

## Workshare File Comparison

## **Getting Started Guide**





## Fast, smart document comparison

Compare your Word and PowerPoint files with the highest level of accuracy.

#### On your Mac



If your files are on your Mac, simply add them to Workshare and compare.

#### On your mobile device



If you're away from your desk, you can compare your files on your iPad or iPhone.

#### Online

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Wherever you are, you'll always be able to compare from a browser.

Get started...

## On your Mac Compare files that are on your Mac

You can add files from your Mac to Workshare and compare them.

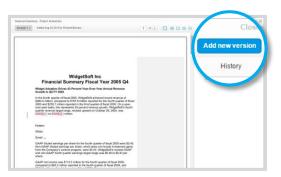
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Open the Workshare desktop app from Applications.



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Click the document to preview it, then select **Add new version**.



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2 Go to **Folders** and select the **Add Files** icon to upload a document



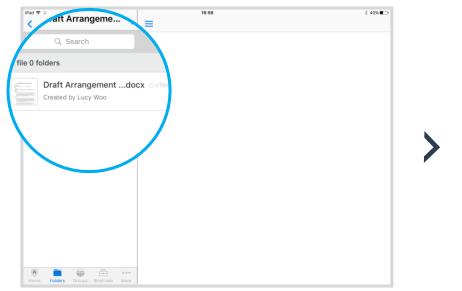
Click the version number at the top and select the versions to compare.



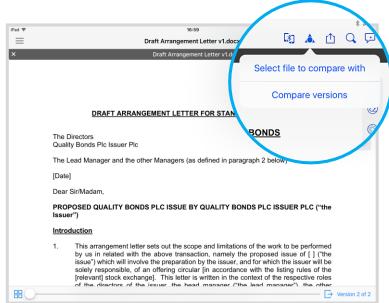
To download the comparison as a PDF that you can save or share, click **Download**.

## On your mobile device Compare files from your iPad or iPhone

When your files are in Workshare, you can compare them from your mobile device.



Open a file in Folders or Groups



Select the Compare icon.

To compare this file with a different file, choose **Select file to compare with**. To compare the latest version with a previous version, select **Compare versions**.

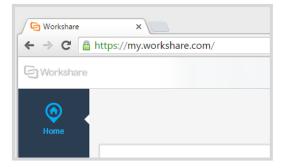


# Online Compare files, wherever you are

You can also compare files from a browser, using the same method as when you compare from your Mac.

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1 In a browser, log into my.workshare.com

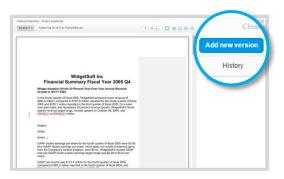


2 Go to **Folders** and select the **Add Files** icon to upload a document





Click the document to preview it, then select **Add new version**.



Click the version number at the top and select the versions to compare.

