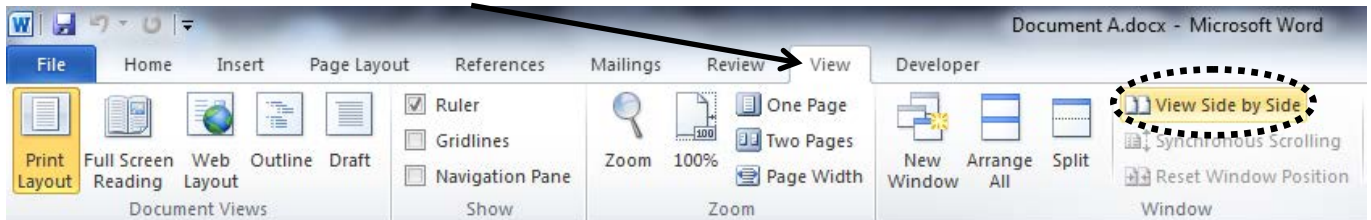


Comparing documents side-by-side

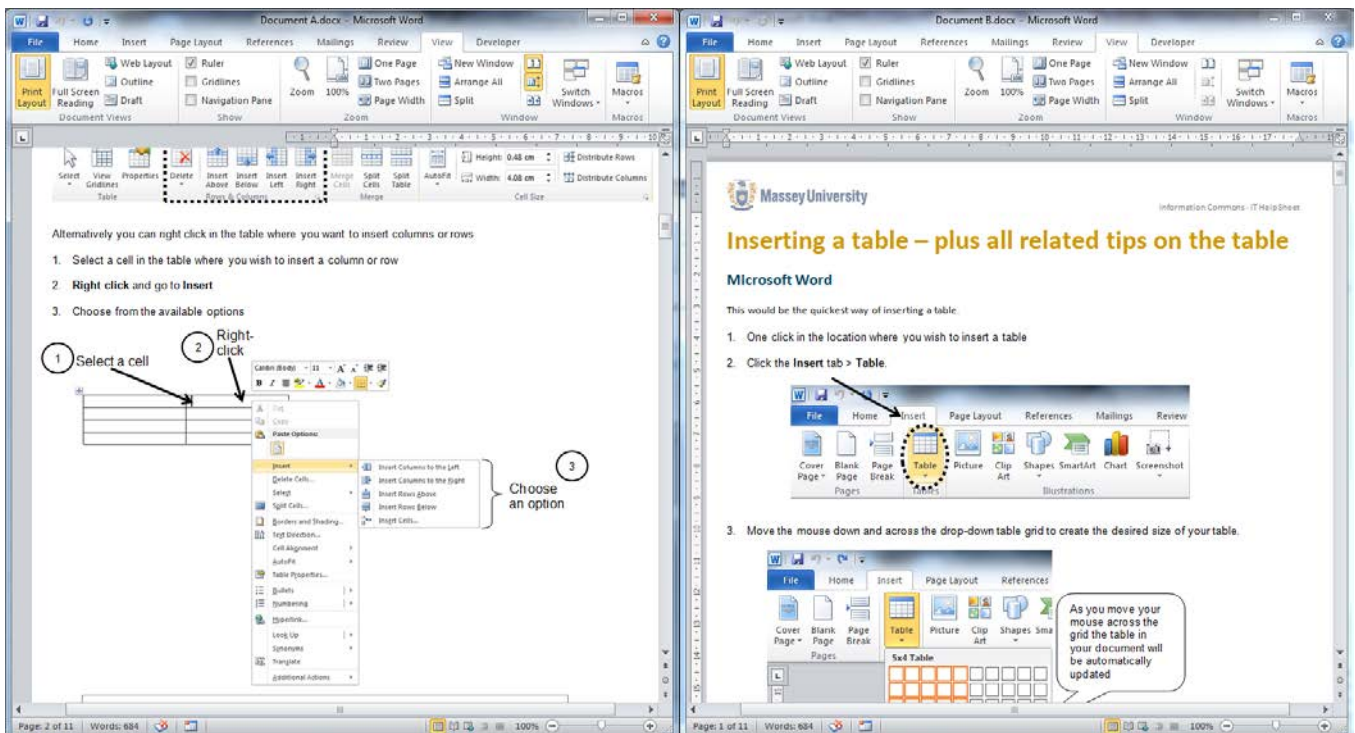
Microsoft Word

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 2007.

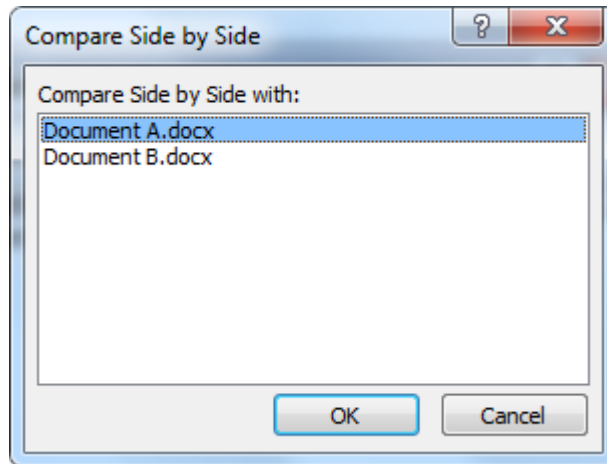
1. **View > View Side by Side** (if you don't get this option, you may be opening only one document.)



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.



3. To close **Side by Side** window, go to **View > View Side by Side**

