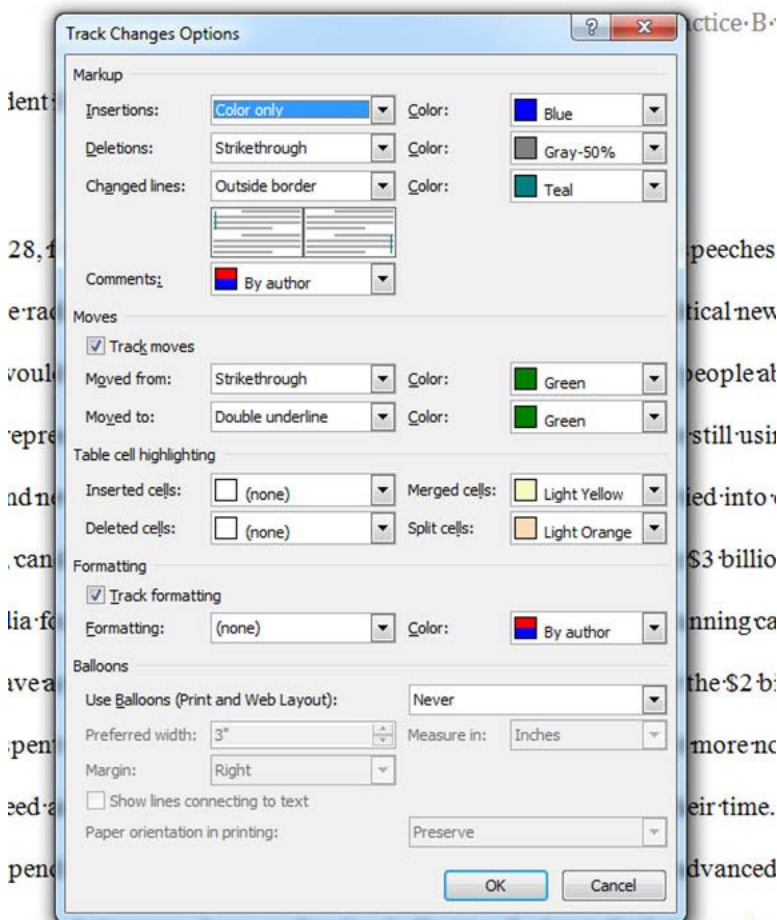


## Comparing versions in word

- Requirements: Papers are in Msword. I have my students submit them to canvas. If in any other format, you will have to take quite a few steps to create a word doc.
- Download both versions (you may have already saved the first version) to separate folders identified as a and b versions (or however you identify for yourself)
- Prepare your comparison settings in Review/track changes/change tracking options



**You will see these options—and they will determine what you see in your comparison.**

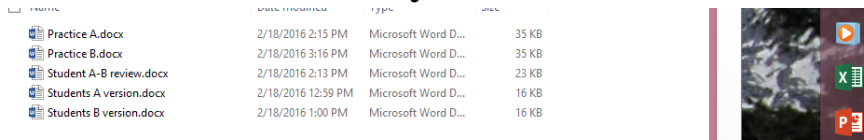


**Now go on to comparing first and second versions**

- 1. Save each version of the students work so you can discern versions (a or b)**
- 2. Open newest version and click on Review**
- 3. In review, go to Compare and click on combine documents**
- 4. Then choose the appropriate version for each field in the screen that comes up. –more on this below**

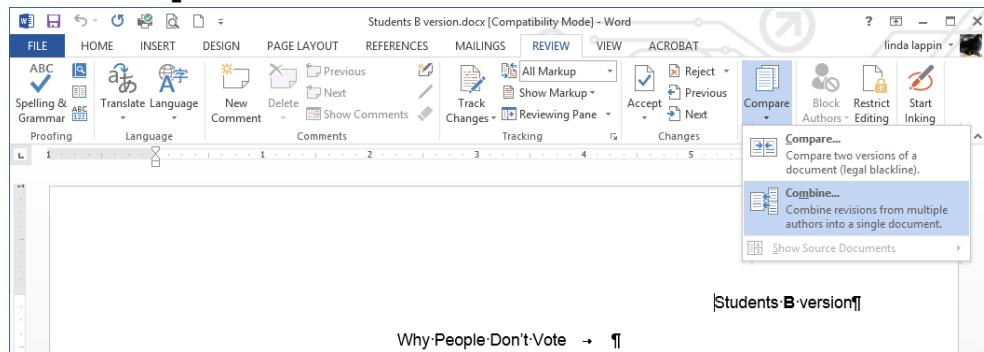
## Screen shots to go with numbers above

### 1. Make sure students identify their files as version a or b:

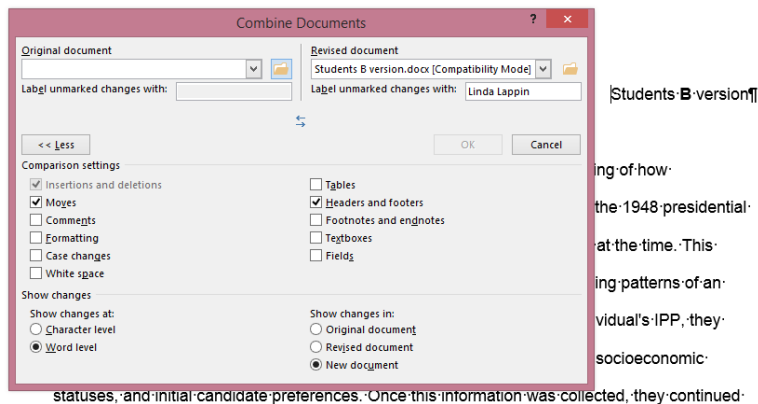


### 2. Open newest version (b in this case) then click on Review

### 3. Go to Compare and Choose combine

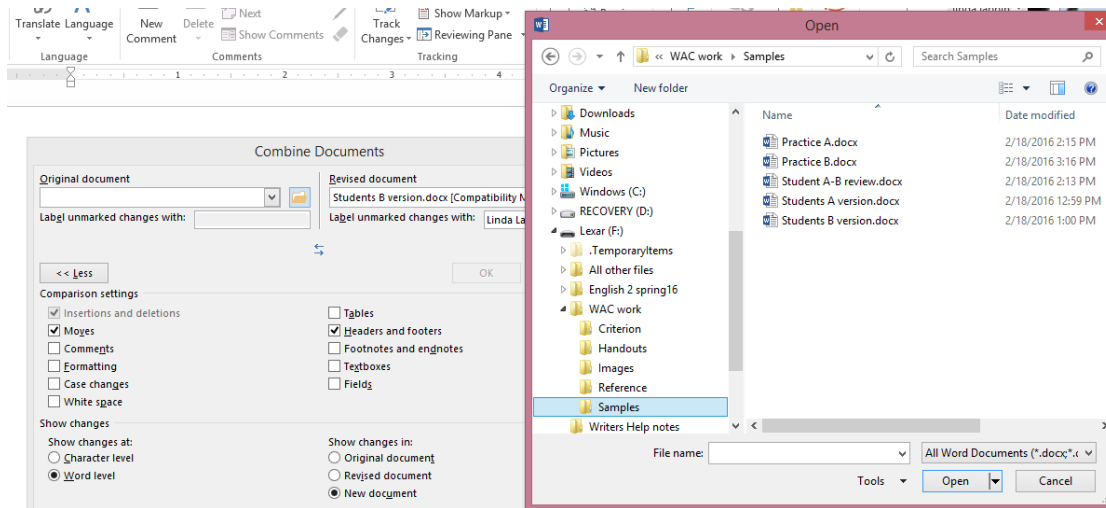


### 4. Then choose the appropriate version for each field in the screen that comes up.



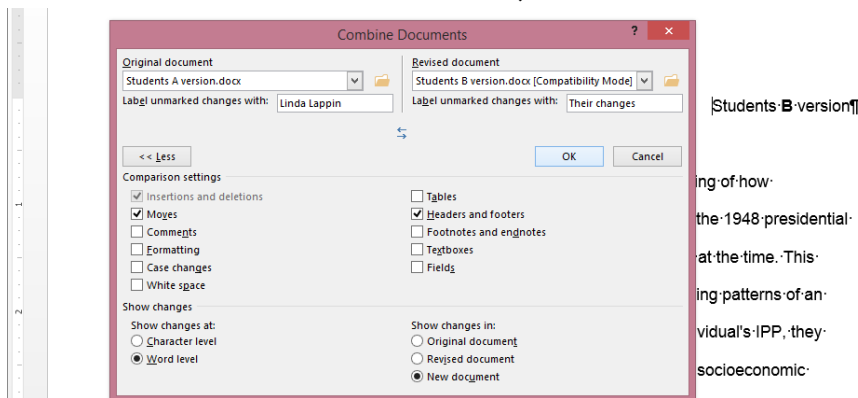
### 5. Because you have the B version open, it will show up in the drop down menu in revised document.

### 6. But the original version is not open, so you will have to click on the file folder and locate it in your student files

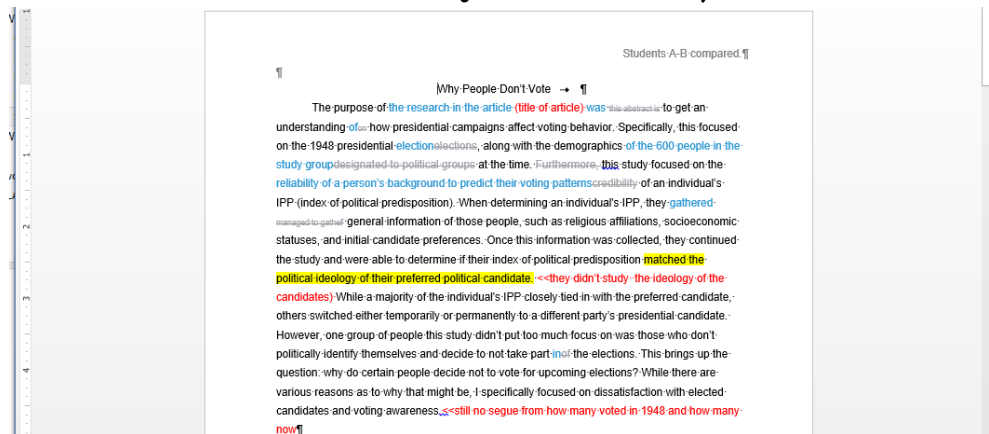


**NOTICE that YOU choose what you want to compare—I don't choose formatting.**

**7. Once both versions are identified, click OK**



**8. The following screenshot shows what you should see (if your version of word is the same and mine and you are on a PC):**



**The red notes and yellow highlights are my notes—inserted as I read through the compared documents.**

**I use highlight indicators: yellow for wording issues, green for clutter, blue for plagiarism, etc.**