



Litera Compare for PDF

User Guide

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Introduction to Litera Compare for PDF

Utilizing the same comparison technology that makes comparing Word documents, Excel spreadsheets, and PowerPoint presentations quick and efficient, the **Litera Compare for PDF** component for Litera Compare Suite allows for full comparison of PDF documents. It complements the existing PDF comparison options in the rest of Litera Compare Premier, but also allows for “native” comparison, which not only is fast but also does not require conversion to Word.

Starting Litera Compare for PDF

Litera Compare for PDF gives you flexibility when starting comparisons, depending on your system administrator’s configurations. For example, Litera Compare can be set to start automatically when original and/or modified documents are selected for comparison in Windows file folders, DMS workspace folders, and within MS Office applications.

You can launch Litera Compare for PDF via one of the following methods:

Windows Desktop Double-click the Litera Compare for PDF icon .



Windows Start button

Start | Litera | Litera Compare for PDF

DMS

A variety of right-click comparison options are available, depending on the DMS. These allow you to select the files you wish to compare in the DMS software and send them to Litera Compare, ready for comparison. Examples from the iManage DMS include:

- **Litera Compare Selected** - select two documents in the same DMS folder.
- **Litera Compare with Previous Version** - select a document with more than one DMS version.
- **Litera Compare Select as Original** and **Litera Compare Select as Modified** select original and modified documents from different workspace folders and send them to Change-Pro for comparison.

Windows File Folders

Select an original document, hold down the **CTRL key**, and select a modified document; then right click and select **Compare with Litera Compare** (both documents need to be in the same folder).

OR

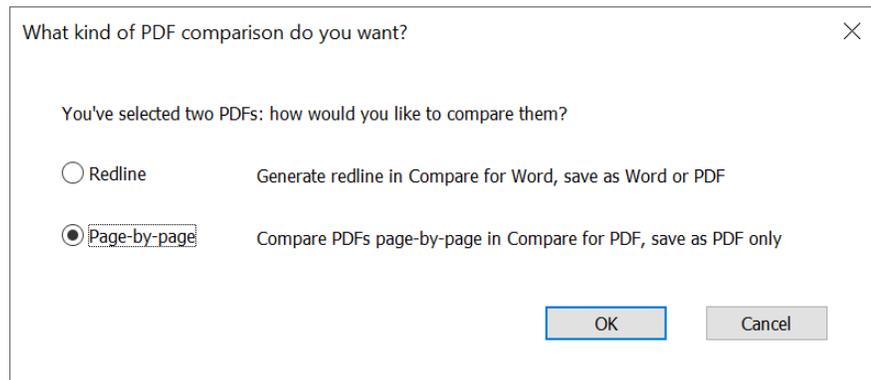
If Litera Compare is configured to start whenever you select any document for comparison, then select a document, right click, and choose either **Litera Compare | Compare (Original)** or **Litera Compare | Compare (Modified)**.

Open PDF Document

Click the **Litera Compare** button on the **Litera** tab to send the document to Litera Compare for comparison.

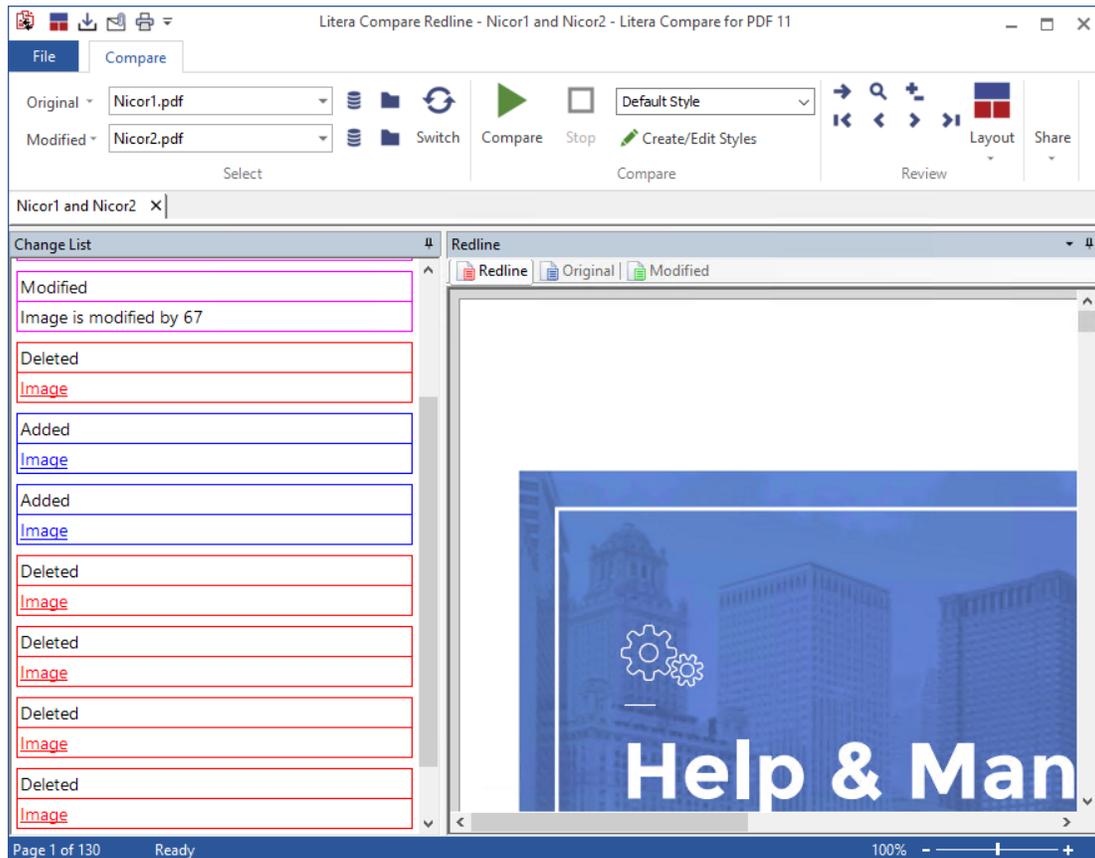
From Litera Compare for Word

Select two PDF documents to compare. Next, click the **Compare** button, and then select the **Page-by-page option** in the resulting dialog. The comparison then runs and opens in Compare for PDF.



Litera Compare user interface

The Litera Compare for PDF interface is like that of Litera Compare for Word, with minor differences. For example, there is no View tab, and the Change List appears slightly differently.



Note: This User Guide assumes that you are already familiar with Litera Compare for Word. If you wish to see more details about Litera Compare for Word, please see the *Litera Compare for Word User's Guide*.

Additionally, when you launch Litera Compare for PDF by itself, without going through CP for Word first, all PDFs that you compare can **ONLY** be compared natively, on a page-by-page basis. This is unlike CP for Word, wherein you can select other options for comparing PDFs. However, unlike with CP for Word, comparing PDFs directly within Litera Compare for PDF provides more of a “true” PDF comparison, because the PDFs are not converted to Word beforehand.

PDF comparison methods

Native PDF comparison in Litera Compare for PDF compares PDF documents on a page-by-page basis, which is perfect for PDFs where content does not flow from page-to-page. This is also ideal for documents with images, complex layouts, or many tables (e.g., brochures, forms, or PowerPoint decks or Excel spreadsheets printed as PDFs).

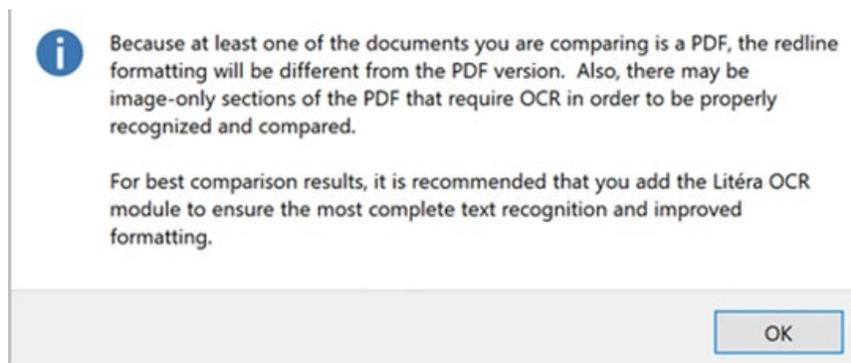
If content does flow from one page to another, that text is marked as deleted on the page where it originally appeared, and then added on the page where it appears in the modified document, even if there is no difference in the text itself. In that case, you might prefer to navigate away from Litera Compare for PDF, and instead use the Standard or Simple methods within Litera Compare for Word. All three PDF comparison methods are available via the “**What kind of PDF comparison do you want?**” dialog in Litera Compare for Word, as shown earlier.

Both the Standard and Simple methods convert the PDFs to .DOCX Word files prior to comparison, but also allow for the redlines to be saved in either Word or PDF formats. Their differences are outlined below:

- **Standard:** Compares formatting, in addition to text and other content. Recommended for documents with large amounts of text in paragraphs (for example, contracts).
- **Simple:** Compares text only and ignores formatting. Recommended for documents with text in various orientations or mostly in tables (e.g., prospectuses).

Note: Litera OCR is not required to run either the Standard or Simple methods. However, if the module is not installed, a message indicating this is displayed after clicking **Compare**.

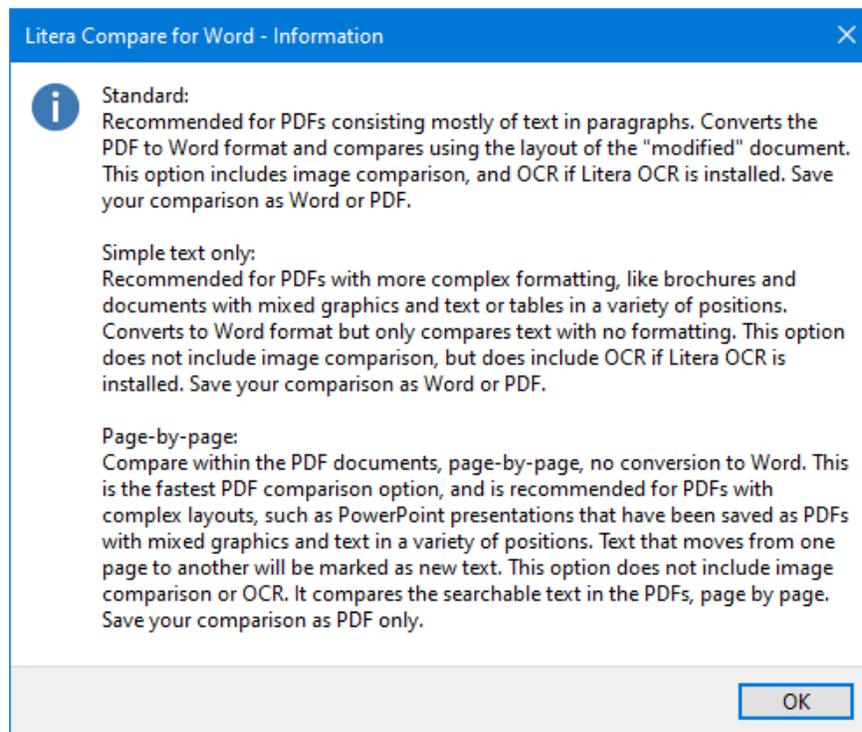
Also, the Standard and Simple methods work slightly differently depending on the licenses granted to you by your administrator. For example, if you have a license with only Litera PDF Converter, and not the OCR Module, the following message is displayed after running a comparison with either method:



Your license also affects how your comparisons will be rendered. For example, if you are licensed for PDF Converter only, the Standard and Simple methods yield identical comparison results. On the other hand, if you are licensed for the OCR Module, the Standard and Simple methods render according to the descriptions shown earlier. Please contact your administrator for any licenses you might need.

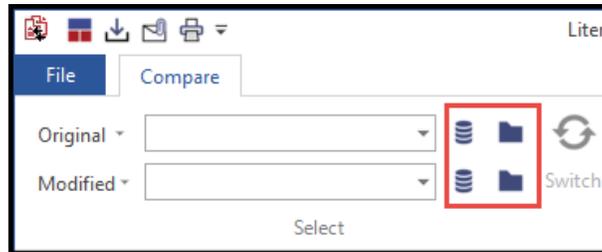
You can select any one of the three comparison methods when selecting to compare PDFs in CP for Word. If you select Standard or Simple, the comparison will be run in CP for Word.

For more details about each comparison method, click the **More information... link** in the “What kind of PDF comparison do you want?” dialog.



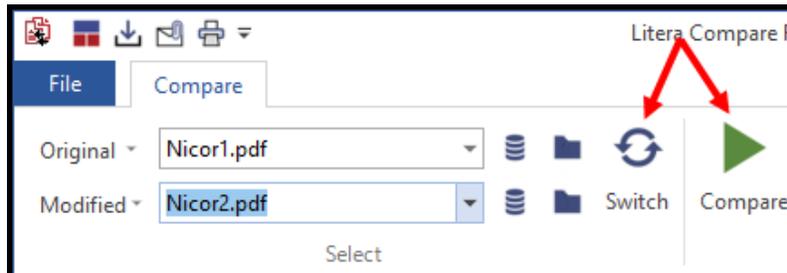
Using Litera Compare for PDF

The functions and features of Litera Compare for PDF are only slightly different than for Litera Compare for Word. When starting standalone CP for PDF, you can begin in the same way by selecting files to populate in the **Original** and **Modified** fields. Select these files from either your local computer or your company's DMS, if DMS integration has been enabled by your Administrator.



Note: You can also drag and drop PDFs into these fields from your Windows File Explorer.

To change which document is considered Original and which is Modified, click the **Switch** button. Otherwise, click the **Compare** button.



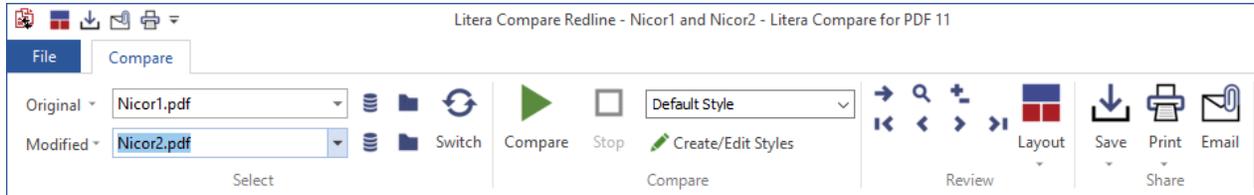
At any time during the comparison process, click on the **Stop** button to halt it.



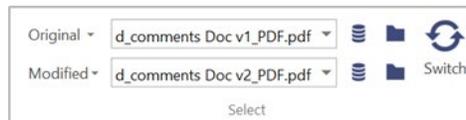
When the comparison is complete, the redline appears in the Document Window, and all changes are displayed in the Change List on the left. The Change List displays the mark-up of all modified, added, and deleted content, while the Document Viewer displays the specific areas in the PDFs where that content has been marked up. All mark-ups are represented in CP for PDF's default style, made especially for PDFs. However, you can create and use your own custom styles, which are unique to CP for PDF. For more information on creating styles, please see the [Styles section](#).

The Litera Compare for PDF ribbon

The Ribbon contains only one set of options, as represented by the **Compare** tab. These options are divided in several groups, as shown below:

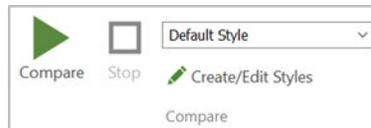


Select



This is where you select PDFs to compare.

Compare



In addition to the Compare and Stop buttons, this group also contains a **Style** dropdown list and a **Create/Edit Styles** button to create and edit styles. For more details, please see the [Styles section](#).

Review



This group allows you to navigate through the Change List and the redline itself, as well as change the redline's Layout.

Go To



Enter a page number within the redline to jump to.

Find



Enter and locate any specific string of text within the redline.

Zoom



Change the Document Viewer's zoom level.

Change navigation arrows



Use these arrows to navigate through the Change List. You can choose to navigate to the first change or the last change, or to scroll to either the next change or the previous change.

Layout



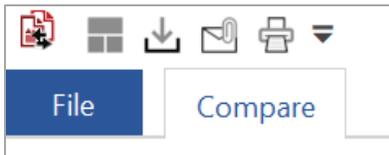
Use this dropdown menu button to change the redline's Layout. Litera Compare for PDF offers a variety of different layouts. Additional ones become available if you are using dual monitors.

Share

This group allows you to save, print, and email the redline. For more details, see the 'Sharing Comparisons' section.

The 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.

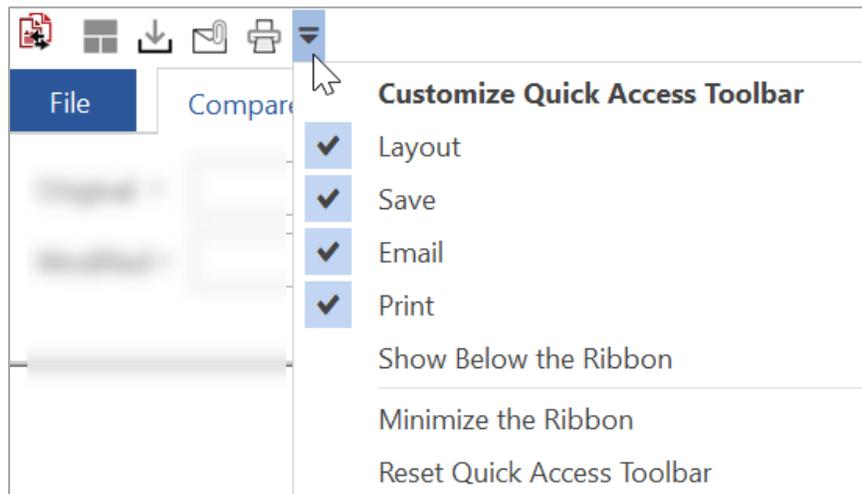


You can customize the QAT to suit your personal preferences.

To add a button to the QAT, right click the corresponding button on the Ribbon, and then 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.

The Change List

As explained earlier, the Change List lists all changes between the original and modified documents. Clicking any change here automatically navigates to that change within the Document Viewer.



The Comments Change Report

The **Comments Change Report**, located within the redline, lists the changes to the selected PDFs within the redline.

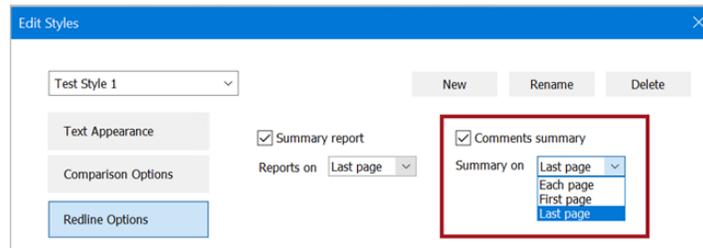
| Comments Change Report | | |
|------------------------|----------|---|
| # | Change | Comments Text |
| 1 | Deleted | As Reported by the Senate State and Local Government and Veterans Affairs Committee |
| 2 | Inserted | As Introduced |
| 3 | Modified | Regular Session Sub-S. B. No. 4 |
| 4 | Deleted | Cosponsors: Senators Daniels, Hughes, LaRose, Brown, Turner |
| 5 | Inserted | fund--intrastate, which is hereby created, and shall be used to pay costs related to such audits. The costs of audits of a state |
| 6 | Modified | Sub-S. B. No. 4 Page 2 As Introduced Reported by the Senate State and Local Government and Veterans Affairs Committee fund--intrastate, which is hereby created, and shall be used to pay costs related to such audits. The costs of audits of a state |

The Comments Change Report contains the following columns:

- #** The number of each change, labeled according to the order they appear in the redline. The numbers are marked in their appropriate locations within the redline itself.
- Change** Indicates the type of change (i.e. Inserted, Deleted, Modified, etc.)
- Comments Text** The changed text, whether it's from comments or from the redline body.

This report is tied to rendering styles and can be enabled or disabled via the **Edit Styles** dialog, within the **Redline Options** section. You must also designate where in the redline to include the report (each page, first page, or last page).

Note: If you choose to include the report on each page, the change number is reset in each instance.

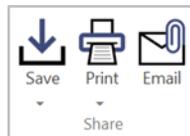


The Comments Change Report can also be saved or printed via the Save and Print button dropdowns.



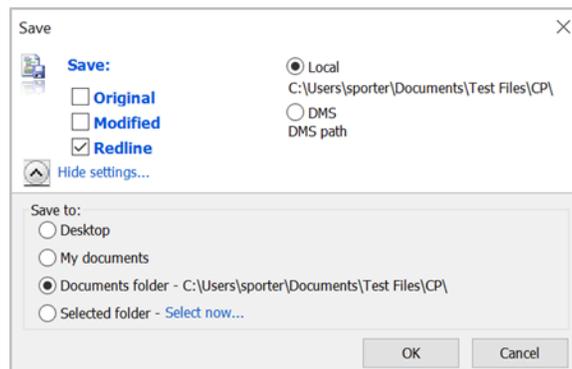
Sharing comparisons

You can save, print, and email all open documents, including the redline, using the **Save**, **Print** and **Email** buttons, respectively. All of these functions are available within the **Share group**.



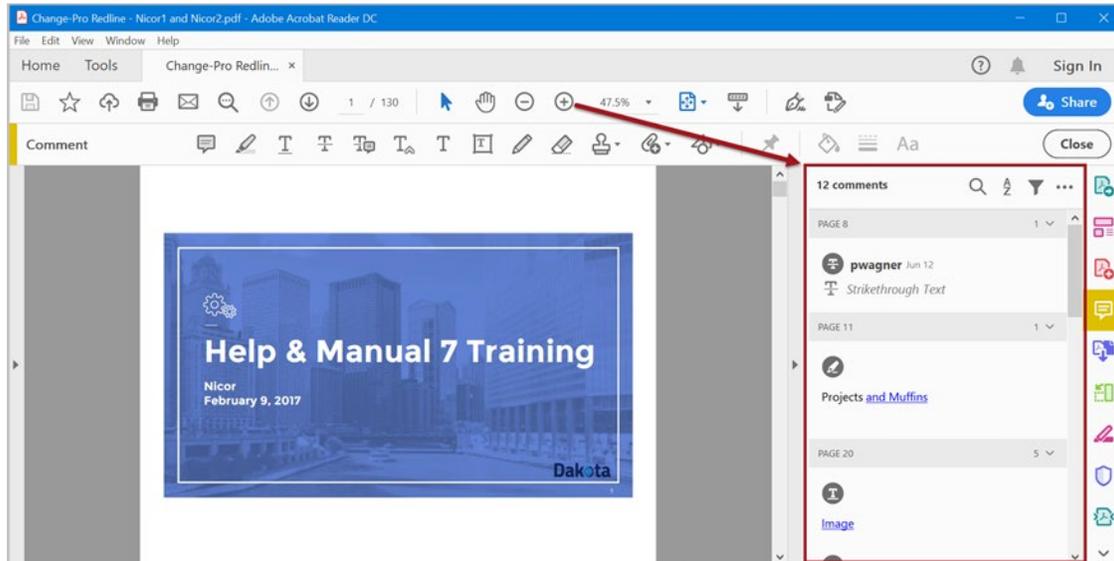
Saving comparisons

Clicking the **Save** button itself opens the following dialog:



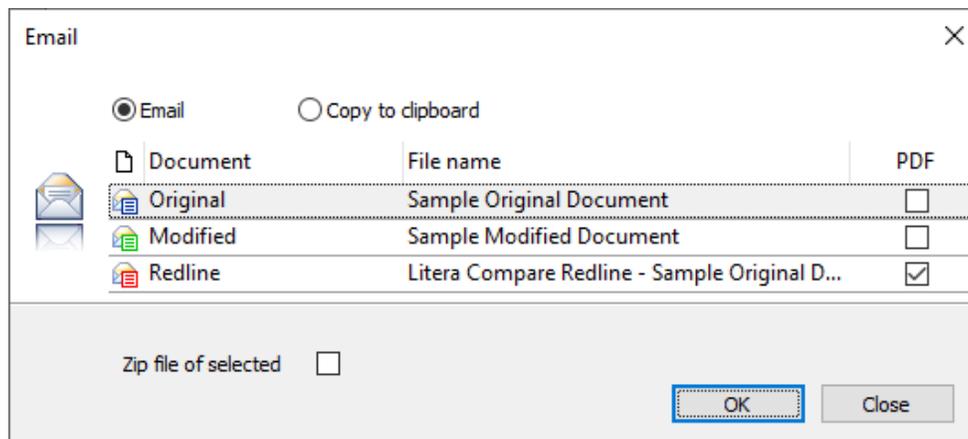
Select which versions to save and whether to save them in your local files or in your DMS. Then, select a folder or other location to save them to. It should be noted that you can only save them in their native formats.

After saving the redline, you can see its mark-ups within any PDF viewer application, wherein they are displayed as comments. Additionally, others can see these mark-ups as well, if you email the redline to them.



Emailing comparisons

1. Click the **Email** button to open the following dialog.

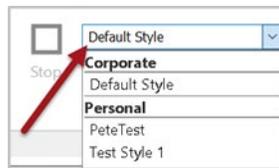


2. Select **Email** if you want to create a new email with the selected files attached, or select **Copy to clipboard** if you want to copy the selected files to the clipboard so you can paste the selected files into an existing email.
3. Select which files to email and whether to zip the selected files together.

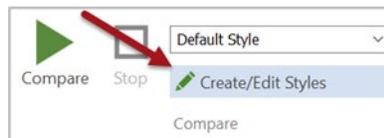
4. You can change the name of any of the files you have selected to attach to your email. Click once in the **File name** column for the file you want to rename, then type in the new name. You can also click **CTRL+A** to select the entire file name, then start typing to delete the existing file name 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. Click **OK**. Litera Compare for PDF renames, 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.

Styles

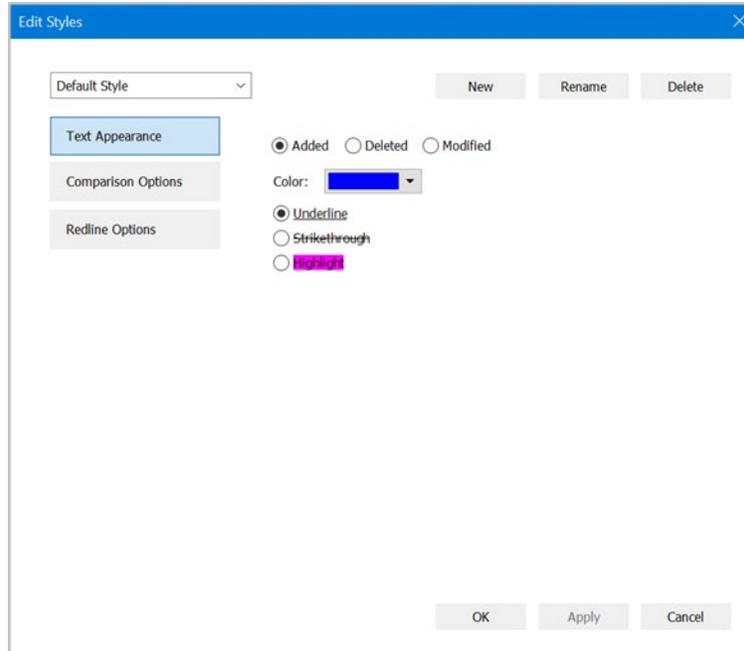
As noted earlier, you can use different mark-up styles for PDF comparisons, which can be selected from the **Styles dropdown list** on the Ribbon. Note that if you select a new style, you must re-run the comparison to apply it.



To edit existing styles or create new ones, click the **Create/Edit Styles** button.

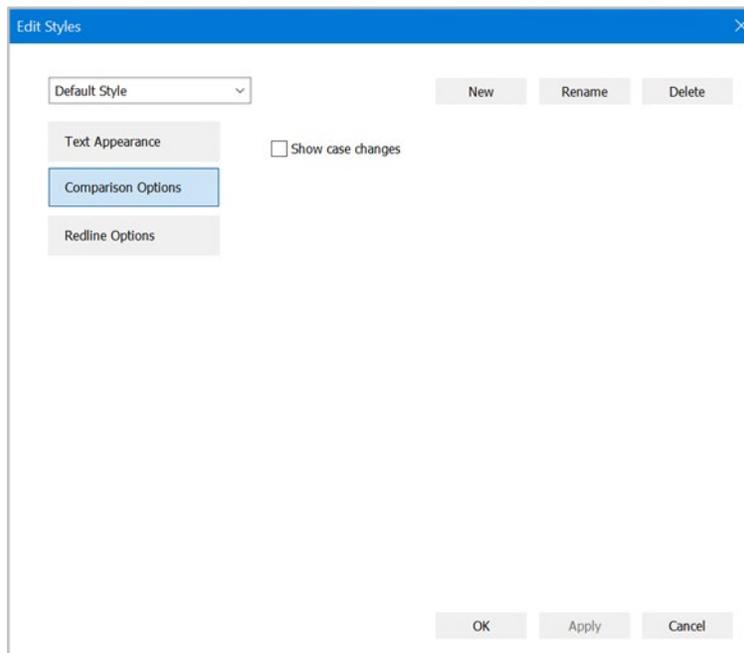


The **Edit Styles** dialog is displayed.

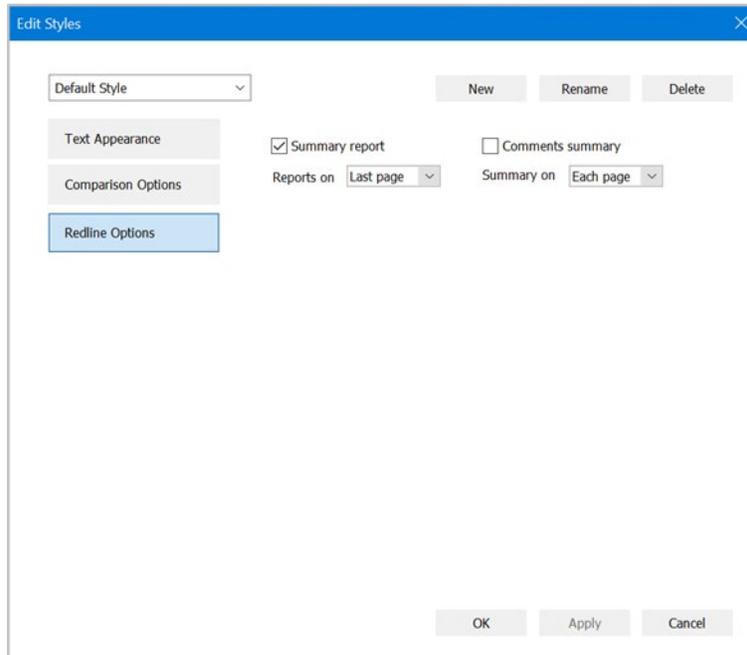


This dialog is divided into three different sections, represented by the tabs on the left:

- **Text Appearance.** The tab selected by default every time you open this dialog. Set the colors and styles (underline, strikethrough, or highlight) for text mark-ups, including added, deleted, and modified text.
- **Comparison Options.** Select whether to show changes in case within text (e.g., lowercase to uppercase).



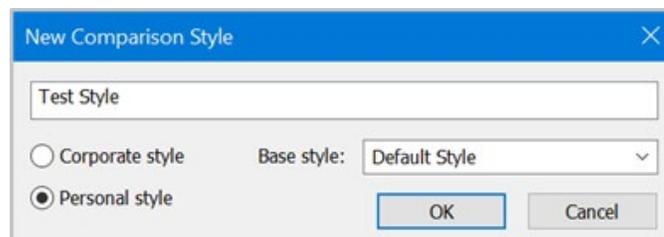
- **Redline Options.** Set whether to include a summary report and/or a comments change report in the comparison, allowing you to see a summary of all changes. If you do select to include either report, you must determine, from the dropdowns, whether to include each one as the first page or the last page in the redline (or each page, in the case of the comments change report).



To make edits to an existing style, select it from the style dropdown in the upper left corner of the dialog. After you have made your required changes, click the **Apply** button to save them.

Note: You are only able to edit Personal styles, unless you are running Litera Compare for PDF as an Administrator or with Administrator privileges.

To create a new style, click the **New** button. The following dialog displays:

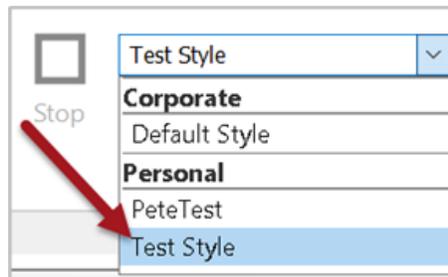


Use this dialog to name the new style, select a pre-existing style to receive its base settings from, and select whether to make it a Corporate style or a Personal style (only if you have Administrator privileges).

There are three main differences between Corporate and Personal styles:

- Personal styles can be edited by anyone using your computer, while Corporate styles can only be edited by Administrators or users with Administrator privileges.
- Personal styles are in the Roaming Profile folder on your computer, while Corporate styles are located in the Program Data folder by default.
- Personal styles are saved only for the current user of Litera Compare for PDF, while Corporate styles can be utilized by the entire organization.

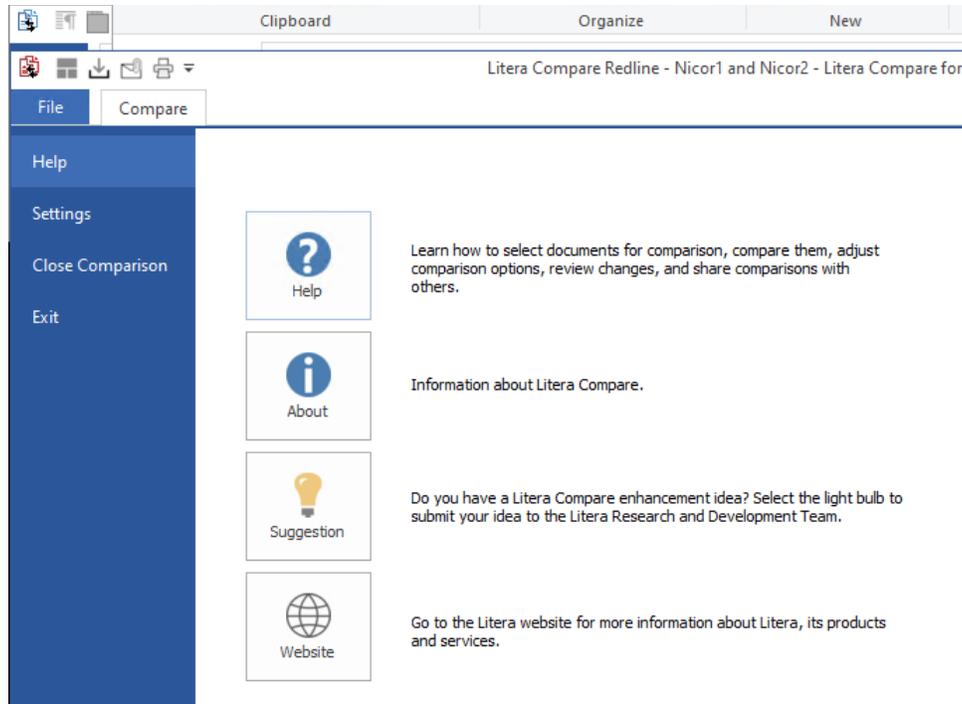
Click **OK**, and your new style is added to the list of available styles.



You can also rename or delete existing styles, by clicking the **Rename** and **Delete** buttons, respectively. It should be noted that clicking one of these buttons applies that action to whichever style you select in the dropdown beforehand, so be careful that you do not rename or delete the wrong styles.

File Menu

Click the **File** tab to access the following menu:



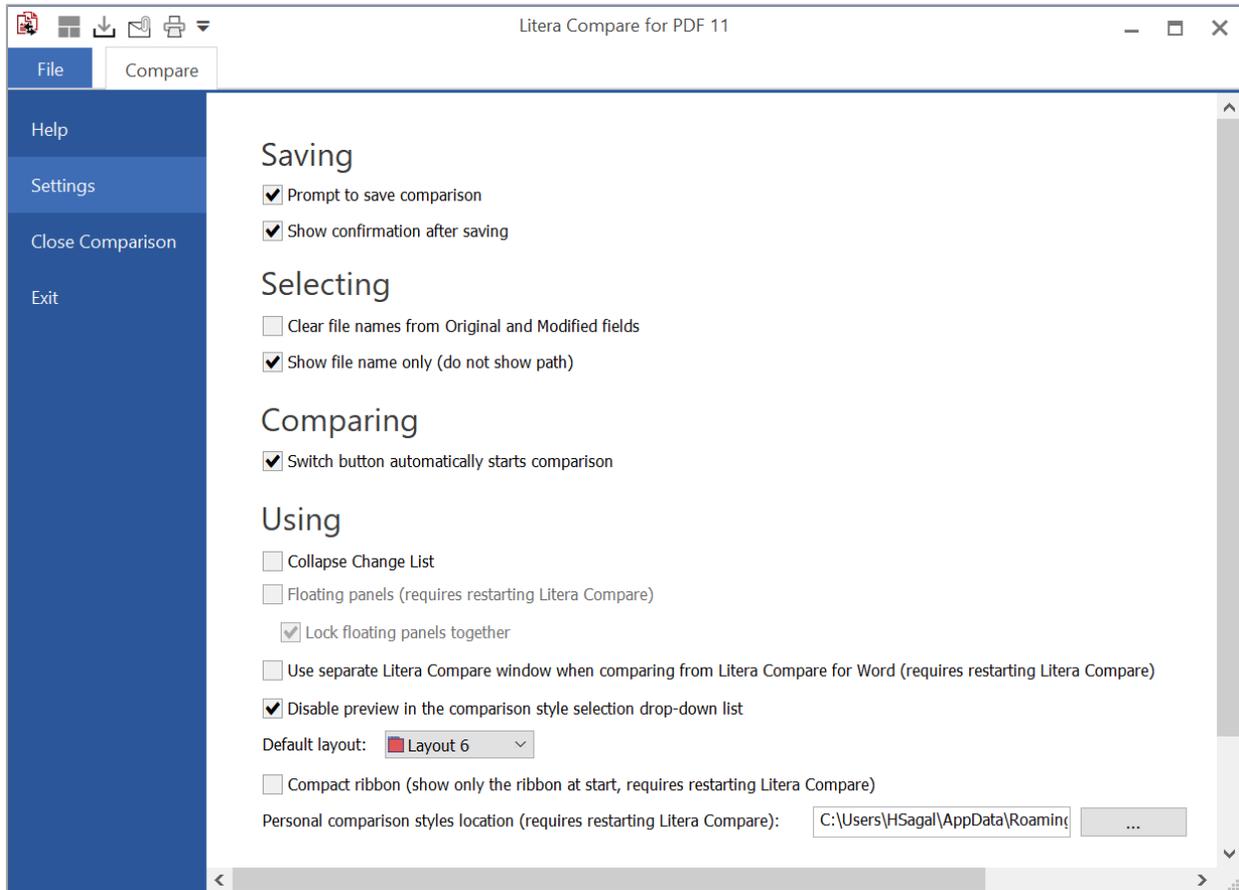
From here, you can either exit Litera Compare for PDF or close the current comparison without exiting. The latter option is useful for when you need to run a new comparison right away.

By default, the **Help** option is selected on the left. From there, you can view the help file, go to the Litera website, submit an enhancement request to the Litera Compare team, or view version information.



Settings

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



The following settings are available:

| Parameter | Description | Default |
|---|---|--------------|
| Prompt to save comparison | If selected, when closing a comparison, a message is displayed prompting you to save the comparison. | Selected |
| Show confirmation after saving | If selected, a confirmation message is displayed after saving a comparison enabling you to open the saved comparison if you want. | Selected |
| Clear file names from Original and Modified fields | If selected, after running a comparison, the files names are cleared from the Original and Modified fields. | Not selected |

| Parameter | Description | Default |
|--|---|--------------|
| Show file name only (do not show path) | If selected, only the file name is shown in the Original and Modified fields. When not selected, the full path is shown. | Selected |
| Switch button automatically starts comparison | If selected, clicking the Switch 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 Compare . | Selected |
| Collapse Change List | If selected, after running a comparison, the Change list is collapsed and you must click it to show the list of changes. | Not selected |
| Floating panels | This option is not available for Litera Compare for PDF so panels are always locked together in the interface. | Disabled |
| Use separate Litera Compare window when comparing from Litera Compare from Word | If selected, when comparing PDF files in Litera Compare for Word and selecting the Page-by-page comparison, the comparison is run and displayed in a new window of Litera Compare for PDF. Each new comparison launched in this way will open in a new Litera Compare for PDF window. If you change this setting, you must restart Litera Compare for PDF | Not selected |
| Disable preview in the comparison style selection dropdown list | 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. | Selected |
| Default layout | Determines the default display of the comparison and source documents. Layout 6 shows the redline, the original and the modified as three tabs in one window/panel. | Layout 6 |
| Compact ribbon (show only the ribbon at start...) | If selected, only the ribbon is shown when launching Litera Compare for PDF. When not selected, the ribbon and an empty comparison display area is shown. If you change this setting, you must restart Litera Compare for PDF | Not selected |

| Parameter | Description | Default |
|--|---|--|
| Personal comparison styles location | The location of any personal comparison styles you create. If you change this setting, you must restart Litera Compare for PDF | [username] /AppData /Roaming/ Litera/ Change-Pro Styles |