

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.

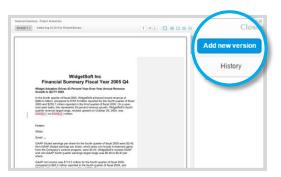
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Open the Workshare desktop app from Applications.



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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



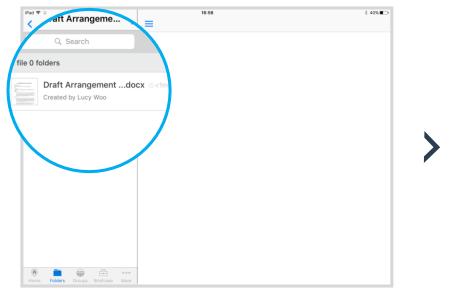
Click the version number at the top and select the versions to compare.



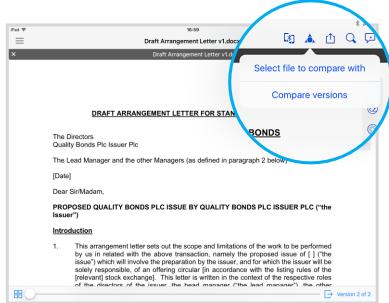
To download the comparison as a PDF that you can save or share, click **Download**.

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**.

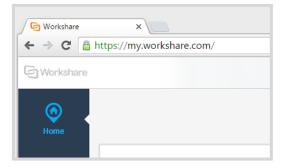


Online Compare files, wherever you are

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

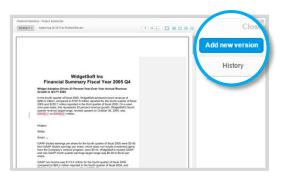


2 Go to **Folders** and select the **Add Files** icon to upload a document





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



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

