



7c. Comparing with a Near Duplicate Panel

This PICNIC explains how to review near duplicates using Document Compare.

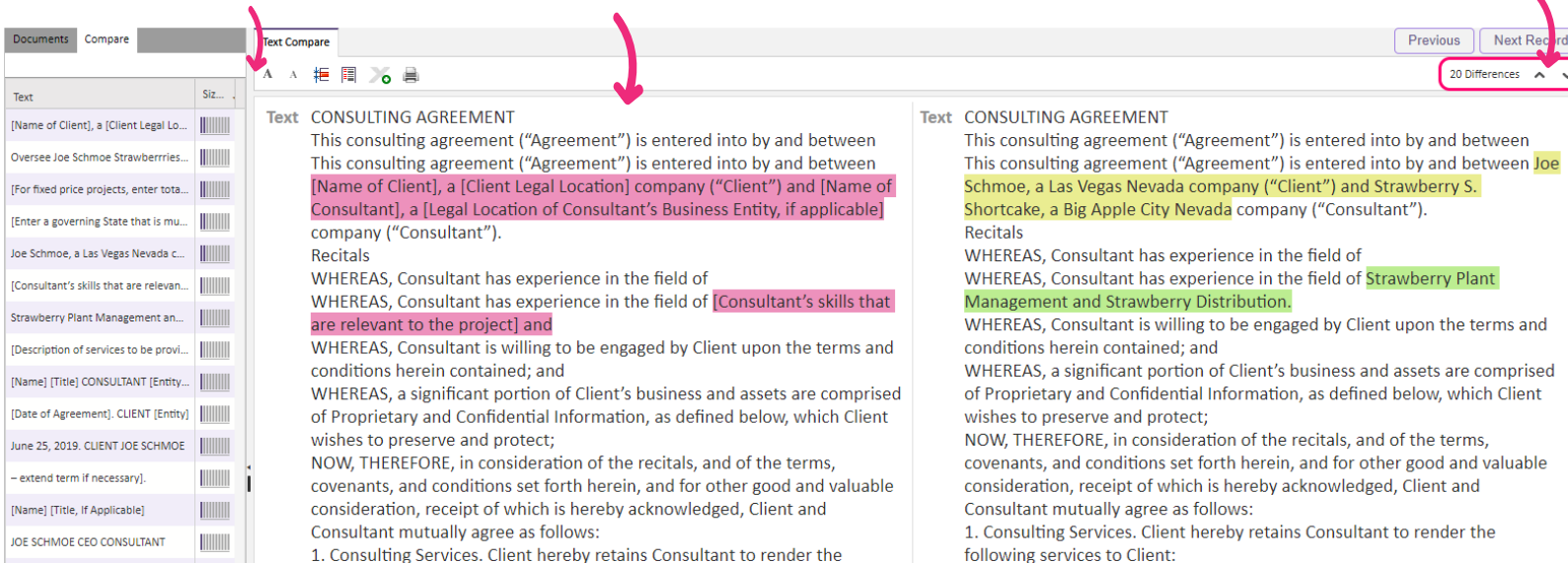
Steps

1. In Table View select the document you want to review.
2. Move to Document View and click on the **Related** tab.
3. Expand the Near Duplicate panel. If you are not on the principle document, open the principle.
4. Select the documents you want to compare to the Principle document, and then click **Document Compare**  . Differences are highlighted in pink and green. Active text is yellow.

Sort differences

Active document

Navigate differences



The screenshot displays the Document Compare interface. On the left, a 'Documents' panel lists various documents, including 'Oversee Joe Schmoie Strawberries...', 'Strawberry Plant Management an...', and 'JOE SCHMOE CEO CONSULTANT'. The 'Compare' tab is selected. The main window shows two documents side-by-side. The left document is the 'Principle' and the right document is the first document selected for comparison. Differences are highlighted in pink and green. Active text is highlighted in yellow. A 'Differences' dropdown menu is visible in the top right corner, showing '20 Differences'. Hand-drawn red arrows point to the 'Sort differences' label, the 'Active document' label, and the 'Differences' dropdown menu.

- The left document is the **Principle**. 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).