

Workshare Compare 10

Getting Started Guide



Introducing Workshare Compare 10

Workshare Compare 10 helps professionals compare and share their files.

New features

- **Compare Excel spreadsheets:** Compare any two Excel spreadsheets and see exactly what's changed. See the differences between individual sheets or your entire workbook. (page 4)
- **More ways to start a comparison in Outlook:** New buttons and drop-down options right where you want them. Compare two email attachments or even a snippet of text from the body of your email. (page 8)

Classic features

- **Compare Word documents, PDFs, PowerPoint presentations and text snippets:** Fast, accurate comparison for Word/Word, PDF/PDF, Word/PDF, PowerPoint/PowerPoint. And with Selective Compare, you can copy text from anywhere, like a document or an email, and run a comparison. (pages 5 and 6)
- **Securely store, share and collaborate on files:** Use Workshare's secure online file sharing and collaboration platform to work on your files, wherever you are. (pages 10 and 11)

105				
121	145	128		
87	95	97	105	
97	78	104	95	491
200	200	200	220	1020
140	118	125	125	626
695 895	632 832	648 848	715 935	3356 4376
1651 1451	1354 1154	1641 1441	1750 1530	7450 6430
8286 7686	9640 8840	11281 10281	13031 11811	13031 11811

 The automatic change notification (ACN) feature has been removed.



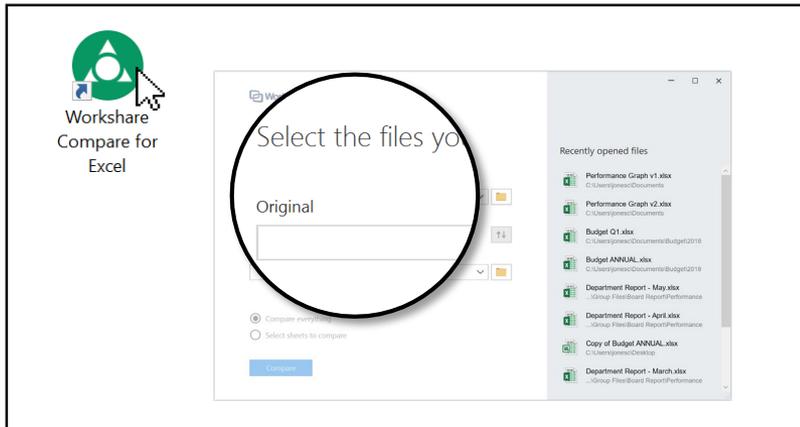
Compare

- Compare Excel spreadsheets
- Compare Word documents & PDFs
- Compare PowerPoint presentations
- Compare text snippets
- Ways to start a comparison

Compare Excel spreadsheets

See what's changed between two workbooks or worksheets, from the high-level view to the details of any cell.

1 Run the comparison



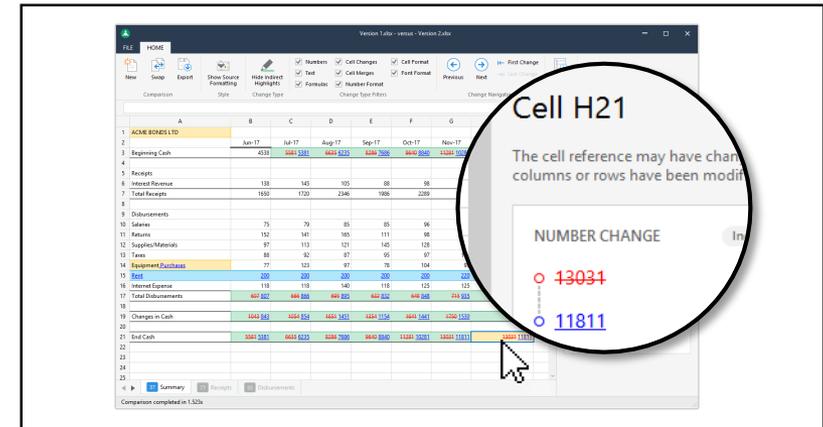
First, double-click the **Workshare Compare for Excel** icon. The file selection dialog opens.

Choose two Excel workbooks to compare. Click  next to the **Original** field and locate the first file. Do the same for the **Modified** field. You can also drag files from **Recently opened files**.

To compare the entire workbooks, leave **Compare everything** selected. To compare a single worksheet, click **Select sheets to compare** and choose a worksheet from each workbook.

Click **Compare**. The comparison is opened.

2 View the changes



Changes are highlighted different colors so you can quickly see what's happened (inserted cells are **green**; deleted cells are **red**; direct changes are **yellow**; indirect changes are **blue**).

Click any cell to see all changes that happened in that cell.

Use the Change Type Filters in the Home ribbon to see only some kinds of changes (numbers, text, formulas, etc).

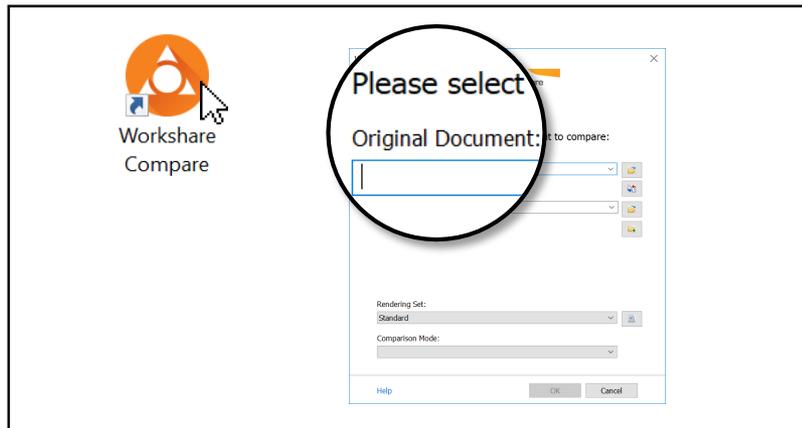
By default, source formatting (cell color, font style, etc) is turned off to make the comparison easier to read. To view the source formatting, click **Show Source Formatting** in the Home ribbon.

 A direct change is a change made by a user (e.g. someone updated a formula). An indirect change is a change made by Excel (e.g. a new row was added above, which caused the cell's value to be updated).

Compare Word documents & PDFs

Use the Compare application to compare two Word documents, two PDFs or a Word document with a PDF.

1 Run the comparison



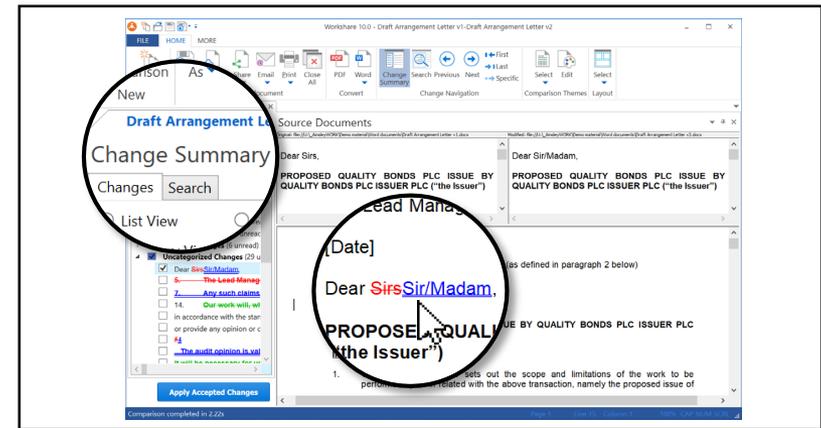
First, double-click the **Workshare Compare** icon. The document selection dialog opens.

Choose Word documents or PDF files to compare. Click  next to the **Original Document** field and locate the first file. Do the same for the **Modified Document** field.

If you know the file names and locations, you can also type them directly into the **Original Document** and **Modified Document** fields.

Click **OK**. The comparison is opened.

2 View the changes



The Change Summary is on the left. It lists and categorizes every change so it's easy to locate the changes that matter to you. Click any change to see it in context in the document.

The comparison document (a.k.a the redline) is displayed on the right. Added text is **blue with a double underline**. Deleted text is **red with a strikethrough**. Moved text is green, displaying a **strikethrough** to indicate where it was originally located and a **double underline** to indicate where it was moved to.

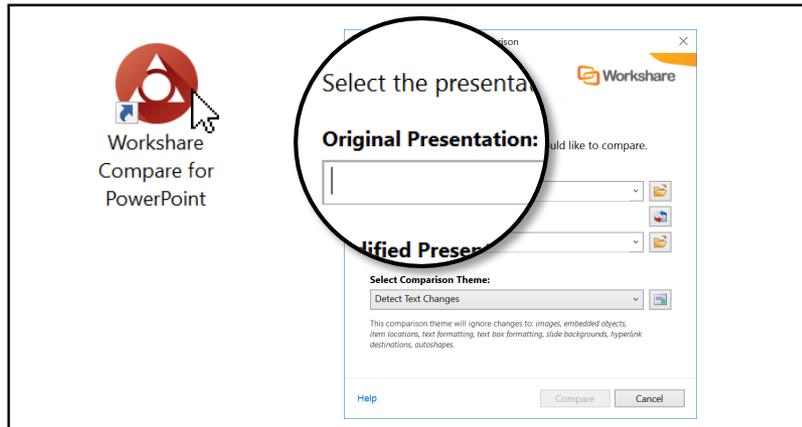
If you're comparing two Word documents, you can select changes from the Change Summary, then click **Apply Accepted changes**. A new Word document is opened with the changes accepted.

 If the changes you were expecting to be **added** are displayed as **deleted** and vice versa, it's because your **Original** and **Modified** documents should be swapped. To swap them, click the **Swap** button in the More ribbon of the Compare application.

Compare PowerPoint presentations

You can compare any two PowerPoint presentations and see the results side by side.

1 Run the comparison



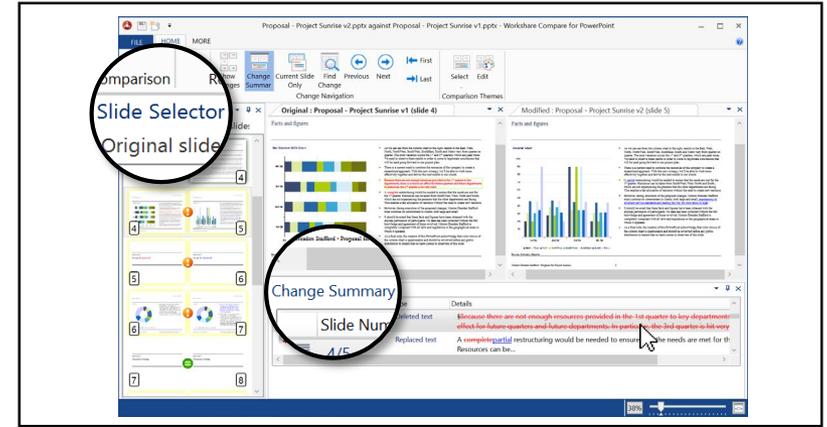
First, double-click the **Workshare Compare for PowerPoint** icon. The file selection dialog opens.

Choose two PowerPoint presentations to compare. Click  next to the **Original Presentation** field and locate the first presentation. Do the same for the **Modified Presentation** field.

If you know the file names and locations, you can also type them directly into the **Original Presentation** and **Modified Presentation** fields.

Click **Compare**. The comparison is opened.

2 View the changes



The **Slide Selector** is on the left. It gives you a high-level view of the differences, and it enables you to jump to any slide pair in the Slide View so you can see the changes in detail.

The **Slide View** is on the right. It displays a larger view of the original and modified presentations with any changes clearly indicated. Here, you can scroll through the two presentations and see changes in context.

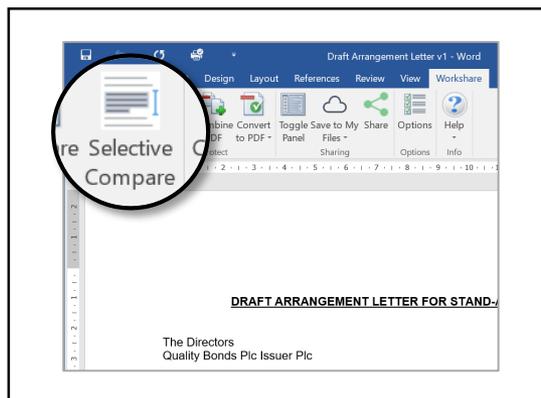
The **Change Summary** sits below the original and modified presentations. It provides a list of all changes. Select any change from the Change Summary to see it in context in the Slide View.

 Want to filter out noise? Click **Show Changes** in the Home tab of the Compare for PowerPoint application to see only the slides that have changed.

Compare text snippets

See the changes between snippets of text or compare two versions of a table without the need to redline an entire file.

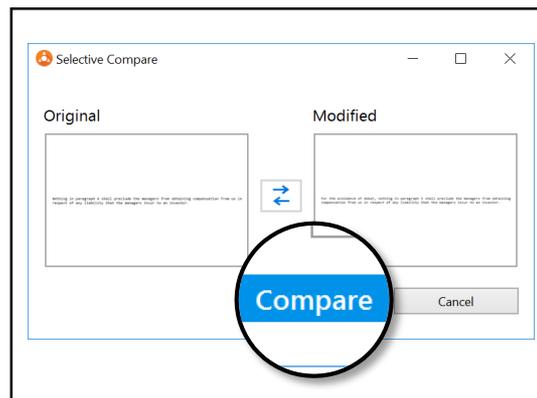
1 Open Selective Compare



Open Word and click the **Selective Compare** button in the **Workshare** ribbon.

The Selective Compare dialog is opened.

2 Run the comparison



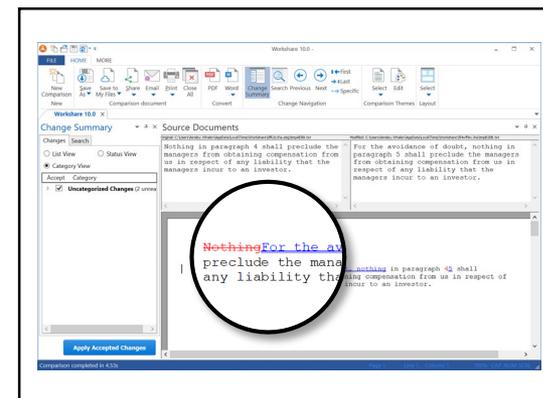
Copy the first text snippet (**Ctrl-C**). You can copy it from anywhere, even another file or an email.

In the Selective Compare dialog, click inside the **Original** field. The text is pasted there.

Copy the second text snippet, then click inside the **Modified** field to paste it.

Click **Compare**. The comparison is opened.

3 View the changes



The comparison is displayed on the right, and the Change Summary is displayed on the left.

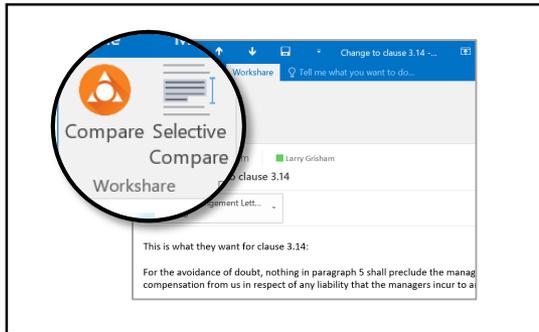
To apply changes, select them from the Change Summary, then click **Apply Accepted Changes**. A new Word document is opened with the changes accepted.

Ways to start a comparison

So far this guide's covered how to start file comparisons from Workshare's applications and how to start text snippet comparisons from Word.

You can also start text snippet comparisons from Outlook, and you can start file comparisons from Outlook, Word, PowerPoint or your desktop or DMS. All ways work equally well, so choose whichever's easiest for you.

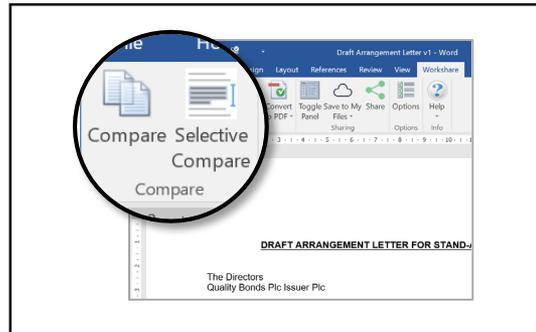
a Outlook



Email attachments: Open any email with one or more Excel, Word, PDF or PowerPoint files attached. Click **Compare** in the Workshare ribbon. If there are several email attachments, you're asked which ones you'd like to compare.

Text snippets: Open any email and click **Selective Compare** in the Workshare ribbon. The Selective Compare dialog opens. From there, paste two text snippets.

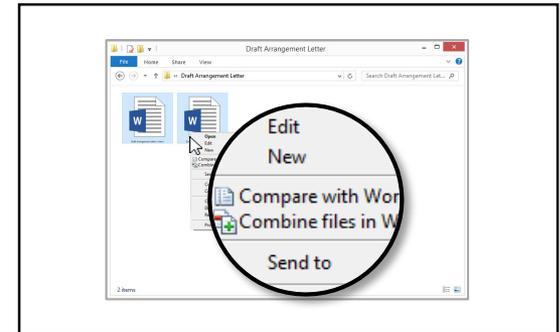
b Word or PowerPoint



Word documents: Open any document in Word. Click **Compare** in the Workshare ribbon. You're prompted to choose a second file to compare it against.

PowerPoint presentations: Open any presentation in PowerPoint. Click **Compare** in the Workshare ribbon. You're prompted to choose a second file to compare it against.

c Your desktop or DMS



Files on your desktop: Right-click one or two Excel, Word, PDF or PowerPoint files and select **Compare with Workshare**.

Files in your DMS: Open any of Workshare's comparison applications and browse to files in your DMS.



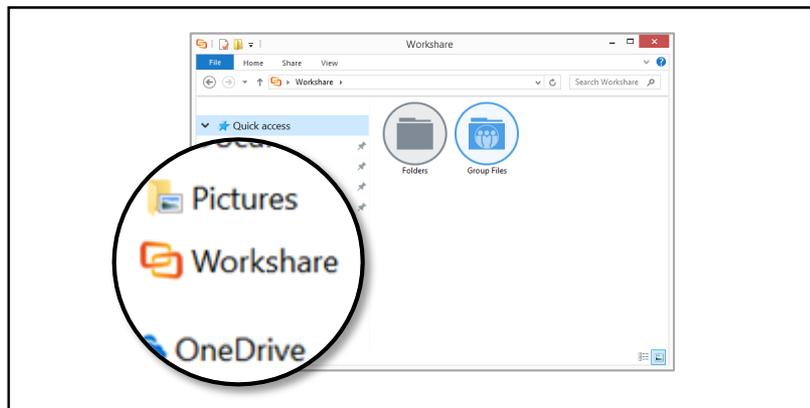
Connect

- Securely store and share files
- Collaborate on shared files

Securely store and share files

Workshare provides secure online spaces to store and share your content. You can store private files in the **My Files** area. When you want to work with others, share your files in **Groups**.

a Store files in My Files

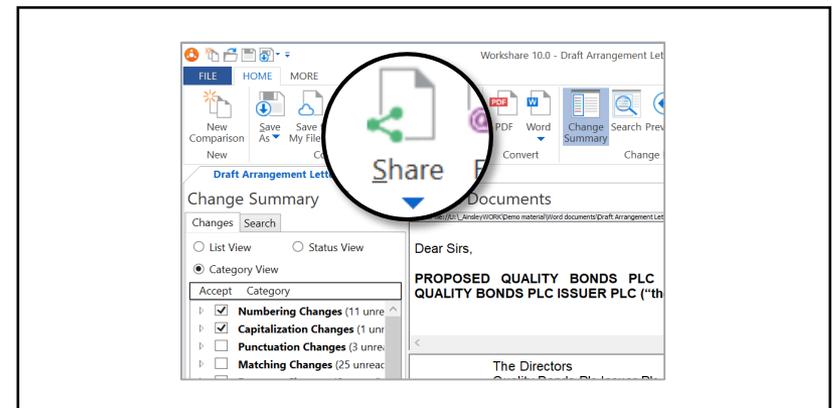


Add private files to **My Files** using any of these ways:

- Navigate to the **Workshare** folder in File Explorer and drag and the document into **Folders > My Files**.
- Open a file in Word, PowerPoint or Excel or run a comparison with one of Workshare's comparison applications. From there, click **Save to My Files**.
- Open the desktop application (double-click the **Workshare** icon) or go to my.workshare.com in a browser. Next, go to the **My Files** area and click the **Add file** icon.

Your private files are available to you at any time from the **My Files** area.

b Share files in Groups



Share files in a group using any of these ways:

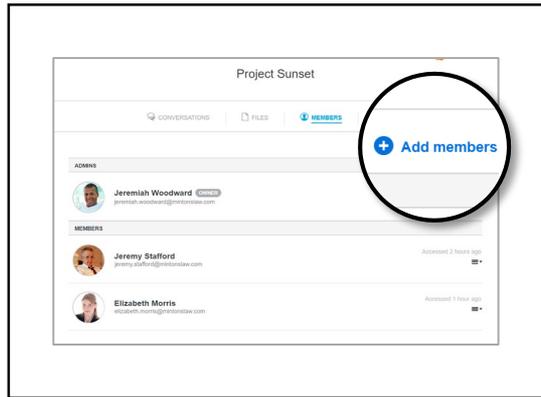
- Navigate to the **Workshare** folder in File Explorer and drag the file into a group.
- Open a file in Word, PowerPoint or Excel or run a comparison with one of Workshare's comparison applications. From there, click the **Share** button.
- Open the desktop application (double-click the **Workshare** icon) or go to my.workshare.com, then go to the **Groups** area and click the **Add file** icon.

See the next page to learn how to add members to the group.

Collaborate on shared files

All your groups are available to you from the **Groups** area. Open a group to add members, comment on files and more.

1 Add members



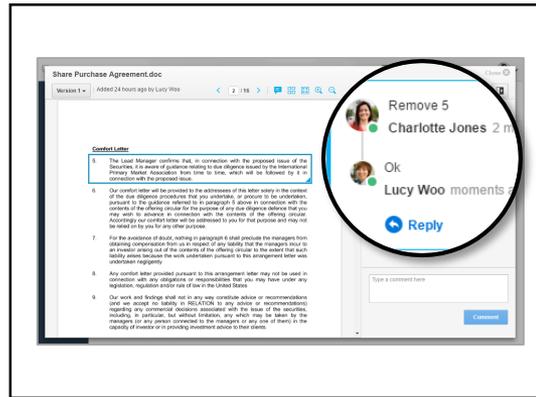
Members can access the group's files and conversation. You can revoke access at any time.

To see who's a member, go to the group's **Members** tab.

To add new members, click **Add members** and enter their email addresses into the field provided.

An email invitation to the group is sent.

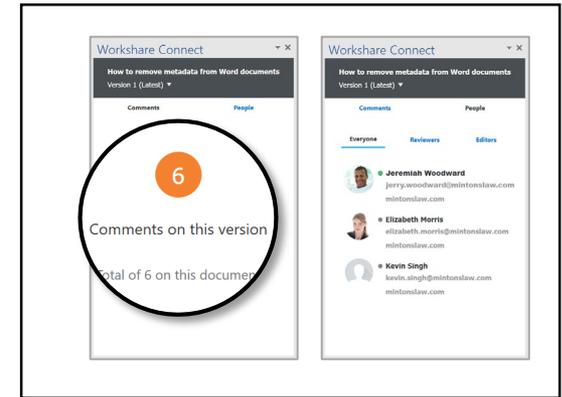
2 Discuss and comment



Groups have two areas for collaboration:

- **Conversations** is a place where anyone can post a message (e.g. share an idea or discuss how the work is going).
- **Files** is where everyone can see the files, add comments and upload new versions. To make a comment, click and drag over an area of the file, or type your comment directly into the comments box.

3 Get live updates



When you've shared a file to a group, you'll see the Workshare Connect panel when you open the file in Word, PowerPoint or Excel.

This panel gives you real-time updates on who is sharing your file, how many comments have been made and whether any new versions have been added.

If you don't see the panel, open it by clicking the **Toggle Panel** button from the Workshare ribbon in Word, PowerPoint or Excel.