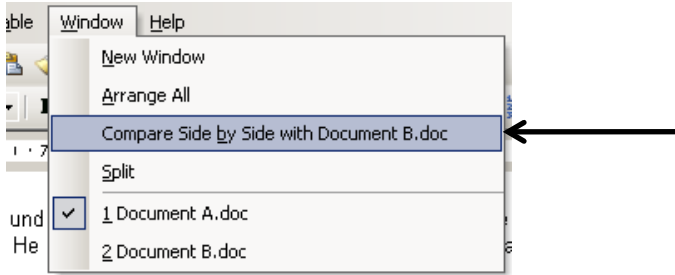


Comparing documents

Microsoft Word 2003

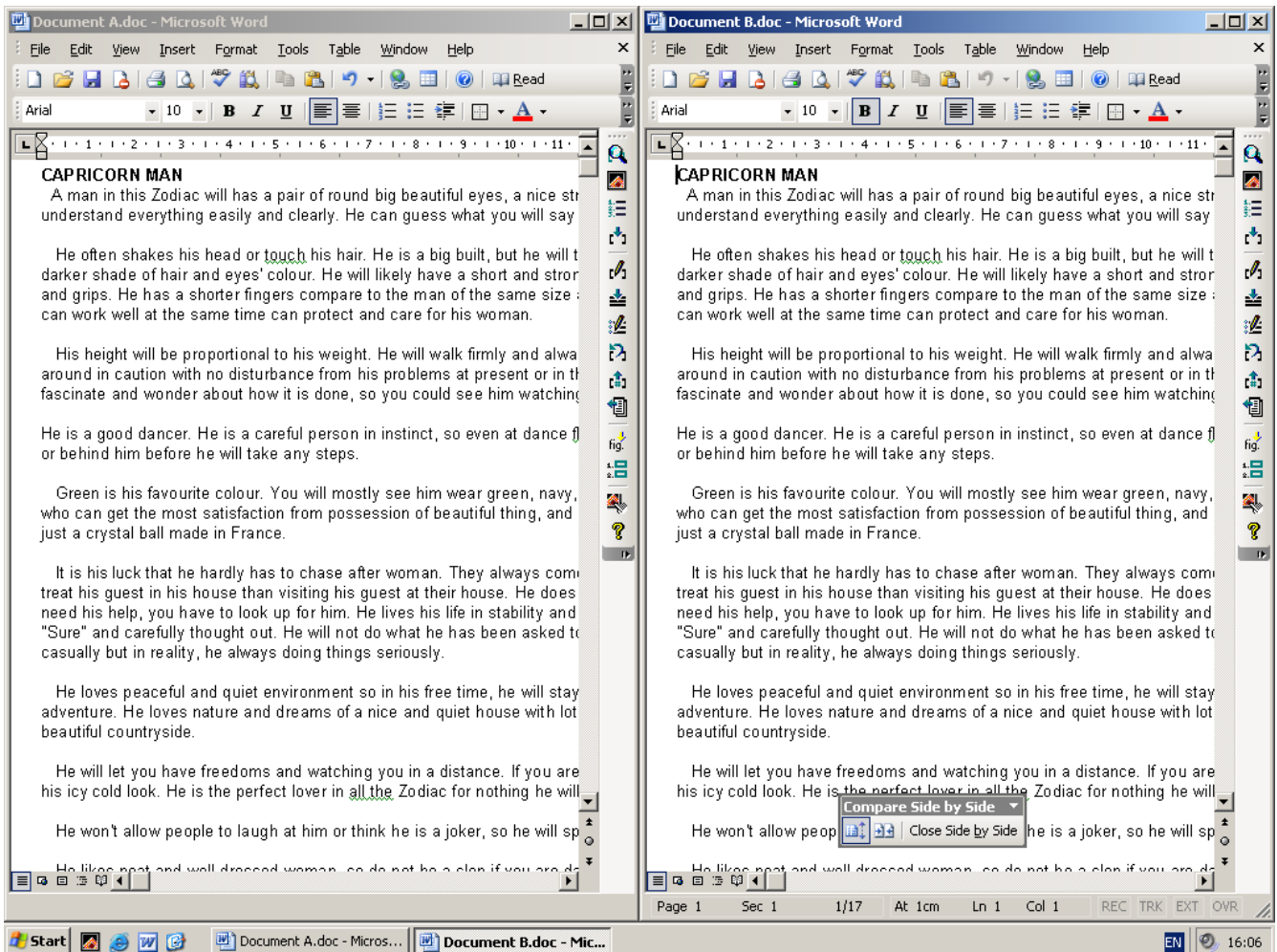
Comparing documents side by side allows you to see the differences between two documents more easily without having to merge all changes into one document. **You can scroll through both documents at the same time** to identify differences between the two documents. This feature is also available in Microsoft Excel 2003.

1. **Window > Compare Side by Side with** (if you don't get this option, you may be opening only one document.)

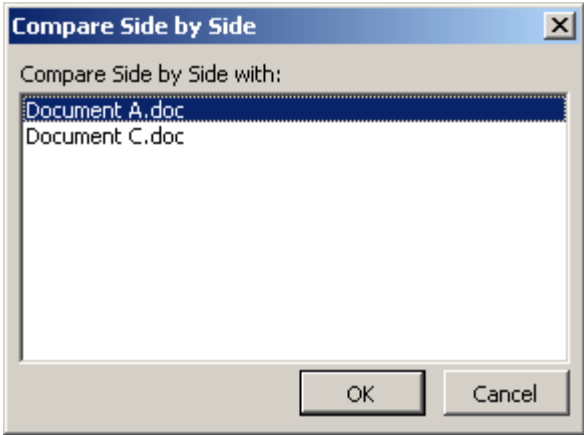


hair. He is a big built, but he will tend to have a small

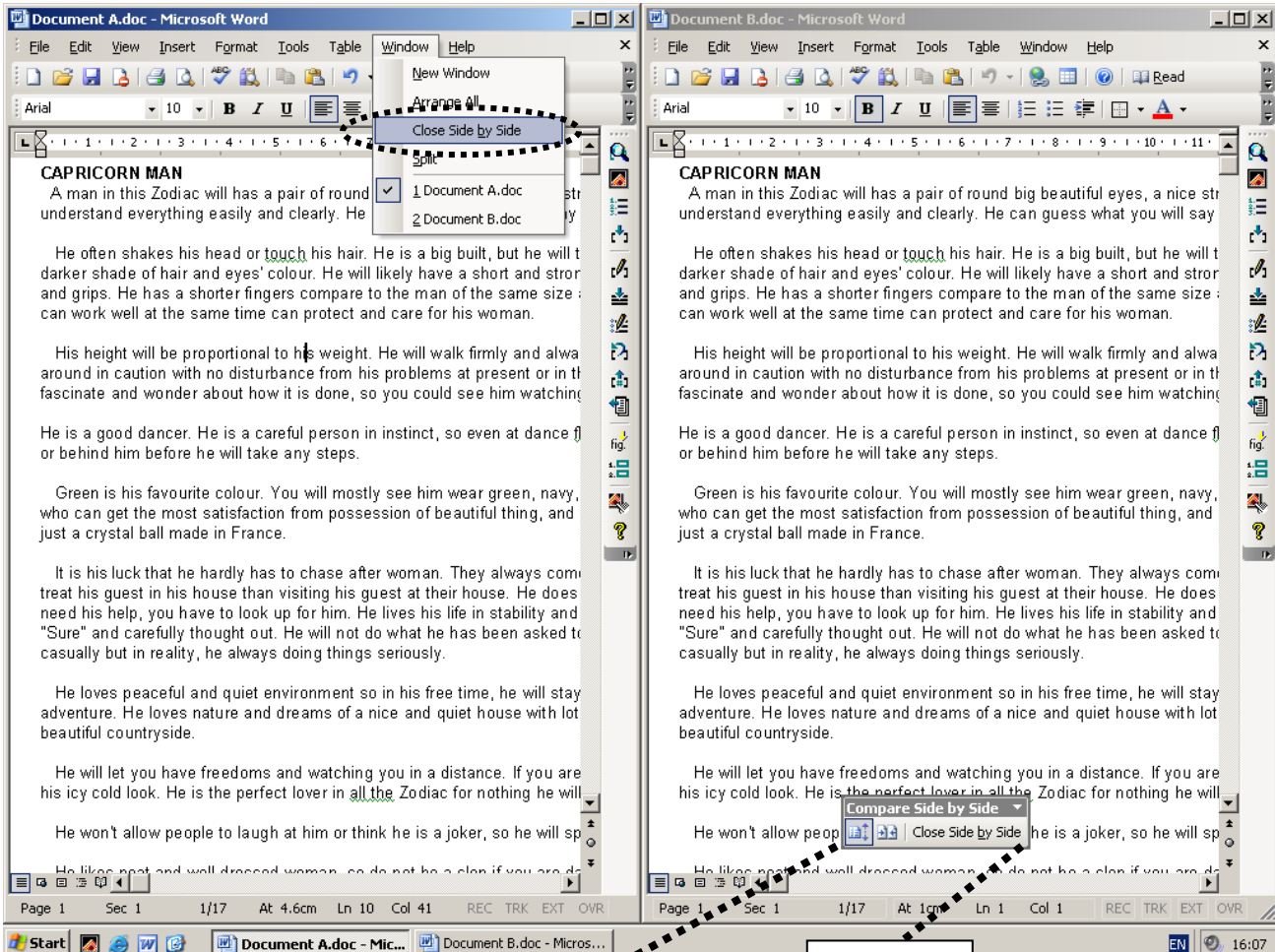
2. Microsoft Word automatically tiles them vertically. When you scroll down/up, two documents move simultaneously.



Note: If you have more than two documents open correspondingly, Microsoft will ask you to choose which document you wish to compare. Click the file name that you wish to compare with.



- To close **Side by Side** window, go to **Window > Close Side by Side** OR click on the **Close Side by Side** button in the Compare Side by Side tool bar that floats on the document.



Zoomed...

