e.c. Shaw company

Cheat Sheet Topic: **Comparing Documents in the WebCenter Viewer**

Purpose: To outline the steps necessary to compare different pieces of artwork in the viewer.
Applications Needed: Internet Browser *[with Java]*

First decide what documents you want to compare. In the WebCenter viewer you can compare:

    a. Current and previous versions of the same piece of art
    b. Different documents within the same project
    c. Different documents from different projects

Comparing Versions of the Same Document:
The WebCenter Viewer automatically makes versions available when you open the art in the viewer.

Versions you are currently viewing

Comparison tools left to right:

1. Version 1 only
2. Version 2 only
3. Overlay both versions and highlight differences
4. Overlay both versions, no highlight
5. View side by side

Notes about comparing documents:

- You may view and/or compare up to the 5 most recent versions of a piece of art.
- You may also compare different pages within the same multi-page document.

- Right-clicking on the overlay button will give you options for that tool. You can choose how the viewer displays the comparison, and change the highlight color for the difference areas. Select "show difference adjustment" to set a tolerance level for the difference highlight.
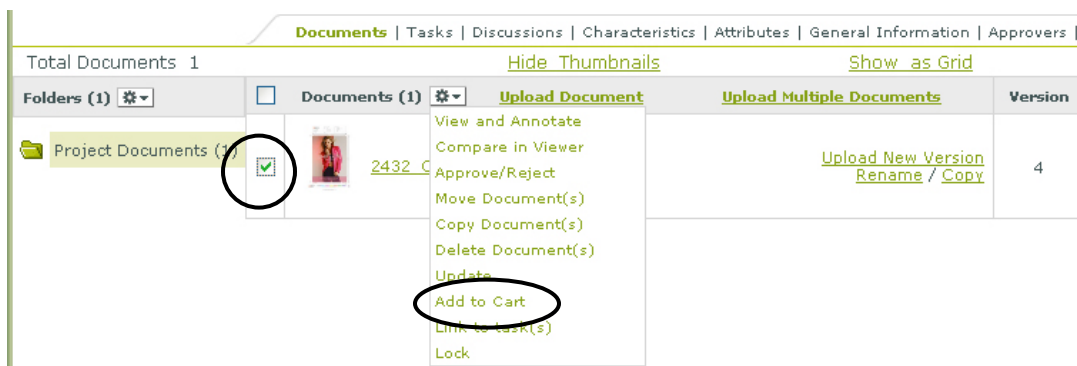
- Right-clicking on the side-by-side button ⬛▐ lets you choose the position of the two panes.

Comparing Different Documents:

If you need to compare two different documents, both documents must be in the same display list. If they are in the same folder of a project, simply check the boxes next to each document and then under the action button, ⚙️▾ choose Compare in Viewer.

If the two documents are in different folders within the project, or if they are in different projects entirely, you can use the Cart to get both documents into the same display list.
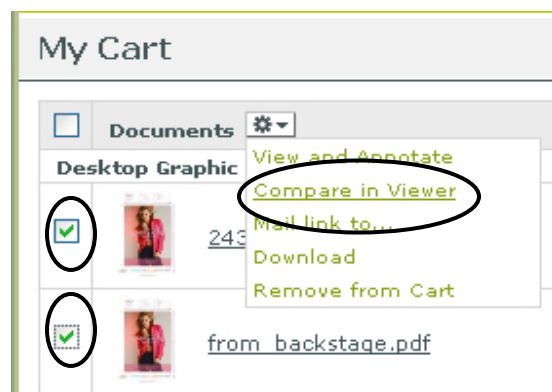
a. Browse to the first document you want to compare. Check the box next to the document name.

b. Go to the action button and choose Add to Cart.

c. Repeat this step for the second piece of art you want to compare.

d. Click the Cart symbol to go to your cart.

e. Check the boxes next to both documents, and then go to the action button and choose Compare in Viewer.

You will be brought into the WebCenter viewer, where you can make use of the comparison tools to check each document individually and overlay them to see where there are differences. *(Instructions on page 1 of this cheat sheet)*
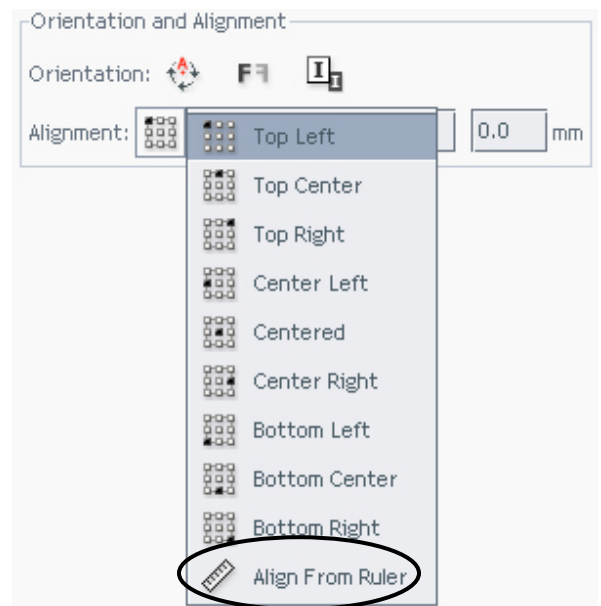

Aligning Documents:

If the two documents you are comparing in the viewer are not exactly the same page size, or if the art is not in the same position on each page, you will need to adjust the alignment of the art for the difference highlight feature to work correctly.

To manually align the art:

1. On the left side of the viewer you will see an info pane that gives information about the two documents you are viewing. If this pane is not visible, click this button to display it.

2. At the bottom of the comparison pane, you will see Orientation and Alignment. Clicking on the grid button will allow you to change the orientation point for the document overlay, which may be useful in some cases. For example, if the two documents are on different page sizes but are each centered on their page, you can choose the center orientation point to achieve proper alignment.

   If changing the orientation does not align the art, you will need to choose Align From Ruler.

3. Look at the artwork and determine a point that exists in both documents (the corner of a dieline might work well, if available).

4. Click to go to the reference document. Zoom in as close as possible on the alignment point you have chosen.

5. Select the Ruler tool and click your alignment point. This anchors the ruler.

6. Click (or hit Ctrl-S on the keyboard) to switch to the current document. Again using the Ruler tool, click your alignment point to set the end point of the ruler.

7. In the comparison pane, go back to Orientation and Alignment. Click the grid button once more and select Align From Ruler. This will shift both documents and overlay them based on the alignment point you chose with the ruler tool.

Notes about manual alignment:
- There are some helpful keyboard shortcuts you can use if you wish.
  - *Ctrl-S*: Toggles between current and reference documents in the viewer.
  - *F8*: One-time zoom
  - *F9 or Ctrl-zero*: Fit document in window
- Keep in mind that the comparison feature is at high resolution, down to the very pixel. So the closer you can zoom in when you select your alignment point in each document, the more accurate your comparison will be.