



# Compare documents at a glance

## Acrobat Answers

For anyone who works with teams to review and revise documents, Acrobat 9 helps overcome the challenge of figuring out exactly what has changed from version to version down to the smallest detail. Users can compare images, text, and tables between two versions of a PDF, and immediately identify what is different.

1. Browse to your folder to select the PDF (v1) file you wish to open.
2. From the main menu, select Document > Compare Documents to open the Document Compare Window. Press Choose under the newer document section and select the other PDF file (v2) you wish to compare your original PDF file (v1) to. Under Document Description, choose Presentation decks, drawing or illustrations. Note the other available Document Description settings—Compare Documents can even be optimized to compare reports, spreadsheets, and magazine layouts as well as scanned documents. Click OK to generate a Compare Documents summary of the differences.
3. Acrobat creates a new summary document with the prefix [Compare\_New]. This is a copy of the v2 document, with all of the changes between v1 and v2 highlighted. The first page is a summary of the two documents used in the comparison. Click the “Get started: first change is on page 1” link.
4. You’ll now be taken to the first page of your v2 document, where you’ll see that any changes are highlighted. Mouse over deleted or replaced text and see what text previously existed. As you click on each change, you’ll see what type of change was made (replace, insert, delete, and move), what the old text was, and what the new text is.
5. Acrobat’s Comparison tool can highlight when slides or pages have moved, as well as showing changes that have been made to images and charts.
6. If you choose Show Options in the Compare Panel on the left, you can specify what types of changes you want to see and the colour scheme you’d like to apply to each type of change marked.
7. Keep a copy of your comparison summary by saving this PDF file.

