Workshare®

Workshare Compare Online & NetDocuments

User Guide

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What is Workshare Compare Online

Workshare Compare Online is an application for comparing Word, PDF or RTF documents in your browser. With Workshare Compare Online, you're no longer tied to a desktop – you can compare everywhere.

Compare files online from NetDocuments

Compare Online brings the DeltaView comparison technology directly into the browser environment so you can now experience the power of running, viewing and interacting with Workshare's browser-delivered comparison on any device.
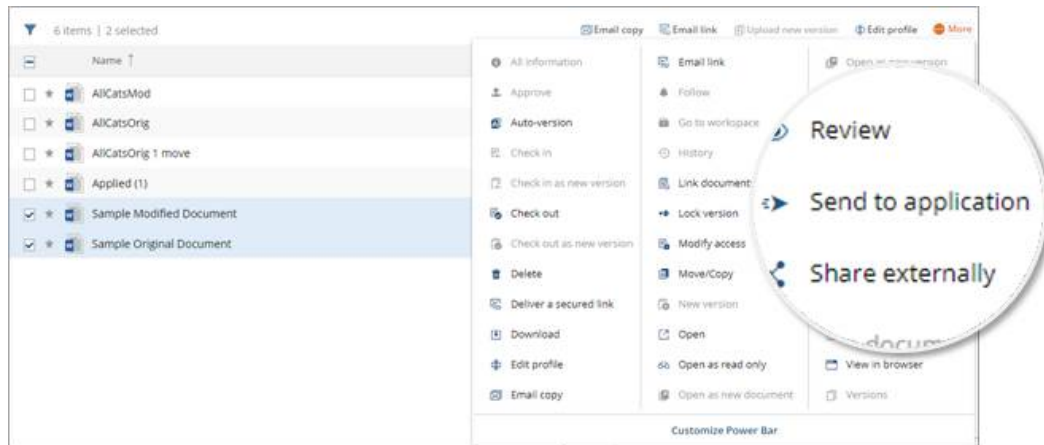
You can compare DOC, DOCX, PDF or RTF files and you can compare two documents or two versions of the same document.

Comparing two documents

You can select any two documents and run a comparison to see the differences between them.

To compare two documents:

1. In NetDocuments, select the documents you want to compare.

2. Click **More** and then **Send to application**.

3. In the Send to Application dialog, click **Workshare Compare Online**.

A comparison is run between the two selected documents and displayed in a browser window. See View your comparison in a browser.

> *Note: The first time you use Workshare comparison from NetDocuments, you may have to click Allow to permit Workshare access to your documents.*

Comparing versions

Where your document has versions, you can run a comparison between selected versions to see what changed.

To compare versions:

1. In NetDocuments, select a document with versions.

2. Click **More** and then **Versions**.

3. In the list of versions displayed, select the two versions you want to compare.

4. Click **Send to application**.

5. In the Send to Application dialog, click **Workshare Compare Online**.

A comparison is run between the two selected documents and displayed in a browser window. See View your comparison in a browser.
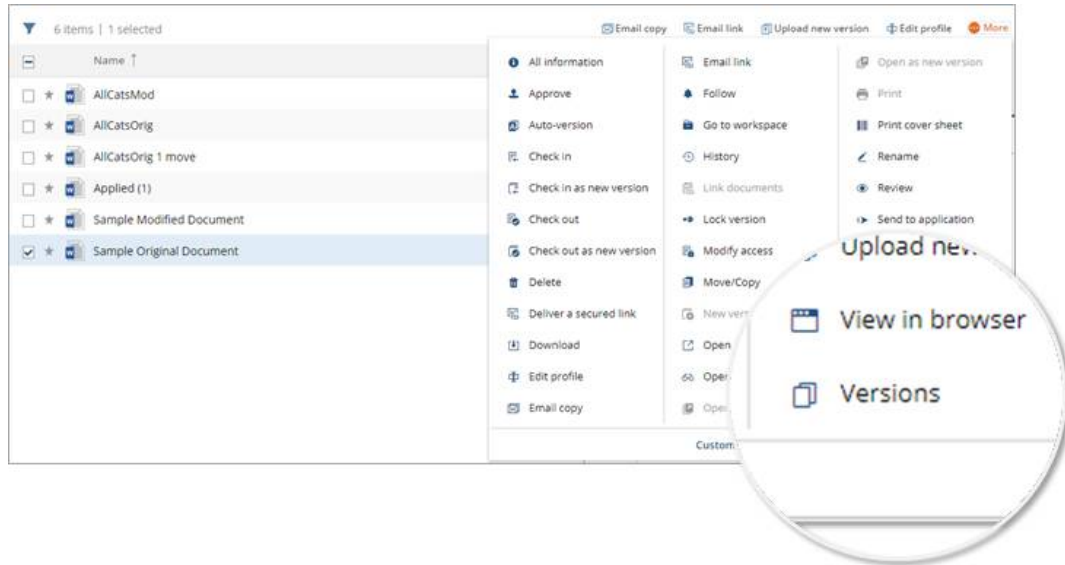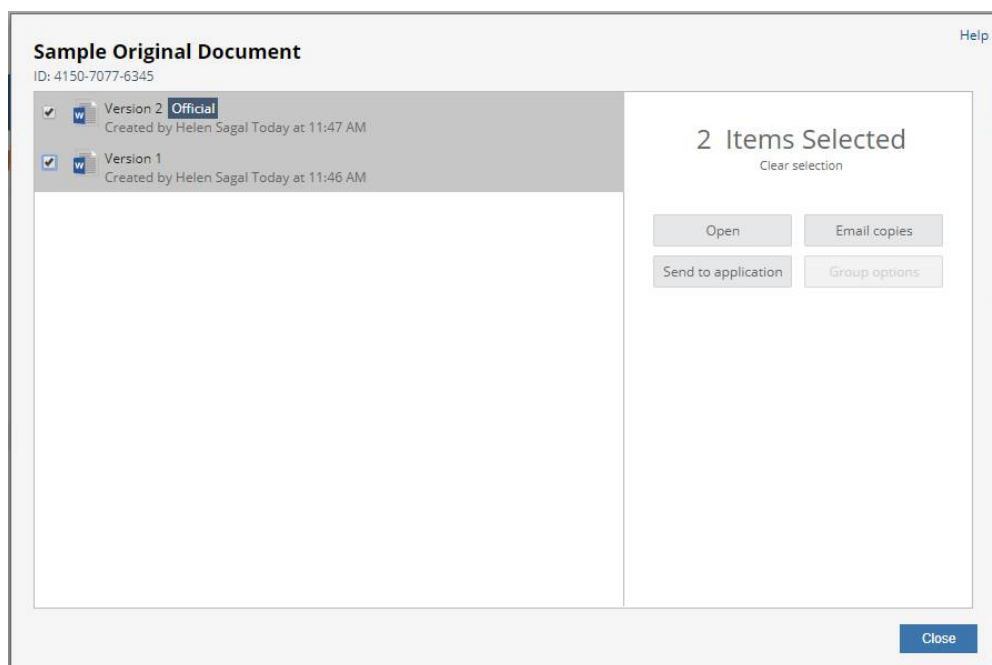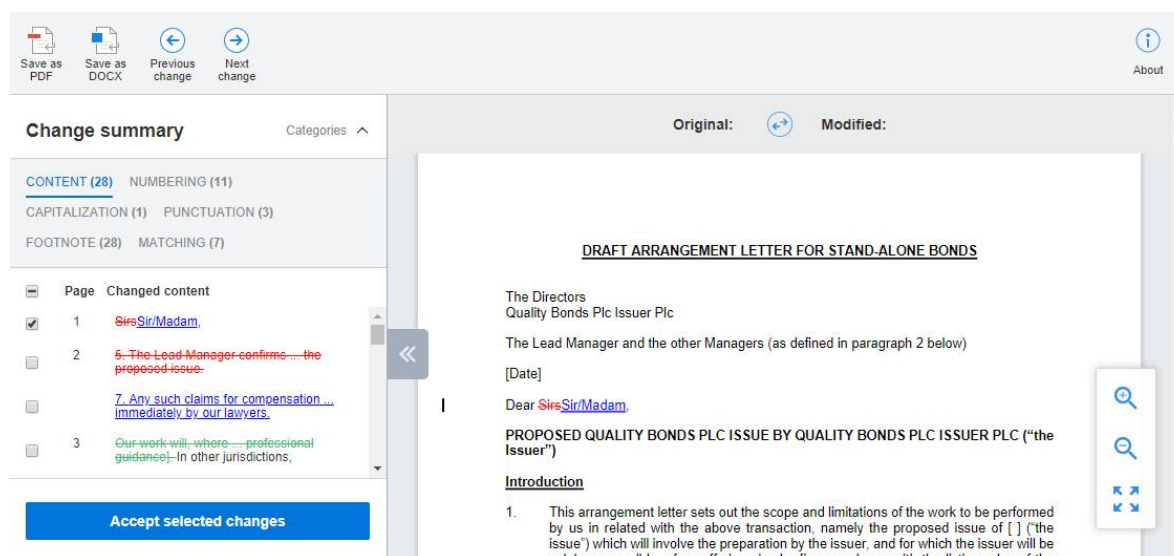
View your comparison in a browser

With Workshare Compare Online, you can view the results of a document comparison in your browser.

From here, you can navigate between changes, accept changes and generate a new document. You can also download or save the comparison.

Change summary

On the left you see the change summary which lists the changes by type, in categories. For example, all changes to punctuation are listed in the **Punctuation** category. Click a category to display the changes in that category. Click Categories ⌃ to display/hide the categories in the change summary.

Selecting a change in the change summary highlights the change in the comparison on the right.

Note: You can hide/display the change summary window by clicking ⟨⟨.

Comparison

On the right you see the comparison (or redline) showing the results of comparing two documents or two versions of a document. Changes are marked as follows:

- Deleted text is red and struck through
- Added text is blue and underlined

You can navigate between the changes in the comparison using the buttons in the toolbar.

You can also swap the source documents. Click ⟨↔⟩ above the comparison and the comparison is re-run exchanging the original document for the modified document and the modified document for the original document.

Use the zoom tools to change the magnification of the comparison.

Toolbar

The toolbar provides access to key functionality as follows:

Option	Description
Save as PDF	Enables you to save the comparison as a PDF file. Refer to Saving comparisons.
Save as DOCX	Enables you to save the comparison as a DOCX document. The comparison cannot be edited in the browser but using this option you can open it in Word with the changes identified by the different formatting. Refer to Saving comparisons.
Previous change	Navigates to the previous change and highlights the entire change in the comparison.
Next change	Navigates to the next change and highlights the entire change in the comparison.

Accepting changes

You can accept and reject changes and create a new Word document that includes all your changes. Changes can be accepted/rejected individually or you can select/deselect an entire category using the checkbox at the top.
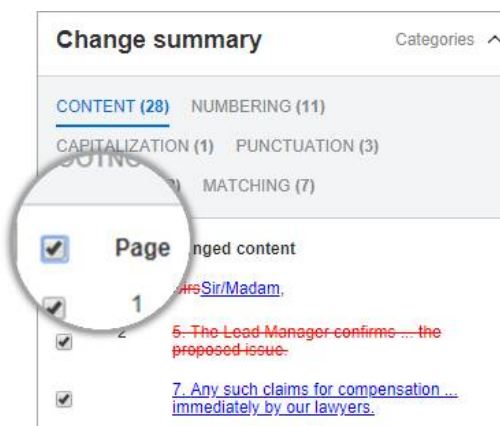
Selecting a checkbox next to a change indicates you want to accept it. Not selecting a checkbox indicates you want to reject that change.

To accept/reject changes:

1. In the change summary, select the changes you want to accept. You reject a change by leaving it unselected.

2. When you have completed your review, click **Apply Accepted Changes** at the bottom of the change summary. A new Word document is generated with the selected changes accepted and the unselected changes rejected. The document is called **Applied.docx** and is saved to your default download location.

The comparison is not altered in any way so you can change your mind about whether to accept changes or not. Every time you click **Apply Accepted Changes**, a new Word document is generated with the current accept/reject statuses applied.

Saving comparisons

You can save the comparison (in PDF or DOCX format) locally or as an attachment to the original or modified document in NetDocuments.

To save your comparison:

1. Click **Save as PDF** or **Save as DOCX**.

2. To save the comparison as an attachment in NetDocuments, select whether to attach it to the original or the modified document.

Note: If you have compared two versions of the same document, there is no need to select which document.

3. If you want to save the comparison locally, select **Download locally**.

4. Click **Save**. The comparison is saved as an attachment in NetDocuments or saved to your default download location.

Note: In NetDocuments, a document can only have one comparison attached so if your document already has a comparison attached, you will be asked if you want to overwrite it.

Configuring NetDocuments and Workshare Compare Online

Compare Online brings the DeltaView comparison technology directly into the browser environment so you can now experience the power of running, viewing and interacting with Workshare's browser-delivered comparison on any device.

In order to configure the integration of Workshare in NetDocuments, you should add Workshare as an application to your NetDocuments cabinets. Workshare will then be available when using the NetDocuments **Send to application** functionality.

To add Compare Online to your NetDocuments cabinets:

1. Log in to NetDocuments.

2. Click **Admin**.

3. From the **Cabinets** list, click the cabinet you want to add Workshare to.

4. Click **Integrate external applications** at the top of the page.

5. A list of available published applications is displayed and you can select the app you want to be available in the *Send to Application* dialog.

6. Make sure **Workshare Compare Online** is selected.

7. Scroll down and click **Save**.

8. Scroll to the bottom of the cabinet page and click **Submit**.

Now when a user selects the **Send to application** option in NetDocuments, **Workshare Compare Online** is listed as an available application.

If Workshare Compare Online does not appear in the list of published apps…

1. Log in to NetDocuments.

2. Click **Admin**.

3. From the **Cabinets** list, click the cabinet you want to add Workshare to.

4. Click **Integrate external applications** at the top of the page.

5. Click **Add unpublished app**.

6. Enter the relevant client ID for your region.
   - North America (for vault.netvoyage.com): **AP-55XE3CJT**
   - Europe (for eu.netdocuments.com): **AP-SEWENDQX**
   - Australia (for au.netdocuments.com): **AP-S8W6F31N**

7. Click **Add App**.

8. **Workshare Compare Online** will now appear in the list of applications. Confirm it is selected.

9. Scroll down and click **Save**.

10. Scroll to the bottom of the cabinet page and click **Submit**.