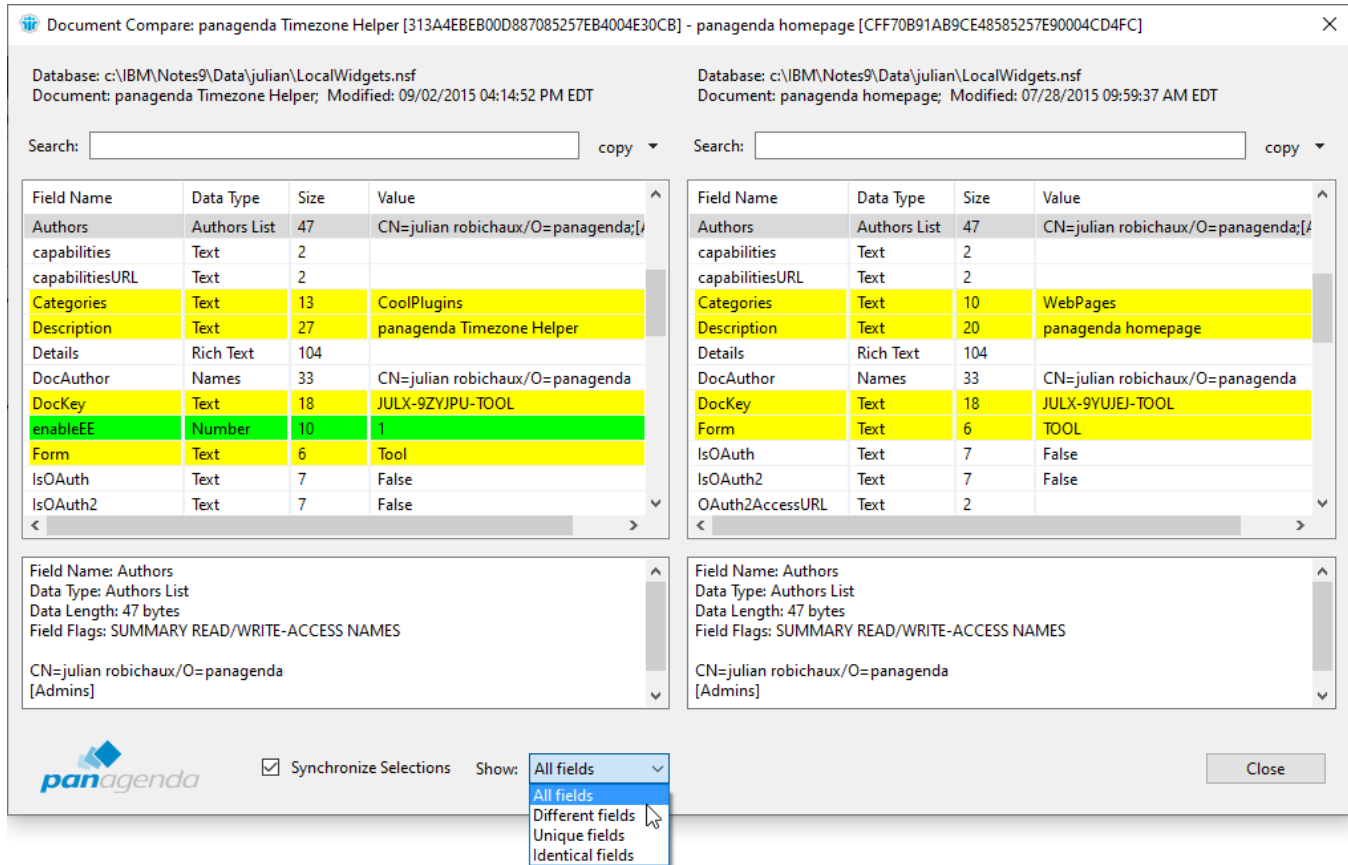# Comparing Documents

There are a few different ways to compare documents using the Advanced Properties menu. The easiest way is to select two documents, right click one of them, and choose the menu option Advanced Properties - Compare Selected Documents.

Note that this menu is only active when you have <u>exactly</u> two documents selected in a view.

The dialog for comparing documents looks like this:

The field lists for the two documents are displayed side-by-side. Selecting a field will display its properties in the preview pane below the list. There are a few different features in this dialog:

- If the "**Synchronize Selections**" option is selected at the bottom and you select a field in one document, the dialog will attempt to select that same field in the other document so you can compare the field contents more easily.
- Fields that are **identical** in both documents have a white background.
- Fields that have **different** values in each document have a yellow background.
- Fields that are **unique** (only exist in one document) have a green background.
- You can display only the identical/different/unique fields by changing the "Show:" option at the bottom.
- Like the Advanced Document Properties dialog you can search for fields, the dialog is fully resizable, and you can have multiple dialogs open at the same time.

The other way you can compare two documents is like this:

1. Right-click a document and choose the menu option Advanced Properties - Compare Later
2. Right-click a different document and choose the menu option Advanced Properties - Compare With 'Compare Later'

This will open document #1 and document #2 in the comparison dialog shown above. This option allows you to compare two documents that are in different views, or even in different databases.

Keep in mind though, that if the first document is modified between step #1 and step #2, you will see the properties of the <u>newly modified</u> document in the comparison. The Compare Later option only stores a link to the document, it doesn't store the contents of the document at the time you select it.

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