

- Print** Print the currently selected document (redline, original, or modified).
 

**Note:** In order to print the document you want, you **MUST** have the document highlighted and active.
- Print Preview** Open a print preview of the selected document in a Print Preview tab.
- Print Redline Pages** Print only pages with changes from the currently active redline.

### Email button

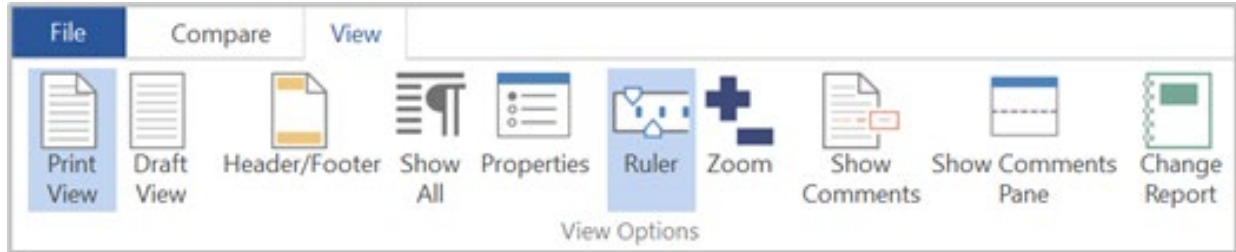
The **Email** button enables emailing of documents:

- Email** Email the currently active documents. This opens the Litera Compare Email dialog, where you can select which documents to attach to an email, determine which file formats to use, and modify document names before attaching them; send only pages with changes; and compress all selected attachments into a single ZIP file.
- Email Multiple** If you have more than one comparison open, you can email multiple comparisons at once, as attachments to a single email.

For more details about emailing comparisons, see [Email comparisons](#).

## View tab

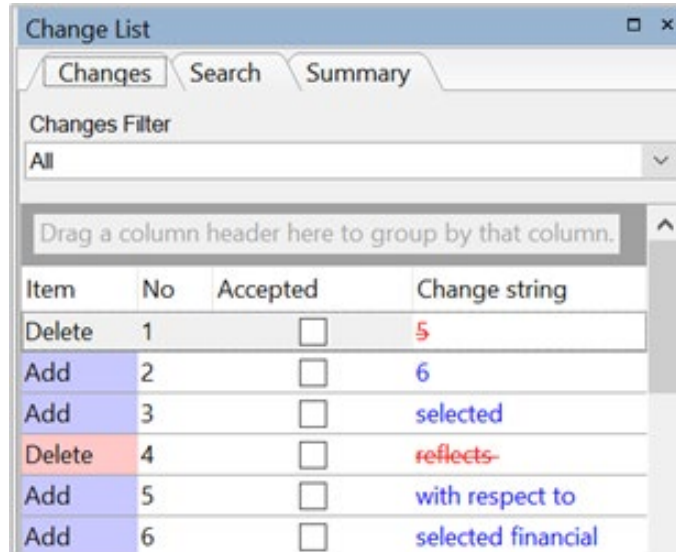
The **View** tab offers various options for viewing your documents, such as enabling headers/footers, the ruler, comments, and the comments pane. You can generate a Change Report from here as well.



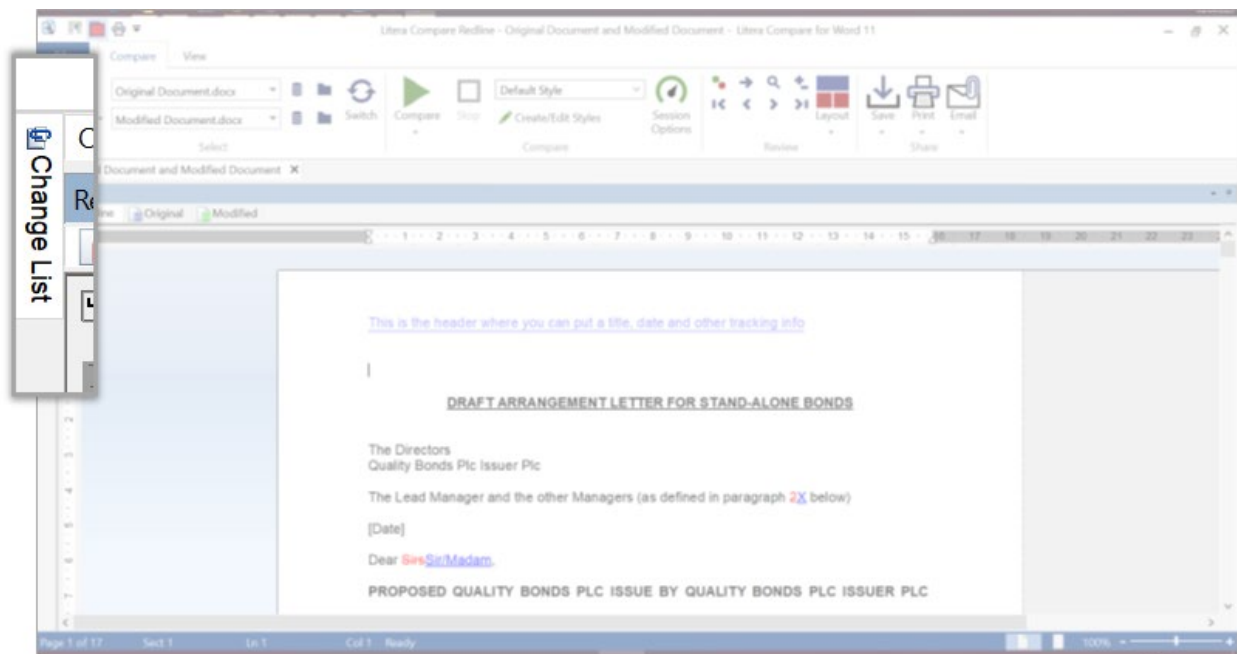
<b>Print View</b>	Change the Document Viewer layout to Print view.
<b>Draft View</b>	Change the Document Viewer layout to Draft view.
<b>Header/Footer</b>	Open the headers and footers for viewing and editing.
<b>Show All</b>	Show/hide all formatting marks.
<b>Properties</b>	View the properties of both the original and modified documents.
<b>Ruler</b>	Toggle the ruler on or off.
<b>Zoom</b>	Zoom in on or out of one or all Document Viewer windows.
<b>Show Comments</b>	Display Word comments in the form of text boxes in the right side of the Document Viewer.
<b>Show Comments Pane</b>	Display the comments pane, which lists each comment in detail below the redline. These details include author name, annotation number, and date/time.
<b>Change Report</b>	Display a Change Report window for the comparison. The Change Report window includes a summary of changes found (Summary Report), followed by details of those changes (Detailed Change Report).



## Change List

The Change List is located to the left of the Document Viewer and lists all changes discovered in the redline. There are three tabs: **Changes**, **Search**, and **Summary**.

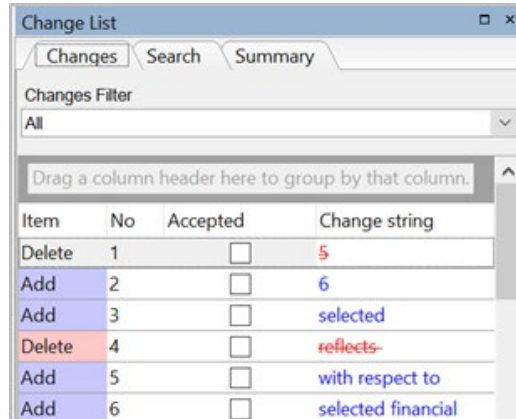


The Change List may be expanded or collapsed, if configured to do so using **Settings** in the **File** tab. If the Change List is collapsed, click the **Change List** tab to expand it:



When the Change List is expanded, click on the horizontal pushpin icon  to lock it in place. To collapse the Change List again, click on the vertical pushpin icon .

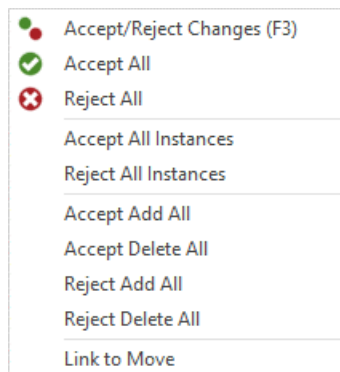
## Change List – Changes tab



Changes are categorized as **deletions** (content in the original document that does not appear in the modified document), **additions** (content in the modified document that does not appear in the original document), moves (content in the original document that has been moved in the modified document), and **differences** (where images or other embedded objects are different between the original and modified documents). Clicking a change in the Change List navigates to that change's location in the redline.

The **Changes Filter** dropdown allows you to filter the Change List to show changes in specific document locations such as Body, Headers, Footers, and Tables.

You can **Accept** or **Reject** changes by clicking the checkbox next to each change in the **Accepted** column. Alternatively, you can right-click any change to access the following functions:

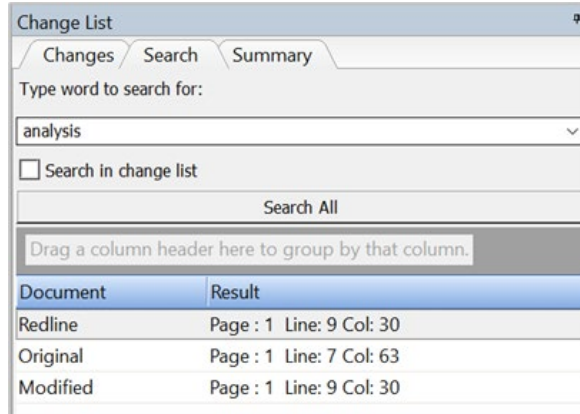


You can also use the **Toggle Changes** icon on the Litera Compare ribbon to accept/reject changes.

**Note:** The accepted changes are only included when saving the redline as a new clean copy using **Create Revised Version**. Once this function is run, the revised version opens in Word as a new clean copy with no mark-up, including only the changes you have accepted. For more details about saving a revised version, see [Create a revised version](#).

## Change List – Search tab

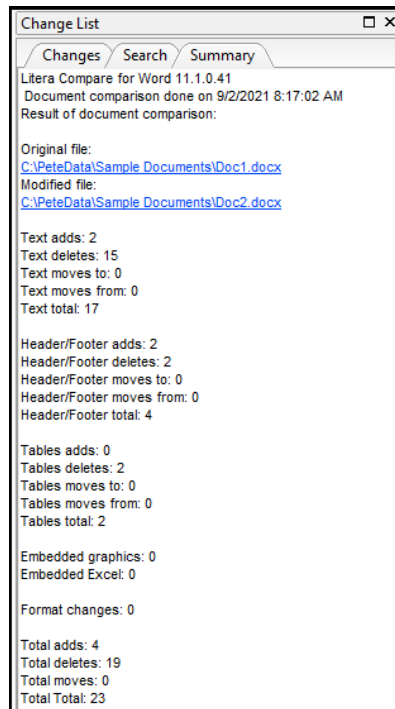
To search for specific strings of text, either in the documents or in the Change List, click the **Search** tab. Enter your desired text, and the search results display as hyperlinks. These results show every occurrence of the search term(s) in not only the redline but also in the original and modified documents.



To search the entire contents of the redline, original, and modified documents, leave the **Search in change list** checkbox unchecked. To search only in the Change List, check the **Search in change list** checkbox.

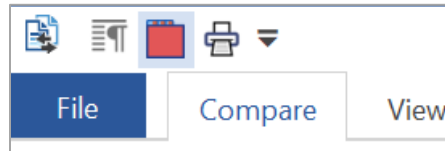
## Change List – Summary tab

The **Summary** tab displays a count of each type of change in the redline.



## Quick Access Toolbar

The Quick Access Toolbar (QAT), located in the upper left corner of the Litera Compare application window, provides quick access to the Litera Compare functions that you use most often.

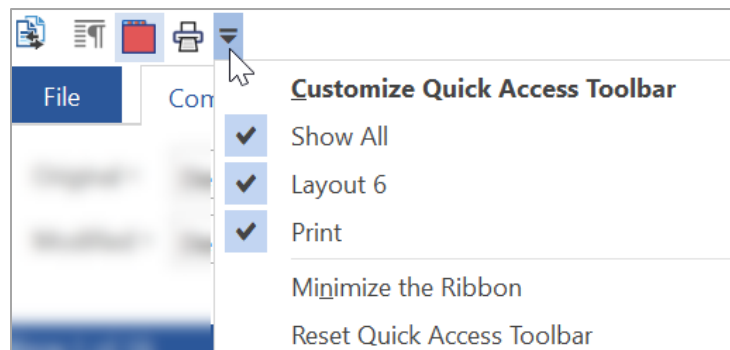


You can customize the QAT to suit your personal preferences.

To add a button to the QAT, right click the corresponding button on the ribbon, and select **Add to Quick Access Toolbar**.

To remove a button from the QAT, right click the button and select **Remove from Quick Access Toolbar**.

You can also show and hide icons on the QAT without removing them by clicking the dropdown arrow on the QAT and then selecting or deselecting them.



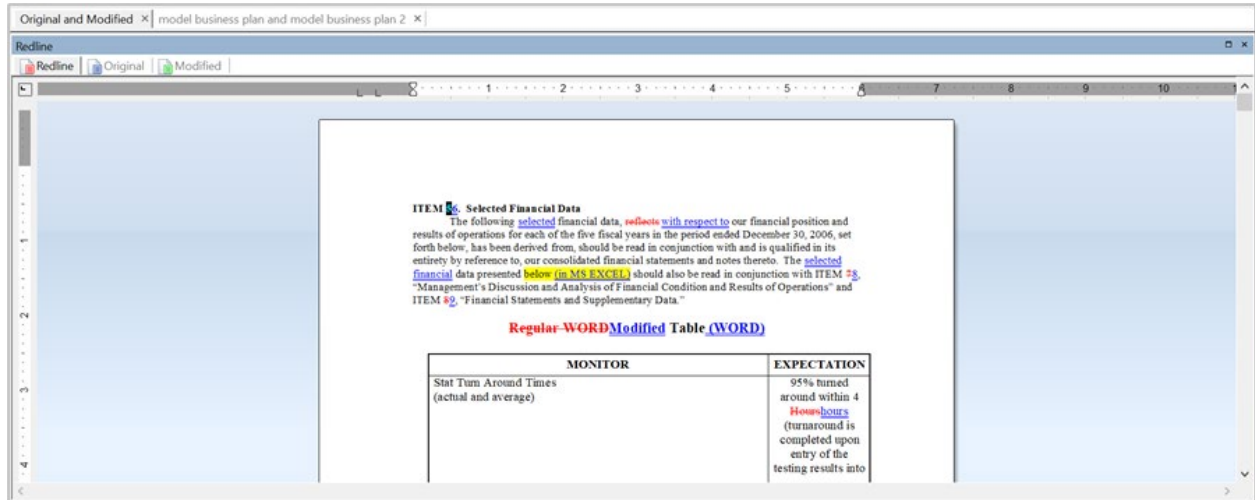
**Note:** Any changes made to the QAT are retained and when Litera Compare is closed and started again, you will see your customized QAT. If you want to return the QAT to its default layout, use the **Reset Quick Access Toolbar** option in the QAT dropdown menu.

## Show and hide the Litera Compare ribbon

If you require more workspace in Litera Compare, you can minimize the ribbon. Right-click anywhere in the ribbon or in the QAT, or click the QAT dropdown arrow, and select **Minimize the Ribbon**. Once the ribbon is minimized, you only see the ribbon tab names (File, Compare, View) and the QAT. You can restore the full-size ribbon by right-clicking again and unchecking **Minimize the Ribbon**.

## Document Viewer

The **Document Viewer** displays the redline (comparison) document showing comparison mark-up, as well as the original and modified documents, all in their own separate tabs or windows (depending on your layout settings):



You can change the layout of all the documents in the Document Viewer using the **Layout** dropdown button on the ribbon.

## Comparison tabs

Selecting the **Compare in New Tab** option on the **Compare** button dropdown opens a new comparison tab in the Document Viewer. Any number of comparison tabs can be open at the same time:

Leaving comparison tabs open can save time when working on documents that go through repeated amendments during the day; you can edit these documents in Word, save them, switch to Litera Compare, select the comparison tab where those Word documents were last compared, and click the **Compare** button to re-compare them in that same tab, without having to re-select the original and modified documents.

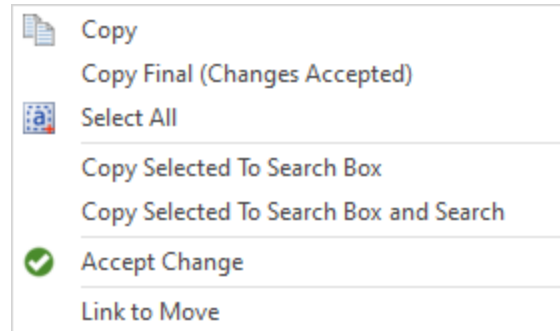
Additionally, multiple open comparison tabs can also save time when working on collections of documents that you need to email together; the **Email Multiple** option on the **Email** button dropdown allows you to email any number of redline, original, and modified documents, in a variety of formats directly from within Litera Compare, with a minimum number of clicks.

To close a single comparison tab, click the **X** icon at the right side of the comparison tab you wish to close.

To close all comparison tabs, select **Close All Comparisons** from the **File** tab in the ribbon.

## Document Viewer right-click menu

The right-click menu in the Document Viewer includes several useful options, as shown below:



<b>Copy</b>	Copy the selected text or mark-up from the redline, original, or modified documents to the Windows clipboard. This is especially useful when you want to copy and paste just a selection of the mark-up into an email or document.
<b>Copy Final (Changes Accepted)</b>	Copy the selected text from the redline, removing all mark-up and including only the modified text. This is visible only for the redline document.
<b>Select All</b>	Select the content of the entire selected document (redline, original, or modified).
<b>Copy Selected To Search Box</b>	Copy the selected text to the search field on the Change List's Search tab.
<b>Copy Selected To Search Box and Search</b>	Copy the selected text to the search field on the Change List's Search tab and then execute a search.
<b>Accept Change</b>	Marks the selected change as accepted (in the Change List). You must right-click a change for this option to be available.
<b>Link to Move</b>	<p>When text has been moved to another position, navigates and highlights the text in its new or previous position in the redline.</p> <p>When right-clicking text in its new position, clicking <b>Link to Move</b> highlights the text in its previous position.</p> <p>When right-clicking text in its original position, clicking <b>Link to Move</b> highlights the text in its new position.</p> <p>You must right-click a move-type change for this option to be available.</p>

<b>Open Original Document with the Default Application</b>	Open the original document in its native application (Word or PDF). This is visible only for the original document.
<b>Open Modified Document with the Default Application</b>	Open the modified document in its native application (Word or PDF). This is visible only for the modified document.
<b>Compare Selections</b>	Compare any selected text in the original and modified documents in a new comparison tab. This is visible only for the original and modified documents.

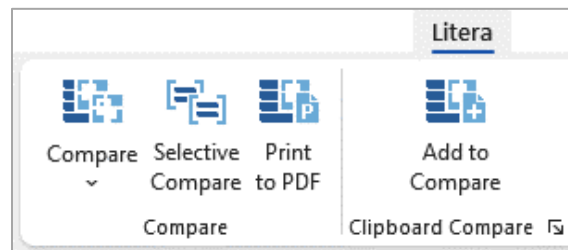
## Microsoft Office integration

Litera Compare for Word integrates with Microsoft Word and Outlook, enabling you to compare open documents, email attachments, and selected text, as well as convert documents to PDF files with PDF security.

**Note:** Integration with Office applications varies depending on licensing and how your administrator configures the integration.

## Word integration

The **Litera** tab in Word enables the comparison of open documents, conversion of open documents to PDF files, and comparison of selected content:



### Compare

**Compare:** Compare the active document as the modified document or compare any two open documents. See [Compare open documents in Word](#) for more details.

**Selective Compare:** Compare a snippet of text with another snippet of text. See [Compare selected content](#) for more details.

**Print to PDF:** Convert the active document to PDF, with optional PDF security.

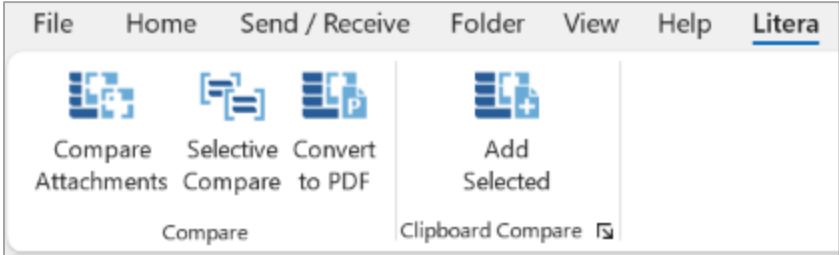
### Clipboard Compare

**Add to Compare:** Copy the selected text to the Litara Compare Clipboard. See [Litara Compare Clipboard comparison](#) for more details.

# Outlook integration

Litera Compare also integrates with Outlook, both in the Outlook ribbon and in the Outlook Reading Pane.

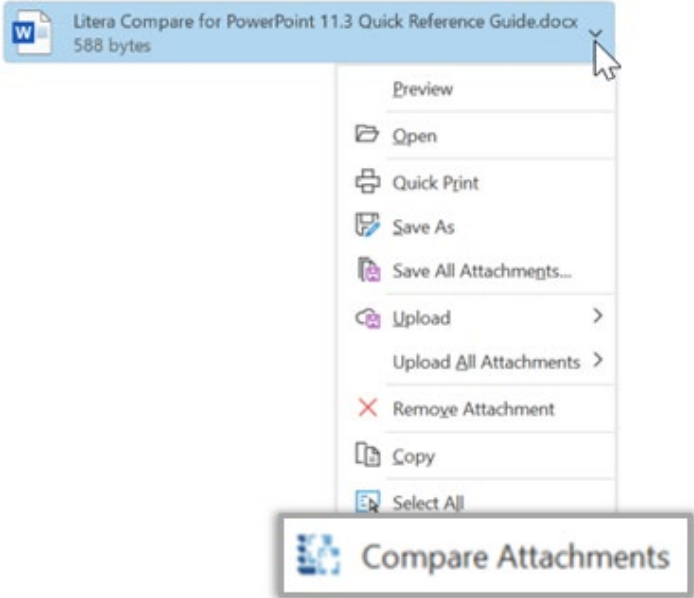
The **Litera** tab in the Outlook main window and message window ribbons consists of two groups:



- Compare** **Compare Attachments:** Compare attachments from the currently selected email. See [Email comparisons](#) for more details.
- Selective Compare:** Compare a snippet of text with another snippet of text. See [Comparing selected content](#) for more details.
- Convert to PDF:** Convert attachments to PDF files, if they aren't already PDFs. (This feature is only available when drafting a new message.)

- Clipboard Compare** **Add Selected:** Copy the selected text to the Litara Compare Clipboard. See [Litara Compare Clipboard comparison](#) for more details.

**Compare Attachments** is also an available option on the dropdown menu of an attachment:



## How to...

### Select documents for comparison

Litera Compare for Word gives you extensive flexibility when selecting documents for comparison, whether from within the application itself, Windows folders, DMS workspace folders, Word, or Outlook. Selecting documents for comparison outside the application can automatically open Litera Compare and start a comparison if Litera Compare is configured to do so.

<b>Litera Compare Application Window</b>	Use the <b>Original</b> and <b>Modified</b> recent comparisons dropdown lists, DMS icons, and/or local folder icons.
<b>Windows Folders</b>	Select two documents in the same folder, right-click, and select <b>Compare with Litera Compare</b> . <b>OR</b> Right-click individual documents in separate folders and select <b>Litera Compare   Compare (Original)</b> and/or <b>Compare (Modified)</b> .
<b>DMS Workspace Folders</b>	Select two documents in the same folder, then right-click and select <b>Compare with Litera Compare</b> . <b>OR</b> Right-click a single document that has more than one version in the DMS and select <b>Compare to Previous Version</b> . <b>OR</b> Right-click individual documents in separate folders and select <b>Litera Compare Original</b> or <b>Litera Compare Modified</b> .
<b>Microsoft Word</b>	To compare the active document as the modified document, click the <b>Litera Compare</b> button on the <b>Litera</b> tab. To compare two open documents, click the dropdown arrow on the <b>Litera Compare</b> button and select <b>Compare Open Documents</b> .
<b>Email Attachments</b>	In the Outlook Reading Pane, for any email with attachments, right-click a Word or PDF email attachment and select <b>Compare Attachments</b> . If the email contains only one Word or PDF attachment, that attachment is loaded into Litera Compare as the modified document. If the email contains more than one Word or PDF attachment, a dialog opens, allowing you to specify the original and modified documents for comparison.

You can mix and match any of the above selections. For example, you can compare an email attachment as the modified document, with a document in the DMS as the original; or a document in a Windows folder as the original document and a document in the DMS as the modified.

Click the **Switch** button on the **Compare** tab in the Litera Compare application window if you need to change the order of the documents in the **Original** and **Modified** fields.

**Note:** You can also select Excel and PowerPoint files for comparison. However, choosing two Excel spreadsheets, or two PowerPoint presentations, navigates away from Litera Compare for Word and instead opens Litera Compare for Excel or Litera Compare for PowerPoint, respectively.

## Compare documents

Three options to start a comparison are available in the **Compare** button dropdown menu:

<b>Compare</b>	Compare the selected original and modified documents. If a comparison is already open, this action replaces the comparison in the currently selected comparison tab.
<b>Compare in New Tab</b>	Compare the selected original and modified documents in a new comparison tab.
<b>One-to-Many Comparison</b>	Compare one original document against up to five modified documents. This opens the Select versions dialog, where you can select your documents.

However you start a comparison, Litera Compare for Word uses the currently selected mark-up style to determine what elements to compare and how to mark the changes. If you wish to use a different comparison style, select one from the **Comparison Style** dropdown list, then either click the **Compare** button to replace the comparison in the currently selected comparison tab, or select **Compare in New Tab** to compare in a new comparison tab.

## Switch documents

You can switch the **Original** and **Modified** documents by clicking the **Switch** button.

## Stop a comparison

To stop a comparison that is in progress, click the **Stop** button.

**Note:** This is available only during the comparison process.

## One-to-many comparison

The One-to-Many Comparison feature compares one original document with up to five modified documents. This generates separate redlines all together in the Document Viewer. All the differences are reflected in a single Change List that can be sorted by author. You can review the comparisons side-by-side, as well as select individual changes from different authors, to create a new clean copy of the original document that incorporates only the changes you have selected from the Change List.

### To start a one-to-many comparison:

1. Click the **Compare** button's dropdown arrow and select **One-to-Many Comparison**.
2. In the Select versions dialog, select your original files and your modified versions:

Select versions

You can use Select Versions to compare more than one modified document against a single original. Choose an original file and at least two modified documents. You can specify up to 5 modified documents to compare against the original.

Original file:  
 C:\Users\sporter\Documents\Test Files\CP\model bu:

Redline tab name:

Modified version 1:  
 C:\Users\sporter\Documents\Test Files\CP\model bu:

Redline tab name:

Modified version 2:  
 C:\Users\sporter\Documents\Test Files\CP\model bu:

Redline tab name:

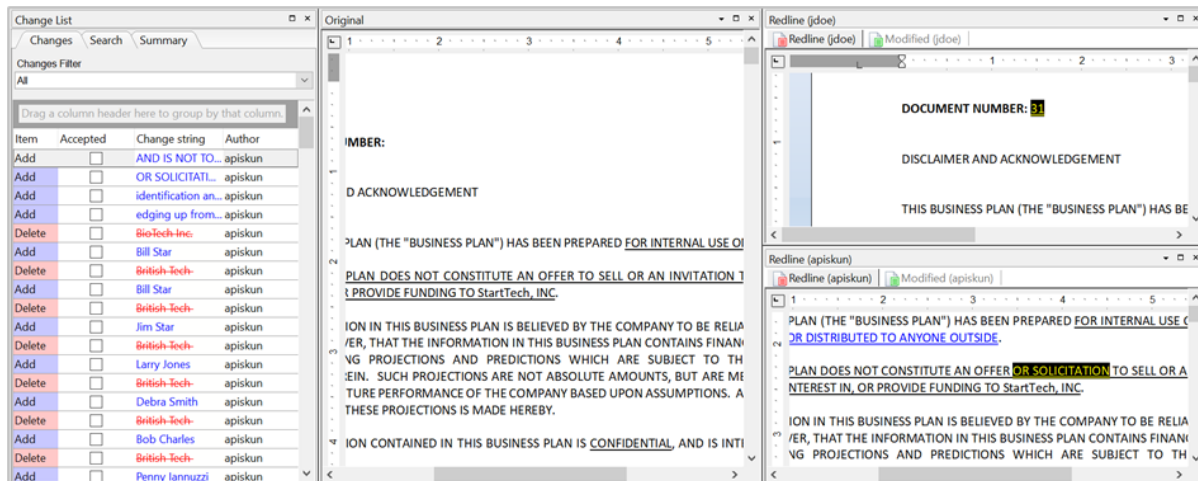
Modified version 3:

Redline tab name:

3. The **Redline tab name** field is required for each modified document, since that name differentiates changes among the different modified documents. It is pre-populated with the document author, but can be named anything you want.
4. Once you complete all the fields for **Modified version 2**, a **Modified version 3** field appears, and so on until you reach five modified versions.

- After you have selected all your documents, click **Compare**. When the comparisons are complete, your original document opens in the Document Viewer. Each other document window that opens contains both the modified version and its redline. Use the tabs in each window to navigate between the different document types.

The Change List displays all the changes from all open modified versions. Changes from all modified versions can be accepted and integrated into a new *merged version*.



See [Create a merged version](#) for more details about saving one-to-many comparisons.

## Compare open documents in Word

With the Litera Compare integration with Office applications enabled, you can compare any open Word document as the modified document within Litera Compare for Word. You can also select any two open documents in Word and compare them together.

To begin, click the **Litera** tab in Word.

The Litera Compare button is a split button. Clicking the top half loads the currently active document into Litera Compare for Word as the modified document. Clicking the dropdown arrow on the button displays a menu with one menu item: **Compare Open Documents**.

### To compare the current document as modified

- In the **Litera** tab, click the **Litera Compare** button icon.

2. If Litera Compare detects that the active document has unsaved changes, it displays a message notifying you that the document must be saved prior to comparison. Litera Compare does not compare unsaved changes as a safety precaution, to ensure that your work is not lost. Click the **Save and Continue** button to save the active document and continue to comparison, or click the **Cancel** button to go back and save the active document as a new document or version before comparing.

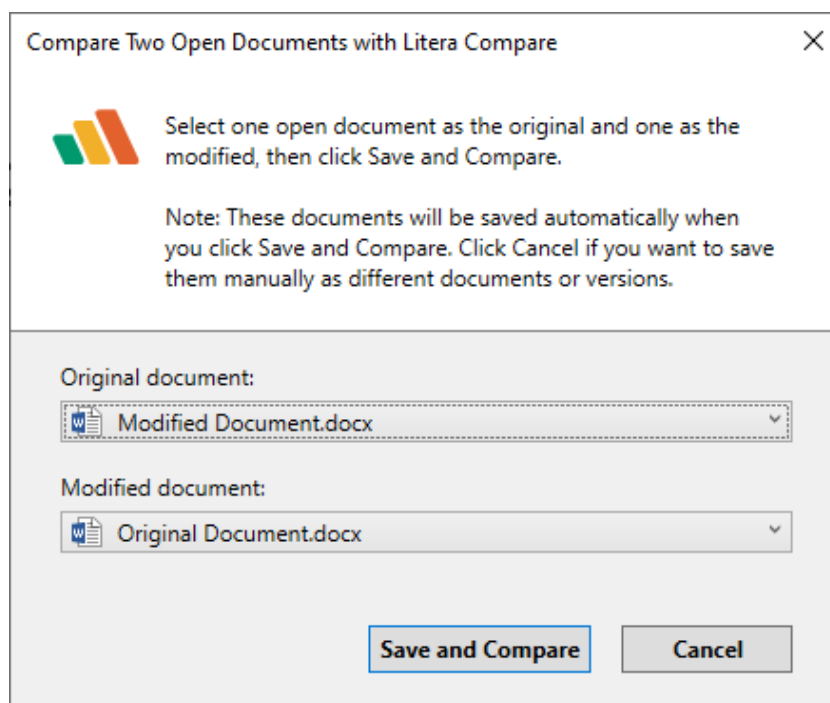
Litera Compare for Word opens, and then loads the active document as the modified document.

3. Select an original document, then compare.

## To compare two open documents

With at least two open documents open in Word:

1. In the Litera tab, click the **Litera Compare** button dropdown arrow and then select **Compare Open Documents**. The Compare Two Open Documents with Litera Compare dialog opens, with all open documents listed in the **Original document** and **Modified document** dropdown fields:



2. Select the original and modified documents you want to compare.

3. Litera Compare does not compare unsaved changes as a safety precaution, to ensure that your work is not lost. Click **Save and Compare** to save the selected documents. They are loaded in Litera Compare for Word and a comparison starts automatically if Litera Compare is configured to do so. Or click **Cancel** to go back and save your documents as different documents or new versions before comparing.

## Compare email attachments

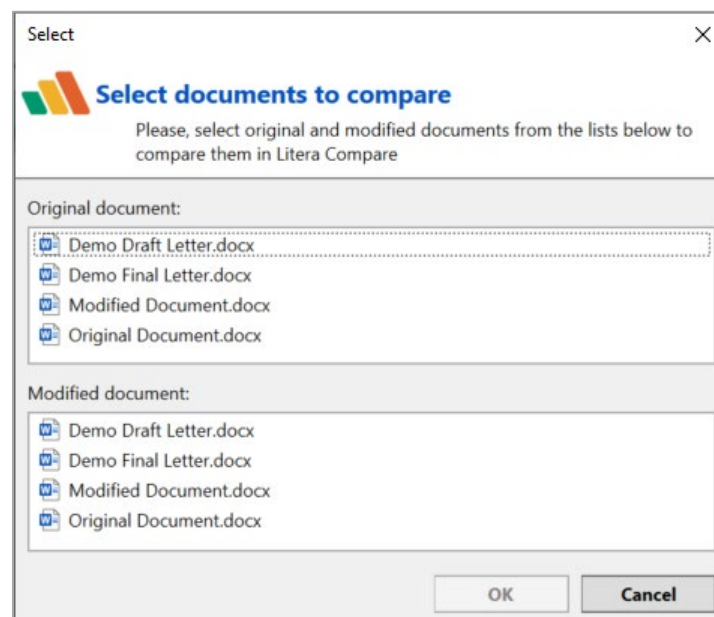
In Outlook, Litera Compare can compare supported email attachments (for example, any Word or PDF files attached to an email). You do not need to save attachments before comparing them.

**Note:** The steps below describe Word attachments loaded into Litera Compare for Word. However, they can also apply to attachments of other formats and their corresponding Litera Compare application (for example, Excel attachments to Litera Compare for Excel).

### To compare email attachments

With an email visible in the Outlook Reading Pane:

1. Right-click an attachment and select **Compare Attachments**.
2. If there is only one attachment to the email, Litera Compare loads that attachment as the modified document in Litera Compare for Word.
3. If there is more than one attachment, Litera Compare asks you to specify the original and modified versions via the Select documents to compare dialog:

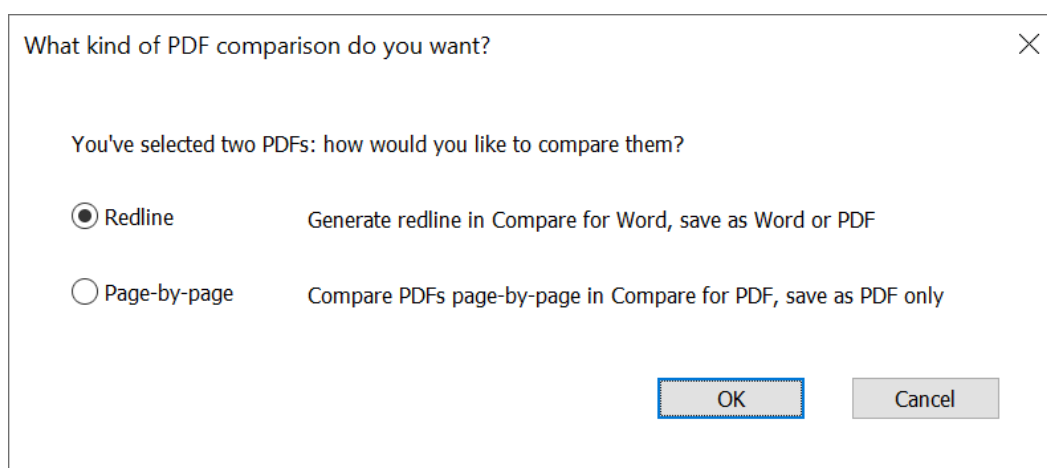


- Once you have specified your documents, click **OK**. Litera Compare loads both attachments in Litera Compare for Word for comparison.

## Compare PDFs

In addition to Word documents, Litera Compare for Word can also compare PDF documents. When you compare Word-to-PDF or PDF-to-Word, they are compared in Litera Compare for Word.

If both the original and modified documents selected are PDF documents, then, when you click the **Compare** button, Litera Compare asks what kind of PDF comparison you would like to perform, via the What kind of PDF comparison do you want? dialog:



### Redline

The comparison is run in Litera Compare for Word. The PDF file is converted to Word as part of the comparison process and whether OCR is applied to the PDF is determined by the OCR option set in the rendering set/style. Users can save the comparison as a Word or PDF file.

### Page-by-page

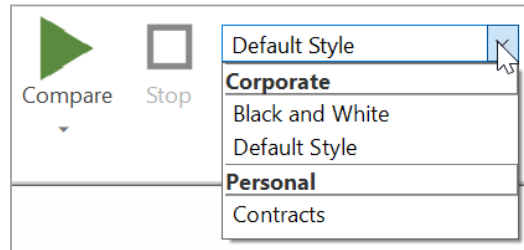
The comparison is run in Litera Compare for PDF which compares PDF files without converting to Word. Users can only save the comparison as a PDF file. This is the fastest PDF comparison option, and is recommended for PDFs with complex layouts, such as PowerPoint presentations that have been saved as PDFs with mixed graphics and text in a variety of positions. Text that moves from one page to another will be marked as new text. This option does not include image comparison or OCR. It compares the searchable text in the PDFs, page by page.

**Note:** The OCR option is set in the rendering set/style (under **PDF Options**) or in the session options.

If you choose the **Page-by-page** option, Litera Compare for PDF opens, and the comparison runs in that application instead.

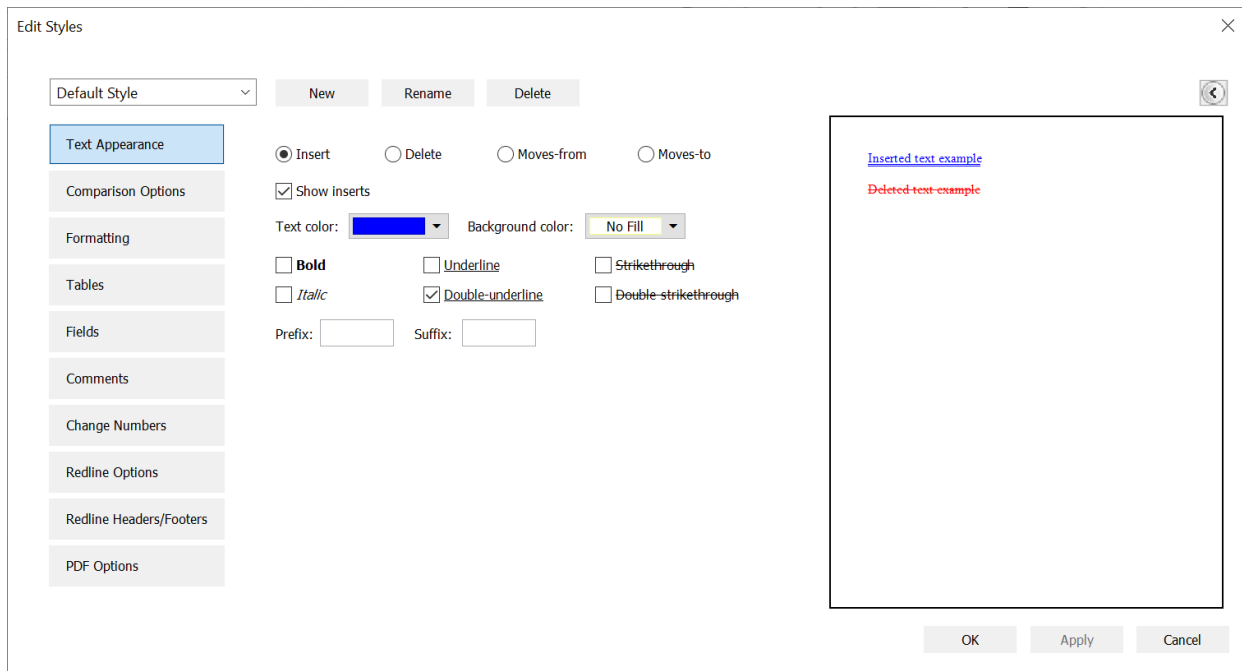
## Choose a comparison style

In the **Comparison Style** dropdown list, select a style, then click the **Compare** button or select **Compare > Compare in New Tab** to re-run the current comparison using the new style.



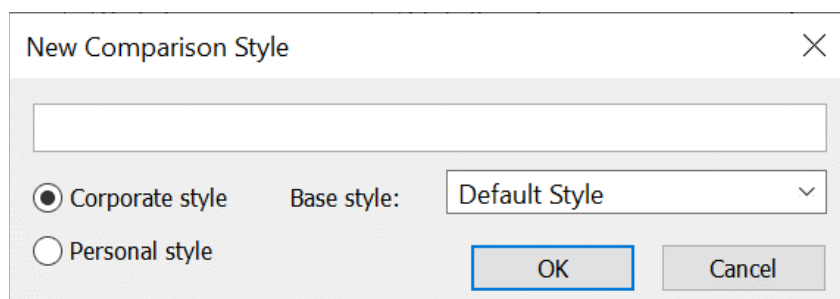
## Create, edit, rename, and delete comparison styles

Clicking the **Create/Edit Styles** button opens the Edit Styles dialog, where you can create, edit, rename, and delete comparison styles:



## To create a style

1. Click **New**. The New Comparison Style dialog opens.



2. Enter a name for the new style.
3. Select the type of style to create (corporate or personal, depending on your given permissions).
4. From the **Base style** dropdown list, select the existing style on which to base the new style.
5. Click **OK**.
6. Make any changes to the style settings in the Edit Styles dialog.
7. Click **Apply** to save the changes, then click **OK** to close the dialog and make the new style available.

## To edit a style

1. Select a comparison style from the styles dropdown list in the upper left corner of the Edit Styles dialog.
2. Make any changes to the style settings.
3. Click **Apply** to save the changes, then click **OK** to close the dialog and update the style.

## To rename a style

1. Select a comparison style from the styles dropdown list in the upper left corner of the Edit Styles dialog.
2. Click **Rename**.
3. In the Rename Comparison Style dialog, specify a new name for the style, and then click **OK**.
4. In the Edit Styles dialog, click **Apply** to save your changes and then **OK** to complete the renaming.

## To delete a style

1. Select a comparison style from the styles dropdown list in the upper left corner of the Edit Styles dialog.
2. Click **Delete**.
3. In the confirmation dialog, click **OK** to delete the style.

**Note:** Only administrators can create corporate comparison styles. You are free to create your own personal comparison styles.

## Modify style settings

Comparison styles determine what Litera Compare compares and how changes are marked. Click any of the tabs on the left side of the Edit Styles dialog to configure specific groups of comparison style settings. If you wish to see a preview of how the selected settings display in a redline, click the arrow button at the upper right corner of the dialog to expand the mark-up preview.

## Text Appearance

The **Text Appearance** section defines font attributes for inserted, deleted, and moved text. These attributes include text, background color and font style (bold, italic, etc.).

Edit Styles

Default Style ▾ New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Insert  Delete  Moves-from  Moves-to

Show inserts

Text color: ▾ Background color: No Fill ▾

**Bold**  Underline  Strikethrough

*Italic*  Double-underline  Double strikethrough

Prefix:  Suffix:

With **Insert** selected:

Option	Description	Default Style	Black and White
<b>Show inserts</b>	If selected, inserted content is shown in the comparison	Selected	Selected
<b>Text color</b>	The color of inserted text.	Blue	Black
<b>Background color</b>	The color of the background of inserted text.	No fill	No fill
<b>Font effects</b>	The format of inserted text: Bold, Italic, Underline, Double-underline, Strikethrough, Double strikethrough	Double-underline	Double-underline
<b>Prefix   Suffix</b>	Characters to go before and after inserted text. For example, with a prefix of "<<" and a suffix of ">>", insertions appear as "<<{new text}>>" along with any font attributes applied to insertions. Similarly, with a prefix of ">>" and a suffix of "<<", deletions appear as ">>{deleted text}<<".	None	None

Insert   
 Delete   
 Moves-from   
 Moves-to

Show deletes

Text color:   Background color:   No Fill

**Bold**   
 Underline   
 Strikethrough

*Italic*   
 Double-underline   
 Double-strikethrough

Prefix:     Suffix:

Replace deletes with single character:

With **Delete** selected:

Option	Description	Default Style	Black and White
<b>Show deletes</b>	If selected, deleted content is shown in the comparison	Selected	Selected
<b>Text color</b>	The color of deleted text.	Red	Black

Option	Description	Default Style	Black and White
<b>Background color</b>	The color of the background of deleted text.	No fill	No fill
<b>Font effects</b>	The format of deleted text: Bold, Italic, Underline, Double-underline, Strikethrough, Double strikethrough	Strikethrough	Strikethrough
<b>Prefix   Suffix</b>	Characters to go before and after deleted text.	None	None
<b>Replace deletes with single character</b>	If selected, deleted text is replaced with the single character specified. For example, if the word compare is deleted and the character specified is <b>X</b> , the word appears as <b>X</b>	Not selected	Not selected

Insert   
 Delete   
 Moves-from   
 Moves-to

Show moves in  words or more

Text color:

**Bold**  
 *Italic*  
Prefix:

Insert   
 Delete   
 Moves-from   
 Moves-to

Show moves in  words or more

Text color:     Background color:

**Bold**                       Underline                       Strikethrough  
 *Italic*                         Double-underline                       Double-strikethrough

Prefix:     Suffix:

With **Moves-from** or **Moves-to** selected:

Option	Description	Default Style	Black and White
<b>Show moves in... words or more</b>	If selected, where text includes more than 5 consecutive words, it is shown as a move. Anything less will be shown as insertions and deletions. You can select between 2 and 10 words, but if the selection box is left blank, 5 is used.	Not selected	Not selected

Option	Description	Default Style	Black and White
	This is to prevent showing moved text incorrectly. For example, if someone had deleted the word "and" from one paragraph and added "and" in another, they probably have not moved the text, rather they are just changing the individual paragraphs, so would want them displayed as insertions and deletions		
<b>Text color</b>	The color of moved text.	Not selected	Not selected
<b>Background color</b>	The color of the background of moved text.	Not selected	Not selected
<b>Font effects</b>	The format of moved text: Bold, Italic, Underline, Double-underline, Strikethrough, Double strikethrough	Not selected	Not selected
<b>Prefix   Suffix</b>	Characters to go before and after moved text.	None	None

## Comparison Options

The **Comparison Options** section covers many aspects of what document content Litera Compare for Word will compare:

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Character level: OFF ▼

Enhanced readability

Images: Pixel-by-pixel ▼

Ignore case changes

Show quotation mark changes

Show space changes

Compare tabs

Compare embedded Excel tables

Convert embedded Excel tables to Word tables

Compare headers

Compare footers

Compare tables

Compare text boxes, frames

Plain text comparison

Use Litera Compare converter

Ignore footnote/endnote numbering changes

Option	Description	Default Style	Black and White
<b>Character level</b>	<p>Whether to enable character level comparison:</p> <p><b>OFF:</b> If any character changes in a word, the entire word is marked as changed.</p> <p><b>ON:</b> If any character changes in a word, the individual character is marked as changed, but not the entire word; until a predefined threshold is reached, at which point the entire word is marked as changed.</p>	OFF	OFF

Option	Description	Default Style	Black and White
	<p><b>ON - ignore numbers:</b> Same as <b>ON</b>, except in numbers; if any digit changes, the entire number is marked as changed. This can make changes to numbers easier to identify and understand.</p>		
<p><b>Enhanced readability</b></p>	<p>If selected, delivers a smoother mark-up for character comparison that is easier to read and understand. Classic character level mark-up is a more granular mark-up that emphasizes precision over readability for users who want to see exactly which characters have changed. Classic character level mark-up also marks a word as entirely changed when a larger number of characters have changed, while <b>Enhanced readability</b> has a lower change threshold.</p> <p>This option is enabled only when <b>Character level</b> comparison is set to <b>ON</b> or <b>ON - ignore numbers</b>.</p>	<p>Not selected</p>	<p>Not selected</p>
<p><b>Images</b></p>	<p>How to compare embedded images:</p> <p><b>Pixel-by-pixel:</b> Compare individual pixels in images found in the same location in a document.</p> <p><b>Do not compare:</b> Ignore embedded images.</p> <p><b>Remove:</b> Delete any embedded images</p> <p><b>Showing inserts/deletes only:</b> Show both the original and modified versions of an image in the redline, with the original marked with a border of the same color as inserted text, and the modified marked with a border the same color as deleted text.</p>	<p>Pixel-by-pixel</p>	<p>Pixel-by-pixel</p>

Option	Description	Default Style	Black and White
	<b>Note:</b> WMF images are shown only as added and deleted. Any changes such as cropping or size changes are ignored.		
<b>Ignore case changes</b>	If selected, any case changes (for example, Agreement to agreement) are not shown and the content of the modified document is shown in the redline document.	Not selected	Not selected
<b>Show quotation mark changes</b>	If selected, changes to the style of quotation marks (for example, when a curly one has been replaced by a straight one) are shown as insertions and deletions.	Selected	Selected
<b>Show space changes</b>	If selected, changes to spaces within paragraphs and sentences are shown.	Not selected	Not selected
<b>Compare tabs</b>	If selected, changes to tabs within paragraphs and sentences are shown.	Not selected	Not selected
<b>Compare embedded Excel tables</b>	If selected, embedded Excel spreadsheets are compared as actual Excel spreadsheets using Litera Compare's built-in Excel mark-up engine.	Selected	Selected
<b>Convert embedded Excel tables to Word tables</b>	If selected, embedded Excel spreadsheets are converted to Word tables before comparing their contents.	Not selected	Not selected
<b>Compare headers</b>	If selected, changes in text and formatting within headers are shown.	Selected	Selected
<b>Compare footers</b>	If selected, changes in text and formatting within footers are shown.	Selected	Selected
<b>Compare tables</b>	If selected, changes within Word tables are shown.	Selected	Selected

Option	Description	Default Style	Black and White
<b>Compare text boxes, frames</b>	If selected, changes in the text within frames and text boxes are shown.	Selected	Selected
<b>Plain text comparison</b>	<p>If selected, documents are converted to plain text format (txt), and then compared.</p> <p>This option can be useful when the documents are corrupt; however, any document structures that plain text format does not support (for example, text boxes, headers/footers, tables, etc.) are not included in the comparison.</p>	Not selected	Not selected
<b>Use Litera Compare converter</b>	<p>If selected, the Litera Compare converter is used to process redlines.</p> <p>If not selected, Litera Compare uses the installed version of Word to load original and modified documents.</p> <p>The Litera Compare converter is recommended for faster loading of documents, as well as for computers where Word has not been installed.</p>	Not selected	Not selected
<b>Ignore footnote/endnote numbering changes</b>	<p>If selected, changes to the numbering of footnotes and endnotes are NOT shown.</p> <p>You may want to select this parameter yet keep the <b>Compare footers</b> parameter selected. This way, changes to the content of footnotes and endnotes will be shown but not changes to the numbering.</p>	Not selected	Not selected

## Formatting

The **Formatting** section defines how Litera Compare for Word marks formatting changes in certain elements of documents.

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Compare formatting changes

Header/footer layout:

Font name:

Font style:

Font size:

Font color:

Alignment:

Line spacing:

Table cell attributes:

Text

Option	Description	Default Style	Black and White
<b>Compare formatting changes</b>	If selected, changes to formatting are shown.	Selected	Selected

Option	Description	Default Style	Black and White
<b>Header/footer layout</b>	If selected, changes in the layout of headers and footers are shown. For example, if the first page header is turned on for a section in the original document, but turned off for that same section in the modified document, Litera Compare inserts a notification in the redline header for that section highlighting the layout structure change. This option also covers changes to Link to Previous settings for headers and footers.	Selected, changes shown in red	Selected, changes shown in the color of the text in the modified document
<b>Font name</b>	If selected, changes in font names are shown.	Not selected	Not selected
<b>Font style</b>	If selected, changes in font styles are shown.	Not selected	Not selected
<b>Font size</b>	If selected, changes in font size are shown	Not selected	Not selected
<b>Font color</b>	If selected, changes in font color are shown	Not selected	Not selected
<b>Alignment</b>	If selected, changes in text alignment/justification are shown.	Not selected	Not selected
<b>Line spacing</b>	If selected, changes in line spacing are shown	Not selected	Not selected
<b>Table cell attributes</b>	<p>If selected, formatting changes for individual table cells are shown.</p> <p><b>Note:</b> If Intelligent Table Comparison is enabled in the <b>Tables</b> section, changes to the formatting for individual cells may not be shown, since Intelligent Table Comparison ignores table structure changes.</p>	Not selected	Not selected

## Tables

The **Tables** section defines how Litera Compare for Word marks changes in tables.

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Intelligent table comparison algorithm

Auto-expand row height

Inserted cells:   ▼

Deleted cells:   ▼

Merged cells:   ▼

Split cells:   ▼

Moved tables - from:   ▼

Moved tables - to:   ▼

Option	Description	Default Style	Black and White
<b>Intelligent table comparison algorithm</b>	<p>If selected, Intelligent Table Comparison is used to minimize the mark-up of table structure changes and highlight changes to the text content within table cells.</p> <p>Intelligent Table Comparison makes reviewing meaningful changes much faster and easier because it focuses attention on the meaning of changes within a table, instead of how rows and cells are laid out.</p> <p>See the example below.</p>	Selected	Selected

Option	Description	Default Style	Black and White
<b>Auto-expand row height</b>	If selected, row heights are automatically expanded as needed during the comparison process, to accommodate all changes within the cells	Selected	Selected
<b>Inserted cells</b>	The color of inserted cells.	Lilac	No fill
<b>Deleted cells</b>	The color of deleted cells.	Orange	No fill
<b>Merged cells</b>	The color of merged cells.	Dark green	No fill
<b>Split cells</b>	The color of split cells.	Pink	No fill
<b>Moved tables – from</b>	The color of the source table (where the table was moved from).	Light green	Black
<b>Moved tables - to</b>	The color of the destination table (where the table was moved to).	Light green	Black

## Intelligent Table Comparison

In the example below, the only changes to the text in the table cells are the replacement of two colons with commas and the deletion of the words “New currency.” and “The”. However, the cells have been merged:

Original

<b>Facilities:</b>	Term loan facilities.
<b>Amount:</b>	Facility A: [Insert currency and amount of term facility]
<b>Currency:</b>	Facility B: [Insert currency and amount of term facility] New currency.
	The Facility C: [Insert currency and amount of term facility]

Modified

<b>Facilities, Amount, Currency:</b>	Term loan facilities. Facility A: [Insert currency and amount of term facility] Facility B: [Insert currency and amount of term facility] Facility C: [Insert currency and amount of term facility]
--	--

With Intelligent Table Comparison enabled, it is easy to see only the changes to the text within those cells:

<b>Facilities:</b>	Term loan facilities.
<b>Amount:</b>	Facility A: [Insert currency and amount of term facility]
<b>Currency:</b>	Facility B: [Insert currency and amount of term facility] <del>New currency.</del> Facility C: [Insert currency and amount of term facility]

With Intelligent Table Comparison turned off, all layout changes are marked, which makes it difficult to focus on more meaningful differences:

<b>Facilities:</b>	Term loan facilities.
<b>Amount:</b>	Facility A: <del>{Insert currency and amount of term facility}</del>
<b>Facilities, Amount, Currency:</b>	<u>Term loan facilities.</u> <u>Facility A: {Insert currency and amount of term facility}</u> Facility B: {Insert currency and amount of term facility} <del>New currency.</del> <u>Facility C: {Insert currency and amount of term facility}</u>
	<del>The Facility C: {Insert currency and amount of term facility}</del>

## Fields

The **Fields** section includes options to customize how Litera Compare manages fields.

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Convert TOC to text before comparison

Convert bullets/numbers to text

Convert all fields in document to text

Convert these fields to text before comparison:

Filter: All

Select All

AddressBlock

Author

AutoNum

AutoNumLegal

CreateDate

Date

DocProperty

DocVariable

Option	Description	Default Style	Black and White
<b>Convert TOC to text before comparison</b>	<p>If selected, converts TOC field codes to text before comparison and then compares the text and not the field codes.</p> <p>If not selected, and <b>Convert all fields in document to text</b> is selected, TOC fields will not be converted to text.</p>	Selected	Selected
<b>Convert bullets/numbers to text</b>	<p>If selected, converts bullets and auto-numbering to text before comparison.</p> <p>Bullets will become symbols and auto-numbers will become simple text</p>	Not selected	Not selected
<b>Convert all fields in document to text</b>	<p>If selected, all fields supported by Litera Compare (shown in the selection box below) are converted to text before comparison and the text is compared and not the field codes.</p>	Not selected	Not selected
<b>Convert these fields to text before comparison</b>	<p>Select specific fields supported by Litera Compare to convert to text before comparison.</p> <p>When you select <b>Convert all fields in document to text</b>, all these specific fields are selected. You can then deselect some as required.</p> <p>If you select <b>Convert all fields in document to text</b>, then deselect all the specific fields, then fields NOT supported by Litera Compare (not shown in the selection box) are converted to text before comparison.</p>	None selected	None selected

## Comments

The **Comments** section controls whether to compare document comments, and, if so, which colors to use to differentiate added, deleted, modified, user, and unchanged comments:

The screenshot shows the 'Edit Styles' dialog box with the 'Comments' section selected. The 'Compare comments' checkbox is checked. The color selection options are: Added comments (Blue), Deleted comments (Red), Modified comments (Pink), and Default comments (Gray).

Option	Description	Default Style	Black and White
<b>Compare Comments</b>	If selected, compares comments.	Selected	Selected
<b>Added comments</b>	The color of added comments in the redline.	Blue	Black
<b>Deleted comments</b>	The color of deleted comments in the redline.	Red	Black
<b>Modified comments</b>	The color of modified comments in the redline.	Pink	Black
<b>Default comments</b>	The color of comments in the source documents.	Gray	Black

When a redline includes changes to comments, and the redline is saved as a Word document with the changes shown as tracked changes, the changes to comments are not shown as tracked changes, but are shown using font attributes (for example, strikethrough and underline).

However, the comments themselves are marked as a tracked change. In other words, the comment container is a tracked change, but the comment text is marked using font attributes, rather than tracked changes.

## Change Numbers

Change numbers are the numbers Litera Compare assigns to each change that it detects, as displayed in the Change List. Those numbers can also be included in the redline itself, to assist collaborators who can use them to refer to specific changes quickly. The **Change Numbers** section controls whether and how to display change numbers in the redline:

Edit Styles

Default Style New Rename Delete

- Text Appearance
- Comparison Options
- Formatting
- Tables
- Fields
- Comments
- Change Numbers
- Redline Options
- Redline Headers/Footers
- PDF Options

Show change numbers
 

- Before change
- After change
- In left margin

Color for change numbers:

Apply style color

Apply color

Option	Description	Default Style	Black and White
<b>Show change numbers</b>	If selected, change numbers are shown next to each change in the comparison. If selected, select whether to show the number before the change, after the change, or in the left margin.	Not selected	Not selected
<b>Color for change numbers</b>	When <b>Show change numbers</b> is selected, select whether to show the change number in the color of the style applied or in a specific color.	Not selected	Not selected

## Redline Options

The **Redline Options** section controls how redlines are created, including whether and where to include summary and detailed change reports, whether to show vertical change lines, and which author to use when saving redlines as Word tracked changes documents:

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Summary report

Include file path in summary report

Detailed report

Include number of changed words in detailed report

Include document author names in report

Reports on Last page

Vertical change line OFF Left

For changed pages only redlines:

Summary report     Detailed report

Include changes to First Page Headers/Footers

Author for tracked changes redlines:

Author of Modified document

Last saved by Modified document

Current user

Other:

Option	Description	Default Style	Black and White
<b>Summary report</b>	If selected, a summary report is included with the redline. The summary report includes basic information about the comparison, such as, the names of the source documents, the date of the comparison, the comparison style applied, and number of changes detected,	Selected	Selected
<b>Include file path in summary report</b>	If selected, the file location is included with the name of the source documents in the summary report.	Not selected	Not selected
<b>Detailed report</b>	If selected, a detailed report is included below the summary report. A detailed report shows information about each change.	Not selected	Not selected
<b>Include number of changed words in detailed report</b>	When <b>Detailed report</b> is selected, select whether to include the number of words changed for each change in the detailed report.	Not selected	Not selected
<b>Include document author names in report</b>	If selected, the author names are included for the source documents in the summary report.	Not selected	Not selected
<b>Reports on</b>	The location of the reports in the comparison. Select either the first page or the last page.	Last page	Last page
<b>Vertical change line</b>	Select whether to show vertical change bars for all changes, for additions only or for deletions only. If vertical change bars are shown, select whether to show them in the left or right margin.	OFF	OFF

Option	Description	Default Style	Black and White
	<p><b>Note:</b> Vertical change lines are displayed in the Document Viewer; however, Litera Compare only saves them when saving the redline as a PDF.</p>		
<b>For changed pages only redlines</b>			
<b>Summary report</b>	If selected, a summary report is included with a changed pages only redline.	Not selected	Not selected
<b>Detailed report</b>	If selected, a detailed report is included with a changed pages only redline.	Not selected	Not selected
<b>Include changes to First Page Headers/Footers</b>	<p>If selected, compares first page headers and footers in a changed pages only redline. (Headers and footers with a "Different First Page" setting in a Word document.)</p> <p>Changed pages only redlines will <b>not</b> show changes to headers and footers (even if <b>Compare headers</b> and <b>Compare footers</b> are selected in <b>Comparison Options</b>) as in most cases such changes will be through all pages of the document which counteracts the point of a changed pages only redline.</p> <p>Selecting this option provides the possibility to include changes to first page headers and footers as sometimes there are title pages with some unique document numbers on them.</p>	Selected	Selected
<b>Author for tracked changes redlines</b>	Determines what name will be used as the author of track changes when exporting a redline as a track change document.	Author of modified document	Author of modified document

Option	Description	Default Style	Black and White
	<p>The options are: <b>Original Author</b>, <b>Modified Author</b>, <b>Original Last Saved By</b>, <b>Modified Last Saved By</b>, <b>Current User</b> or <b>Other</b>.</p> <p>When <b>Other</b> is selected, the name of the author to use should be entered in the text box below.</p>		

## Redline Headers/Footers

The **Redline Headers/Footers** section allows you to insert information about comparisons in the redline headers and/or footers. You can choose to insert the additional information on just the first page, or on all pages.

Edit Styles

Default Style New Rename Delete

Text Appearance

Comparison Options

Formatting

Tables

Fields

Comments

Change Numbers

Redline Options

Redline Headers/Footers

PDF Options

Add a header/footer with information about the redline:

	Header:	Footer:
Prefix:	<input type="text"/>	<input type="text"/>
Document names and IDs:	<input type="checkbox"/>	<input type="checkbox"/>
Document names only:	<input type="checkbox"/>	<input type="checkbox"/>
Document IDs only:	<input type="checkbox"/>	<input type="checkbox"/>
Comparison date:	<input type="checkbox"/>	<input type="checkbox"/>
Comparison time:	<input type="checkbox"/>	<input type="checkbox"/>
Include page number:	<input type="checkbox"/>	<input type="checkbox"/>
Include in change reports:	<input type="checkbox"/>	<input type="checkbox"/>
On page(s):	First page <span style="font-size: small;">v</span>	First page <span style="font-size: small;">v</span>

Option	Description	Default Style	Black and White
<b>Add a header/footer with information about the redline</b>	If selected, a custom header/footer is added to the redline document with whatever information is selected from the following options. If selected, it is recommended to turn off the <b>Header/footer layout</b> option in the <a href="#">Formatting</a> section.	Not selected	Not selected
<b>Prefix</b>	If selected, the specified prefix is added to the custom header/footer.	Not selected	Not selected
<b>Document names and IDs</b>	If selected, the names and IDs of the compared documents are added to the custom header/footer.  <b>Note:</b> Document IDs are only relevant for DMS documents.	Not selected	Not selected
<b>Document names only</b>	If selected, the names of the compared documents are added to the custom header/footer.	Not selected	Not selected
<b>Document IDs only</b>	If selected, the IDs of the compared documents are added to the custom header/footer.  <b>Note:</b> Document IDs are only relevant for DMS documents.	Not selected	Not selected
<b>Comparison date</b>	If selected, the names and IDs of the compared documents are added to the custom header/footer.	Not selected	Not selected
<b>Comparison time</b>	If selected, the names and IDs of the compared documents are added to the custom header/footer.	Not selected	Not selected
<b>Include page number</b>	If selected, and when the custom header/footer is shown on every page, the custom header/footer includes a page number.	Not selected	Not selected

Option	Description	Default Style	Black and White
<b>Include in change reports</b>	If selected, the custom header/footer is included in the summary report and detailed report section.	Not selected	Not selected
<b>On page(s)</b>	Whether the custom header is shown on the first page only or on every page of the comparison.	Not selected	Not selected

When you select to add a custom header/footer to the redline, Litera Compare may need to switch on **Different First Page** (Word option) if it is not selected already. For example, if the custom header/footer is set to appear on the first page only. This means that adding a custom header/footer often means layout changes to the header footer.

When the **Header/footer layout** option in the [Formatting](#) section is selected, Litera Compare inserts a notification in the redline header highlighting the layout structure change. For example:

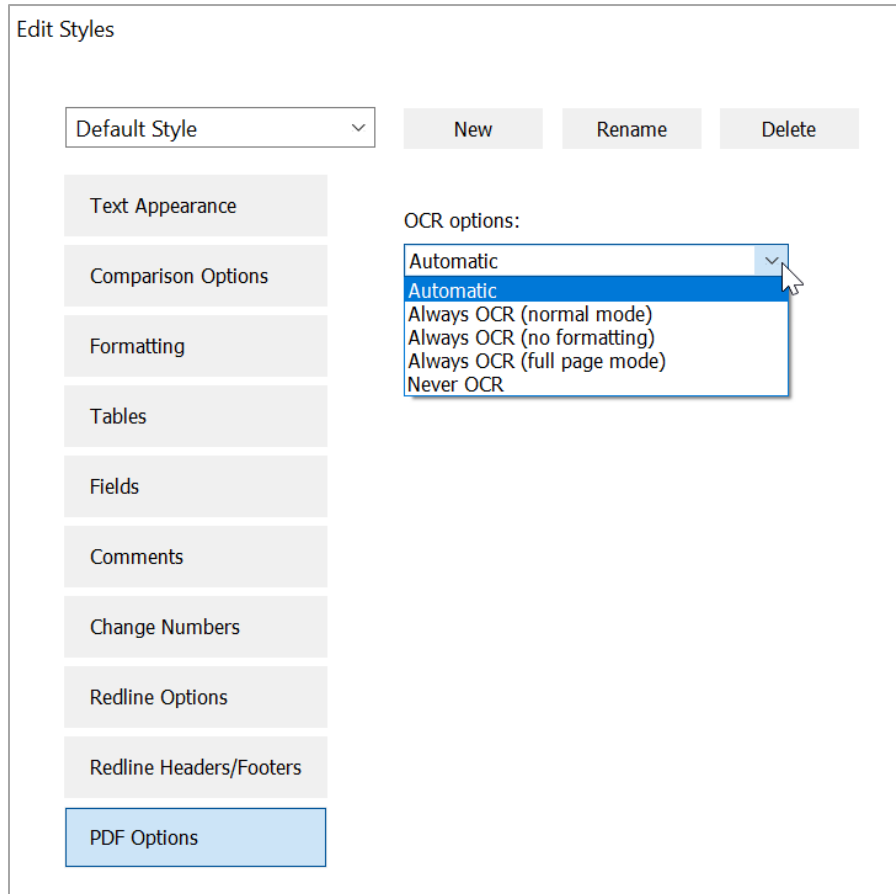
[Different first page setting changed from off in original to on in modified.]

[FPH for this section](#)

Litera Compare will also add a notification if there are layout changes when a custom header footer is added. To avoid dual notifications, it is recommended to turn off the **Header/footer layout** option when you have selected **Add a header/footer with information about the redline**.

## PDF Options

The **PDF Options** section controls how Litera Compare for Word formats PDF comparisons:



Option	Description	Default Style	Black and White
<b>OCR options</b>	The option set here determines if and how Litera Compare for Word applies OCR when comparing PDF files.	Automatic	Automatic

The OCR options are as follows:

- Automatic:** Detects if a document has scanned pages. If scanned pages are found, OCR is applied to the whole PDF and then it is converted to Word. If it is a text-based PDF with no scanned pages, it is converted to Word without OCR. This is the default option.

- **Always OCR (normal mode):** OCR is always applied to the PDF, whether it's scanned or text-based, prior to converting to Word. If a PDF includes images with text, the text is recognized separately. (This is the same as the previous **Standard layout** option.)
- **Always OCR (no formatting):** OCR is always applied to the PDF, whether it's scanned or text-based, prior to converting to Word. The converted Word document will be without formatting. (This is the same as the previous **Simple layout** option.)
- **Always OCR (full page mode):** OCR is always applied to the PDF, whether it's scanned or text-based, prior to converting to Word. This mode recognizes the full page, and identifies images and text separately.
- **Never OCR:** No OCR is applied and the PDF is just converted to Word, whether it is scanned or text-based. If a PDF is scanned, each page is converted as an image in Word.

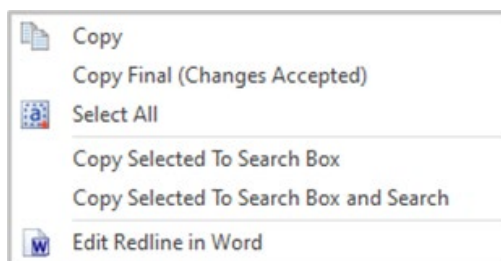
**Note:** The Litera Compare Suite includes Litera Compare for PDF, which provides “native” comparison where the redline mark-up is saved to PDF comments instead of in-line mark-up. See the how-to [Compare PDFs](#) section, as well as the separate *Litera Compare for PDF User Guide*, for more details.

## Edit redlines in Word

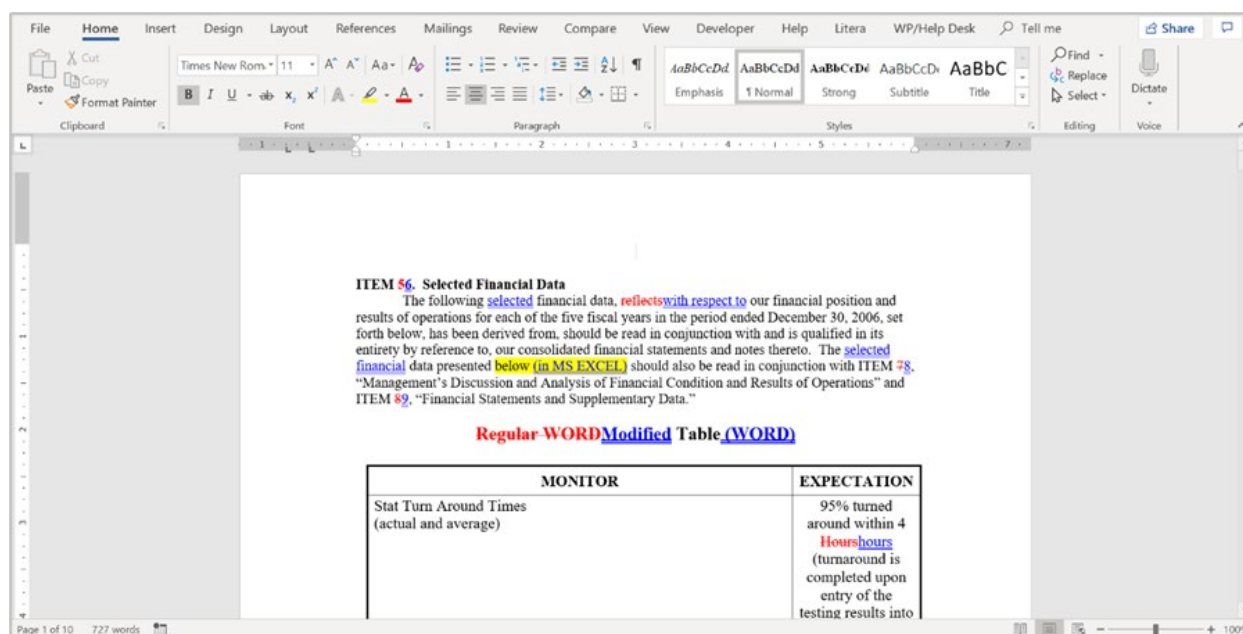
Litera Compare for Word allows you to edit redlines in Word, if your administrator has configured Litera Compare to do so.

### To edit a redline in Word:

1. Right click the redline in the Document Viewer and select **Edit Redline in Word**.



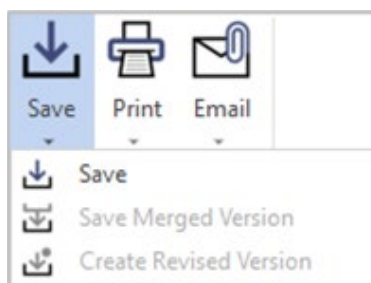
The redline opens in Word, with all mark-up retained.



2. Make any necessary changes within Word.
3. When finished, save the redline as you would for any normal Word document.

## Save comparisons

The **Save** button in the Litera Compare ribbon is a split button. The button itself saves the currently active redline, and its arrow displays a dropdown menu with the following options:



### Save

Save the current redline.

### Save Merged Version

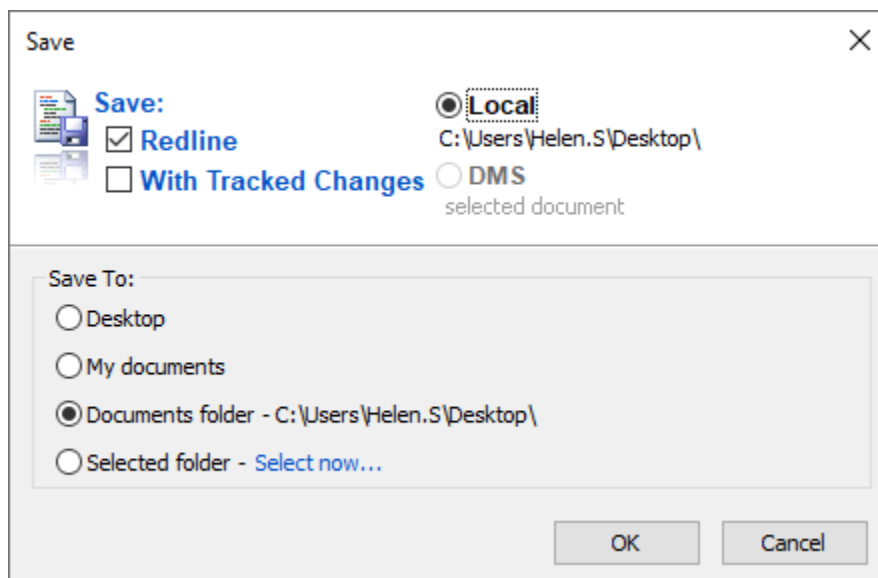
Used only with one-to-many comparisons. This saves a new clean copy of the document which includes only changes that have been accepted in the Change List; no mark-up is saved.

### Create Revised Version

Save a new clean copy of the document which includes only changes that have been accepted in the Change List; no mark-up is saved.

## To save a redline:

1. Click **Save**. The Litera Compare for Word Save dialog is displayed.



**Note:** The save options available will vary depending on your DMS integration and how your administrator has configured Litera Compare for Word.

2. Select what you want to save, for example, the redline, the source documents, the redline with tracked changes.
3. Select where to save, for example, a local location or your DMS.
4. Click **OK**. A standard save dialog for Windows or your DMS is displayed, depending on your selection.
5. Specify details for the saved file.

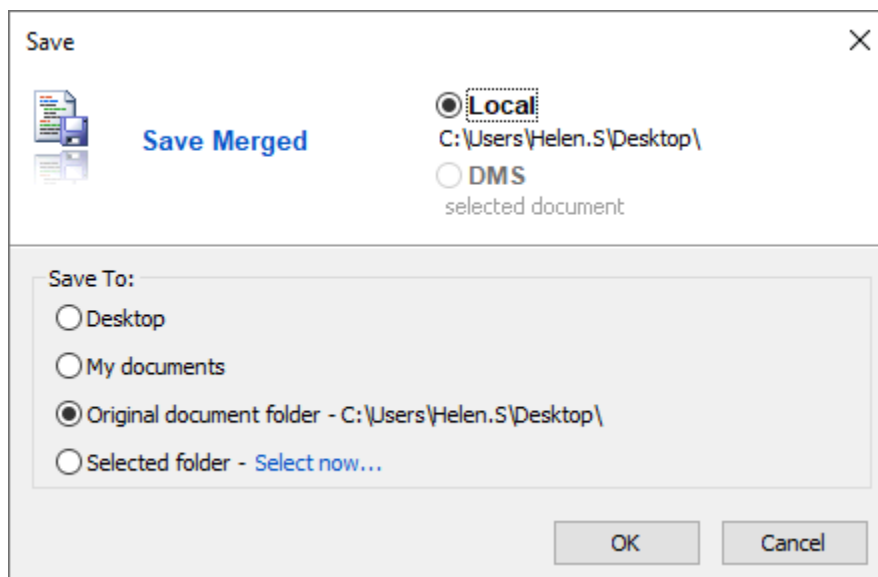
## Create a merged version

After performing a one-to-many comparison, you can create a new merged version with selected changes accepted from different comparisons.

### To save a merged version

1. In the **Change List**, select the changes you want to incorporate in the new version of the original document.

2. Select **Save Merged Version** in the **Save** button dropdown. The Litera Compare for Word Save dialog is displayed.



**Note:** The save options available will vary depending on your DMS integration and how your administrator has configured Litera Compare for Word.

3. Select where to save, for example, a local location or your DMS.
4. Click **OK**. A standard save dialog for Windows or your DMS is displayed, depending on your selection.
5. Specify details for the saved file.

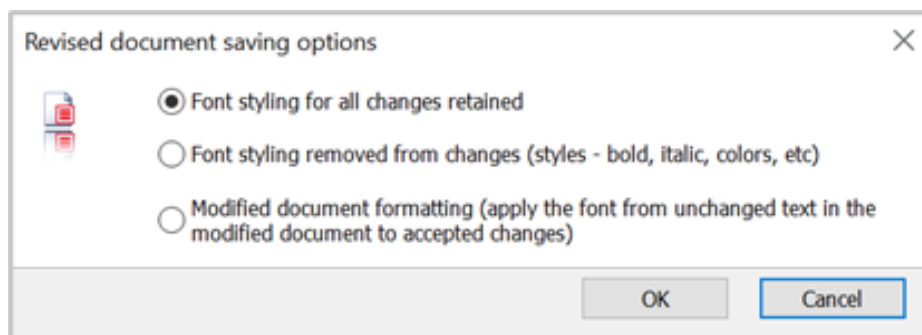
## Create a revised version

After accepting at least one change, you can create a new clean version of the document which includes all accepted changes and no mark-up.

### To create a revised version

1. In the **Change List**, select and accept the changes you wish to incorporate in your revised version.

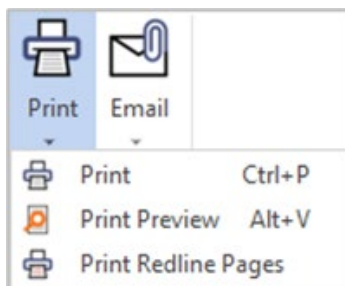
2. Select **Create Revised Version** in the **Save** button dropdown:



3. Select how you would like your accepted changes to be formatted.
4. Click **OK**. The Litera Compare for Word Save dialog is displayed.
5. Select where to save, for example, a local location or your DMS.
6. Click **OK**. A standard save dialog for Windows or your DMS is displayed, depending on your selection.
7. Specify details for the saved file.

## Print a comparison

The **Print** button in the Litera Compare ribbon is also a split button. The button itself prints the currently active redline, while the arrow displays a dropdown menu with the following options:

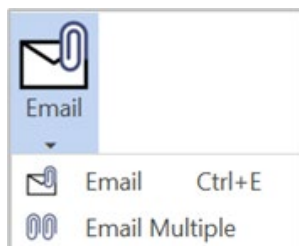


- |                            |  |
|----------------------------|--|
| <b>Print</b>               | Print the currently active redline.  |
| <b>Print Preview</b>       | Open the <b>Print Preview</b> tab on the Litera Compare ribbon to view a representation of how the selected document will print out. |
| <b>Print Redline Pages</b> | Print only pages with marked changes.  |

**Note:** Please see the [Redline Options](#) section regarding optional settings involving header/footer changes.

## Email comparisons

The **Email** button in the Litera Compare ribbon is the last split button in the Share group. The button icon itself opens the Email dialog to email the currently selected comparison documents, while the arrow displays a dropdown menu with the following options:

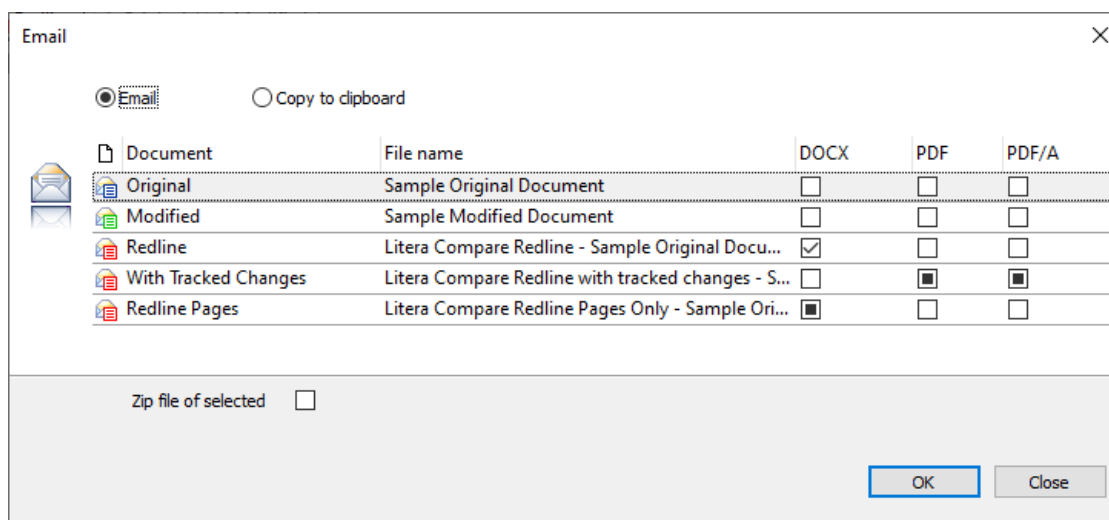


**Email** Email the currently active comparison, as well as any supporting documents.

**Email Multiple** Email any number of currently open comparisons when multiple comparison tabs are open, as well as any supporting documents.

### To email the currently selected comparison

1. Click the **Email** button. The Litera Compare for Word Email dialog opens:



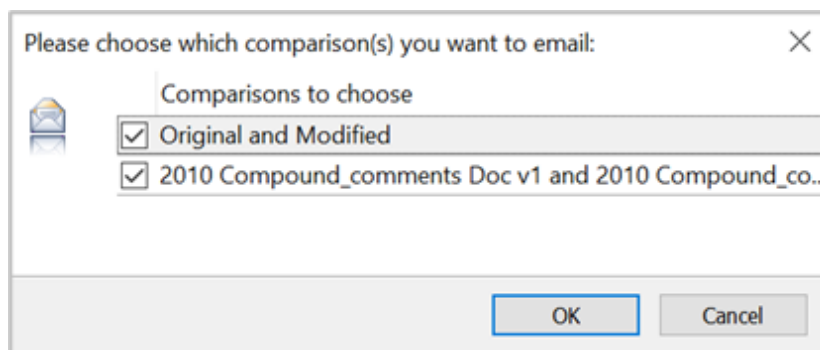
**Note:** Your administrator has configured the options for which documents can be attached and for available file formats.

2. Select **Email** if you want to create a new email with the selected files attached, or select **Copy to clipboard** if you want to copy the selected files to the clipboard so you can paste the selected files into an existing email.
3. Select the document(s) you want to attach to an email.

4. You can change the name of any of the documents you have selected to attach to your email. Click once in the **File name** column for the document you want to rename, then type in the new name. You can also click **CTRL+A** to select the entire file name, then start typing to delete the existing file name and create the new one. This changes the name of the file attached to your email, but it does not change the name of any files saved on your computer or in your DMS.
5. You can compress all selected documents into a single ZIP file by selecting the **Zip file of selected** checkbox.
6. Click **OK**. Litera Compare renames, converts to PDF, and/or zips the selected files as specified, and then:
  - If you selected **Email**, attaches the selected files to a single email. That email displays within your default email client; from there, you can add your recipients, subject line, and message.
  - If you selected **Copy to clipboard**, copies the selected files to the clipboard. You can go to an open email, or reply to an email, or create a new email in your email application and paste the selected files as attachments.

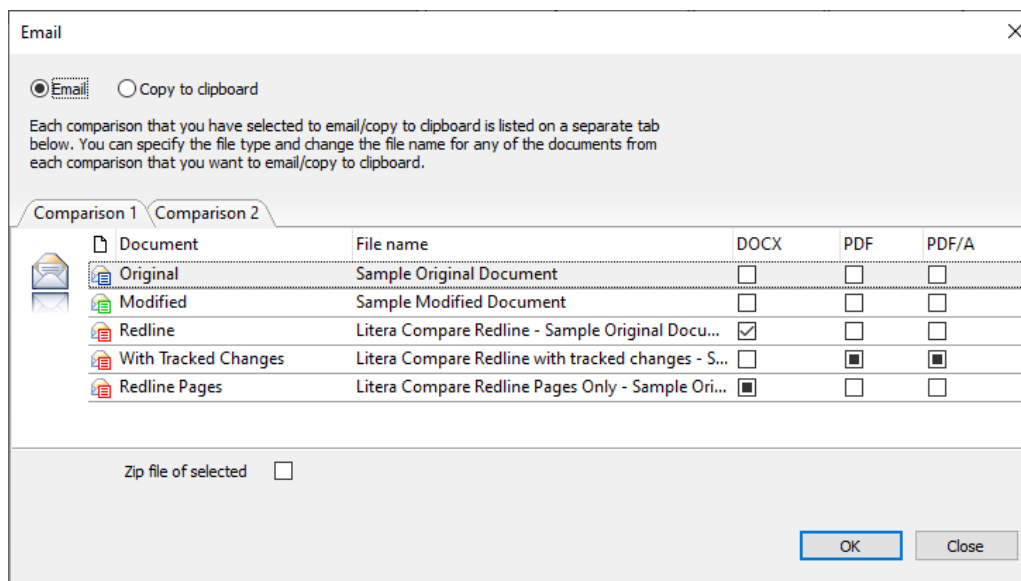
## To email more than one comparison

1. Click the **Email** button's dropdown arrow and select **Email Multiple**. The Please choose which comparison(s) you want to email dialog opens:



2. Select any comparison(s) you want to email, and deselect the ones you don't. Then, click **OK**.

The standard Email dialog displays, with each selected comparison displaying in its own separate tab.



**Note:** Your administrator has configured the options for which documents can be attached and the file formats available.

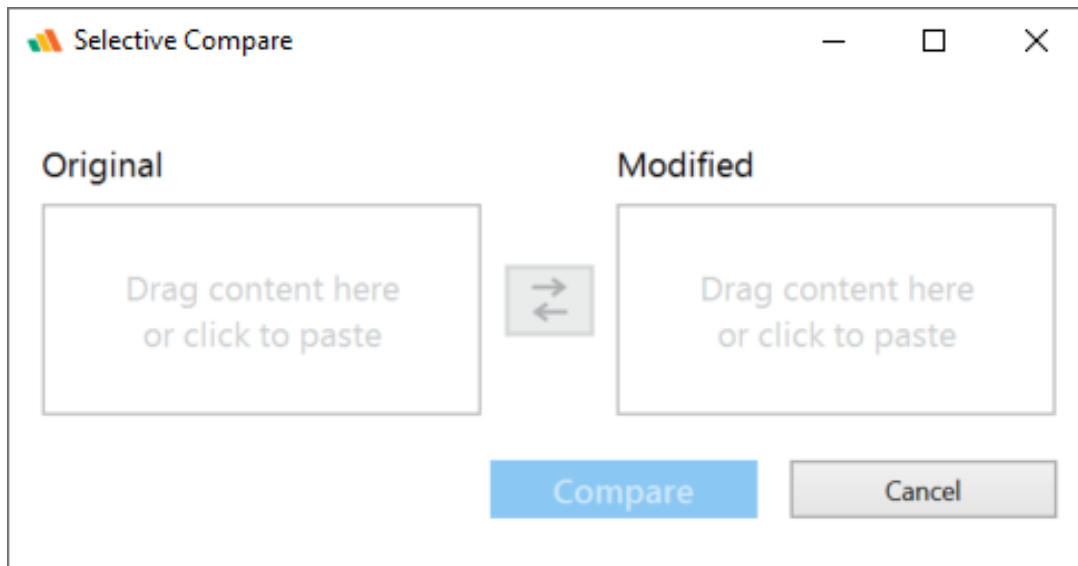
3. Select **Email** if you want to create a new email with the selected files attached, or select **Copy to clipboard** if you want to copy the selected files to the clipboard so you can paste the selected files into an existing email.
4. For each comparison, select the document(s) you want to attach to an email.
5. You can change the name of any of the documents you have selected to attach to your email. Click once in the **File name** column for the document you want to rename, then type in the new name. You can also click **CTRL+A** to select the entire file name, then start typing to delete the existing file name and create the new one. This changes the name of the file attached to your email, but it does not change the name of any files saved on your computer or in your DMS.
6. You can compress all selected documents into a single ZIP file by selecting the **Zip file of selected** checkbox.
7. Click **OK**. Litera Compare renames, converts to PDF, and/or zips the selected files as specified, and then:
  - If you selected **Email**, attaches the selected files to a single email. That email displays within your default email client; from there, you can add your recipients, subject line, and message.
  - If you selected **Copy to clipboard**, copies the selected files to the clipboard. You can go to an open email, or reply to an email, or create a new email in your email application and paste the selected files as attachments.

## Compare 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.

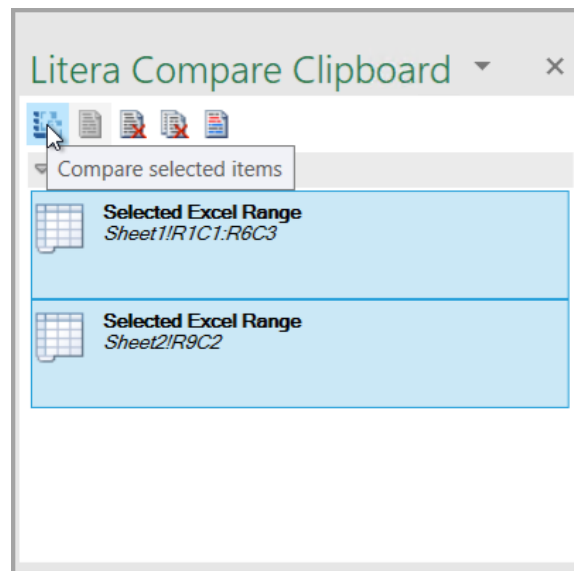
**Tip:** To swap the original and modified content, click .

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**.

## Litera Compare Clipboard comparison

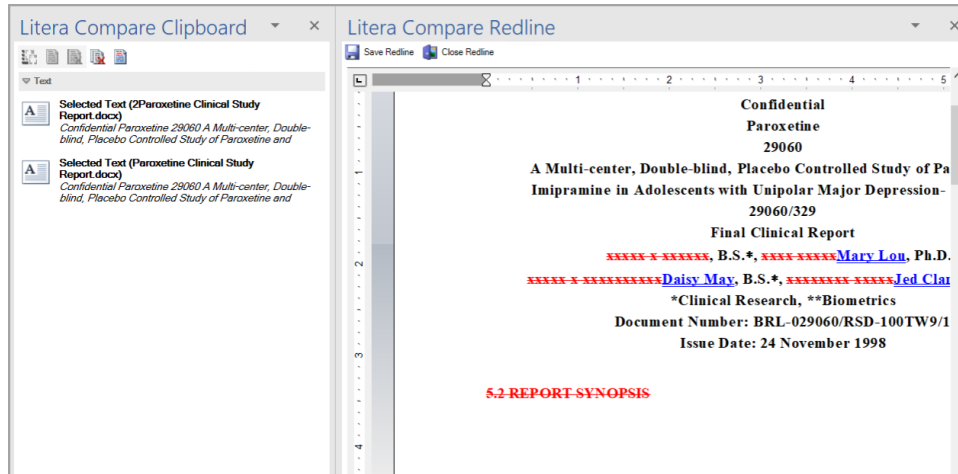
Litera Compare Clipboard comparison enables comparison of content from any Windows application, without having to save the content to a file beforehand. Selected content is copied to the Litera Compare Clipboard, available in Microsoft Office applications (Word, Excel, Outlook, and PowerPoint). The Litera Compare Clipboard can be viewed in its own pane from which any two clipboard items can be selected for comparison. This pane, the **Litera Compare Clipboard** pane, displays in Office applications, either at the left side or the right side of the application window, depending on the application:



The Litera Compare Clipboard is separate from the Windows clipboard; thus Litera Compare Clipboard comparisons can only be started from the Litera Compare Clipboard, not the Windows clipboard.

**Note:** The Litera Clipboard and the Litera Compare Clipboard pane both refer to the same functionality.

Clipboard comparison redlines are displayed in a separate **Litera Compare Redline** pane in any Office application. The redline and mark-up are created based on the previously selected style from the application's corresponding Litera Compare component (i.e. Litera Compare for Word styles for redlines shown in Word).



## The Litera Compare Clipboard pane

The **Litera Compare Clipboard** pane lists all content that has been copied to the Litera Compare Clipboard from any application. Content from any application except Excel is listed in the **Text** section, while Excel content is listed in the **Cells** section. You can only compare content from within each section; you cannot compare content from both the **Text** and the **Cells** sections together.

### Toolbar



#### Compare selected items (1)

Compare the selected items, with the first item selected as the original content and the second item selected as the modified content. This button is active only if two items are selected in the Clipboard. Please be sure to select your original and modified content accordingly.

#### Open selected item (2)

Open the selected item as a new document. This is useful if you want to edit the item before or after a comparison.

#### Delete selected items (3)

Delete the selected item(s) from the Clipboard.

**Clear comparison clipboard (4)**

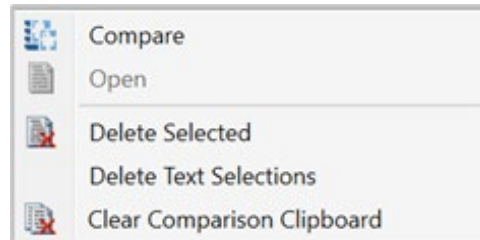
Delete all items from the Clipboard.

**Show Redline (5)**

Open the **Litera Compare Redline** pane to view the redline.

**Right-click menu**

When you right-click within the **Litera Compare Clipboard** pane, the following options display:

**Compare**

Compare the selected items, with the first item selected as the original content and the second item selected as the modified content. This option is active only if two items are selected in the Clipboard.

**Open**

Open the selected item as a new document. This is useful if you want to edit the item before or after a comparison.

**Delete Selected**

Delete the selected item(s) from the Clipboard.

**Delete Text Selections**

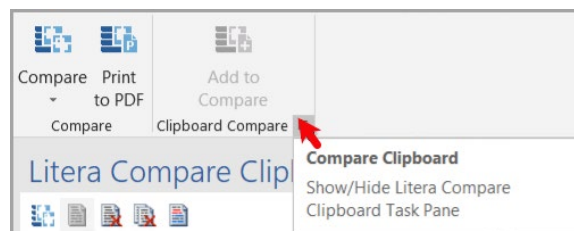
Delete any items in the **Text** section from the Clipboard.

**Clear Comparison Clipboard**

Delete all items in the Clipboard.

**To open and close the Litara Compare Clipboard pane in any Office application**

1. Switch to the **Litera** tab in the Office application ribbon.
2. Click the dropdown arrow button in the lower right corner of the **Clipboard Compare** group:



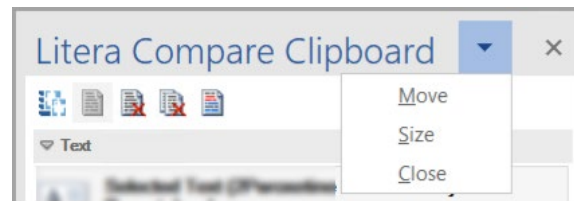
This is a toggle button. If the **Litera Compare Clipboard** pane is not visible, clicking the button opens it; if the pane is visible, clicking the button closes it.

The **Litera Compare Clipboard** pane can also be closed by clicking the X button in its title bar:



## To move and re-size the Litara Compare Clipboard pane

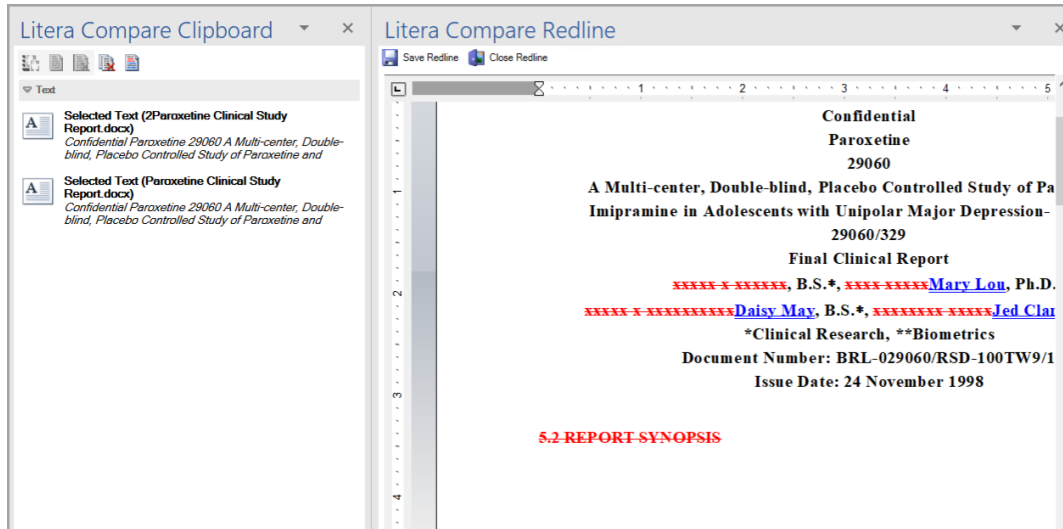
Click the arrow icon in the **Litera Compare Clipboard** title bar to view the following options:



- |              |  |
|--------------|--|
| <b>Move</b>  | Move the Clipboard to a new location within Word. If moved to certain locations (i.e., between the document and the ribbon, the far left or right sides), the Clipboard will automatically lock and expand to fit the space. |
| <b>Size</b>  | Change the size of the Clipboard.  |
| <b>Close</b> | Close/hide the Clipboard.  |

## The Litera Compare Clipboard comparison redline pane

The **Litera Compare Redline** pane shows the comparison mark-up from a clipboard comparison:



There is no right-click menu inside this pane. However, you can highlight any of the content displayed there and then press **CTRL+C** to copy it to the Windows clipboard if you want to paste the mark-up somewhere else.

## Toolbar



- |                      |  |
|----------------------|--|
| <b>Save Redline</b>  | Save the Clipboard comparison redline as a new document. |
| <b>Close Redline</b> | Close the <b>Litera Compare Redline</b> pane.            |

## To open the Litera Compare redline pane in any Office application

- Perform a Clipboard comparison;

OR

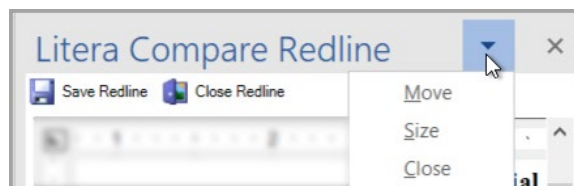
- Open the **Litera Compare Clipboard** pane.
- Click the **Show Redline** icon in the Litera Compare Clipboard toolbar.

## To close the Litera Compare redline pane in any Office application

- Click the **Close Redline** button in the Litera Compare Redline pane toolbar or click the **X** button in the Litera Compare Redline pane title bar.

## To move and re-size the Litera Compare redline pane

Click the dropdown arrow in the **Litera Compare Redline** pane title bar to view the following options:



- Move** Move the redline pane to a new location within Word. If moved to certain locations, the pane will automatically lock and expand to fit the space.
- Size** Change the size of the redline pane.
- Close** Close the redline pane. If you have any unsaved changes, you will be prompted to save them.

## Add content to the Litera Compare Clipboard for comparison

### From any Office application

1. Select the content you want to copy to the Litera Compare Clipboard.
2. Drag the content to the **Litera Compare Clipboard** pane and drop it in; if the drag-and-drop succeeds, the content appears in the pane as a snippet.

OR

- Click the **Add to Compare** button on the **Litera** tab in the Office application's ribbon.

### From another Windows application

You can copy content to the Litera Compare Clipboard from almost any Windows application (except Adobe Reader):

1. Open both the source Windows application and any M Office application so both windows are visible. Also, make sure that the **Litera Compare Clipboard** pane in the Office application window is displayed.
2. Select the content in the source application that you want to copy to the Clipboard.
3. Drag the content to the **Litera Compare Clipboard** pane and drop it there.
4. If the drag-and-drop succeeds, the content appears in the pane as a snippet.

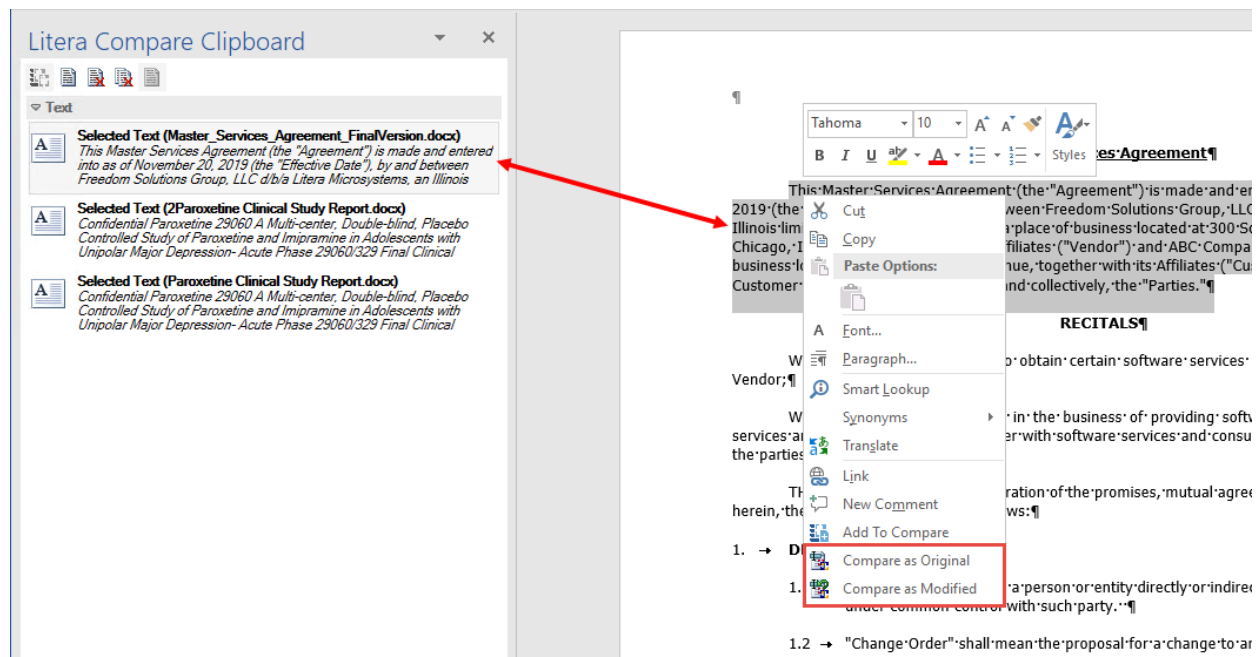
## Compare two items in the Litera Compare Clipboard

1. Select the original item first.
2. Select the modified item second.
3. With only the two items selected, click the **Compare selected items** button icon in the Litera Compare Clipboard toolbar, or right click and select **Compare**.

## Compare one item from the Litera Compare Clipboard to selected text

You can compare content in Office applications against a single selected item in the Litera Compare Clipboard:

1. Select any single item in the **Litera Compare Clipboard** pane.
2. Select any content in an Office application.
3. Right click the selected text in the application window and select whether to use it as the original or modified content in the clipboard comparison:



### Compare as Original

Compare the selected text as the original content and the selected item in the Clipboard as the modified content.

### Compare as Modified

Compare the selected item in the Clipboard as the original content and the selected text as the modified content.

# Keyboard shortcuts

These keyboard shortcuts are not case sensitive and work when the appropriate tab or dialog is selected.

## General

F1	Help
F3	Toggle changes
F5	First change
F6	Previous change
F7	Next change
F8	Last change
F9	Start comparison
Ctrl+F9	Start comparison in new tab
F10	Apply new style
Ctrl+T	Stop comparison
Ctrl+W	Switch comparison
Ctrl+S	Save comparison
Ctrl+E	Email
Ctrl+P	Print
Ctrl+R	Edit styles
Ctrl+A	Select all
Ctrl+C	Copy
Ctrl+F	Find
Ctrl+G	Go To
Ctrl+Z	Zoom (one panel)
Ctrl+L	Show/hide Change List
Ctrl+B	Accept all
Ctrl+H	Reject all
Ctrl+X	Global hot key for Exit
Ctrl+F4	Close active comparison

**Compare Tab**

Alt+C	Compare tab
Alt+R	Move to Original button menu
Alt+F	Move to Modified button menu
Ctrl+O	Original document field
Ctrl+M	Modified document field
Alt+D	DMS open file dialog for Original document
Alt+G	DMS open file dialog for Modified document
Alt+I	Windows Explorer open file dialog for Original document
Alt+K	Windows Explorer open file dialog for Modified document
Alt+Y	Dropdown style menu
Alt+1	Layout1
Alt+2	Layout2
Alt+3	Layout3
Alt+4	Layout4
Alt+5	Layout5
Alt+6	Layout6
Alt+7	Layout7
Alt+8	Layout8
Alt+9	Layout9
Alt+0	Layout10
Alt+U	Page setup
Alt+V	Print preview

**View Tab**

Alt+L	Set redline to Print View
Alt+N	Set redline to Draft View
Alt+F	Open/close headers/footers
Alt+W	Show/hide formatting characters
Alt+I	Properties
Alt+E	Turn on/off view ruler
Ctrl+Alt+C	Show comments
Ctrl+Alt+M	Show Comments Pane

Alt+G	Launch printable Change Report in new window
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### All Dialogs

Esc	Close dialogs
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### Quick Access Toolbar

Please note that the functions of these shortcuts may vary depending on the Quick Access Toolbar content and sequence.

Alt+Shift+1	Show/Hide formatting characters
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Alt+Shift+2	Switch to Layout 6
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Alt+Shift+3	Print
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### Print Preview Window

Alt+Z	Zoom
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Alt+P	Print
-------	-------

Alt+E	Exit
-------	------

Alt+O	Print redline Pages
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### Change Report Window

Alt+S	Save
-------	------

Alt+Z	Zoom
-------	------

Alt+P	Print
-------	-------

Alt+E	Exit
-------	------

### Find Dialog

Alt+F	Start the search
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Alt+E	Close dialog
-------	--------------

Alt+D	Search downwards
-------	------------------

Alt+U	Search upwards
-------	----------------

Alt+S	Start search from the beginning
-------	---------------------------------

Alt+C	Check/uncheck match case
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Alt+Y	Check/uncheck find whole words only
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### Go To Dialog

Alt+O	Go to the defined page
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Alt+S	Go to the previous page
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Alt+T	Go to the next page
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# Settings

Using the **Settings** option in the File tab, you can configure basic settings for Litera Compare for Word. Your administrator can configure more advanced settings using the Litera Administrator Panel.

The following settings are available:

Parameter	Description	Default
<b>Prompt to save comparison</b>	If selected, when closing a comparison, a message is displayed prompting you to save the comparison.	Selected

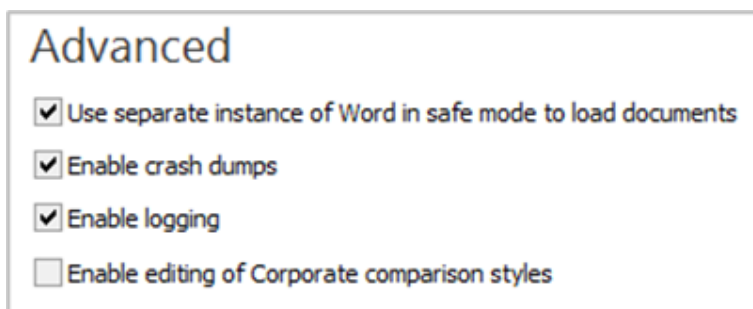
Parameter	Description	Default
<b>Show confirmation after saving</b>	If selected, a confirmation message is displayed after saving a comparison enabling you to open the saved comparison if you want.	Selected
<b>Default save format (local)</b>	The save format selected by default when saving comparisons locally. Default logic means the file format of the modified document is selected as the default. You can change the format when saving a comparison.	Default logic
<b>Clear file names from Original and Modified fields</b>	If selected, after running a comparison, the files names are cleared from the <b>Original</b> and <b>Modified</b> fields.	Not selected
<b>Show file name only (do not show path)</b>	If selected, only the file name is shown in the <b>Original</b> and <b>Modified</b> fields. When not selected, the full path is shown.	Selected
<b>Start comparison automatically after selecting documents from file folders, emails, or the DMS</b>	If selected, the comparison is run as soon as the original and modified documents are selected, without the need for you to click <b>Compare</b> .	Selected
<b>Switch button automatically starts comparison</b>	If selected, clicking the <b>Switch</b> button (to replace the original with the modified and the modified with the original) switches the source documents and automatically runs the comparison without the need for you to click <b>Compare</b> .	Selected
<b>OCR Options</b>	OCR is applied to all PDF documents to convert them to DOCX format before comparison.	
<b>Default language</b>	The default language used for OCR is English and this cannot be changed.	English
<b>Alternate Language 1 / Alternate Language 2</b>	When PDF files are multilingual, you can select alternate languages so additional dictionaries are used during the OCR process.	None selected

Parameter	Description	Default
<b>Test OCR</b>	To test OCR functionality or check OCR results of a single document without comparison, select a document in the <b>Test OCR</b> field. The selected document is converted from PDF to DOCX format and opened in Word.	
<b>Enable cache</b>	<p>If selected, converted PDF documents are saved to a cache folder and if you re-compare the same document with the same language and PDF layout settings, the converted file from the cache folder is used, skipping the conversion stage and reducing comparison time. You can specify the maximum size of the cache in MB.</p> <p><b>View cache</b> displays the cache folder and <b>Clear PDF cache</b> deletes all files from the cache folder.</p> <p><b>Note:</b> The cache is cleared automatically when Litera Compare restarts.</p>	Selected, 10 MB
<b>Collapse Change List</b>	<p>If selected, after running a comparison, the Change list is collapsed and you must click it to show the list of changes.</p> <p>This option is disabled if <b>Floating panels</b> is selected.</p>	Not selected
<b>Floating panels</b>	<p>If selected, the Litera Compare for Word UI panels can be dragged to different positions. If <b>Lock floating panels together</b> is also selected, the panels are always locked together in the interface. If this sub-option is not selected, the panels can float over each other and be moved to any position.</p> <p>If <b>Floating panels</b> is not selected, the UI panels are pinned to the ribbon.</p>	Selected

Parameter	Description	Default
<b>Compact ribbon (show only the ribbon at start...)</b>	<p>If selected, only the ribbon is shown when launching Litera Compare for Word. When not selected, the ribbon and an empty comparison display area is shown.</p> <p>If you change this setting, you must restart Litera Compare for Word.</p> <p>This option is disabled if <b>Floating panels</b> is selected.</p>	Not selected
<b>Show ruler</b>	<p>If selected, shows the ruler at the top of the redline panel.</p> <p>When <b>Save the state of toolbar buttons</b> is turned off (in LAP &gt; Litera Compare for Word &gt; Appearance and Behavior), this option will be selected and disabled.</p>	Selected
<b>Use separate Litera Compare window when comparing from Windows, Word, or the DMS</b>	<p>If selected, each new comparison started from Windows Explorer, Word or the DMS is run and displayed in a new window of Litera Compare for Word.</p> <p>If you change this setting, you must restart Litera Compare for Word.</p>	Not selected
<b>Disable preview in the comparison style selection dropdown list</b>	<p>If selected, only the style names are shown in the Styles dropdown list. When not selected, a preview of each style is shown below the style.</p>	Selected
<b>Default layout</b>	<p>Determines the default display of the comparison and source documents.</p> <p><b>Layout 6</b> shows the redline, the original and the modified as three tabs in one window/panel.</p>	Layout 6
<b>Personal comparison styles location</b>	<p>The location of any personal comparison styles you create.</p> <p>If you change this setting, you must restart Litera Compare for Word.</p>	[username] /AppData /Roaming/ Litera/ Change- Pro Styles

## Advanced mode

Litera Compare for Word's Advanced mode enables help desk support teams to adjust specific operating options for the current user. Advanced mode should only be used if requested by Litera Support. When Litera Compare for Word operates in Advanced mode, an additional group of Advanced settings appear on the Litera Compare for Word Settings panel:



<b>Use separate instance of Word in safe mode to load documents</b>	When loading original and modified documents in Litera Compare for Word, create a separate instance of Word running in safe mode; this instance of Word is terminated when the comparison terminates; no recommended default value.
<b>Enable crash dumps</b>	Useful when troubleshooting if Litera Compare crashes for any reason; recommended default value is checked.
<b>Enable logging</b>	Useful when troubleshooting specific comparison issues; recommended default value is unchecked.
<b>Enable editing of Corporate comparison styles</b>	Useful when troubleshooting comparison issues and the current user does not have rights to edit Corporate rendering styles; recommended default value is unchecked.

To start Litera Compare for Word in Advanced mode, use the **/advanced** command line switch, e.g.:

```
C:\Program Files (x86)\Litera\Compare\lcp_main.exe /advanced
```