



Workshare
File Comparison
Getting Started Guide

Fast, smart document comparison

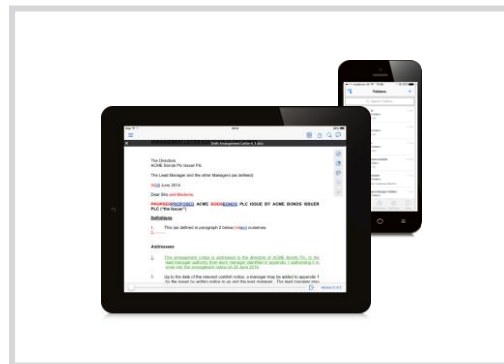
Compare your Word and PowerPoint files with the highest level of accuracy.

On your Mac



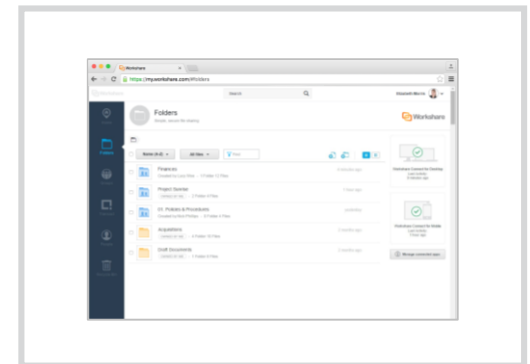
If your files are on your Mac, simply add them to Workshare and compare.

On your mobile device



If you're away from your desk, you can compare your files on your iPad or iPhone.

Online



Wherever you are, you'll always be able to compare from a browser.

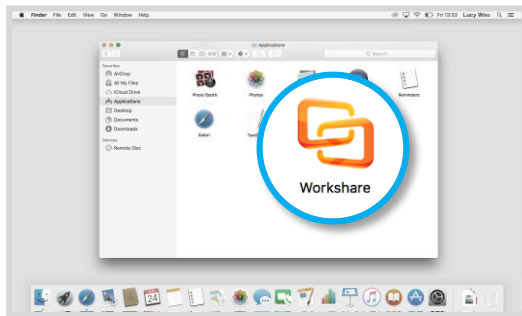
Get started...

On your Mac

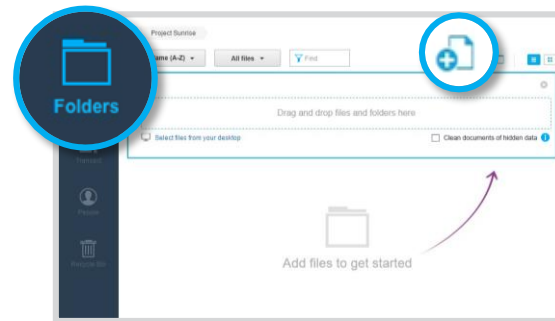
Compare files that are on your Mac

You can add files from your Mac to Workshare and compare them.

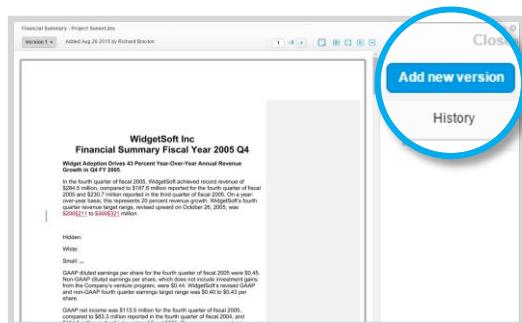
- 1 Open the Workshare desktop app from Applications.



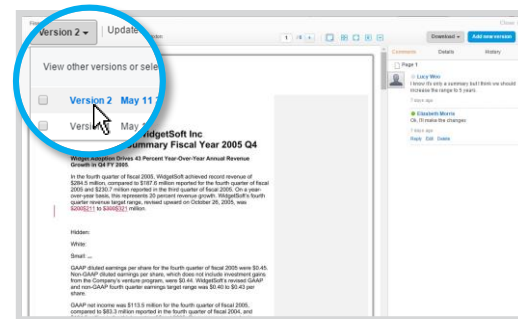
- 2 Go to **Folders** and select the **Add Files** icon to upload a document



- 3 Click the document to preview it, then select **Add new version**.



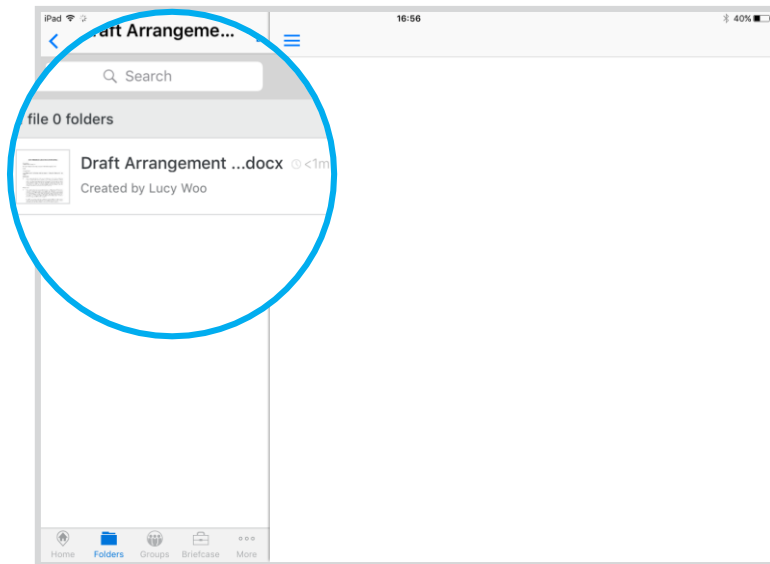
- 4 Click the version number at the top and select the versions to compare.



On your mobile device

Compare files from your iPad or iPhone

When your files are in Workshare, you can compare them from your mobile device.



Open a file in Folders or Groups



Select the Compare icon.

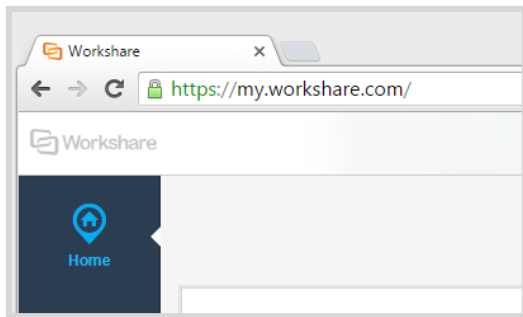
To compare this file with a different file, choose **Select file to compare with**. To compare the latest version with a previous version, select **Compare versions**.

Online

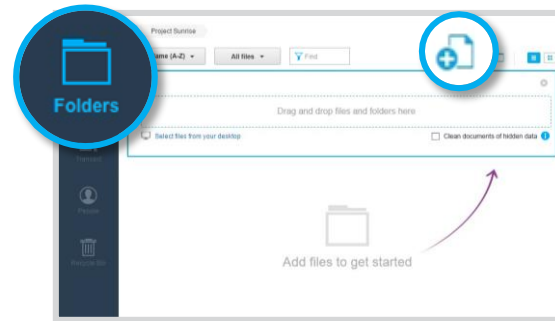
Compare files, wherever you are

You can also compare files from a browser, using the same method as when you compare from your Mac.

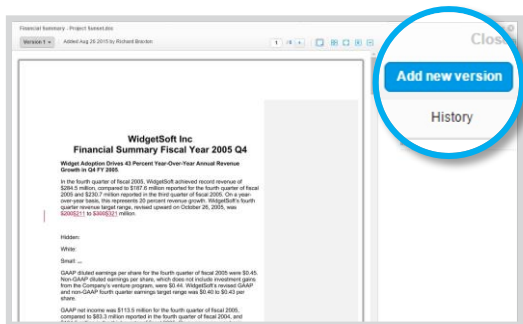
1 In a browser, log into my.workshare.com



2 Go to **Folders** and select the **Add Files** icon to upload a document



3 Click the document to preview it, then select **Add new version**.



4 Click the version number at the top and select the versions to compare.

