

Scenario:

Two legal documents, terms of use; slightly different versions.

Document 1 needs to be updated with minor tiny changes buried in Document 2.

How do you tell what changed?

Basically you open the first doc, then go to tools > compare and merge documents

Then, you go to Window > compare side by side; and you look for the text that is colored (this is “Track Changes” text)

Compare and merge documents

 Show All

1. Open a document.
2. On the **Tools** menu, click **Compare and Merge Documents**.
3. Select the document that you want to compare to the copy that is currently open.
4. Click the arrow next to **Merge**, and then do one of the following:
 - To display the results of the comparison in the selected document, click **Merge**.
 - To display the results in the document that is currently open, click **Merge into current document**.
 - To display the results in a new document, click **Merge into new document**.



Notes

To ensure the best possible merge results, make sure that the **Store random number to improve merge accuracy** check box is selected on the **Security** tab of the **Options** dialog box (click **Options** on the **Tools** menu).

If you've used the **Versions** command on the **File** menu to save multiple versions of the document in one file, and you want to compare the current version with an earlier one, you must first save the earlier version as a separate file under a different name.

Compare documents side by side

 Show All

1. Open the documents you want to compare side by side.
2. On the **Window** menu, click **Compare Side by Side with**.
3. On the **Compare Side by Side toolbar**, do any of the following:
 - If you want to scroll through the documents at the same time, click **Synchronous Scrolling** .
 - If you want to reset the document windows to the positions they were in when you first started comparing documents, click **Reset Window Position** .
4. Click **Close Side by Side** to stop comparing documents.

Note If you open two documents, the command on the **Window** menu will include the file name of one of those documents. For example, if you open "document1.doc" and then "document2.doc," the **Window** menu shows the command as **Compare**

Side by Side with document2.doc.