

## COMPARE AND MERGE DOCUMENTS – Word 2003

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Did you know that Word will compare two versions of the same document – and show every change that has been made between the two? In Word 2003 it's called “Compare and Merge Documents.” To easily and quickly compare two versions of the same bill, first open and save both versions to your desktop.

- Find the bill you wish to research (use [Bill Tracking](#), [Keyword Search](#) or [Text of Measures](#)).
- Open the original document – the “introduced” version of a bill, for example.
- Click “Tools > Compare and Merge Documents.”
- Open the (later) version of a document you wish to compare to – the “engrossed” or an amended version of a bill, for example. Immediately you can see every difference between the two versions of the same bill.

**Note:** You will find the “Compare” command under the “Review” tab in later versions of Word.