


7b. Comparing with a Custom Related Panel

This PICNIC explains how to review similar documents using Document Compare and a Custom Related panel that displays documents with similar content.

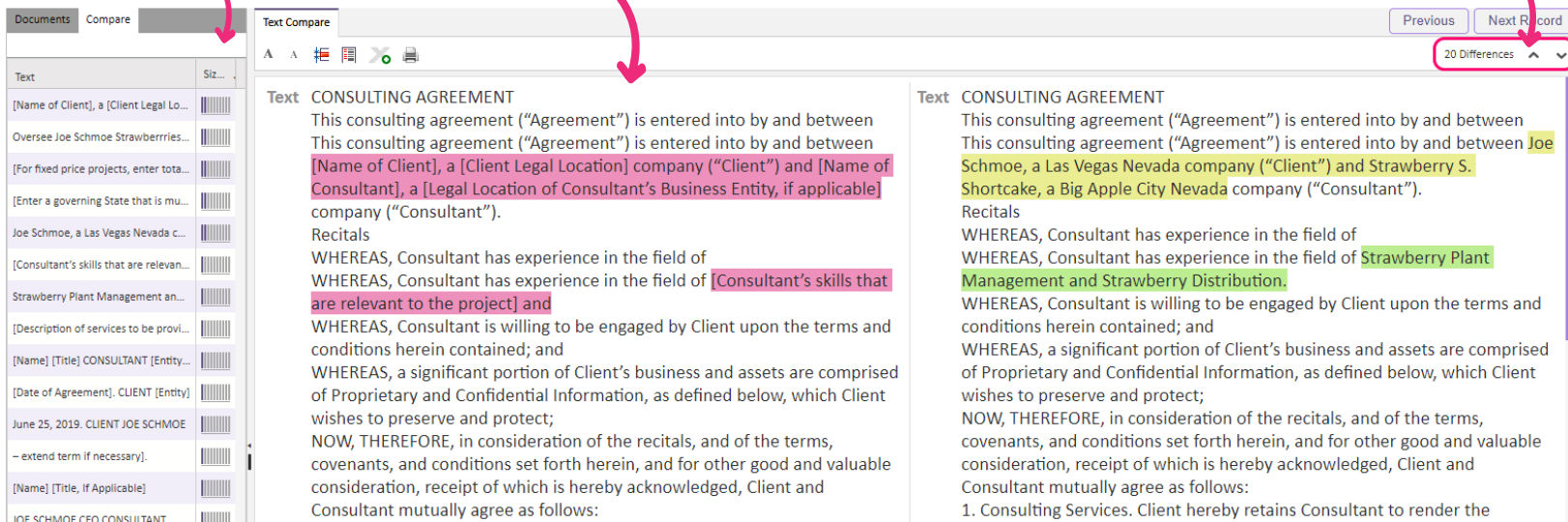
Steps

1. In Table View, select the document you want to compare.
2. Move to Document View and click on the **Related** tab.
3. Expand the **Custom Related** panel, and then select the documents you want to compare.
4. Click **Document Compare** . Differences are highlighted in pink and green. Active text is in yellow.

Sort differences

Active document

Navigate differences



The screenshot displays the Document Compare interface. On the left, a 'Documents' panel lists various documents, with the 'Compare' tab selected. The main workspace is divided into two panes: 'Active document' (left) and 'Text Compare' (right). The 'Active document' pane shows a 'CONSULTING AGREEMENT' with several lines of text highlighted in pink. The 'Text Compare' pane shows the same document with differences highlighted in yellow and green. A 'Differences' panel at the bottom right shows '20 Differences' and a dropdown arrow. Handwritten red arrows point to the 'Sort differences' label, the 'Active document' label, and the 'Navigate differences' label.

- The left document is the **active** document. The right document is the first document that you selected to compare.
- Use the **Compare** tab to sort the differences by size. Clicking on text in the list will make it active in the document.
- View each textual difference using 'Differences' (circled in the image above).