BLUE // Text Compare

Welcome to BLUE ™ Text Compare

Welcome to BLUE™ integrated Text Compare. This module allows reviewers to compare text in two files. This guide describes how to select text areas, review detected differences, save actual deviations as annotations and generate reports of the difference areas.

Text Compare Guide Version 7.5

Overview

Use the integrated Text Compare tool to detect text differences between two files. Text Compare supports single and multi-page files and is available within a workflow, and outside a workflow (from the asset library). The files must contain text in order to compare them.

Approval Candidate

In a workflow, this is the file that is under review.

Text Compare View

Choose this view to compare text between two documents.

Active File

When unlocked zoom, pan and rotate the active file.

Reports

Generate a report of the annotations, including deviations saved as annotations.

Annotations

View the deviations that were saved as text compare annotations.

References

Choose the file that will be compared with the approval candidate, such as a previous cycle or reference file.

Comparison Sets

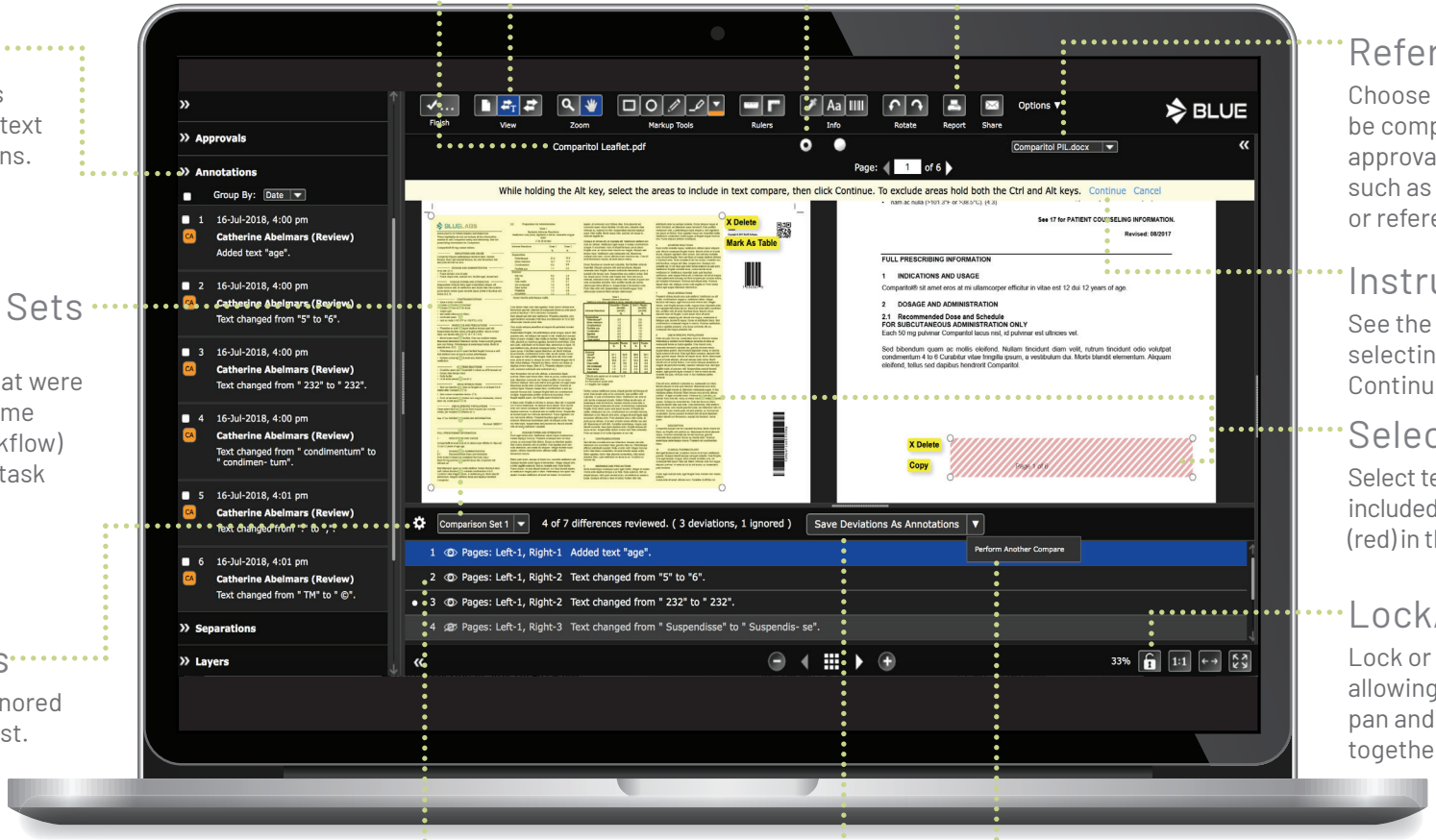
View your previous comparison sets that were created with the same files (outside a workflow) or within the same task (within a workflow).

Instruction Bar

See the instructions for selecting text areas. Click Continue when you're done.

Selection Areas

Select text areas that will be included (yellow) or excluded (red) in the comparison.



List Settings

Show or hide the ignored differences in the list.

Lock/Unlock

Lock or unlock the views, allowing you to zoom, pan and rotate the pages together or separately.

Detected Differences

The list of detected differences, which must be reviewed to determine if they are actual deviations, or if they can be ignored.

Save Deviations as Annotations

Save the actual differences as annotations. This saves anything that is not "ignored".

Perform Another Text Compare

Start a new text comparison. Your previous comparison set is saved automatically.

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1. Select Text Areas

When in text selection mode, the instruction bar is shown at the top. Select text that will be included or excluded in the text comparison. Zoom in or out of the pages to adjust your view.

Tip: If there are no inclusion or exclusion areas, then all of the text will be included in the text comparison.

Inclusion Areas
Hold the Alt key and select text to include that text in the comparison.

Exclusion Areas
Hold the Ctrl + Alt keys and select text to exclude that text in the comparison.

Resize Areas
Click and drag the resize anchors to adjust its size.

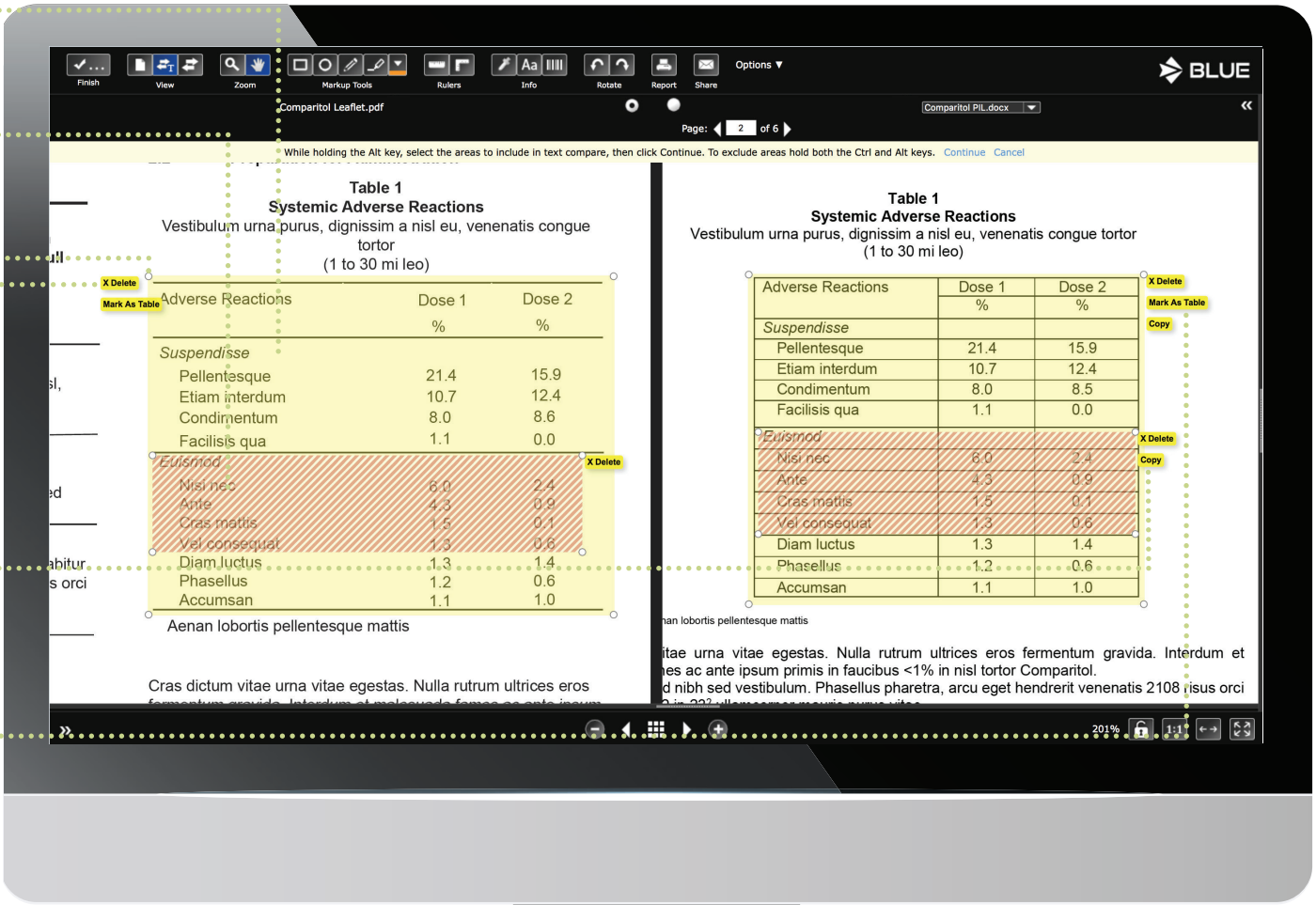
Move Areas
Click and drag the area to move it.

Delete Areas
Click **Delete** to delete it.

Copy Areas
For a multi-page file, click **Copy** to copy the area to other pages.

Choose from specific pages, or all pages.

Mark as Table
For inclusion areas, if the text area is in table format, click **Mark as Table.**



Order of Selections

Select the text areas on the approval candidate and the reference file in the same order, either all at once, or in an alternating fashion.

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2. Choose Options

After clicking the Continue link on the instruction bar, you will see some text compare options. Text is always included in the comparison, but you can choose to compare some optional text properties. Also, choose from the paging options when comparing multi-page files.

Text Compare Options	Description
Compare Font	Detects differences in font and size.
Compare Case	Detects differences between upper and lower case.
Compare Color	Detects differences in text color. **NOTE:** Differences in the color model will be detected, for example RGB black will be different from CMYK black.
Consider Underline	Detects differences in font underline style.
Compare Other Text Properties	Detects differences in text styling such as bold, italics, subscript, and superscript.
Ignore Hyphenation	Ignores differences in hyphenation due to line breaks. Other differences in hyphenation will still be detected.

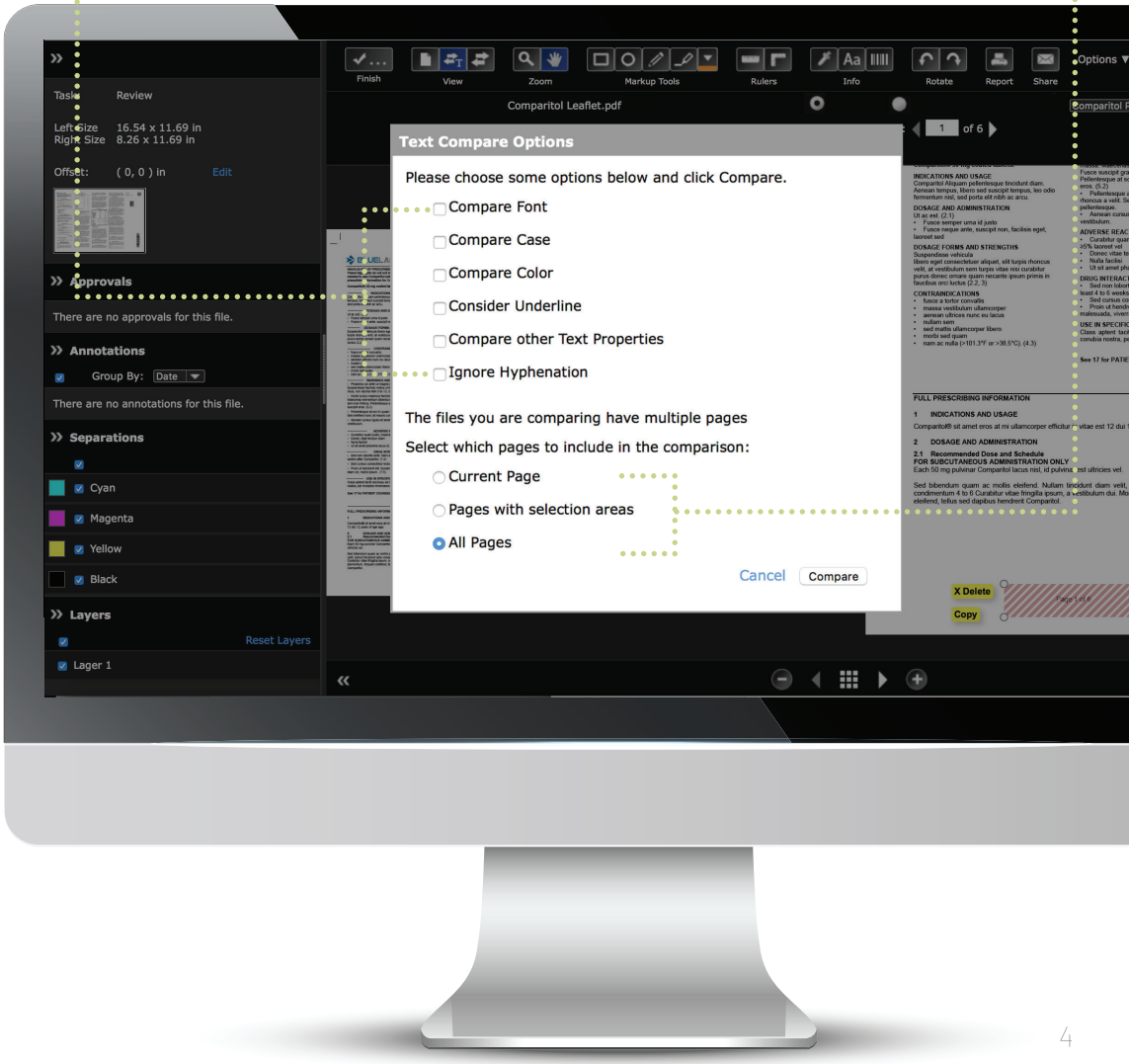
Page Options	Description
Current Page	Compare the selection areas on the current pages. If there are no selection areas, compare all of the text on both current pages.
Pages with Selection Areas	Compare the selected text on pages with selection areas.
All Pages	Compare the selection areas on all pages. If there are no selection areas, compare all of the text on all of the pages.

Text Options

Choose your text options—the options you choose here will determine what text properties are compared.

Page Options

When comparing multi-page files, choose which pages you would like to compare.



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3. Review Differences

After performing a comparison, you will see a list of detected differences based on the text compare options you selected. Click on each difference row to review it and decide if it is an actual deviation, or if it can be ignored.

Difference Counts

See the counts at the top of the list.

Comparison Sets

Each time you perform a comparison, the differences are saved as a comparison set, allowing you to close your session and continue reviewing differences at a later time.

Ignored Differences

Click the Eye icon to ignore a difference.

Show or hide ignored differences.

Unread Differences

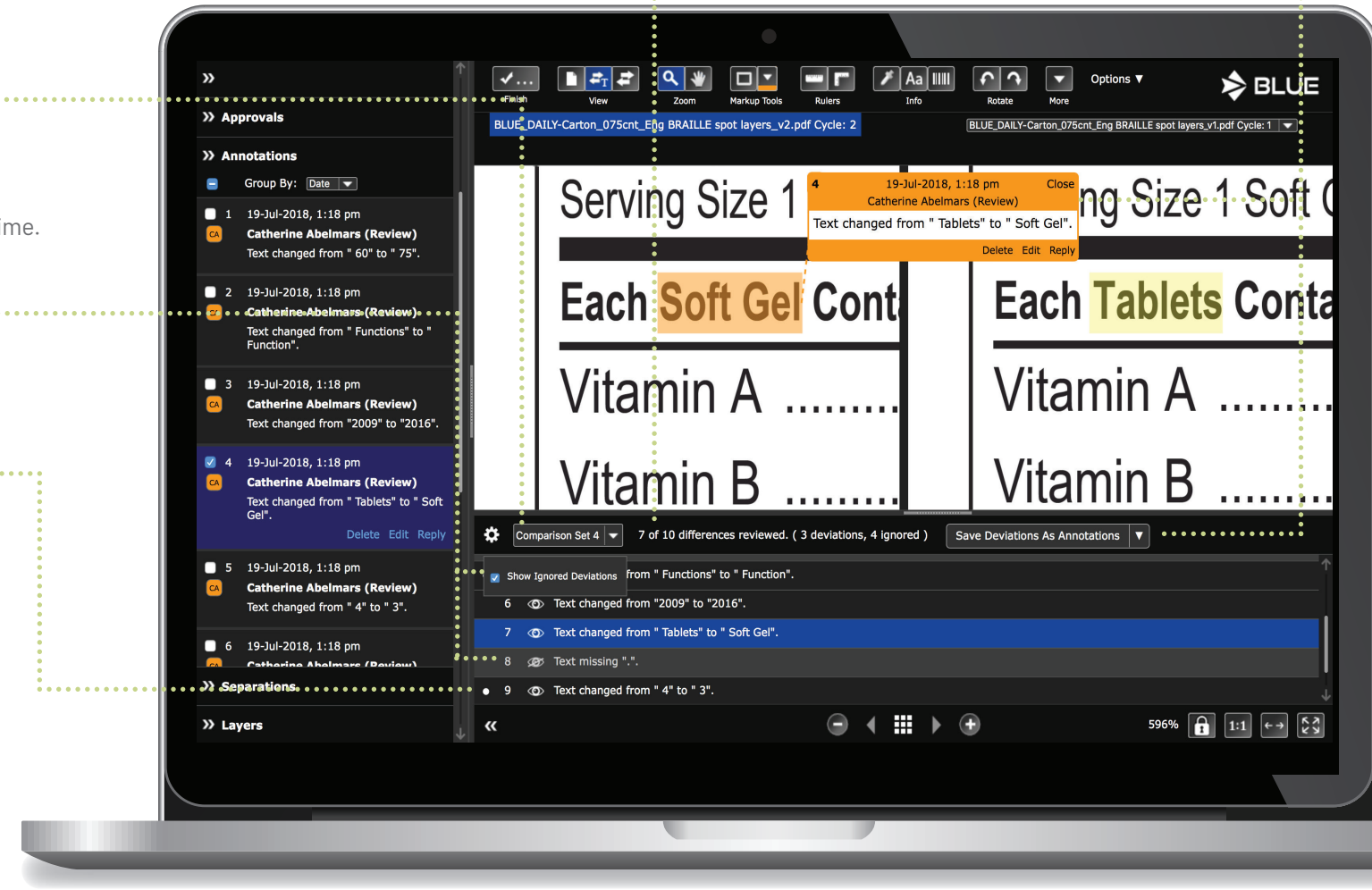
Differences that have not been reviewed (clicked on) are marked with a white dot.

Tip: Zoom into the pages and then click on a difference row to automatically pan to that difference area.

4. Save as Annotations

Within a workflow, when a file is open for review, save the actual deviations as annotations. This saves any difference in that comparison set that is not "ignored".

The annotation is created in your selected markup color. After an annotation has been saved, you can edit the content, reply or delete it.



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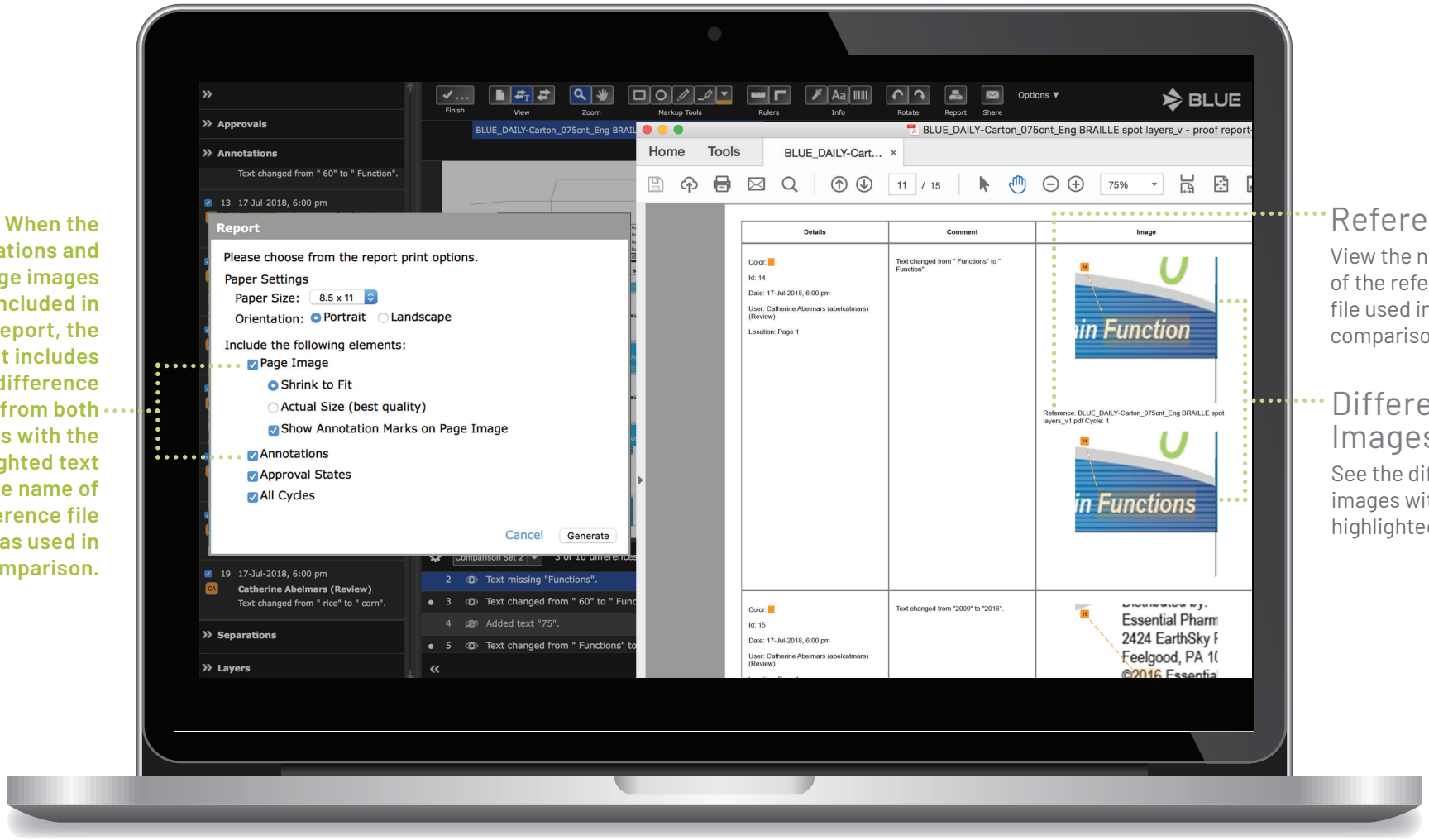
5. Generate Reports

Within workflow context, after saving deviations as annotations, you can generate and download PDF reports of the regular and text compare annotations.

Tip: When the annotations and page images are included in the report, the report includes the difference images from both pages with the highlighted text and the name of the reference file that was used in the comparison.



Reference

View the name of the reference file used in the comparison.

Difference Images

See the difference images with the highlighted text.

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