

# Tips for Working with Word's Track Changes Part 2 of 2

Esquire Innovations, Inc., a leading provider of Microsoft Office integrated practice management software services and applications for the legal market, counts more than 550 law firm and in-house council clients utilizing its applications. Esquire Innovations has been developing, supporting, and selling document creation, formatting, re-purposing, comparing, and metadata management software applications in the legal industry since 1999. Innovative Software + Astonishing Services = Extraordinary Client Success

## Comparing and Combining – What?

Track Changes are great for tracking the changes in an active document. But what do you do if you have two separate documents with changes but no tracked changes are showing? What if you have a document that you sent to five different people for review and find yourself with five different versions to combine?

In Word 2007 the Compare and Combine features were developed for just these scenarios. With each feature you can merge the changes in original and revised documents to create a "result" document. You can even be more distinct about the changes you would like to compare, such as formatting and white space, along with displaying changes at the word or character level. The Combine and Compare features can be found on the Reviewing tab in the Compare group.

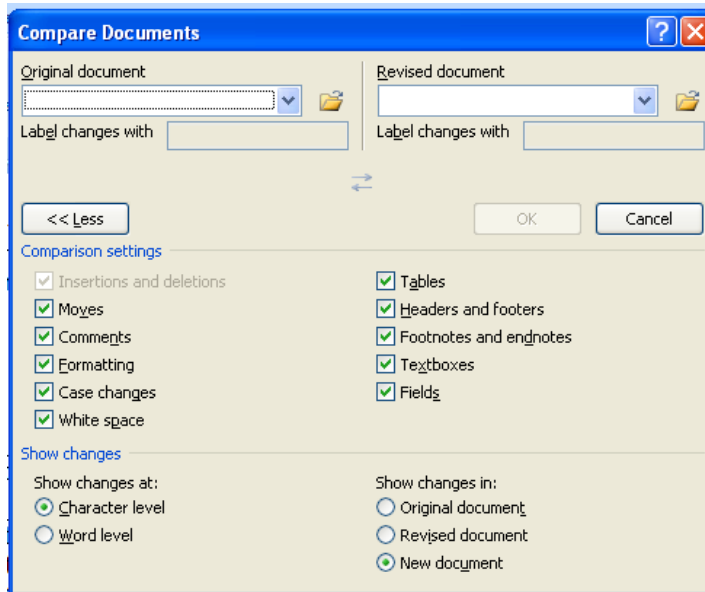
Let's first look at some terms to make things clearer:

Feature	Description
Compare	Use when comparing the differences between two documents. For example when someone sends you a new version of a document with NO tracked changes in the document.
Combine	Use when comparing two or more documents from various authors. It will identify who changed what in the document.
Original document	When comparing, this is the baseline document the revisions are compared against.
Revised document	This is the changed document. The compare process is initiated with this document open.
Compared Document	This is the result document that shows the changes.

## Comparing Documents:

To compare two documents follow these steps:

1. On the **Review** tab click **Compare**. The Compare dialog box displays.
2. In the **Original document** box click on the folder icon and browse to the original document, or select the document from the drop-down list of recently used documents.



3. In the **Revised document** area, click on the folder icon to browse to the revised document, or select the document from the drop-down list of recently used documents.
4. Click **OK**. The original and revised documents remain unchanged and a new result document is created and shown automatically.

To view all three versions of the document at once, click **Show Source Documents** on the **Review** tab, and then click **Show Both**. In this view, the original, revised, and compared documents are displayed in the new Tri-View Review panel. (Note this only works if all three documents are still open. Once the documents are closed they are no longer linked together, so they cannot be displayed together).

### Understanding the Comparison settings:

These options can be checked in the Compare dialog box to provide a more granular comparison.

Setting	Description
Insertions and deletions	Check to include both insertions and deletions in the result document.
Moves	Check to show moved sentences and paragraphs.

Comments	If checked when the content within a comment is changed, Word will show both versions of the comment in the document
Formatting	Check to show changes to formatting.
Case Changes	<p>Any Case Changes will show in the result document.</p> <p>Option identifies single case changes within words when "at Character level" is used. Case changes are not shown when using "at Word level". If two words next to each other contain a single letter case change the entire words are marked as changed.</p> <p>Example: John smith changed to John Smith.  "at Character level" result: John <u>S</u>smith.  "at Word level" result: John <u>Smith-smith</u>.</p>
White Space	If checked and the amount of white space in the document changes, Word will mark it.
Tables	Controls whether tables, including added or deleted tables, are compared. When this option is unchecked revisions within tables will not be marked.
Headers & Footers	Controls whether headers and footers are compared.
Footnotes & EndNotes	If checked any changes in footnotes or endnotes will be marked.
Textboxes	Controls whether textboxes are compared.
Fields	Option determines if field codes will be compared.

### Show Changes Settings:

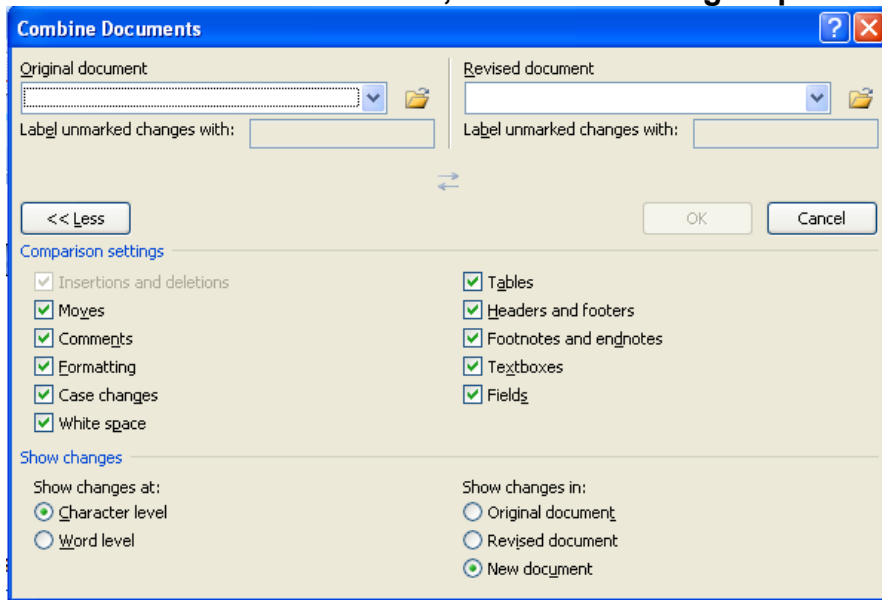
Setting	Description
Character Level	Will show changes at character level. For example: cat vs. cats will show as cats <u>s</u> .
Word Level	Will show changes at word level. For example: cat vs. cats will show as <del>cat</del> <u>cats</u> .
Original Document	The original document will show all of the changes.
Revised document	The revised document will show all of the changes.

New Document	A new document will be created that shows all of the changes.
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### **Combining Documents:**

The Combine feature (called Merge in earlier versions of MS Word) should be used when there are two or more documents with changes to combine from multiple authors. The original or revised documents can contain tracked changes, unlike the Compare feature. If the revised document contains tracked changes, these changes will appear as tracked changes in the combined document. Multiple authors will be identified and the revisions are combined into one document.

**To use the Combine function, use the following steps:**



1. On the **Review** tab, click **Compare**, and then click **Combine**. The Combine Documents dialog box opens (this looks very similar to the Compare dialog box).
2. In the **Original document** box, click on the folder icon and browse to the original document or select the document from the drop-down list of recently used documents.
3. In the **Revised document** area, click on the folder icon to browse to the revised document or select the document from the drop-down list of recently used documents.
4. Click **OK**.

The Combined document is shown in a Tri-View Review panel (if the Show Source Documents is checked to Show Both).

If you have more versions of the document to combine use the result document with the next document containing changes and Combine again. The result will still retain all of the author information from the previous documents.

Note: This article refers to Track Changes as they relate to Microsoft Word 2007. To learn more about how the Compare feature works in Office 2003 refer to an earlier article called “10 Proven Tips to Work with Word’s Track Changes.”

This article can be accessed at: [http://esqinc.com/Content/WhitePapers/10-Proven-Tips-Words-Track-Changes.php#\\_Toc167096863](http://esqinc.com/Content/WhitePapers/10-Proven-Tips-Words-Track-Changes.php#_Toc167096863)

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