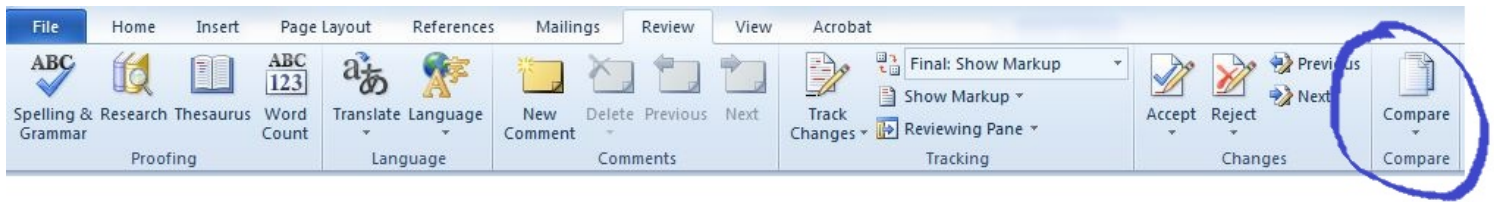
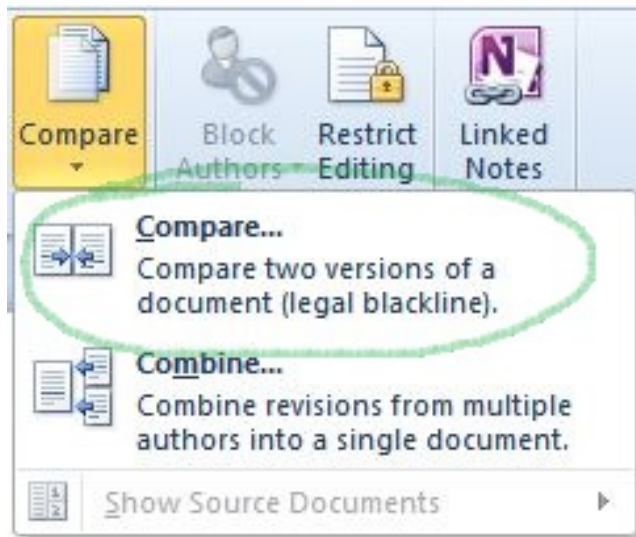


# Using the Microsoft Word Compare Documents Function in Windows

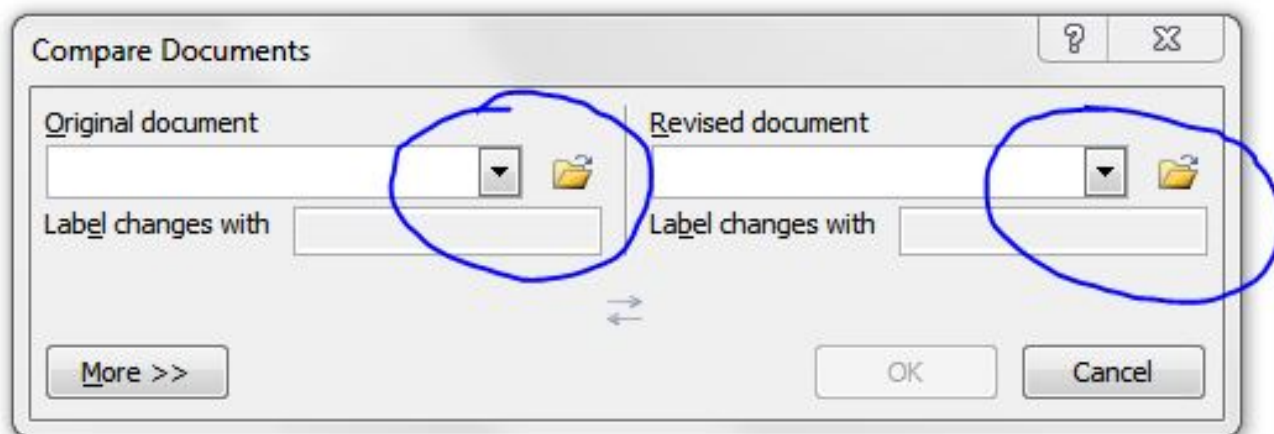
*Step One: From the Review Menu, select **Compare**.*



*Step Two: Once you select Compare, choose the first option.*



*Step Three: Select the early draft or original document file first; then select the revised draft file second.*



Step Four: Once you have selected the two documents, you should see a three-pane display of your paper that includes the following:

- Left pane: a summary of the types of changes you've made (additions, deletions, moves, formatting, comments)
- Middle pane: tracked changes comparing the two documents
- Right pane: both the original and revised document without tracking.

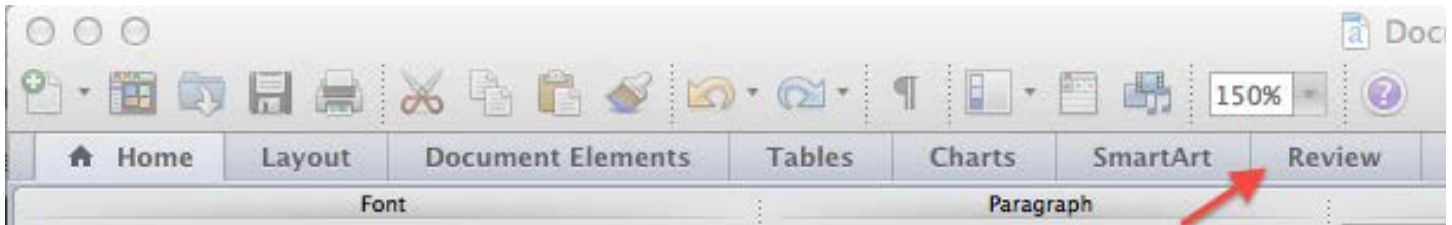
The screenshot displays the Microsoft Word interface with the Reviewing Pane open. The Reviewing Pane is divided into three panes:

- Left Pane (Summary):** Shows a summary of changes: 50 revisions, 29 insertions, 16 deletions, 0 moves, 5 formatting changes, and 0 comments. Below this is a table titled "Main document changes and comments" listing various changes made by JACQUELINE CASON, including style definitions, comment text, balloon text, comment references, and insertions/deletions of text.
- Middle Pane (Compared Document):** Displays the document "World War II Battleground On United States Soil To Be Cleaned Up" with tracked changes. The text describes cleanup efforts on Attu Island, Alaska, and mentions the Aleutian Chain, World War II, and the Defense Environmental Restoration Program (DERP/FUDS). The text is marked with red lines and comments indicating changes.
- Right Pane (Original Document):** Displays the original document "World War II Battleground On United States Soil To Be Cleaned Up" without tracking. The text is identical to the compared document but without the red lines and comments.

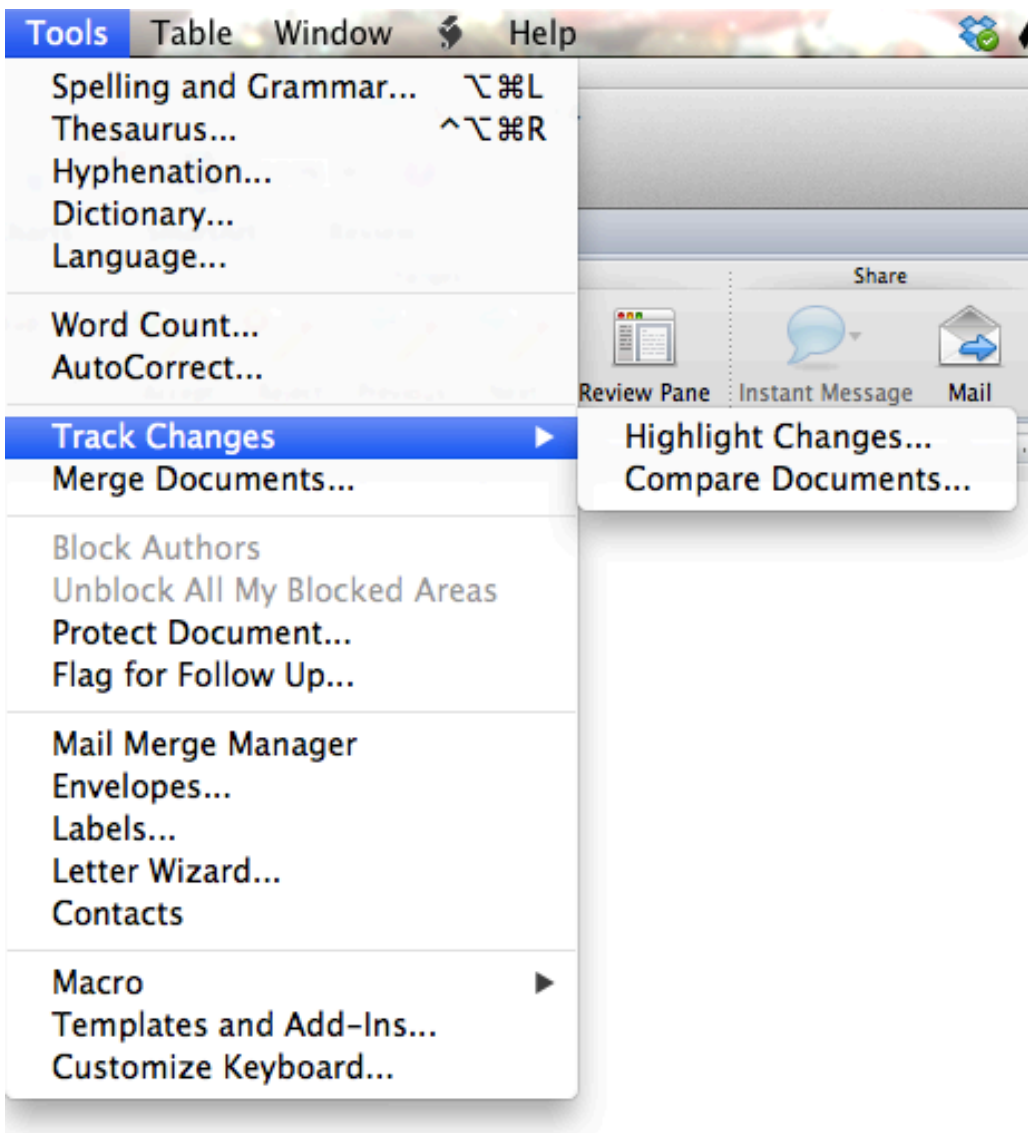
The status bar at the bottom indicates "Words: 1,147" and "100%".

## Using the Microsoft Word Compare Documents Function in Mac

*Step One: The Review Menu is a bit different on the Mac.*

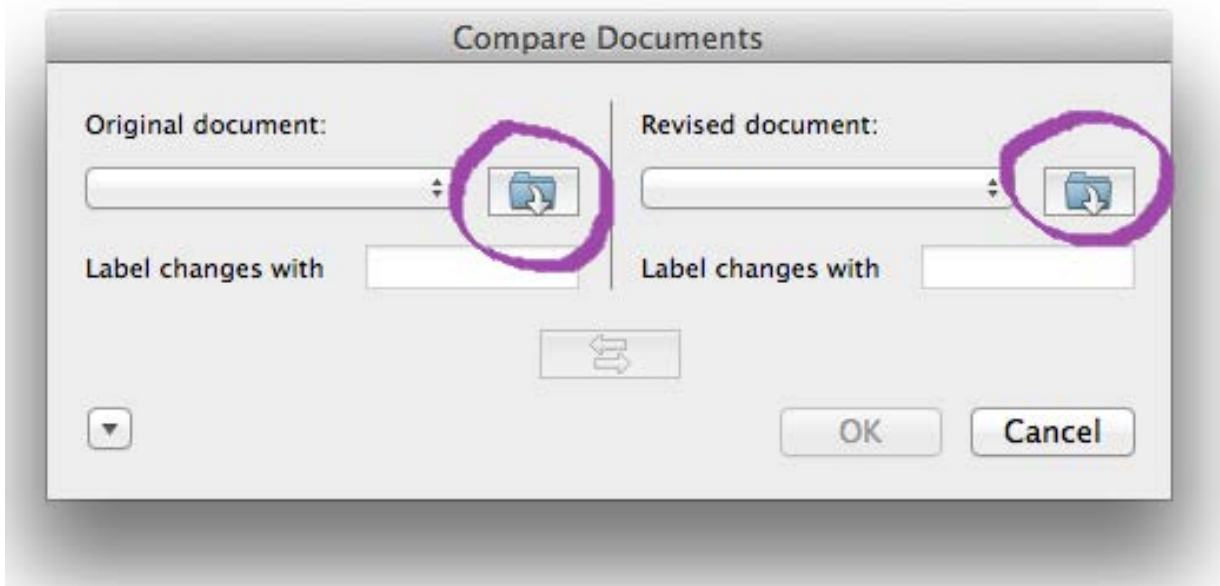


*Step Two: It's probably easier to skip the Review Menu on the Mac, and instead, select Tools, then Track Changes, then Compare Documents.*





Step Three: The Compare Documents box looks about the same in either program. Simply browse for your original file first, and then browse for your revised file second. Click OK.



Step Four: The compared document will show the tracked changes, but it will not have the three-pane layout of the Windows based program.

World War II Battleground On United States Soil To Be Cleaned Up

Attu Island, which is located in Southwestern Alaska along the Aleutian Chain, will begin to receive cleanup efforts to remove unexploded ordnance, fuel, hazardous materials, and contaminated soil left behind from military operations in World War II (WWII). This will be the first time any efforts have been undertaken to restore the island back to as natural and environmentally friendly of a landscape as possible for the endemic life forms surrounding the island. The cleanup efforts on Attu are being funded by the Core of Engineers, who have hired private environmental firms under the Defense Environmental Restoration Program/Formally Used Defense Sites (DERP/FUDS) to research the contaminated locations on the island. A preliminary assessment of Attu is being done at the moment on the extent of contamination of hazardous materials and potentially harmful substances at certain sites throughout the rocky shores of this tiny rock outcropping at the far tip of the Aleutian Chain in the middle of the Bering Sea. This is a particularly interesting project being undertaken due highly in part to the historical significance that American and Japanese forces fought and died on these islands back in WWII. The islands of Attu and Kiska were highly sought after positions during the war as strategic landing bases because the Japanese could use the Aleutian Chain as stepping-stones to plan bombing raids further up the coast of Alaska. With today's technology, the islands have become obsolete in the sense they are not needed as strategic basing positions for the military to occupy so all operations have ceased to exist

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Style Definition:** Comment Reference:  
Font:9 pt

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Style Definition:** Comment Text: Font:12 pt

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Style Definition:** Balloon Text:  
Font:(Default) Lucida Grande, 9 pt

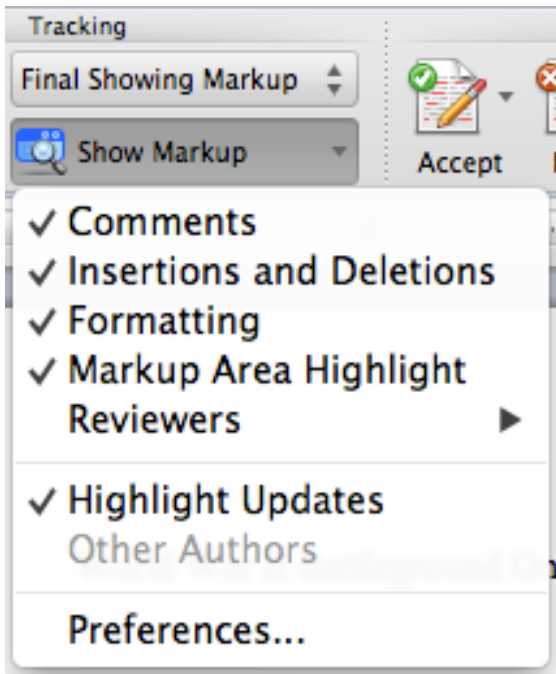
JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Deleted:** undergo

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Deleted:** (UXO's),

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Deleted:** and

JACQUELINE ..., 6/17/13 3:48 PM ✓ ✕  
**Deleted:** and to remove all hazardous wastes and return Attu back to a pristine environment. A preliminary assessment of Attu is being done right now on the extent of contamination of petroleum and other hazardous materials on the island.

*Step Five: If you want to be able to summarize your changes, you can still see the insertions, deletions, comments, and formatting changes by clicking on Show Markup.*



*Step Six: You can also fine tune the markup to make it easier to see the different kinds of changes in the Track Changes area of the Review Menu. Tracking Moves is also possible.*

