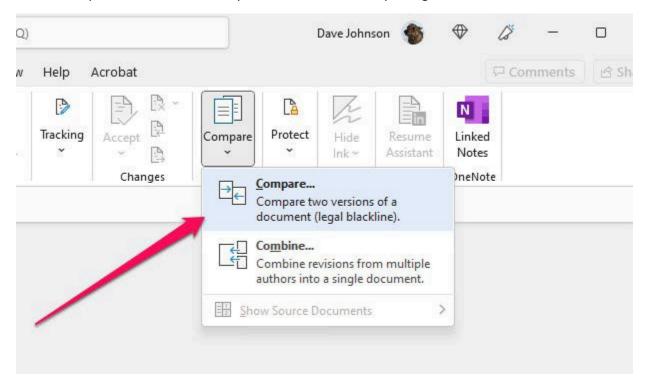
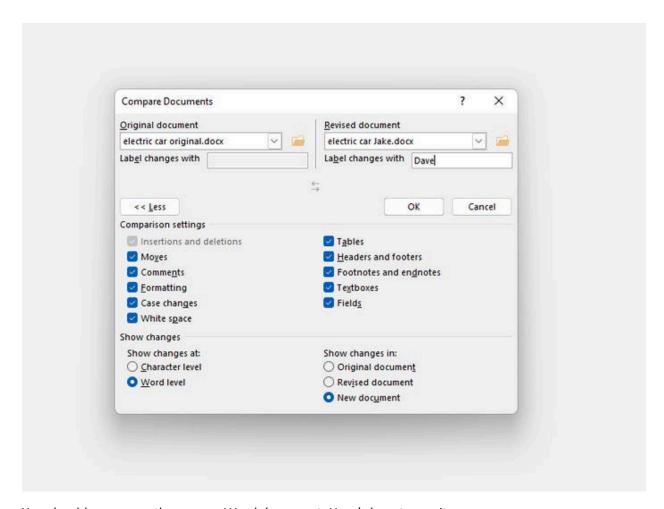
## **How to Compare Word Documents**

- 1. Start Word and open a new blank document.
- 2. In the ribbon menu, click Review.
- 3. Click Compare and then, in the drop-down menu, click Compare again.



- 4. In the Compare Documents dialog box, choose the two documents you want to compare. To do that, click the Folder icon on the left, in the Original document section, and select the Word document. Then do the same with the Folder icon in the Revised document section to select the Word document that has the changes.
- 5. Optionally, you can click More and customize the settings for your file comparison by choosing exactly what kind of changes you want to see. Also make sure that under Show changes in, New document is selected.
- 6. Click OK.



You should now see a three-pane Word document. Here's how to use it:

The center pane displays the compared document. It incorporates all the changes in the revised document, and you can edit it as needed.

The right pane shows the original and revised documents on top of one another. You cannot make changes to these documents; they are visible for reference only. As you scroll through the document, though, the center and right panes stay in sync and scroll together.

The left page summarizes every change in the revised document in list form. You can click any change and the center (and right) pane will immediately scroll to that part of the document.

You can accept, reject, and make additional changes. When you are satisfied with the document, be sure to save this new file.

