



User Manual

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How to use this manual

The *compareDocs* User Manual includes the following sections:

- [Product overview](#) – Provides an introduction to the *compareDocs* user interface;
- [Getting started](#) – Provides information on the user interface and using *compareDocs*;
- [Integrations](#) – Provides information on using *compareDocs* with system integration to Document management systems; and
- [Technical information](#) – System and supplementary software requirements for *compareDocs* workstations.



Product overview

compareDocs is a document comparison solution and a member of the *DocsCorp suite of products*. *compareDocs* utilizes the latest document comparison technology.

compareDocs not only offers integration with Microsoft® Word, Microsoft® Outlook and the most widely used document management systems, but also adds a whole new dimension to the *DocsCorp* suite of products.

When installed with *pdfDocs*, documents located in the *pdfDocs Organizer* can be compared at the click of a button. Further, *compareDocs* takes advantage of Microsoft® Word's native 'Track Changes' functionality to enable instant and efficient review of the comparison result in a format familiar to you. *compareDocs* allows you to accept and reject changes within the comparison result, making it an extremely intuitive solution to become familiar with and use.

Further, when installed with *OCR Server or enabled for OCR Desktop*, PDF documents can be seamlessly converted into Microsoft® Word documents, with *compareDocs* automatically comparing the Word versions of the original and modified PDF documents. The result of this comparison process is a working Word document, with changes marked up using Microsoft® Word's Track Changes or Formatting.

Efficiency through integration

compareDocs can compare two (2) documents from multiple sources including your chosen document management system, quickly and efficiently, using industry standard 'right-click menu option' techniques and integrated application toolbar buttons where possible.

NOTE: Please refer to [Supported integrations](#) for a list of external applications with which *compareDocs* is compatible.

Anything-to-anything document comparison

compareDocs can compare any two (2) [supported document types](#).

PDF-to-PDF document comparison

Any two (2) PDF documents can be compared to each other from any number of sources, with the comparison result being displayed as either a PDF or a Word document. When *compareDocs* is installed with *OCR Server/Desktop*, the resulting Comparison Report can be displayed as a Microsoft® Word document, with changes marked up using Microsoft® Word's Track Changes or Formatting.



Word-to-Word document comparison

Any two (2) Microsoft® Word documents can be compared to each other from any number of sources, with the comparison result being displayed as a Word document. Word comparisons can also be displayed as a PDF.

PDF-to-Word OR Word-to-PDF document comparison

With *compareDocs*, PDF documents can be compared directly to Microsoft® Word documents and vice versa, achieved using *compareDocs*' PDF creation capabilities. When comparing documents of two (2) different types, the comparison result will be displayed as a PDF. When *compareDocs* is installed with *OCR Server/Desktop*, the resulting Comparison Report can be displayed as a Microsoft® Word document, with changes marked up using Microsoft® Word's Track Changes or Formatting.

Anything-to-anything document comparison

With *compareDocs*, any text-based document can be compared directly to another, achieved using *compareDocs*' PDF creation capabilities. This means that any [supported document types](#) that can be converted to PDF using the compareDocs PDF printer can be compared, with the comparison result being displayed as a PDF. When *compareDocs* is installed with *OCR Server/Desktop*, the resulting Comparison Report can be displayed as a Microsoft® Word document, with changes marked up using Microsoft® Word's Track Changes or Formatting.

Opening *compareDocs*

compareDocs can be opened as a standalone application from *Start > Program > DocsCorp > compareDocs*. *compareDocs* can also be accessed via integrations with various applications and document management systems. Access to *compareDocs* from within external applications adopts industry-standard 'right-click' menu options, application ribbon and 'drag and drop' functionality. This design approach enables the most efficient means of integration available, in a way that is completely familiar to users.

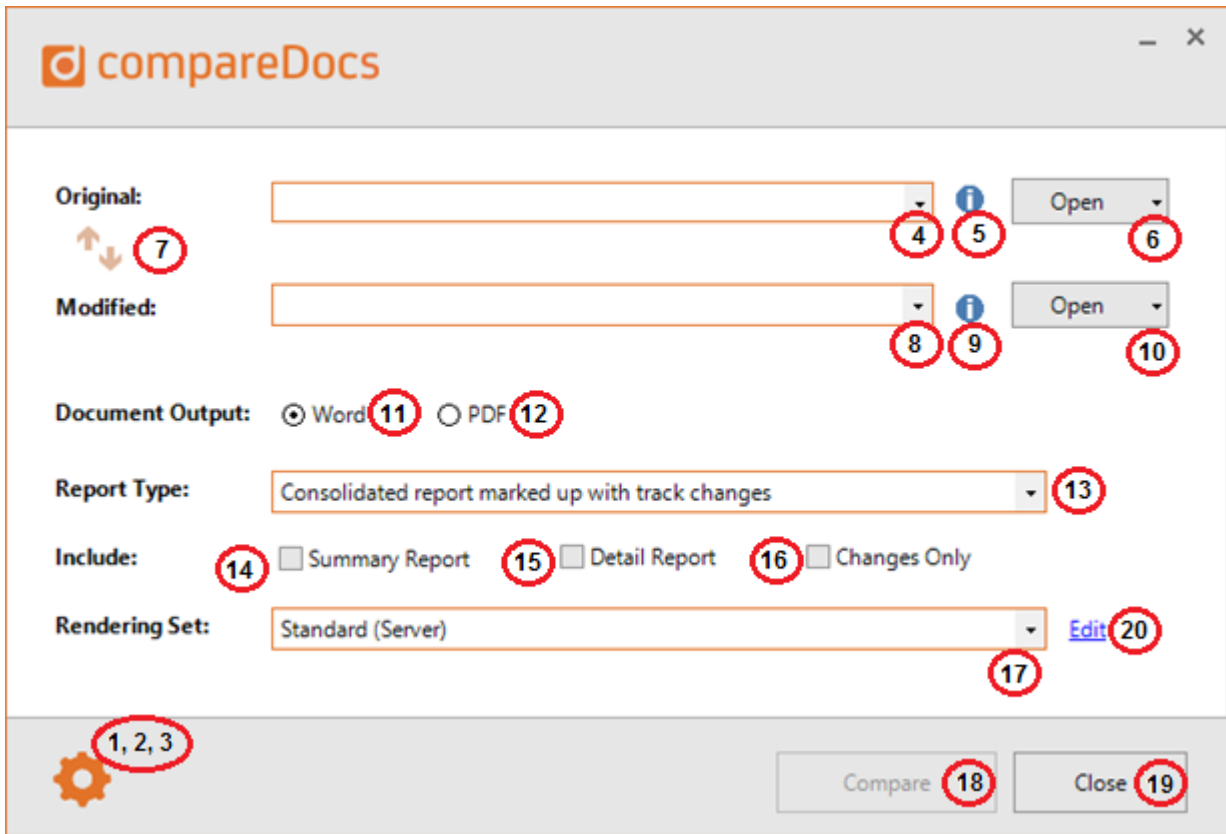
For further information on integration between *compareDocs* and other applications, please refer to the chapters on:

- [Getting started with compareDocs](#); and
- [Document management system \(DMS\) integration](#).


NOTE: Please refer to [Supported integrations](#) for a list of external applications with which *compareDocs* is compatible.

compareDocs - User interface

Main application window



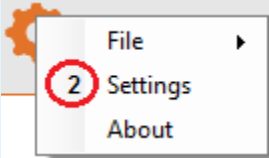
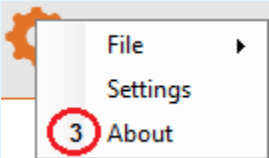
Menu options

#	Menu option	Description
1	 <ul style="list-style-type: none"> 1 File ▶ <ul style="list-style-type: none"> 1.1 New comparison 1.2 Open original from... ▶ 1.3 Open modified from... ▶ 1.4 Restore Track Changes Default 1.5 Save Track Changes Settings 1.6 Exit Settings About 	
	Cog > File menu	Contains application controls (refer below):



#	Menu option	Description
1.1	Cog >File > New comparison	Opens a new <i>Main window</i> to allow for multiple comparisons to be performed independently of one another.
1.2	Cog > File > Open original from...	<p>Allows browsing to the location of your original document for comparison.</p> <p><i>My Computer</i> is the default option within this menu.</p> <p>If using a document management system (DMS), <i>compareDocs</i> will recognize presence of that DMS and automatically install the appropriate menu option to allow browsing of the DMS for the original document.</p> <p>For more information on DMS integration, including integrations currently available, please refer to Document management system (DMS) integration.</p>
1.3	Cog > File > Open modified from...	<p>Allows browsing to the location of your modified document for comparison.</p> <p><i>My Computer</i> is the default option within this menu.</p> <p>If using a document management system (DMS), <i>compareDocs</i> will recognize presence of that DMS and automatically install the appropriate menu option to allow browsing of the DMS for the modified document.</p> <p>For more information on DMS integration, including integrations currently available, please refer to Document management system (DMS) integration.</p>
1.4	Cog > File > Restore Track Changes Default	<p>When using <i>compareDocs</i> with the Track Changes Report Types, <i>compareDocs</i> will apply your selected Rendering Set to markup differences between the documents compared.</p> <p>Selecting this option upon completion of your comparison will ensure that any changes made to your native Word Track Changes Options will be restored to their pre-<i>compareDocs</i> state.</p>
1.5	Cog > File > Save Track Changes Settings	



#	Menu option	Description
1.6	Cog > File > Exit	Closes the active instance of <i>compareDocs</i> .
2		
	Cog > Settings menu	<p>Displays application Setting window, including Compare, Rendering and Output Settings.</p> <p>For a complete description of application Settings, please refer to Settings window.</p>
3		
	Cog > About menu	<p>Contains application help, version and licensing information (refer below):</p> <p>For a complete description of About window, please refer to Cog > About.</p>

Functions > Compare Documents

#	Option	Description
4	Original document field Most recently used (MRU) list	<p>An editable dropdown list displaying the document name and file type extension of the Original document being compared.</p> <p>The name of the Original document can manually entered into this field. The name of the Original document can also be copied and pasted into the Modified field (and vice versa) to facilitate greater efficiency.</p> <p>This dropdown list contains a record of the 10 most recently used Original documents, with the most recently used document at the top of the list. Documents in this list can be selected and compared again providing that their locations</p>



#	Option	Description
		<p>have not changed since previously being compared. This functionality also applies to documents sourced from a DMS.</p> <p>NOTE: Information about the name and location of email attachments cannot be retained and therefore, previously compared email attachments are not displayed in the MRU list.</p> <p>This field is also a 'drag and drop' zone for any documents or attachments not located in your DMS, including email attachments. Simply 'click and drag' a document from your File System, Windows Desktop or an email attachment onto this field to populate.</p>
5	Original document information icon	<p>Original document information icon which, when hovered over with the mouse, displays the following document attributes:</p> <ul style="list-style-type: none"> • Name; • Title; • Author; • Date Created; • Last Modified; and • Size. <p>When integrated with a DMS, clicking on this icon will open the document profile window from the DMS.</p>
6	Open Original document button	<p>When clicked, this button will display an Open window, allowing you to browse and locate the Original document from 'My Computer' by default.</p> <p>When integrated with a DMS, clicking on this button will drop down a list of options, being 'My Computer' and the name of the DMS. Clicking on the DMS name will display your DMS Open window.</p> <p>NOTE: If <i>compareDocs</i> is installed in a DMS integrated environment, users can change the default 'Open From' location from 'My Computer' to 'DMS'. This default can be changed via Cog > Compare settings.</p>



#	Option	Description
7	Swap button	When clicked, the Swap button reverses the order of your Original and Modified documents by swapping the Original and Modified dropdown list options.
8	Modified document field Most recently used (MRU) list	<p>An editable dropdown list displaying the document name and file type extension of the Modified document being compared.</p> <p>The name of the Modified document can manually entered into this field. The name of the Original document can also be copied and pasted into the Modified field (and vice versa) to facilitate greater efficiency.</p> <p>This dropdown list contains a record of the 10 most recently used Modified documents, with the most recently used document at the top of the list. Documents in this list can be selected and compared again providing that their locations have not changed since previously being compared. This functionality also applies to documents sourced from a DMS.</p> <p>NOTE: Information about the name and location of email attachments cannot be retained and therefore, previously compared email attachments are not displayed in the MRU list.</p> <p>This field is also a 'drag and drop' zone for any documents or attachments not located in your DMS, including email attachments. Simply 'click and drag' a document from your File System, Windows Desktop or an email attachment onto this field to populate.</p>
9	Modified document information icon	<p>Modified document information icon which, when hovered over with the mouse, displays the following document attributes:</p> <ul style="list-style-type: none"> • Name; • Title; • Author; • Date Created; • Last Modified; and • Size.



#	Option	Description
		When integrated with a DMS, clicking on this icon will open the Document Profile window from the DMS.
10	Open Modified document button	<p>When clicked, this button will display an Open window, allowing you to browse and locate the Modified document from 'My Computer' by default.</p> <p>When integrated with a DMS, clicking on this button will drop down a list of options, being 'My Computer' and the name of the DMS. Clicking on the DMS name will display your DMS Open window.</p> <p>NOTE: If <i>compareDocs</i> is installed in a DMS integrated environment, users can change the default 'Open From' location from 'My Computer' to 'DMS'. This default can be changed via Cog > Compare settings.</p>

Functions > Output Settings and Actions

#	Option	Description
11	Document Output > Word option	<p>This option specifies that the Comparison Report will be produced in Microsoft® Word format.</p> <p>When Word is the selected Document Output, the Report Type defaults to Consolidated report marked up with track changes.</p> <p>NOTE: This setting is available when comparing two (2) Microsoft® Word documents. Also available when comparing two (2) non Word document e.g. PDF, if "Allow PDF's to be converted to Word and then compared" setting is checked under Cog > OCR</p>
12	Document Output > PDF option	<p>This option specifies that the Comparison Report will be produced in PDF format.</p> <p>When PDF is the selected Document Output, the Report Types defaults to Consolidated report marked up with annotations.</p> <p>NOTE: When either of the selected documents is not a Word document, Document Output defaults to PDF.</p>



#	Option	Description
<p>13</p>	<p>When Document Output is Word:</p> <p>Report Type: Consolidated report marked up with track changes</p> <p>Include: 13.1 Consolidated report marked up with track changes 13.2 Consolidated report marked up with formatting</p> <p>When Document Output is PDF:</p> <p>Report Type: Consolidated report marked up with annotations</p> <p>Include: 13.3 Consolidated report marked up with annotations 13.4 Side-by-side report marked up with annotations</p> <p>Rendering Set: Consolidated report marked up with track changes 13.5 Consolidated report marked up with formatting 13.6</p>	<p>Report Type</p> <p>Report Types available change dynamically based on a combination of the source document types and the selection of either Word or PDF Document Output. These options reflect the Comparison Report markups available when comparing Word-to-Word, PDF-to-PDF, Word-to-PDF, PDF-to-Word, or anything-to-anything.</p> <p>See below for explanations of the various combinations.</p>
<p>13.1</p>	<p>Report Type > Consolidated report marked up with track changes</p>	<p>Available when Word is the Document Output and the source documents are both Word documents.</p> <p>The outcome of this selection is a Word document containing all changes marked up using Microsoft® Word’s native Track Changes functionality. The final format depends on the Document Output choice of Word or PDF.</p> <p>If Word, this allows you to begin accepting or rejecting changes immediately upon completion of the comparison using right mouse clicks.</p> <p>If PDF, this converts the Word comparison output back to PDF to ensure the presentation of the changes cannot be edited.</p> <p>Markup of the Word Comparison Report is based on Word Rendering Set options selected.</p>
<p>13.2</p>	<p>Report Type > Consolidated report</p>	<p>Available when Word is the Document Output and the source documents are both Word documents.</p>

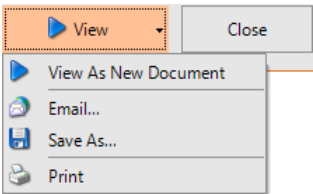


#	Option	Description
	marked up with formatting	<p>The outcome of this selection is a Word document containing all changes marked up using industry standard ‘redline’ formatting, being:</p> <ul style="list-style-type: none"> • Red strikethrough for deletions; • Blue underlining for insertions. <p>The consolidated, formatted Comparison Report does not allow accepting or rejecting of changes using Microsoft® Word’s native Track Changes functionality.</p> <p>Markup of the Word Comparison Report is based on Word Rendering Set options selected.</p>
<p>13.3</p>	<p>Report Type > Consolidated report marked up with annotations</p>	<p>Available when PDF is the Document Output and the source documents are either Word documents, PDF documents or any other compatible document type. Documents other than PDF are first converted to PDF before comparison.</p> <p>The outcome of this selection is a consolidated PDF document containing all changes marked up using PDF annotations.</p> <p>Markup of the PDF Comparison Report is based on PDF Rendering Set options selected.</p>
<p>13.4</p>	<p>Report Type > Side-by-side report marked up with annotations</p>	<p>Available when PDF is the Document Output and the source documents are either Word documents, PDF documents or any other compatible document type. Documents other than PDF are first converted to PDF before comparison.</p> <p>The outcome of this selection is a side-by-side PDF document containing all changes marked up using PDF annotations.</p> <p>Markup of the PDF Comparison Report is based on PDF Rendering Set options selected.</p>
<p>13.5</p>	<p>Report Type > Consolidated report marked up with track changes</p>	<p>Available when PDF is the Document Output and the source documents are both Word documents.</p> <p>Also available when PDF is the Document Output and the source documents are non-Word e.g. PDF, if “Allow PDF’s to be converted to Word and then compared” setting is checked under Cog > OCR</p>



#	Option	Description
		<p>The outcome of this selection is a PDF document containing all changes marked up using Microsoft® Word’s native Track Changes formatting.</p> <p>Markup of the PDF Comparison Report is based on Word Rendering Set options selected.</p>
<p>13.6</p>	<p>Report Type > Consolidated report marked up with formatting</p>	<p>Available when PDF is the Document Output and the source documents are both Word documents.</p> <p>Also available when PDF is the Document Output and the source documents are non-Word e.g. PDF, if “Allow PDF’s to be converted to Word and then compared” setting is checked under Cog > OCR</p> <p>The outcome of this selection is a consolidated PDF document containing all changes marked up using industry standard ‘redline’ formatting, being:</p> <ul style="list-style-type: none"> • Red strikethrough for deletions; • Blue underlining for insertions. <p>Markup of the PDF Comparison Report is based on Word Rendering Set options selected.</p>
<p>14</p>	<p>Report Type > Include Summary Report option</p>	<p>This option produces a 1-page summary of statistical differences between the two (2) files compared.</p> <p>This Summary includes:</p> <ul style="list-style-type: none"> • Path and file name of the Original and Modified documents compared; • A summary of the changes found; and • Statistical information about physical differences between the Original and Modified documents. <p>Change Summary Reports are available for both Word and PDF comparisons.</p> <p>NOTE: Display and insertion of Change Summary Reports are determined by selections made in Cog > Output</p>

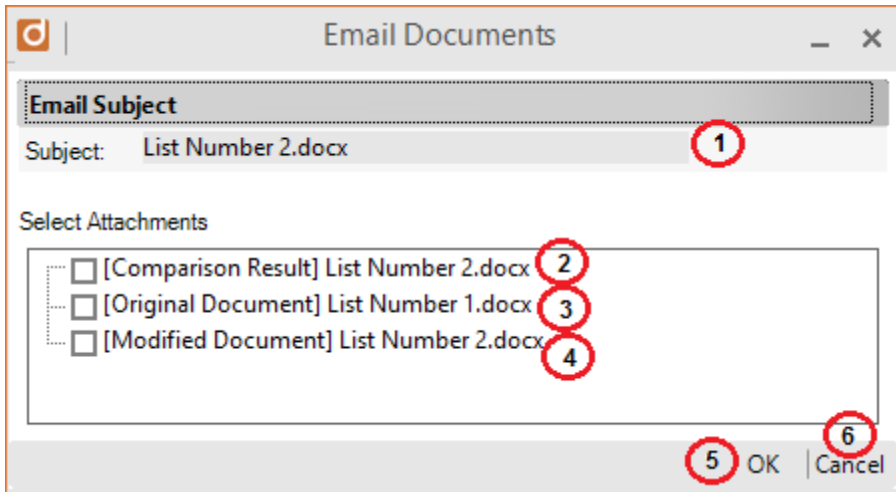


#	Option	Description
15	Report Type > Include Detail Report option	<p>This option produces a detailed report listing differences between the Original and Modified documents.</p> <p>When two (2) documents are compared, the Change Detail Report provides a cross-referenced listing of changes, facilitating a more efficient review of differences between the source Word documents.</p> <p>Change Detail Reports are available for both Word and PDF comparisons.</p> <p>NOTE: Display and insertion of Change Detail Reports are determined by selections made in Settings > Output > PDF or Settings > Output > Word.</p>
16	Report Type > Include Changes Only report option	<p>Available only for Word as the selected Document Output.</p> <p>The outcome of this selection is a report in PDF format, but based on the Word comparison report. It is limited to showing only pages with changes. The Changes Only report can be saved or printed to any printer for review.</p> <p>NOTE: The Changes Only report option cannot be used in conjunction with the Summary Report and Detail Report.</p>
17	Rendering Sets dropdown list	<p>A list of Rendering Set options available for markup of the selected comparison results.</p> <p>Rendering Sets can be managed via Cog > Rendering > Word or Cog > Rendering > PDF</p>
18	Compare button	<p>Compare button initiates a document comparison. Upon initial selection of the Compare button, a dropdown list of actions is presented, including:</p>  <ul style="list-style-type: none"> • View As New Document – Initiates a comparison of the Original and Modified documents, and opens the Comparison Report as a new document in Microsoft® Word or your PDF reader; • Email... – Initiates a comparison of the Original and Modified documents, and opens a window allowing selection of the documents to be emailed (i.e. Comparison Result, Original and/or Modified Documents). The Email



#	Option	Description
		<p>Documents window also allows entry of an email subject which will populate the Subject field within the email;</p> <ul style="list-style-type: none"> • Save As... – Allows you to browse to a location in which to save the Comparison Report. By default, this location is ‘My Computer’; and • Print – Initiates a comparison of the Original and Modified documents. Upon completion, the following message is displayed, requiring a choice of either print all pages or just those pages with changes: <p>The Compare button is disabled until such time as both the Original and Modified documents are populated with valid documents.</p> <p>NOTE: When integrated with a DMS, an additional option is automatically configured and appears underneath the Save As... option, titled Save Into [DMS]..., where [DMS] is the name of your document management system. Clicking on Save Into [DMS]... will display your DMS Save window, allowing profiling of the Comparison Report within your DMS.</p>
19	Close button	Closes the active instance of <i>compareDocs</i> .
20	Edit	Opens the Rendering Set window in Settings for the currently selected Rendering set

Email Documents window



#	Option	Description
1	Subject field	The default value for this field is the name of the Modified document and this value will be used to populate the Subject field in an email message. This default value can be changed by the user and the new value will be used instead of the Modified document name.
2	Select Attachments > [Comparison Result] checkbox	Select this checkbox if you would like to attach the Comparison Result to the email being composed. NOTE: If you require the name of the Comparison Result to be something other than the default, simply click on the Comparison Result and click again to make this field editable.
3	Select Attachments > [Original Document] checkbox	Select this checkbox if you would like to attach the Original Document to the email being composed. NOTE: If you require the name of the Original Document to be something other than the default, simply click on the Original Document and click again to make this field editable.
4	Select Attachments > [Modified Document] checkbox	Select this checkbox if you would like to attach the Modified Document to the email being composed. NOTE: If you require the name of the Modified Document to be something other than the default, simply click on the Modified Document and click again to make this field editable.



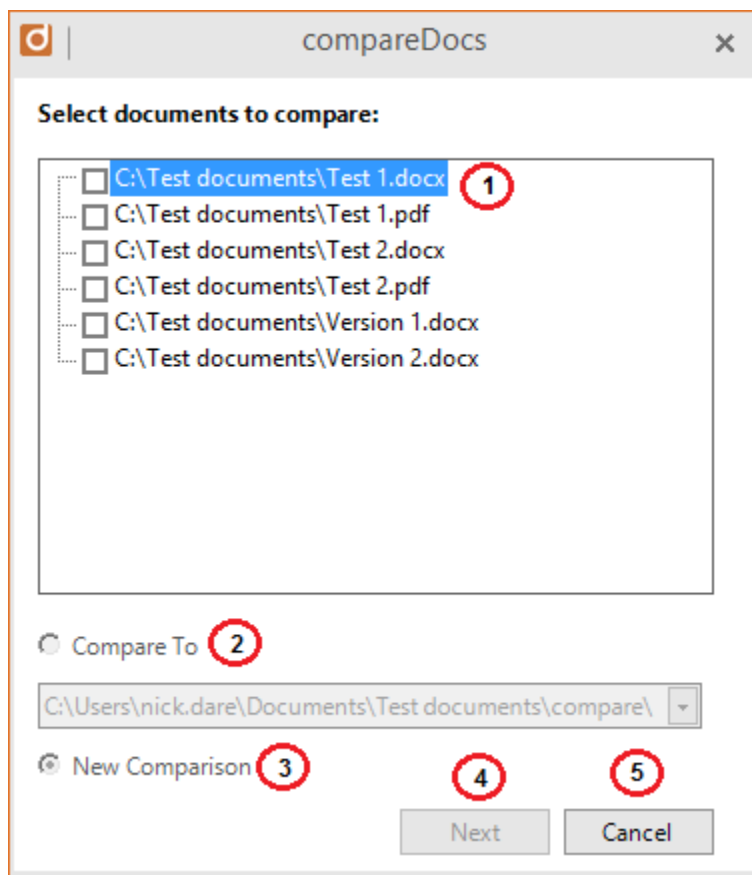
#	Option	Description
5	OK button	When clicked, an email message will be generated, including the specified Subject and selected attachments. Once the email message is generated, the Email Documents window is closed.
6	Cancel button	Cancels the Email creation process and closes the Email Documents window.



Selection window

When more than two (2) documents are sent to *compareDocs* simultaneously (i.e. via multi-select > right-click in Windows Explorer or when multiple DMS documents or a DMS document with more than 2 versions is selected), all documents are displayed in the Selection window. The Selection window is a navigation mechanism for selecting which documents are sent to the [Main application window](#), either new or existing, for comparison.

If one (1) or more [Main application windows](#) are open, with documents loaded into the Original and Modified document fields, loading any further documents into *compareDocs* will display the added documents in the Selection window.



#	Option	Description
1	Document selection list	The Document selection list lists all documents currently available for selection to be compared, including any versions of documents. Document versions will be displayed in a tree-like structure, sitting below the original version.
2	Compare To option and dropdown list	When one (1) document is selected (i.e. checked) from the Document selection list, with one (1) or more documents already present in the Main application window (as Original or

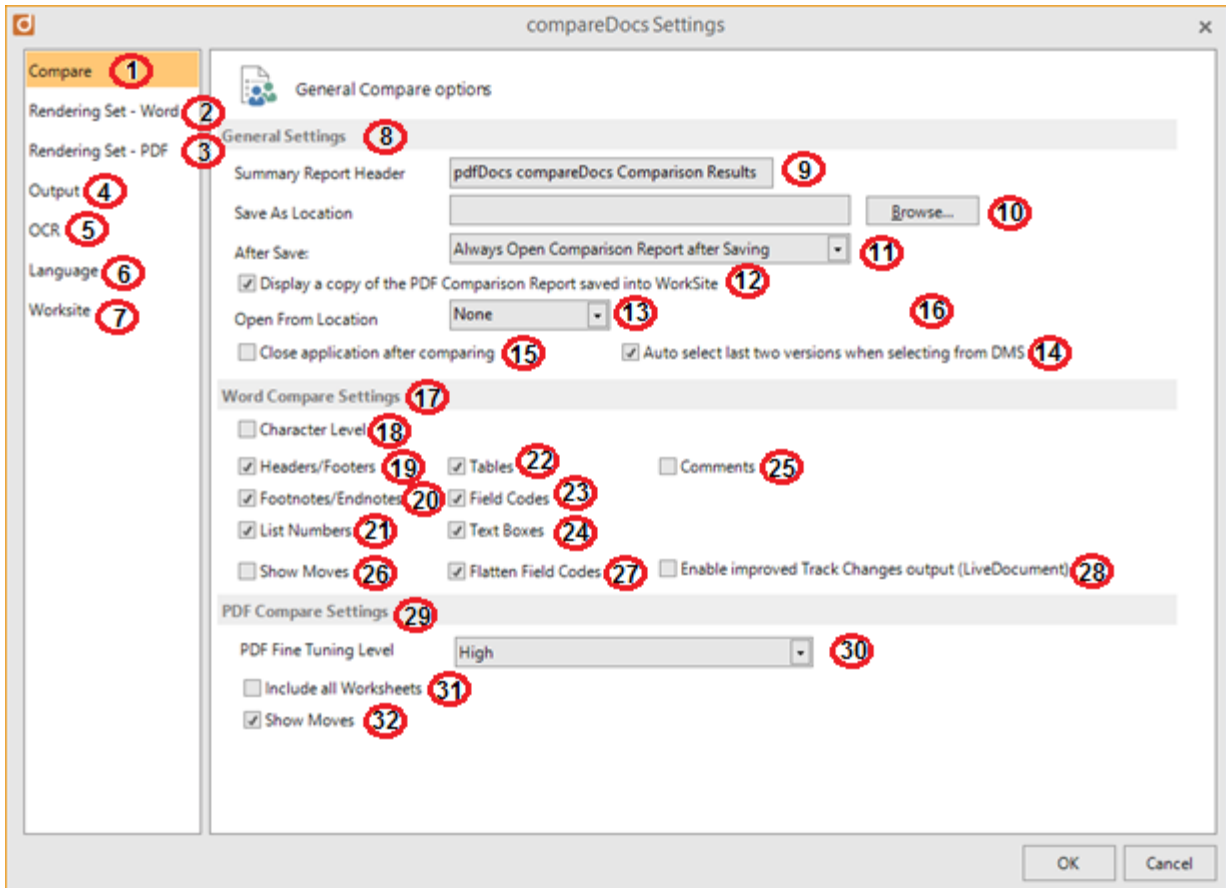


#	Option	Description
		<p>Modified documents), the Compare To option becomes available.</p> <p>When one (1) or more documents are present in any opened Main application window, the Compare To dropdown list allows selection of these already loaded documents for comparison to those presented in the Document selection list.</p>
3	New Comparison option	<p>When either one (1) or two (2) documents are selected (i.e. checked) from the Document selection list, the New Comparison option is available for selection. Selection of this option and clicking the Next button will launch a new instance of the Main application window with the selected document(s) loaded in the Original and Modified document fields.</p>
4	Next button	<p>Enabled when acceptable choices have been made in the Selection window and progresses to the Main application window upon selection.</p>
5	Cancel button	<p>Closes the active instance of the Selection window and displays the Main application window.</p>



Cog > Settings window

Settings



#	Option	Description
1	Compare	Displays the <i>compareDocs</i> Compare Settings, which dictate comparison behavior, default settings and workflow, as opposed to markup behavior. Compare Settings are available for both PDF and Word comparisons.
2	Rendering Set - Word	Displays the <i>compareDocs</i> Rendering Settings for Word.
3	Rendering Set - PDF	Displays the <i>compareDocs</i> Rendering Settings for PDF.
4	Output	Displays the <i>compareDocs</i> Output Settings. Output Settings are available for both PDF and Word comparisons.
5	OCR	Displays the <i>compareDocs</i> OCR Server/Desktop integration Settings.



#	Option	Description
6	Language	Displays the <i>compareDocs</i> Language settings. The chosen language is selected from a drop down menu.
7	DMS [by Name]	If DMS integration is detected display the compareDocs Document Management System (DMS) integration settings for the appropriate product. See section of DMS integrations

Settings > Compare

#	Option	Description
8	General Settings	
9	Summary Report Header	Allows insertion of a user-defined Summary Report Header onto the Change Summary Report .
10	Save As Location	When a comparison is performed and Save As is selected from the Compare dropdown button, the Save As Location specified in this field will become the default location for this action.
11	Open Comparison Report after Saving	When a Comparison Report is saved, either locally or into a document management system, these options determine if and how the Comparison Report is displayed upon completion of the save. These options are: <ul style="list-style-type: none"> • Prompt Me to Open the Saved Comparison Report – asks you whether you would like to view the saved Comparison Report; • Always Open Comparison Report after Saving – opens the saved Comparison Report without prompting; and • Never Open Comparison Report after Saving – saves the Comparison Report without displaying the saved report.
12	Display a copy of the PDF Comparison Report saved into Worksite (<i>ONLY AVAILABLE where installed with HP Worksite</i>)	This option is only available when HP Worksite DMS is detected. See also other DMS specific options under the Worksite tab in Settings.



#	Option	Description
13	Open From Location	A dropdown menu allowing selection of a default 'Open From Location'. This selection will determine whether the [Open] button on the main application window will open from 'My Computer', a 'DMS' (Document Management System), or maintain default behavior with the selection of 'None'.
14	Auto select last 2 versions <i>(ONLY AVAILABLE where installed with HP Worksite and eDocs DMS)</i>	When a document is loaded from the DMS into compareDocs if this option is set, the latest 2 versions of that document will automatically be loaded into the Original and Modified document fields.
15	Close application after comparing	A checkbox allowing for compareDocs to be automatically closed at the completion of each comparison. As compareDocs is often started from a DMS or right clicks on Windows Explorer this allows for the application to be closed without having to do it yourself.
16	Save comparison into DMS <i>(ONLY AVAILABLE where installed with Worldox DMS)</i> <i>(Not shown on the screen image above)</i>	<p>When compareDocs is installed within a Worldox DMS environment, an additional Workflow Setting is enabled which dictates the silent Worldox integrated workflows. There are 4 options available for selection:</p> <ul style="list-style-type: none"> • Let me choose → displays the Source Versions Available window allowing you to select against which compared document the Comparison Report will be saved; • Against the modified document only → bypasses the Source Versions Available window, automatically saving the Comparison Report against the modified Worldox document compared; • Against the original document only → bypasses the Source Versions Available window, automatically saving the Comparison Report against the original Worldox document compared; • Against both original and modified → bypasses the Source Versions Available window, automatically saving the Comparison Report against both the original and modified Worldox documents compared.



#	Option	Description
17	Word Compare Settings	
18	Word Compare > Character Level	<p>When selected, comparison of two (2) Word documents is performed at a character level. For example, the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> Original text: That cat has brown fur. Modified text: Thatis cat has rown<u>lack</u> fur. <p>If character level is not selected, then the modified text will be marked up at a word level and may be indicated as follows:</p> <ul style="list-style-type: none"> Modified text: That<u>This</u> cat has rown<u>black</u> fur.
19	Word Compare > Headers/Footers	When selected, Word documents containing changes to Header and Footer content will be marked up in the Comparison Report.
20	Word Compare > Footnotes/Endnotes	When selected, Word documents containing changes to Footnote and Endnote content will be marked up in the Comparison Report.
21	Word Compare > List Numbers	When selected, Word documents containing changes to List Numbers will be marked up in the Comparison Report.
22	Word Compare > Tables	When selected, Word documents containing changes to Table content will be marked up in the Comparison Report.
23	Word Compare > Field Codes	When selected, Word documents containing changes to Field Codes will be marked up in the Comparison Report.
24	Word Compare > Text Boxes	When selected, Word documents containing changes to Text Box content will be marked up in the Comparison Report.
25	Word Compare > Comments	<p>When selected, Word documents containing comments and changes to Comments will be marked up in the Comparison Report.</p> <p>Comments are depicted in the report as part of the document text but highlighted in yellow.</p>



#	Option	Description
26	Word Compare > Show Moves	<p>When selected and used in conjunction with the “Consolidated report marked up with formatting” Report Type, Word Comparison Reports will mark up text that has been moved from one location in the document to another, as opposed to moves being marked up as deletions from the source and insertions at the destination.</p> <p>NOTE: Marking up of moves natively in Microsoft® Word is dependent on the version of Word being used and the Report Type selected, as described below.</p> <p>Consolidated report marked up with formatting – ALL Microsoft® Word versions:</p> <p>When selected, this setting will result in moved text being marked up in the “Consolidated report marked up with formatting” will display ‘moved from’ text as green, strikethrough text and as <u>green, double-underlined text</u> at the ‘moved to’ location.</p> <p>Consolidated report marked up with track changes – Microsoft® Word 2007 or higher ONLY:</p> <p>When selected and used in conjunction with Word 2007 or higher or higher, the “Consolidated report marked up with track changes” will display ‘moved from’ text as green, strikethrough text and as <u>green, double-underlined text</u> at the ‘moved to’ location.</p>
27	Word Compare > Flatten Field Codes	<p>When selected compareDocs will flatten all field codes prior to comparing content. This option is used to provide a comparison report that is a snapshot at a point in time. If not selected, the comparison report values can change due to operations of Word that will update field codes e.g. print, F9 etc.</p> <p>NOTE: NUMPAGE and PAGE field codes are not flattened as these elements need to reflect latest information in all cases</p>
28	Word Compare > Enable improved Track Changes output (LiveDocument)	<p>When selected compareDocs will produce track changes output with changes from the classic track change output. These differences are centered on list numbers, cross-reference field codes and tables</p>



#	Option	Description
		NOTE: Please refer to a separate document ' LiveDocument Quick Reference Guide ' for how to work with results created by this option.
29	PDF Compare Settings	
30	Fine Tuning > High	<p>The Fine Tuning setting determines the scope of markup which is applied to PDF Comparison Reports.</p> <p>A Fine Tuning setting of High will display changes to a word at a word level. For example, the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> • Original text: That cat has brown fur. It is angry; • Modified text: That cat has <i>black</i> fur. It is angry.
	Fine Tuning > Medium	<p>A Fine Tuning setting of Medium will display changes to a word at a sentence level. For example, the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> • Original text: That cat has brown fur. It is angry; • Modified text: <i>That cat has black fur.</i> It is angry.
	Fine Tuning > Low	<p>A Fine Tuning setting of Low will display changes to a word at a paragraph level. For example, the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> • Original text: That cat has brown fur. It is angry; • Modified text: <i>That cat has black fur. It is angry.</i>
31	PDF Compare > Include all Worksheets	<p>When comparing two (2) Microsoft® Excel spreadsheets, selecting this setting will ensure that the entire Workbook (i.e. multiple Worksheets) is automatically converted to PDF prior to being compared.</p> <p>Conversely, deselecting this option will result in only the first Worksheet being converted to PDF prior to being compared.</p>

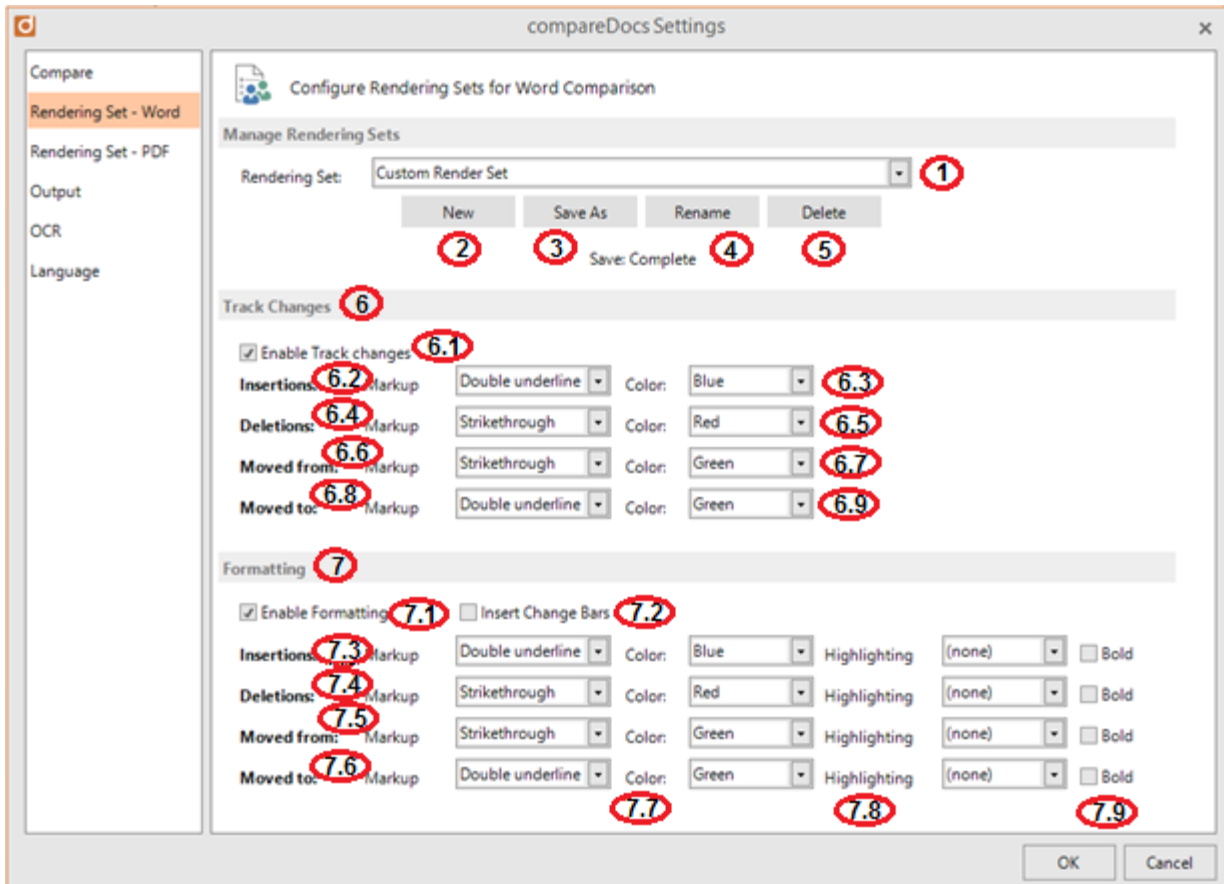


#	Option	Description
32	PDF Compare > Show Moves	When selected, this option will enable the detection and marking up of moved content, or 'Moves', when comparing documents as PDFs.



Settings > Rendering > Word

NOTE: *compareDocs* is provided with a suite of default Rendering Sets, known as Server-side Rendering Sets. Server-side Rendering Sets are accordingly marked with “(Server)” following the Rendering Set name. Server-side Rendering Sets cannot be removed, renamed or modified, but can be used as a template for new Local Rendering Sets, created and stored locally on your computer.



#	Option	Description
1	Rendering Set dropdown list	<p>A list of Rendering Set options available for markup of comparison results. Default Rendering Sets available are:</p> <ul style="list-style-type: none"> • New – when selected, enables a new local rendering set to be created. The Track Changes fields (refer point 6) become available to create the new Rendering Set; • Standard (Server); • Standard with carets for deletes (Server); • Standard with bold for formatting (Server); and



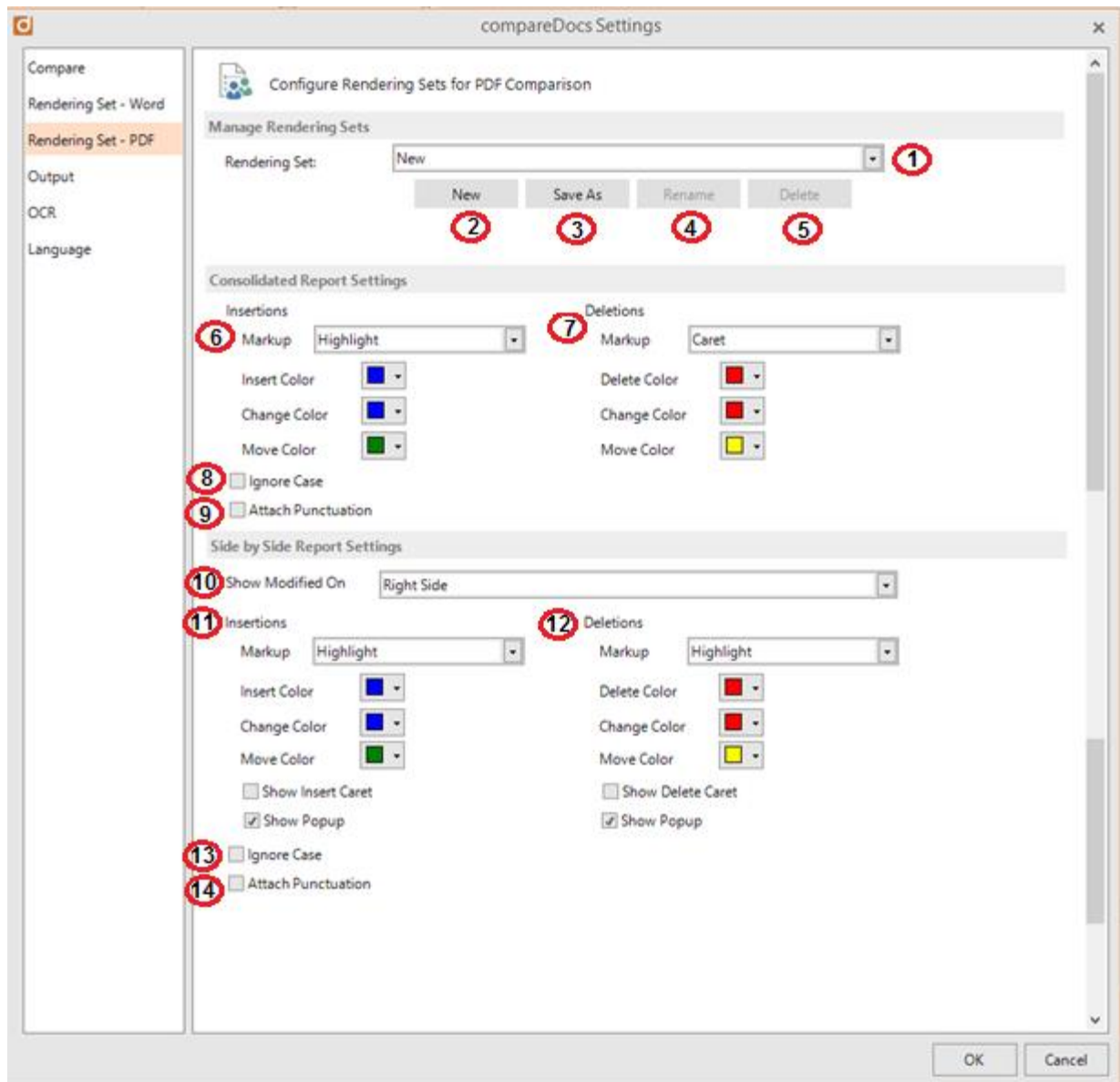
#	Option	Description
		<ul style="list-style-type: none"> Standard with color blue for formatting (Server).
2	New button	<p>The Track Changes (6) and Formatting (7) fields become available so the template can be amended to create a new local rendering set.</p> <p>To save the new Rendering Set, click on the Save As button. You will be prompted to provide a new name for this rendering set which will then be included on the Rendering Set dropdown list.</p>
3	Save As button	Saves new Rendering Sets with a user-defined name upon creation via the New button, as well as copies existing Rendering Sets and saves them with a different user-defined name.
4	Rename button	<p>Allows renaming of a user-defined Rendering Set.</p> <p>NOTE: Rename button is disabled for default Rendering Sets.</p>
5	Delete button	<p>Allows deletion of a user-defined Rendering Set.</p> <p>NOTE: Delete button is disabled for default Rendering Sets.</p>
6	Track Changes	<p>Enables track changes to be turned on and the format of the changes to be specified.</p> <p>NOTE: These options are disabled unless a Local User defined rendering set is being used.</p>
6.1	Enable Track Changes	Select to turn Track Changes ON. This then enables the format of the change types to be selected.
6.2	Markup > Insertions	Sets the format used to mark inserted text.
6.3	Markup > Color	Sets the color applied to insertions.
6.4	Markup > Deletions	Sets the format used to mark deleted text.
6.5	Markup > Color	Sets the color applied to deleted text.
6.6	Markup > Moved From	Sets the format used to mark text that has been move FROM elsewhere in the document.



#	Option	Description
		Note: Only available with Office 2007 or higher
6.7	Markup > Color	Sets the color applied to the 'Moved From' text. Note: Only available with Office 2007 or higher
6.8	Markup > Moved to	Sets the format used to mark text that has been inserted (moved to) from elsewhere in the document. Note: Only available with Office 2007 or higher
6.9	Markup > Color	Sets the color applied to the 'Moved To' text. Note: Only available with Office 2007 or higher
7	Format	Enables the format of track changes to be turned on and the format of the changes to be specified. NOTE: These options are disabled unless a Local User defined rendering set is being used.
7.1	Mark up > Enable Formatting	Select to turn on tracking of format changes.
7.2		
7.3	Mark up > Insertions	Sets the format to be used to mark inserted format changes.
7.4	Mark up > Deletions	Sets the format to be used to mark deleted format changes.
7.5	Mark up > Moved From	Sets the format to indicate where format changes have moved from.
7.6	Mark up > Moved Too	Sets the format to indicate where format changes have moved to.
7.7	Mark up > Color	Sets the color applied to each mark up type.
7.8	Mark up > Highlighting	Sets the color to be used to highlight format fir each markup type
7.9	Mark up > Bold	Sets the mark ups to be displayed in bold.

Settings > Rendering > PDF

NOTE: *compareDocs* is provided with a suite of default Rendering Sets, known as Server-side Rendering Sets. Server-side Rendering Sets are accordingly marked with “(Server)” following the Rendering Set name. Server-side Rendering Sets cannot be removed, renamed or modified, but can be used as a template for new Local Rendering Sets, created and stored locally on your computer.



#	Option	Description
1	Rendering Set dropdown list	A list of Rendering Set options available for markup of comparison results. Default Rendering Sets available are:

#	Option	Description
		<ul style="list-style-type: none"> • New – when selected, New clears all settings and allows creation of a new Rendering Set; • Standard (Server); • Standard without underlining (Server); • Standard with punctuation (Server); • Standard with ignore case (Server).
2	New button	<p>When selected, the New button clears all settings and allows creation of a new Rendering Set.</p> <p>To save the new Rendering Set, click on the Save As button.</p>
3	Save As button	<p>Saves new Rendering Sets with a user-defined name upon creation via the New button, as well as copies existing Rendering Sets and saves them with a different user-defined name.</p>
4	Rename button	<p>Allows renaming of a user-defined Rendering Set.</p> <p>NOTE: Rename button is disabled for default Rendering Sets.</p>
5	Delete button	<p>Allows deletion of a user-defined Rendering Set.</p> <p>NOTE: Delete button is disabled for default Rendering Sets.</p>
6	Consolidated > Insertions	<p>Markup</p> <ul style="list-style-type: none"> • Highlight – mark insertions with highlighting • Underline – mark insertions with <u>underlining</u> • Strikeout – mark insertions with strikethrough <p>Colors</p> <ul style="list-style-type: none"> • Insert - Sets the color applied to insertions • Change – Sets the color applied to insert side of changes • Move – Sets the color applied to insert side of moves
7	Consolidated > Deletions	<p>Markup</p>



#	Option	Description
		<ul style="list-style-type: none"> Caret [^] – A single marker will indicate the point from where the text was deleted. <p>Colors</p> <ul style="list-style-type: none"> Delete - Sets the color applied to deletions Change - Sets the color applied to delete side of changes Move - Sets the color applied to delete side of moves
8	Processing > Ignore Case option	<p>The Ignore Case option determines whether changes in case will be marked up as a change in the Comparison Report.</p> <p>For example, if Ignore Case is selected, then the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> Original text: That cat has brown fur; Modified text: That CAT has <u>black</u> fur. <p>If Ignore Case is not selected, then the following change may be indicated:</p> <ul style="list-style-type: none"> Modified text: That <u>CAT</u> has <u>black</u> fur.
9	Processing > Attach Punctuation option	<p>The Attach Punctuation option determines whether or not changes to a word are indicated by including any attached punctuation in the markup.</p> <p>For example, if Attach Punctuation is selected, then the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> Original text: That cat has brown fur; Modified text: That cat has brown <u>hair</u>. <p>If Attach Punctuation is not selected, then the following change may be indicated:</p> <ul style="list-style-type: none"> Modified text: That cat has brown <u>hair</u>.
10	Side by Side > Show Modified on...	Setting to decide if the Modified document in a side-by-side output is on the left side or the right side
11	Side by Side > Insertions	<p>Markup</p> <ul style="list-style-type: none"> Highlight – mark insertions with highlighting



#	Option	Description
		<ul style="list-style-type: none"> Underline – mark insertions with <u>underlining</u> Strikeout – mark insertions with strikethrough <p>Colors</p> <ul style="list-style-type: none"> Insert - Sets the color applied to insertions Change – Sets the color applied to insert side of changes Move – Sets the color applied to insert side of moves
12	Side by Side > Deletions	<p>In a side-by-side output the delete side markups are shown in text not in annotation marks, so more options are available for markup</p> <p>Markup</p> <ul style="list-style-type: none"> Highlight – mark deletions with highlighting Underline – mark deletions with <u>underlining</u> Strikeout – mark deletions with strikethrough <p>Colors</p> <ul style="list-style-type: none"> Insert - Sets the color applied to deletions Change – Sets the color applied to delete of changes Move – Sets the color applied to delete side of moves
13	Side by Side > Ignore Case option	<p>The Ignore Case option determines whether changes in case will be marked up as a change in the Comparison Report.</p> <p>For example, if Ignore Case is selected, then the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none"> Original text: That cat has brown fur; Modified text: That CAT has black fur. <p>If Ignore Case is not selected, then the following change may be indicated:</p> <ul style="list-style-type: none"> Modified text: That <u>CAT</u> has black fur.
14	Side by Side > Attach Punctuation option	<p>The Attach Punctuation option determines whether or not changes to a word are indicated by including any attached punctuation in the markup.</p>



#	Option	Description
		<p>For example, if Attach Punctuation is selected, then the following change may be indicated in the Comparison Report:</p> <ul style="list-style-type: none">• Original text: That cat has brown fur;• Modified text: That cat has brown <u>hair</u>. <p>If Attach Punctuation is not selected, then the following change may be indicated:</p> <ul style="list-style-type: none">• Modified text: That cat has brown <u>hair</u>.



Settings > Output

#	Option	Description
1	PDF tab	Displays Output Settings for PDF comparisons .
2	Word tab	Displays Output Settings for Word comparisons .

The screenshot shows the 'compareDocs Settings' dialog box with the 'Output' section selected. The settings are organized into two main sections: 'Word' and 'PDF'.

Word Section:

- 1: Show Track Changes Toolbars
- 2: Show Reviewing Pane
- 3: Show Track Changes Formatting Balloons
- 4: Author dropdown menu (set to 'compareDocs')
- Save files in this format: Automatic - same as modified (9)
- Document view on open: Print View (10)
- 5: Include Change Summary Report
- Append to End of Comparison Report (6)
- 7: Include Change Detail Report
- Display as a Separate Report (8)
- 11: Update Automatic Links at Open

PDF Section:

- 12: Compare Data in Sequence
- 13: Print Annotations
- 14: Hide Annotations
- 15: Show Unicode Differences
- 16: Include Change Summary Report
- Append to Beginning of Comparison Report (17)
- 18: Include Change Detail Report
- Display as a Separate Report (19)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.



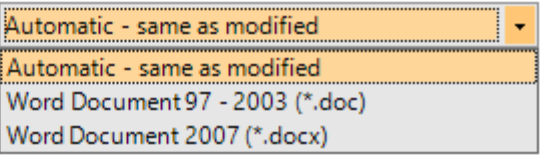
Settings > Output > Word

#	Option	Description
1	Track Changes > Show Track Changes Toolbar option	Displays the Microsoft® Word Track Changes Toolbar is opened upon presentation of a Word Comparison Report when selected.
2	Track Changes > Show Reviewing Pane option	Displays the Microsoft® Word Track Changes Reviewing Pane is opened upon presentation of a Word Comparison Report when selected.
3	Track Changes > Show Track Changes Formatting	
4		
	Track Changes > Author dropdown	When comparing Microsoft® Word documents using the “Consolidated report marked up with track changes”, each Tracked Change can include a user-specified Author record.
4.1	Track Changes > Author > compareDocs	When selected, “compareDocs” will be inserted as the Author of any change detected and marked up.
4.2	Track Changes > Author > Blank	When selected, no Author details will be displayed (i.e. Author = Blank).
4.3	Track Changes > Author > Current Name (User Name)	When selected, the current Word User’s name will be inserted as the Author of any change detected and marked up. Put differently, Author details will reflect the User Name of the person comparing the documents.
4.4	Track Changes > Author > Change Numbers	When selected, Change Numbers will be used to correlate differences when comparing two (2) Word documents. Change



#	Option	Description
		<p>Numbers are noted within Word's 'Track Changes Balloons' and in the Reviewing Pane when Track Changes are used to mark up differences in the Comparison Report.</p> <p>NOTE: If cross-referenced Change Numbers are desired to ensure that your Comparison Report correlates with differences listed in your Change Detail Report, please ensure that this option is selected.</p>
4.5	Track Changes > Author > Custom Text	When selected, this option activates the Custom Text field, allowing users to define their own Author details.
4.6	Track Changes > Author > Custom Text field	When Custom Text is selected from the Author dropdown list, text entered in this field will be inserted as the Author of any change detected and marked up.
5	Change Reports > Include Change Summary Report option	<p>Default setting for the inclusion of a Change Summary Report with Word Comparison Reports. This option determines default behavior for the Include Change Summary Report options on the Main application window.</p> <p>Selecting this option will produce a Change Summary Report in Word format, applying positioning of the report based on selections made in the Include Change Summary Report dropdown list.</p>
6	Change Reports > Include Change Summary Report dropdown list	<p>Default setting for the positioning of a Change Summary Report with Word Comparison Reports. This option determines default behavior for the Include Change Summary Report options on the Main application window.</p> <p>Options available for selection are:</p> <ul style="list-style-type: none"> • Display as a Separate Report; • Append to Beginning of Comparison Report; and • Append to End of Comparison Report.
7	Change Reports > Include Change Detail Report option	Default setting for the inclusion of a Change Detail Report with Word Comparison Reports. This option determines default behavior for the Include Change Detail Report options on the Main application window .



#	Option	Description
		Selecting this option will produce a Change Detail Report in PDF format, applying positioning of the report based on selections made in the Include Change Detail Report dropdown list. NOTE: It is important to note that a Word Change Detail Report is produced in PDF format.
8	Change Reports > Include Change Detail Report dropdown list	Default setting for the positioning of a Change Detail Report with Word Comparison Reports. This option determines default behavior for the Include Change Detail Report options on the Main application window . Options available for selection are: <ul style="list-style-type: none"> • Display as a Separate Report. NOTE: It is important to note that a Word Change Detail Report is produced in PDF format.
9	Save files in this format: Document view on open: <input type="checkbox"/> Include Change Summary	
	Save Options > Save files in this format	This option determines the document file format of Word Comparison Reports when saved from <i>compareDocs</i> .
9.1	Save Options > Automatic – same as modified	Selecting Automatic – same as modified saves the Comparison Report in the same document format as the Modified document being compared. For example, if the Original document being compared is a *.DOC file and the Modified document is a *.DOCX, then the Comparison Report produced will be a *.DOCX.
9.2	Save Options > Word Document 97 – 2003 (*.doc)	Selecting Word Document 97 – 2003 (*.doc) dictates that regardless of the file format of Word documents being compared, the Comparison Report will be saved in *.DOC format.
9.3	Save Options > Word Document 2007 or higher (*.docx)	Selecting Word Document 2007 or higher (*.docx) dictates that regardless of the file format of Word documents being



#	Option	Description
		compared, the Comparison Report will be saved in *.DOCX format as 2007 or higher or higher format.
10.1	Document View > Print View	Displays the Word Comparison Report in Print View when Word is the specified Document Output. TIP: Print View is most commonly used to view text, graphics, headers/footers, section/page breaks, and other document formatting elements as they will be positioned on the printed page.
10.2	Document View > Normal View	Displays the Word Comparison Report in Normal View when Word is the specified Document Output. TIP: Normal View is most commonly used when typing, editing and formatting text within a document.
11	General > Update Automatic Links at Open	This option controls your Microsoft® Word application settings with respect to Automatic Links (Microsoft® Word > Tools > Options > General). Select this option if the Word documents being compared contain links to external documents to update these links automatically prior to the comparison being performed.

Settings > Output > PDF

#	Option	Description
12	PDF Processing > Compare Data in Sequence	By default, PDF files are processed in normal order (i.e. order of creation). However, certain files may contain data that is not in sequence. Using the Compare Data in Sequence option allows PDF files to be processed in a top down, left-to-right order, as viewed in Adobe Reader.
13	PDF Annotations > Print Annotations	This option prints the contents of all Annotations when the Comparison Report is printed.
14	PDF Annotations > Hide Annotations	This option hides Annotations used to display details of changes within a PDF Comparison Report when hovered over.

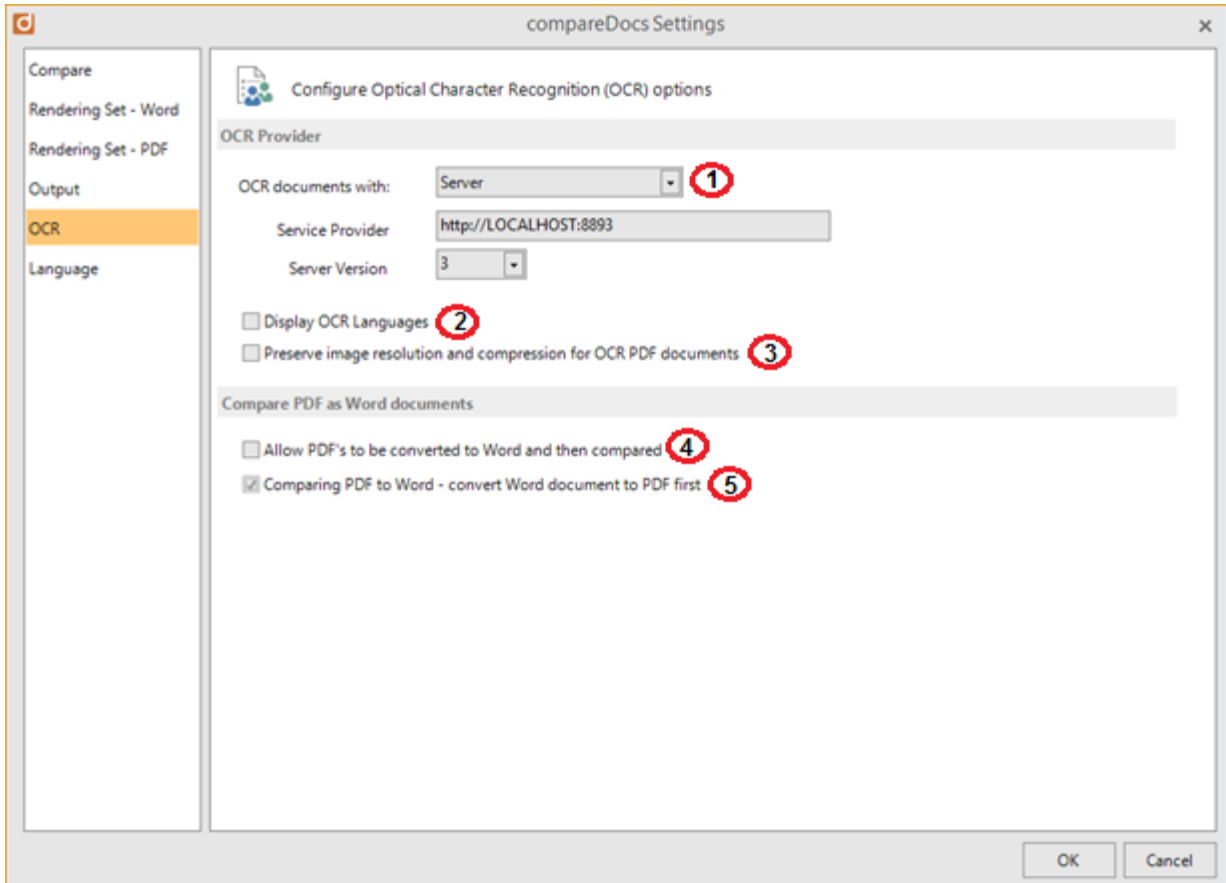


#	Option	Description
		<p>NOTE: This option has been implemented to work around a known JavaScript issue with Adobe Reader 8.0. If you are running this version of Adobe Reader, please select this option.</p>
15	Unicode Characters > Show Unicode Differences	<p>When comparing PDF documents, certain characters may appear to be the same visually, but actually contain different Unicode characters.</p> <p>Selecting this option will display the Unicode difference within the comments and annotation of the PDF change.</p>
16	Change Reports > Include Change Summary Report option	<p>Default setting for the inclusion of a Change Summary Report with PDF Comparison Reports.</p> <p>NOTE: This option is mandatory for PDF comparisons and accordingly, cannot be deselected.</p>
17	Change Reports > Include Change Summary Report dropdown list	<p>Default setting for the positioning of a Change Summary Report with PDF Comparison Reports.</p> <p>NOTE: This option is mandatory for PDF comparisons and will always append the Change Summary Report to the beginning of the PDF Comparison Report.</p>
18	Change Reports > Include Change Detail Report option	<p>Default setting for the inclusion of a Change Detail Report with PDF Comparison Reports. This option determines default behavior for the Include Change Detail Report options on the Main application window.</p> <p>Selecting this option will produce a Change Detail Report in PDF format, applying positioning of the report based on selections made in the Include Change Detail Report dropdown list.</p>
19	Change Reports > Include Change Detail Report dropdown list	<p>Default setting for the positioning of a Change Detail Report with PDF Comparison Reports. This option determines default behavior for the Include Change Detail Report options on the Main application window.</p> <p>Options available for selection are:</p> <ul style="list-style-type: none"> • Display as a Separate Report; • Append to Beginning of Comparison Report; and



#	Option	Description
		<ul style="list-style-type: none"> Append to End of Comparison Report.

Settings > OCR



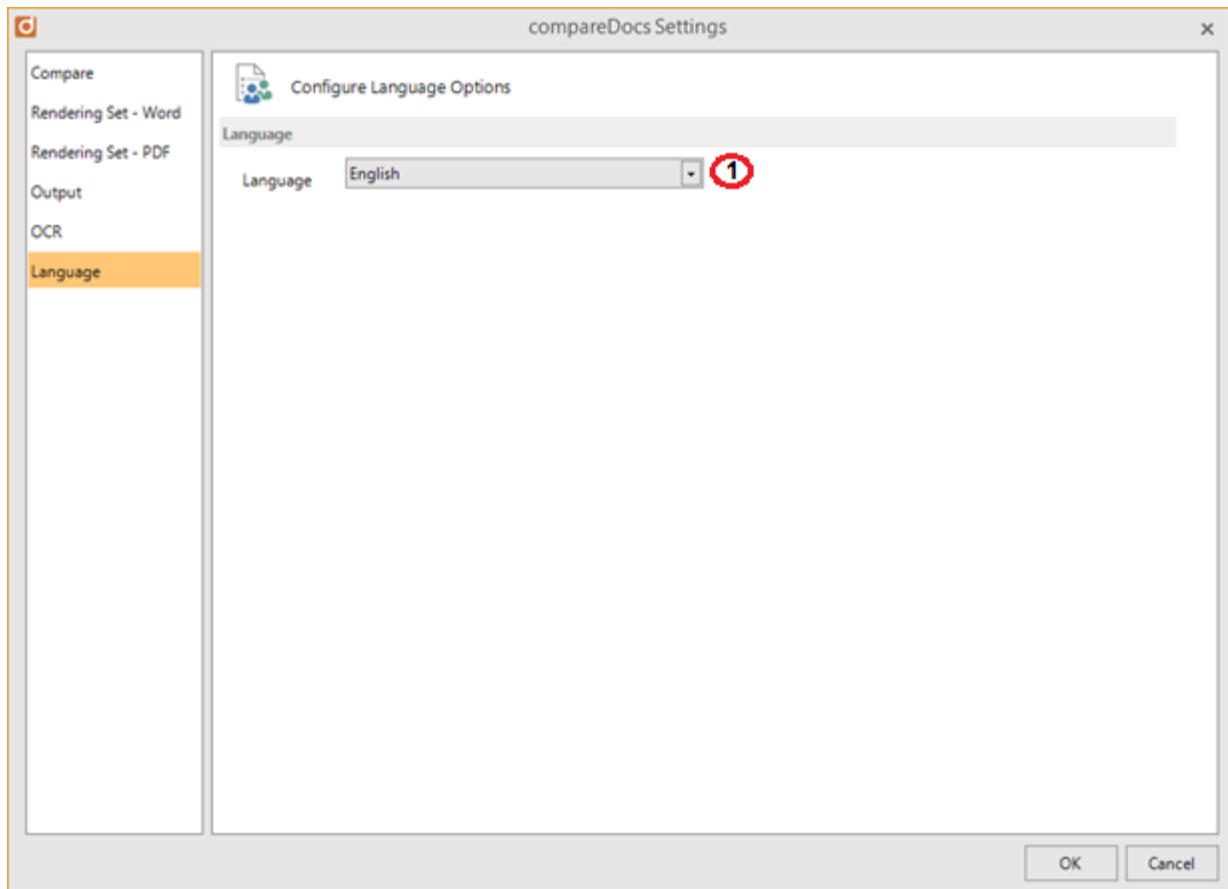
#	Option	Description
1	OCR Service Provider	<p>Allows entry of the <i>OCR Server/Desktop</i> Service Provider location. This is a mandatory field if the corresponding checkbox is selected.</p> <p>Once the new OCR address has been entered press the 'Refresh OCR' button to enable and save the new configuration.</p> <p>This process is also run automatically by compareDocs every 24 hours.</p> <p>NOTE: Please ensure that <i>OCR Server/Desktop</i> is installed before activating this setting. If <i>OCR Server/Desktop</i> is not</p>



#	Option	Description
		installed, then compareDocs will not be able to complete the conversion or comparison.
2	OCR Provider > Display OCR Languages	When selected, during comparison of documents that require OCR, the user will be presented with a list of languages being applied to the OCR process and the ability to add more.
3	OCR Provider > Preserve image resolution and compression	<p>When selected, this option will ensure that the documents being sent to OCR Server are returned using the same resolution and compression rates.</p> <p>This option also enables the selection of text orientation.</p>
4	Compare PDF as Word Documents > Allow PDF's to be converted to Word and then compared	<p>Enables PDF documents to be automatically converted and compared as Word documents using OCR Server/Desktop. Once converted from PDF to Word, the documents are silently returned from OCR Server/Desktop and seamlessly compared as Word documents, using either Track Changes or Formatting to mark up differences.</p> <p>Once this setting is enabled, PDF documents can be converted and compared as Word documents by selecting the Word Document Output option from the compareDocs main application window.</p>
5	Compare PDF as Word Documents > Comparing PDF to Word – convert Word document to PDF first	<p>Only available when Enable PDF documents to be compared in Word format is selected.</p> <p>This checkbox dictates that when comparing a PDF document to a Word document directly, the Word document is first converted to PDF using pdfDocs (if installed), then both PDF documents are converted back to Word via OCR Server (if installed) and compared as native Word documents.</p> <p>This workflow facilitates the best possible result for comparison of Word to PDF and vice versa, as it ensures a common format for comparison.</p>



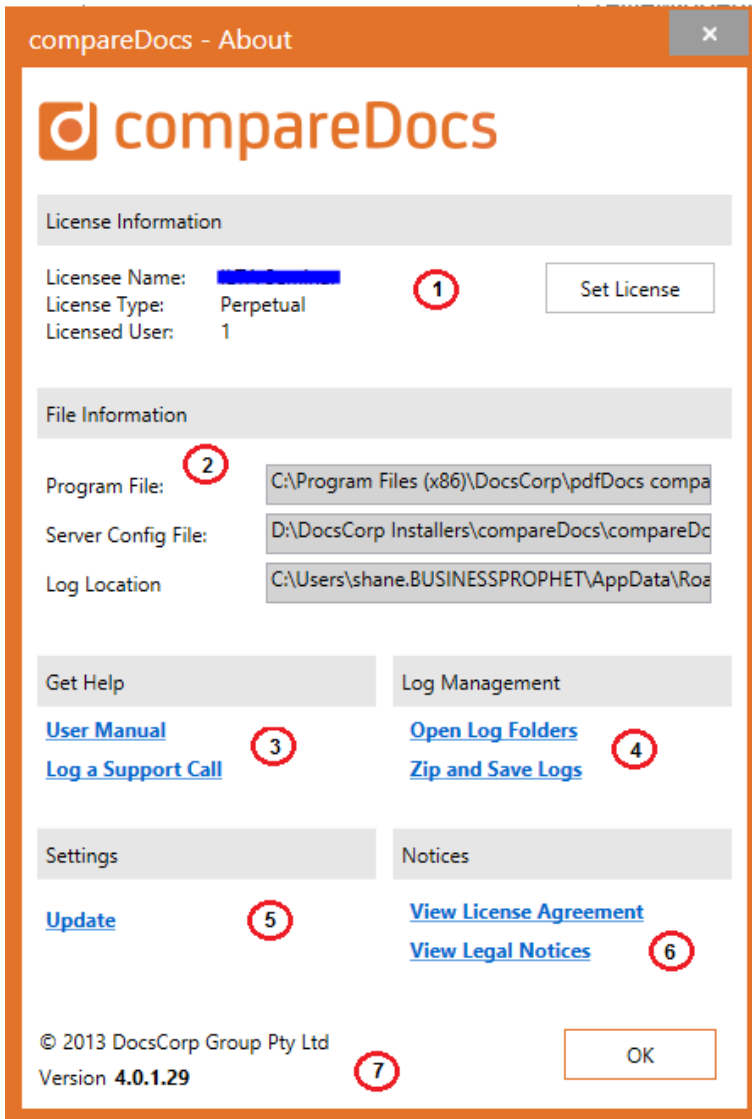
Settings > Language



#	Option	Description
1	Language Options	<p>Displays the <i>compareDocs</i> Language settings. The chosen language is selected from a drop down menu.</p> <p>The settings screen must be saved and exited for the selected language to take effect.</p> <p>Languages available include:</p> <ul style="list-style-type: none"> ▪ English (Default language) ▪ English (US) ▪ French ▪ German ▪ Korean ▪ Norwegian



Cog > About



<p>1</p>	<p>License information</p>	<p><i>compareDocs</i> requires a valid license key in order to perform document comparisons. License details are entered and stored in the License window.</p> <p>Set License button opens the license screen for review or entry of a valid license key. Simply enter the Name (e.g. name of organization) and Key into the License window, clicking [OK] when complete.</p> <p>The license Details (including Expiry date, Seats and License Type) are configured automatically upon entry of the Name, Key and clicking [OK].</p>
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		Changing of the license key details may be disabled if your Administrator has licensed compareDocs via the registry.
2	File Information	Displays information about the <i>compareDocs</i> product, including: <ul style="list-style-type: none"> • Program File location; • Configuration File location; • Log File location;
3	Get Help	User manual provides a web link to this manual for reading online or to save locally. The manual is in PDF format Log a support call provides a web link to our Support page on DocsCorp website. Your Support call can be logged here
4	Log Management	Open log folders will open the location, in Windows Explorer, of the compareDocs log folder(s) Zip and save logs will allow you to create a single file (as ZIP format) of all the logs for troubleshooting. A save dialog will be presented so you can save to any folder locally or on the network.
5	Settings	Update button will confirm latest license details are loaded and will look for newer versions of the MSI that have been placed in your Installer location for compareDocs. See Release notes guide for information on upgrades.
6	Notices	View License Agreement opens a PDF with the End User License agreement for compareDocs View Legal Notices opens a PDF with compareDocs Copyright and Acknowledgment notices
7	Version information	The version of the software is shown in the bottom left of this

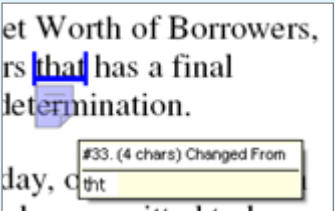
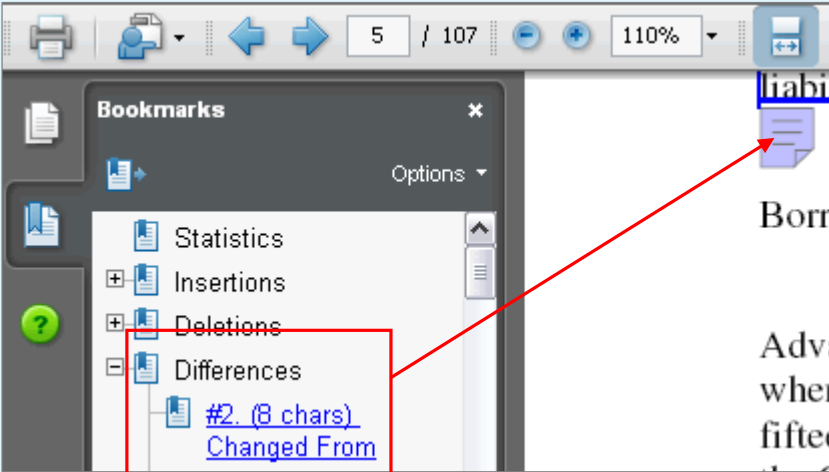
Comparison reports

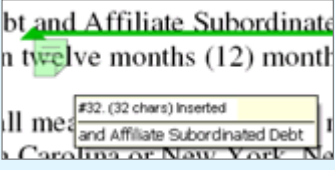
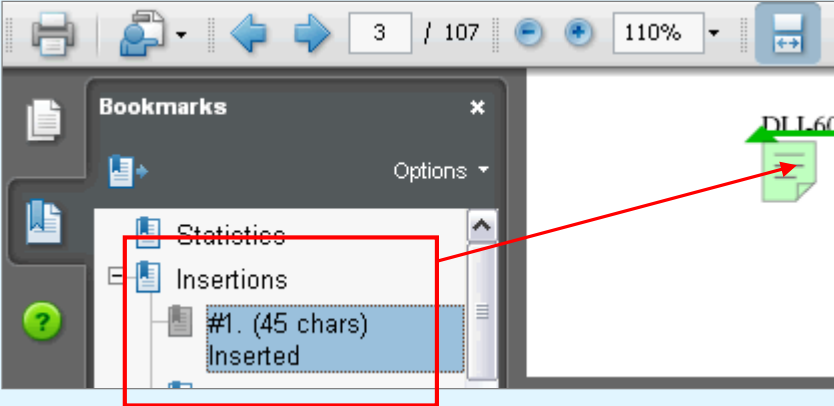
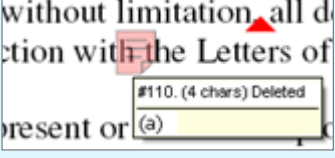
PDF Comparison Reports marked up with annotations

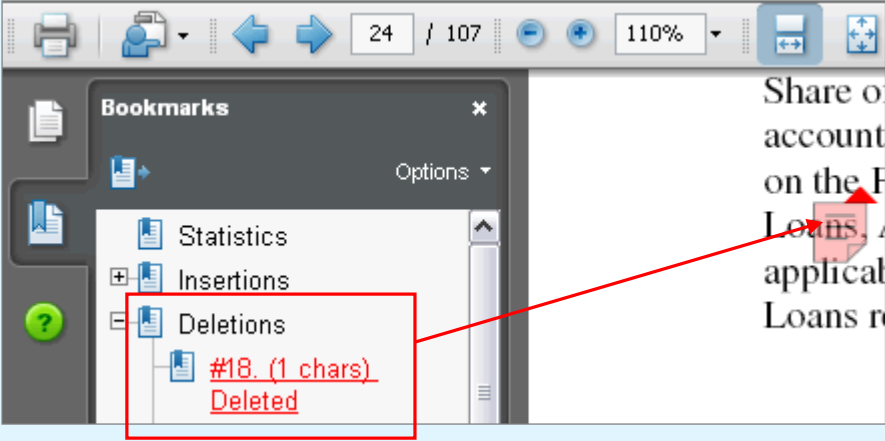
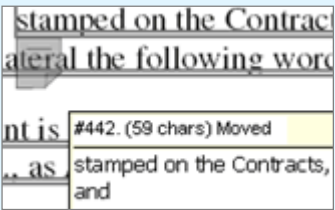
PDF Comparison Reports marked up with annotations are displayed in Adobe Reader, with annotations inserted to signify changes and display details about those changes.

The format of the annotations is controlled by the Rendering Sets for PDF.

The examples below show the 'Standard' Rendering set

#	Formatting	Description
1		<p>Blue annotations represent changed text in PDF Comparison Reports.</p> <p>In this example, a change is also underlined, with vertical line [] delimiters at the beginning and end of the change.</p> <p>NOTE: Underlining and Delimiter settings can be changed in PDF Rendering Settings.</p> <p>When hovering over the blue annotation icon, a tool tip is displayed, presenting the change details (e.g. Changed From 'tht' To 'that') and the corresponding change number (e.g. #33).</p> <p>Changed text references are displayed in the Bookmarks Pane (see below). These bookmarks can be used to assist with change navigation and review.</p>
		

#	Formatting	Description
2		<p>Green annotations represent inserted text in PDF Comparison Reports.</p> <p>In this example, inserted text is also underlined, with caret [^] delimiters at the beginning and end of the change.</p> <p>NOTE: Underlining and Delimiter settings can be changed in PDF Rendering Settings.</p> <p>When hovering over the green annotation icon, a tool tip is displayed, presenting the inserted text details (e.g. Inserted 'and Affiliate ...') and the corresponding change number (e.g. #32).</p> <p>Inserted text references are displayed in the Bookmarks Pane (see below). These bookmarks can be used to assist with change navigation and review.</p> 
3		<p>Red annotations represent deleted text in PDF Comparison Reports.</p> <p>In this example, deleted text is represented with a caret [^] delimiter in the place of the deleted text.</p> <p>NOTE: Underlining and Delimiter settings can be changed in PDF Rendering Settings.</p> <p>When hovering over the red annotation icon, a tool tip is displayed presenting the deleted text details (e.g. Deleted '(a)') and the corresponding change number (e.g. #110).</p>

#	Formatting	Description
		<p>Deleted text references are displayed in the Bookmarks Pane (see Changed text above). These bookmarks can be used to assist with change navigation and review.</p> 
<p>4</p>		<p>Black annotations represent moved text in PDF Comparison Reports.</p> <p>In this example, deleted text is represented with black underlining and vertical line [] delimiters at the beginning and end of the change.</p> <p>NOTE: Underlining and Delimiter settings can be changed in PDF Rendering Settings.</p> <p>When hovering over the black annotation icon, a tool tip is displayed, presenting the moved text details (e.g. Moved 'stamped on ...') and the corresponding change number (e.g. #442).</p> <p>Moved text references are displayed in the Bookmarks Pane (see Changed text above). These bookmarks can be used to assist with change navigation and review.</p>



#	Formatting	Description

Word Consolidated report marked up with track changes

Word Comparison Reports marked up with track changes are displayed in Microsoft® Word, with all changes represented using [Rendering Sets](#) based on [Microsoft® Word’s Track Changes](#) feature. The Word Comparison Reports are formatted based on your [Rendering Set](#) in *compareDocs*.

Below is an extract from a Word Consolidated report marked up with track changes:

This letter is addressed to Lead Manager (“the Lead Manager”) and to each of the other managers whose names are set out above who have agreed to participate in the proposed issue of [the Securities] (“the Securities”) and who have validly authorised the Lead Manager to accept the Arrangement Letter on their behalf. Together with the Lead Manager, they are referred to as “the Managers”.

~~We will not accept any responsibility to any other party to whom our letter is shown or into whose hands it may come (including any Manager who has not validly authorised the Lead Manager to accept the Arrangement Letter).~~

We will not accept any responsibility if this letter is shown to a third party.

NOTE: When a [Rendering Set](#) is selected for use by *compareDocs*, all subsequent Word comparisons will apply that same [Rendering Set](#) to future comparisons or uses of [Microsoft® Word’s Track Changes](#) feature until such time as either the [Rendering Set](#) is changed from within *compareDocs* or the [Track Changes Options](#) are changed directly from within Microsoft® Word. Please refer to [Microsoft® Word’s Track Changes Options](#) for a complete listing of formatting options available.

Important note for Microsoft® Word 2007 or above users

Users of Microsoft® Word 2007 or higher now have the ability to track moved text in Word Consolidated reports marked up with track changes. Moved text is displayed in Word Comparison Reports based on Microsoft® Word Track Changes Options as follows:

- Green double-underlining for ‘moved-to’ text locations;
- ~~Green double-strikethrough~~ for ‘moved-from’ text locations.



Word Consolidated report marked up with formatting

Word Comparison Reports marked up with formatting are displayed in Microsoft® Word, with all changes represented using the following industry-standard 'redline' options:

- ~~Red strikethrough~~ for deletions;
- Blue underlining for insertions;
- Green double-underlining for 'moved-to' text locations;
- ~~Green strikethrough~~ for 'moved-from' text locations.

Below is an extract from a Word Consolidated report marked up with formatting:

<p>its employees or agents) at which the offering circular is discussed and drafted or at which other related matters are discussed. We shall answer queries raised at such meetings on an informal basis but you should neither act nor refrain from acting on the basis of such informal answers unless and until they are confirmed in writing by us, whether in the final comfort letter or otherwise. In the absence of such written confirmation we shall have no liability to you in contract or in tort (including negligence) for our answers. Unless otherwise specifically agreed, we are authorised by the Issuer to speak to the Managers and other professional advisers advising on the proposed issue of the Securities. In connection with our work pursuant to this arrangement letter, we may release to the Managers and such other professional advisers any information, whether confidential or not, which we have obtained during the course of our work and shall not be liable for any use subsequently made of that information.</p> <p>16. <u>We shall answer queries raised at such meetings on an informal basis but you should neither act nor refrain from acting on the basis of such informal answers unless and until they are confirmed in writing by us, whether in the final comfort letter or otherwise. In the absence of such written confirmation we shall have no liability to you in contract or in tort (including negligence) for our answers</u>⁴. <u>It will be necessary for us to receive copies of the draft offering circular as it is produced and it may be necessary for us to attend meetings (including, but not limited to, meetings with the issuer, and its directors and/or employees, and the lead manager and its employees or agents) at which the offering circular is discussed and drafted or at which other related matters are discussed.</u></p>
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Change summary reports

Change Summary Reports are 1-page summaries of statistical differences between the two (2) files compared, as well as listing all settings and options applied on comparison.

Change Summary Reports are available for both Word and PDF comparisons.

NOTE: Display and insertion of Change Summary Reports are determined by selections made in [Settings > Output > PDF](#) or [Settings > Output > Word](#).

Below is an example of a Change Summary Report for Word, as produced by *compareDocs* upon completion of a comparison:

Comparison Details	
Title	pdfDocs compareDocs Comparison Results
Date & Time	19/12/2013 11:02:30 AM
Comparison Time	0.17 seconds
compareDocs version	v4.0.1.27

Sources	
Original Document	C:\Users\nick.dare\Documents\Test documents\Set1.docx
Modified Document	C:\Users\nick.dare\Documents\Test documents\Set2.docx

Comparison Statistics	
Insertions	1
Deletions	3
Changes	4
Moves	4
TOTAL CHANGES	12

Word Rendering Set Markup Options	
Name	Standard
<u>Insertions</u>	
Deletions	
<u>Moves / Moves</u>	
Inserted cells	
Deleted cells	
Merged cells	
Formatting	Color only.
Changed lines	Mark left border.
Comments color	By Author.
Balloons	False

compareDocs Settings Used	Category	Option Selected
Open Comparison Report after Saving	General	Always
Report Type	Word	Track Changes
Character Level	Word	False
Include Headers / Footers	Word	True
Include Footnotes / Endnotes	Word	False
Include List Numbers	Word	True
Include Tables	Word	True
Include Field Codes	Word	True
Include Moves	Word	True
Show Track Changes Toolbar	Word	True
Show Reviewing Pane	Word	True
Update Automatic Links at Open	Word	False
Summary Report	Word	End
Include Change Detail Report	Word	Separate
Document View	Word	Print
Remove Personal Information	Word	False
Flatten Field Codes	Word	True



Change detail reports

Change Detail Reports provide a detailed listing of differences between the Original and Modified documents.

When two (2) documents are compared, the Change Detail Report provides a cross-referenced listing of changes, facilitating a more efficient review of differences between the source Word documents.

Change Detail Reports are available for both Word and PDF comparisons.

NOTE: Display and insertion of Change Detail Reports are determined by selections made in [Settings > Output > PDF](#) or [Settings > Output > Word](#).

Below is an extract from the Change Detail Report resulting from a [Word Consolidated report marked up with track changes](#):

Copy of Original Document_Demo.doc (compared to Copy of Modified Document_Demo.doc)
Done by compareDocs - 11/08/2008 1:42:23 PM

Main document changes

Change #1 - Inserted

1.0

Change #2 - Deleted (Change)

Sirs

Change #2 - Inserted (Change)

Sir/Madam

Change #3 - Deleted (Change)

3

Change #3 - Inserted (Change)

4

Change #4 - Deleted (Change)

4

Change #4 - Inserted (Change)

5

Change #5 - Deleted (Change)

5

Changes only reports

Changes Only Reports provide a document containing only those pages from the Comparison Report containing differences. This report is printed to the compareDocs PDF printer, with the resulting output always being a PDF. For example, if a comparison resulted in changes to pages 1-3 of 5, then the resultant Changes Only Report will contain 3 pages in total, being pages 1, 2 and 3.

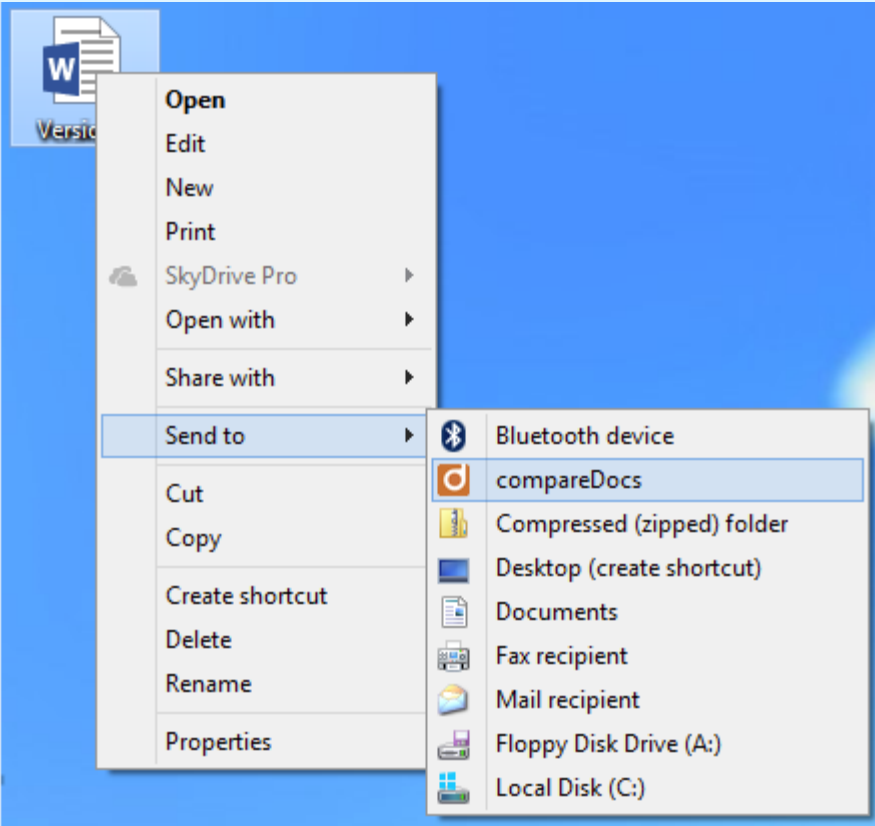
NOTE: Change Only Reports are only available when comparing 2 Microsoft Word documents, and are not available for selection in conjunction with the [Change Summary](#) and [Change Detail Reports](#).



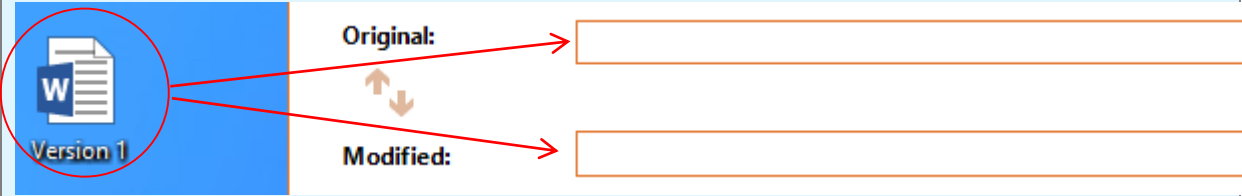
Getting started with compareDocs

Using compareDocs from Windows

Right-click function


Option	Description
	<p>Right-clicking a compatible document on the Windows Desktop or from the File System (e.g. Windows Explorer) and selecting the Send to > compareDocs option will load that document into <i>compareDocs</i>, ready for comparison to another selected document.</p> <p>Right-clicking on multiple documents (e.g. [CTRL] + [Mouse click] on multiple documents) and selecting the <i>compareDocs</i> option will load all selected documents into the <i>compareDocs</i> Main application window directly, or into the <i>compareDocs</i> Selection window, depending on the number of documents selected.</p>
<p>Windows Desktop / File System > Right-click > Send to > compareDocs</p>	

Drag & Drop function


Option	Description
	
<p>compareDocs > Drag and drop zone</p>	<p>Compatible document types can be clicked and dragged from the Windows Desktop or File System, and dropped directly onto the Original and Modified document fields in <i>compareDocs</i>.</p> <p>This area, consisting of the Original and Modified document fields, is referred to as the drag and drop zone.</p>

Using compareDocs from Microsoft® Word

Buttons

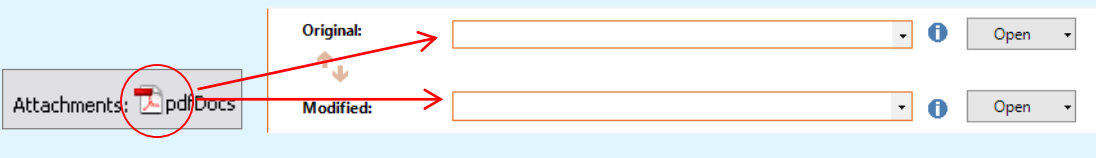
Option	Description
	
<p>Microsoft® Word > DocsCorp Ribbon > compareDocs ribbon Group</p>	<p><i>compareDocs</i> installs a Ribbon into Microsoft® Word to allow greater efficiency through workflow automation directly from with Microsoft® Word.</p>
<p>Microsoft® Word > DocsCorp Ribbon > Launch in compareDocs button</p>	<p>Clicking the Launch in compareDocs button will load the document currently opened into <i>compareDocs</i>, ready for comparison to another selected document.</p>
<p>Microsoft® Word > DocsCorp Ribbon > email comparison button</p>	<p>Clicking the email comparison button will open the Email Documents window allowing the comparison report and/or copies of the original and modified documents to be attached to email.</p>



Option	Description
Microsoft® Word > DocsCorp Ribbon > Save Into DMS button	Clicking the Save Into DMS button will allow the Comparison Reported to be saved back into the DMS. NOTE: This button will only perform a Save Into DMS where one or both of the documents compared were sourced from with the DMS.
Microsoft® Word > DocsCorp Ribbon > Print Comparison Report to PDF button	Clicking the Print Comparison Report to PDF button will print the entire Comparison Report, including markup, to the compareDocs PDF printer.
Microsoft® Word > DocsCorp Ribbon > Print Pages with Changes to PDF button	Clicking the Print Pages with Changes to PDF button in the Microsoft® Word toolbar will print only those pages in the Comparison Report with changes, including markup, to the compareDocs PDF printer.
 Drop down options	<ul style="list-style-type: none"> >Opens compareDocs Opens compareDocs. This button opens the application. It does not attempt to load any documents >Prepare for Accept Changes This button ensures that a ‘track changes’ comparison report can be completely reverted to the modified document if ‘Accept All Revisions’ is selected in Word. More specifically it undoes the markup of any list number insertions. >Restore Track Change default Restores the track change configuration in Word that was set before compareDocs had been executed. Due to render set choices made by a user, compareDocs will change the track changes settings in Word to produce the desired report. This button restores those settings to their original state before compareDocs was run. To be used in conjunction with ‘save track changes’ >Save Track Changes Marks the current track change configuration as the original configuration. Use this setting if you want compareDocs to restore Words track change configuration to be current configuration being used.

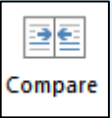
Using compareDocs from Microsoft® Outlook

Drag & Drop function

Option	Description
	
<p>compareDocs > Drag and drop zone</p>	<p>Attachments of a compatible document type can be clicked and dragged from Microsoft® Outlook emails, and dropped directly onto the Original and Modified document fields in <i>compareDocs</i>.</p> <p>This area, consisting of the Original and Modified document fields, is referred to as the drag and drop zone.</p>

Using compareDocs from pdfDocs

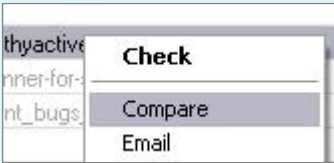
Button

Option	Description
	
<p>pdfDocs > Review ribbon > Compare button</p>	<p>When <i>compareDocs</i> is installed onto a workstation with <i>pdfDocs</i> installed, the Compare button on the <i>pdfDocs</i> Review ribbon is enabled when one or more documents in the <i>pdfDocs</i> are selected (i.e. checked).</p> <p>Clicking the Compare button will load all selected documents into the <i>compareDocs</i> Main application window directly, or into the <i>compareDocs</i> Selection window, depending on the number of documents selected.</p>



Option	Description
	<p>The Compare button is disabled when either <i>compareDocs</i> is not installed or there are no documents are selected inside the <i>pdfDocs</i> Organizer.</p> <p>NOTE: When comparing documents directly from within <i>pdfDocs</i>, please ensure that Security is set to (None) and that Watermarks are turned off.</p>



Right-click function

Option	Description
	
<p>pdfDocs > Right-click > Compare</p>	<p>When <i>compareDocs</i> is installed onto a workstation with <i>pdfDocs</i> installed, a right-click > Compare option is enabled.</p> <p>Right-clicking on a compatible document type in the <i>pdfDocs</i> Organizer and selecting the Compare option will load that document into <i>compareDocs</i>, ready for comparison.</p>

Document management system (DMS) integration

Using compareDocs with eDocs DM

compareDocs > Settings > eDocs DM

Description	
<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;">  compareDocs Settings </div> <div style="display: flex;"> <div style="border-right: 1px solid #ccc; padding-right: 10px; width: 25%;"> <ul style="list-style-type: none"> Compare Rendering Set - Word Rendering Set - PDF Output OCR Language <li style="background-color: #f4a460;">eDocs DM </div> <div style="padding-left: 10px;"> <div style="display: flex; align-items: center;">  <div style="margin-left: 5px;">Configure your OpenText eDocs DM options</div> </div> <div style="margin-top: 10px;"> <p>Attachments</p> <p><input checked="" type="checkbox"/> Allow Overwrite of Attachments</p> <p>PDF Attachment Label <input type="text" value="PDF"/></p> <p>Word Attachment Label <input type="text" value="DOC"/></p> <p>Version / Subversion</p> <p><input checked="" type="checkbox"/> Apply Automatic Version Commenting</p> <p>Version Comment <input type="text" value="compareDocs comparison"/></p> <p>Subversion Comment <input type="text" value="compareDocs comparison"/></p> </div> </div> </div> </div>	

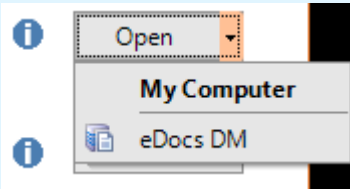
Attachments

If comparison reports are to be saved into eDocs as an ‘attachment’ to an existing profile it is common to want the attachment label to be something that identifies the document type of the



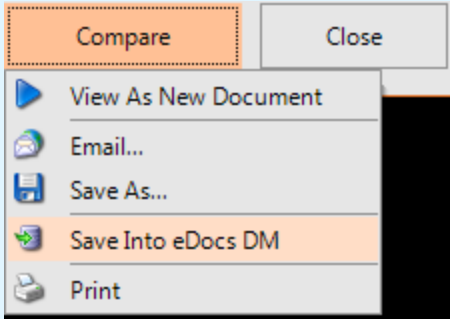
Description
attachment. Common options are PDF and DOC. By default an attachment is not able to be updated by saving a new document with the same label. This option will allow that to occur.
Version / Subversion Option to apply automatic version commenting on saving to DMS. If option is selected the text in the Version and SubVersion comments will be used.

compareDocs > Open > eDocs DM

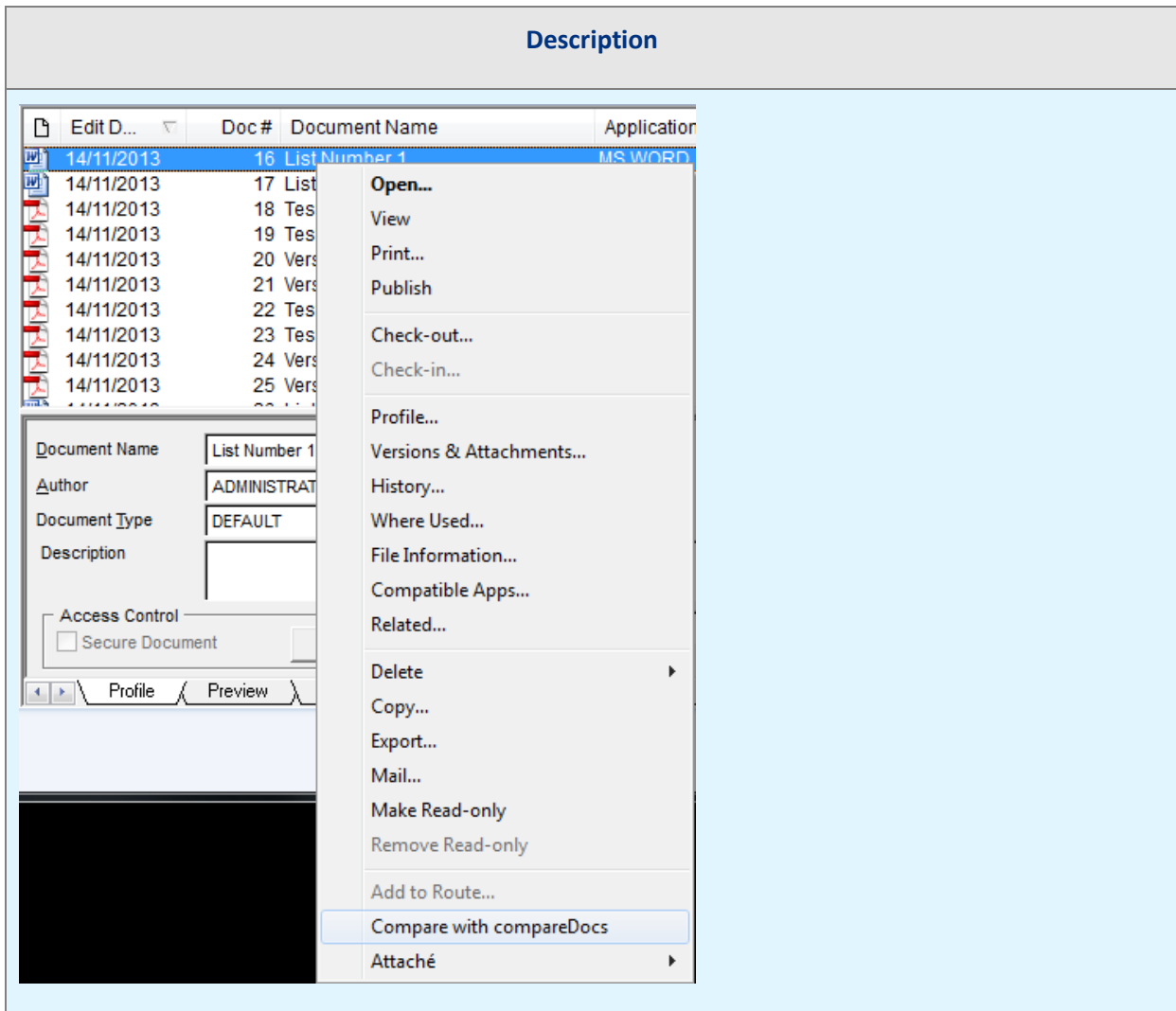
Description

<p>When integrated with eDocs DM, documents stored in the DMS can be selected directly from within <i>compareDocs</i>. To access documents directly from eDocs DM, select Open > eDocs DM to launch the eDocs DM > Quick Retrieve window, allowing searching of eDocs DM and selection of a document to compare.</p> <p>When the documents being compared are sourced from DMS, then the naming convention applied is [DocID] [DocVersion] Document name.ext e.g. [#4877954][v4] Modified document.doc</p>



compareDocs > Compare > Save Into eDocs

Description

<p>When integrated with eDocs DM DMS, document comparison results can be saved directly back into the DMS directly from within <i>compareDocs</i>. To save a Comparison Report back into eDocs DM DMS, select the documents for comparison (i.e. Original and Modified), then select Compare > Save Into eDocs DM.</p> <p>When Compare > Save Into eDocs DM is selected, <i>compareDocs</i> compares the selected documents 'silently' (i.e. without displaying the Comparison Report). Upon successful completion of the comparison, a Save As Options window is displayed presenting up to five (5) options to save the Comparison Report as a new document, a new version or sub-version of an existing document, a related document, or an attachment to an existing document.</p> <p>Selecting any of these options will launch the eDocs DM > Quick Retrieve window, allowing searching of eDocs DM DMS and selection of a document location. Once a location has been specified, the eDocs DM > Source Versions Available window is displayed allowing profiling of the Comparison Report before saving.</p>

eDocs DM DM > Right-click function



When *compareDocs* is installed alongside eDocs DM DM5 or DM6, integration between the eDocs DM and *compareDocs* is automatically configured. The result of this integration within eDocs DM is the insertion of a new right-click menu option to Open with compareDocs.

When one (1) or more documents are selected from within eDocs DM, right-click > Open with compareDocs will send the selected documents to *compareDocs* ([Main application window](#) or [Selection window](#)) for comparison. If the selected documents have multiple versions, then the [Selection window](#) will be presented, requiring that the appropriate documents and versions be selected prior to loading into the [Main application window](#).

When the documents being compared are sourced from DMS, then the naming convention applied is [DocID] [DocVersion] Document name.ext

e.g.

[#4877954][v4] Modified document.doc



Using compareDocs with HP Worksite DMS

compareDocs > Edit > Settings > WorkSite

Description

compareDocs Settings
✕

- Compare
- Rendering Set - Word
- Rendering Set - PDF
- Output
- OCR
- Language
- Worksite

Configure your HP Worksite integration options

Worksite Servers

Server SERVERNAME ▼

Add
Delete
Update Servers

Please enter your login detail for Worksite below

Server Name SERVERNAME

UserName USERNAME

Password *****

Use Trusted Login?
 Connected

Save

OK
Cancel

When *compareDocs* is installed alongside HP Worksite, integration between the WorkSite DMS and *compareDocs* is automatically configured.

In addition, where multiple DMS servers exist, *compareDocs* can store connection and authentication details for the various DMS servers.

In order to establish an authenticated connection between *compareDocs* and the HP Worksite DMS, Login Settings can be stored in *compareDocs*, under Edit > Settings > WorkSite.

If more than one (1) WorkSite DMS server exists, the Add button can be selected to allow entry of other DMS server details on a one-by-one basis.

Alternatively, to retrieve details of all registered WorkSite servers, simply click on Update Servers. Upon clicking Update Servers, *compareDocs* will obtain and store all registered WorkSite server details.



Description

NOTE: Please note that passwords will be required to be entered manually as these details are not retrieved from WorkSite.

Upon completion of entering the relevant details, simply click on the Save button to commit these details to *compareDocs*.

Once an authenticated connection exists between *compareDocs* and the HP Worksite DMS, future connections will not require a user name and password for logging into WorkSite from within *compareDocs*.

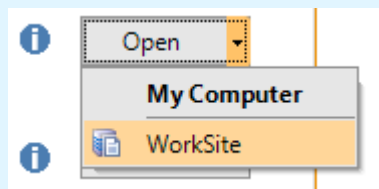
TIP: If using Trusted Login method to access the HP Worksite DMS, please ensure that the Use Trusted Login setting is selected.

Conversely, if Trusted Login method is not used to access the HP Worksite DMS, please ensure that this setting is not selected.

If conflicting Login method settings are present, integration between *compareDocs* and HP Worksite may be problematic.

compareDocs > Open > HP Worksite

Description



When integrated with HP Worksite DMS, documents stored in the DMS can be selected directly from within *compareDocs*. To access documents directly from HP Worksite, select Open > Interwoven WorkSite to launch the WorkSite > Open window, allowing searching of HP Worksite DMS and selection of a document to compare.

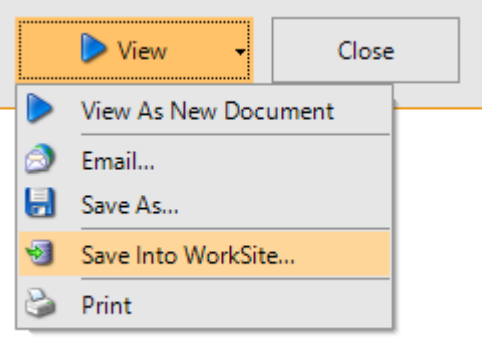
When the documents being compared are sourced from DMS, then the naming convention applied is [DocID] [DocVersion] Document name.ext

e.g.

[#4877954][v4] Modified document.doc

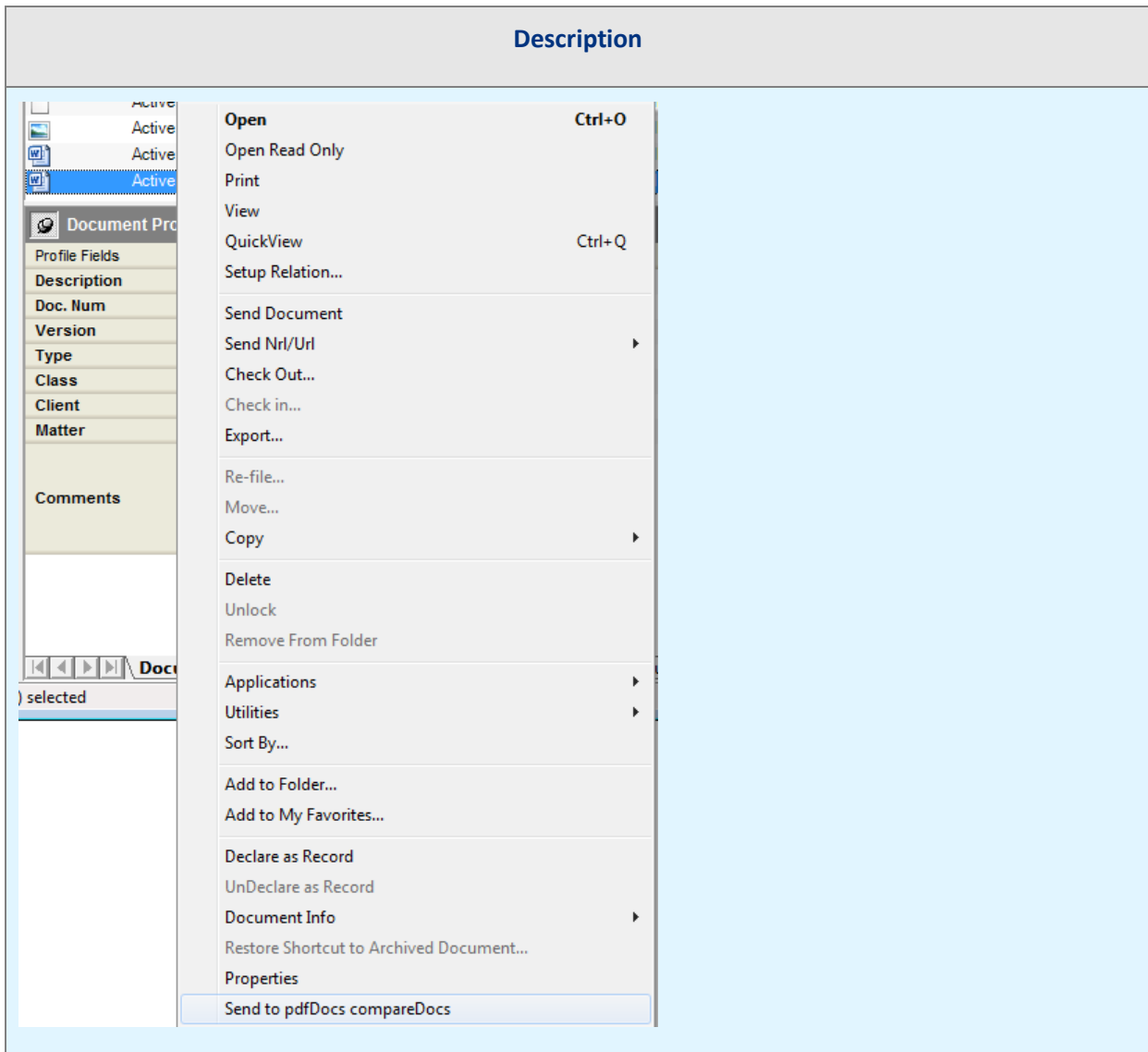


compareDocs > Compare > Save Into HP Worksite

Description

<p>When integrated with HP Worksite DMS, document comparison results can be saved directly back into the DMS directly from within <i>compareDocs</i>. To save a Comparison Report back into HP Worksite DMS, select the documents for comparison (i.e. Original and Modified), then select Compare > Save Into Interwoven WorkSite.</p> <p>When Save Into Interwoven WorkSite is selected, <i>compareDocs</i> compares the selected documents 'silently' (i.e. without displaying the Comparison Report). Upon successful completion of the comparison, a Save As Options window is displayed presenting three (3) options to save the Comparison Report as a new document, a new version of an existing document, or a related document.</p> <p>Selecting any of these options will launch the WorkSite > Open window, allowing searching of HP Worksite DMS and selection of a document location. Once a location has been specified, the WorkSite > Save As window is displayed allowing profiling of the Comparison Report before saving.</p>



HP Worksite DM > Right-click function



The result of integration between *compareDocs* and WorkSite is the insertion of a new right-click menu option within WorkSite, being right click Integration > Send To compareDocs.

When one (1) or more documents are selected from within WorkSite, right-click > Send to compareDocs will send the selected documents to *compareDocs* ([Main application window](#) or [Selection window](#)) for comparison. If the selected documents have multiple versions, then the [Selection window](#) will be presented, requiring that the appropriate documents and versions be selected prior to loading into the [Main application window](#).

When the documents being compared are sourced from DMS, then the naming convention applied is [DocID] [DocVersion] Document name.ext

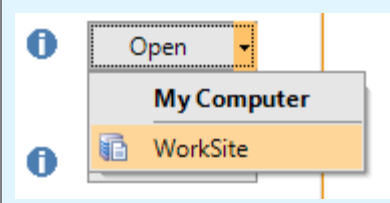
e.g.

[#4877954][v4] Modified document.doc

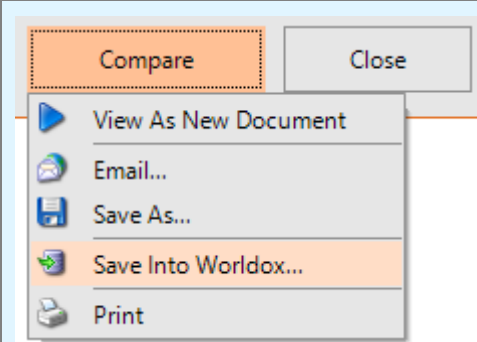


Using compareDocs with Worldox® DMS

compareDocs > Open > Worldox®

Description	
	
<p>When integrated with Worldox® DMS, documents stored in the DMS can be selected directly from within <i>compareDocs</i>. To access documents directly from Worldox®, select Open > Worldox to launch the Worldox > Open window, allowing searching of Worldox® DMS and selection of a document to compare.</p> <p>When the documents being compared are sourced from DMS, then the naming convention applied is [DocID] [DocVersion] Document name.ext e.g. [#4877954][v4] Modified document.doc</p>	

compareDocs > Compare > Save Into Worldox®

Description	
	
<p>When integrated with Worldox® DMS, document comparisons results can be saved directly back into the DMS directly from within <i>compareDocs</i>. To save a Comparison Report back into Worldox® DMS, select the documents for comparison (i.e. Original and Modified), then select Compare > Save Into Worldox.</p> <p>When Save Into Worldox is selected, <i>compareDocs</i> compares the selected documents 'silently' (i.e. without displaying the Comparison Report). Upon successful completion of the comparison, a Save</p>	



Description

As Options window is displayed presenting two (2) options to save the Comparison Report as a new document or a related document.

Selecting either of these options will launch the Worldox > Select Profile Group window, allowing selection of a document location / Profile Group. Once a location has been specified, the Worldox > File Save As window is displayed allowing profiling of the Comparison Report before saving.

When saving a Comparison Report as a new version of a document in Worldox that already has Sub-versions, then the Version Selector Form is displayed, offering both the next available version and sub-version as documents to which the Comparison Report can be saved against.

Worldox® DM > Compare with compareDocs > Right-click function & Worldox File Menu

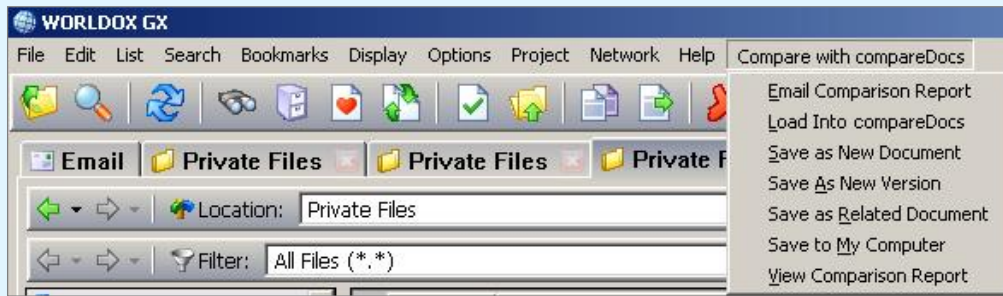
Description

The screenshot displays the Worldox DM interface with a file menu open over a list of documents. The 'Compare with compareDocs' option is highlighted, and its sub-menu is visible, showing various actions related to comparing and saving documents.

ID	Ver #
...	...
...VAGE.BIN	
00071.DOC	
00078.DOC	2
00092.PDF	
00094.PDF	
00093.DOC	



Description



The result of integration between *compareDocs* and Worldox is the insertion of a right-click menu option within Worldox, named “Compare with compareDocs”. In addition to this being added as a right-click menu, a Worldox File Menu of the same name is also inserted. Selecting either of these options will display a 2nd level of options.

When one (1) or more documents are selected from within Worldox, right-click > Compare with compareDocs > [Chosen action] will silently compare the documents, performing the action selection from the 2nd level menu, namely:

- Email Comparison Report – *compareDocs* will silently compare the 2 documents selected from Worldox, displaying the [Email Documents window](#) upon completion;
- Load Into compareDocs – the selected document(s) will be loaded into the *compareDocs* application for user-driven comparison, including the selection of settings to be used for the document comparison;
- Save as New Document;
 - *compareDocs* will silently compare the 2 documents selected from Worldox, displaying the Worldox Profile window for direct profiling of the Comparison Report;
- Save as New Version;
 - *compareDocs* will silently compare the 2 documents selected from Worldox, automatically saving the Comparison Report into Worldox as a new version of either the modified, the original or both documents, depending on the [Workflow Settings](#) selected;
- Save as Related Document;
 - *compareDocs* will silently compare the 2 documents selected from Worldox, automatically saving the Comparison Report into Worldox as a related document of either the modified, the original or both documents depending on the [Workflow Settings](#) selected;
- Save to My Computer;



Description
<ul style="list-style-type: none"> ○ <i>compareDocs</i> will silently compare the 2 documents selected from Worldox, displaying a local Browse window to allow navigation to an appropriate location; • View Comparison Report; <ul style="list-style-type: none"> ○ <i>compareDocs</i> will silently compare the 2 documents selected from Worldox, displaying the resulting Comparison Report in either Microsoft® Word or Adobe® Reader.

Worldox® DM > Compare Files function

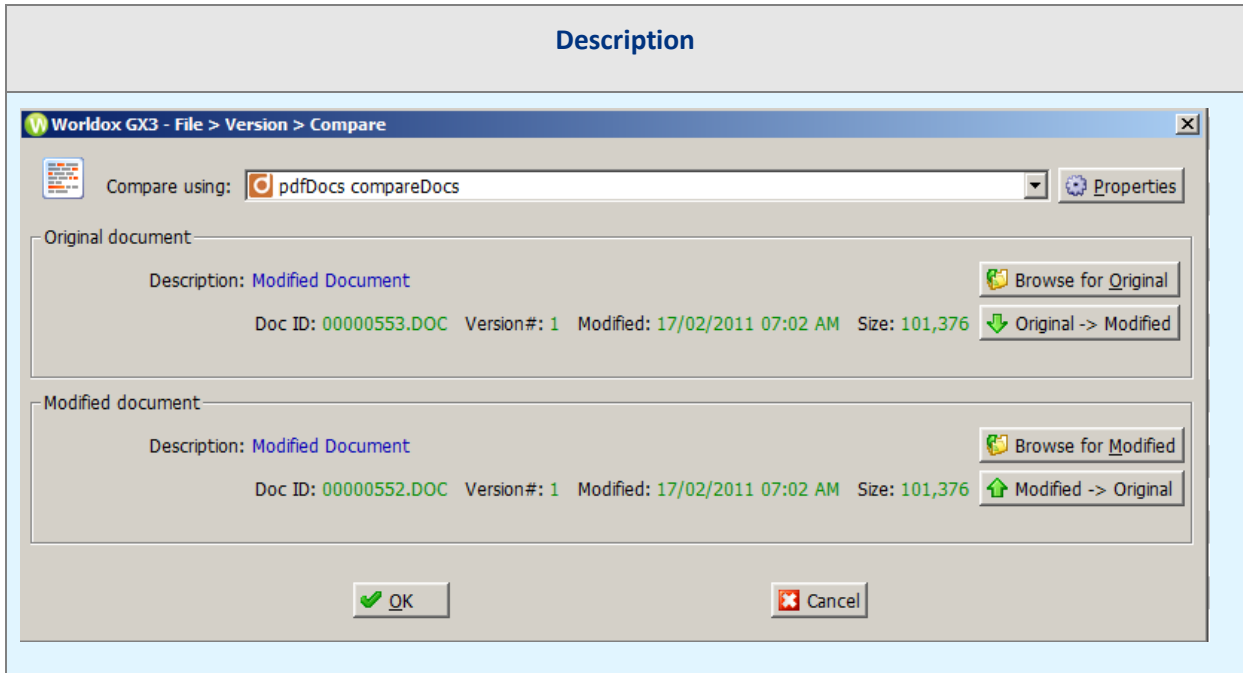
Description

Another result of integration between *compareDocs* and Worldox is the ability to use the native Worldox Compare Files feature to load documents into *compareDocs*, whilst using *compareDocs* to compare the files.

When one (1) or more documents are selected from within Worldox, clicking on the Compare Files button, or alternatively selecting Compare Files from the Worldox right-click menu, will send the selected documents to *compareDocs* ([Main application window](#) or [Selection window](#)) for comparison via the native Worldox Compare Files window. Once inside of *compareDocs*, the documents can be compared.



Description





Using compareDocs with netdocuments® DMS

netdocuments® DMS > Mark/Launch function

Description

Mark / Launch

Marked documents

sample agreement, ver 1
sample agrement ammended, ver 1

↑
↓
X

Click Close to close this window and select another document to be compared.

Launch application

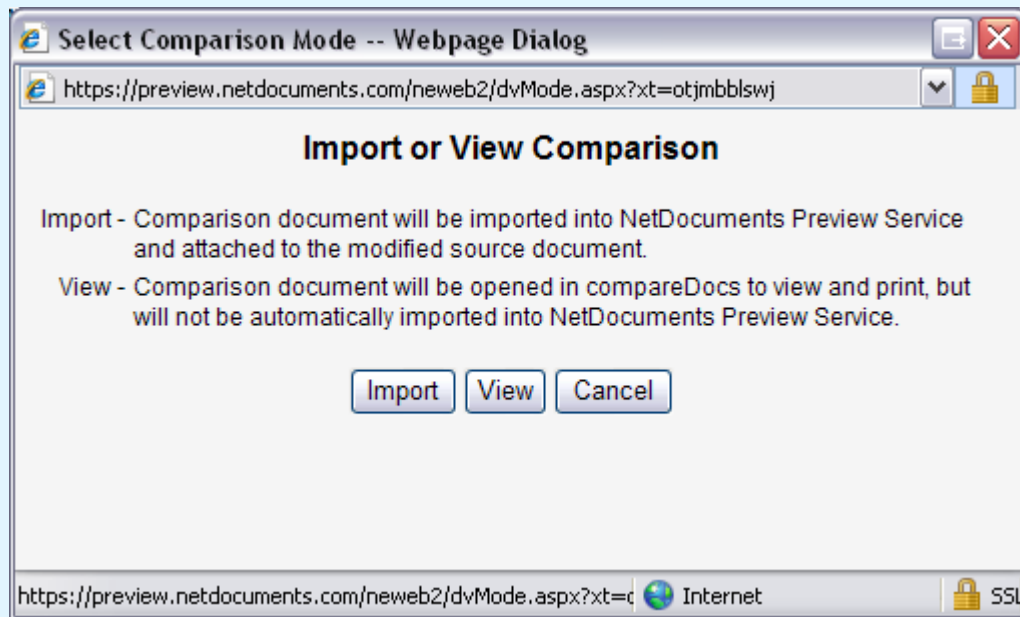
pdfDocs	Convert marked documents to PDF format.
compareDocs	First marked document is original, second is modified.
formFiller	Enter data into a PDF form.
Append	Combine the documents listed above as additional versions of the last marked document.
Versions	

The result of integration between *compareDocs* and netdocuments is the availability of [compareDocs](#) as an option when using the Mark/Launch feature upon selection of the source documents to be compared.

Once Mark/Launch is selected, selecting [compareDocs](#) from this window will offer Import and View as selectable options.



Description



Selecting Import will perform a silent comparison of the source documents and allow the Comparison Report to be imported back into netdocuments as an attachment to the modified source document.

Selecting View will open [compareDocs](#) and allow a comparison to be performed without importing back into netdocuments.



Technical information & troubleshooting

System requirements

Processor

- Intel Core 2 Duo 2.4 Ghz or faster

Operating System

- Microsoft® Windows® 7 (32-bit and 64-bit)
- Microsoft® Windows® 8 (32-bit and 64-bit)
- Microsoft® Windows Server® 2008 or 2012
- Supports Citrix XenApp/XenDesktop/Terminal Services

Memory

- 2GB or higher

Hard Disk

- Approximately 3 GB of available hard-disk space for installation and up to an additional 100MB of working space for files being converted, depending on the size of files being converted.

Microsoft .NET Framework 4.5 or 4.5.1

- <http://www.microsoft.com/en-us/download/details.aspx?id=40779>

Microsoft Office

- Microsoft® Office® 2013 (32 bit & 64 bit)
- Microsoft® Office® 2010 (32 bit & 64 bit)
- Microsoft® Office® 2007

Microsoft Visual C++ 2005 SP1 Runtime

- <http://www.microsoft.com/en-us/download/details.aspx?id=5638>

Adobe Reader 9.1 or higher

- <http://get.adobe.com/reader>



Supported document types

Extension	Document type
*.DOC	Microsoft® Word document [#]
*.DOCX	Microsoft® Word 2007 or higher XML document
*.DOCM	Microsoft® Word 2007 or higher XML macro-enabled document
*.DOT	Microsoft® Word document template [#]
*.DOTX	Microsoft® Word 2007 or higher document template
*.MSG	Microsoft® Outlook email message
*.PDF	Portable Document Format document
*.PPT	Microsoft® PowerPoint presentation [#]
*.PPTX	Microsoft® PowerPoint 2007 or higher presentation
*.PPTM	Microsoft® PowerPoint 2007 or higher macro-enabled presentation
*.RTF	Rich Text Format document
*.TXT	Text file document
*.XLS	Microsoft® Excel workbook [#]
*.XLSX	Microsoft® Excel 2007 or higher XML workbook
*.XLSM	Microsoft® Excel 2007 or higher XML macro-enabled workbook
*.XLSB	Microsoft® Excel 2007 or higher binary workbook [#]

NOTE: [#] Microsoft Office 2007 or higher required



Supported integrations

System	Supported version(s)
Microsoft® Office, incorporating Microsoft® Outlook	2007 or higher

Document Management System integrations

Document management systems	
eDocs DM (Open Text®)	DM 5.3, 5.3.1
HP Worksite	Worksite 8.5, 9.0
Worldox®	GX3
netdocuments®	2012 R1 , 2012 R2 & 13.2



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This program is licensed to be installed on the number of workstations shown. compareDocs cannot be installed simultaneously on any more workstations than that specified, regardless of the location of those workstations.

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