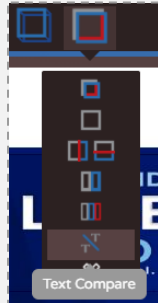


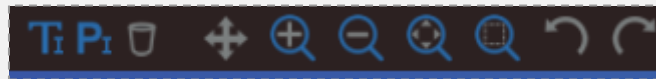
1 – Overview

The **Text Compare** feature facilitates the verification of text between two documents, highlighting differences between what has been compared.

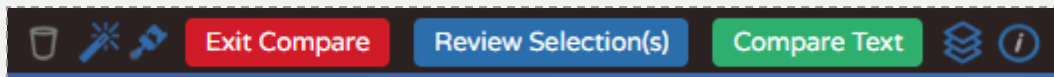
When enabled, this option can be accessed through the **Compare** menu:




Once this mode has been activated, toolbars will appear above both the approval and compare canvases:



Another central toolbar allows you to remove all text highlight, enable/disable auto matching, change the highlight colour, exit this mode, review selected text, compare selected text, switch off separations or see more information about this module:



2 – Selecting Text for Comparison - Automatic Match Mode

When **Auto Text Matching** is enabled , selection on only one document is required. Greenlight will then look to find a match to text on the opposing document automatically.

This is the recommended way to use the Text Comparison tool, manual matching only needs to be used when the two selections cannot be matched automatically.

1. Select text on the approval or compare document by selecting the icon above the appropriate canvas:

Ti = Select a single word or drag to select multiple words

Keyboard shortcuts

alt+ a = Enable approval text selection

alt+ c = Enable compare text selection

Pi = Select an entire paragraph

+ = Select an area by drawing a box on the canvas

2. Once selection has been made, the tool will automatically look for a match on the opposing document as follows:

- **Direct Match (case & space sensitive)**

The text on the opposing document matches the selection exactly

- **Direct Match (case sensitive & space insensitive)**

The text on the opposing document has space differences only

- **Direct Match (case insensitive & space sensitive)**

The text on the opposing document has case differences only


- **Direct Match (case & space insensitive)**

The text on the opposing document has case and space differences

- **Partial Match**

*The highest possible non-exact match on the opposing document will be selected. Matches will only be considered when their similarity percentage is equal to, or above, the **Closest Match Threshold** (in the settings menu). The default for this is 90.*


3 – Selecting Text for Comparison - Automatic Match Mode (Continued)

If the tool does not find a match, alter the [Closest Match Threshold](#) and reselect the area of text you want to match. If necessary, you can switch [Auto Text Matching](#)  off (on the main tool bar) and select on the opposing document manually.


- To append text to an existing selection, click the icons next to the selected text




When [Auto Text Matching](#) is enabled, the auto match will be redone.

- Repeat for all text statements which require comparison
- To remove a single statement from the comparison, click the [Delete](#) icon next to the highlighted text. To remove all text from comparison, click the icon above each canvas
To remove a single word/words from the comparison, click the [Deselect](#) icon  next to the highlighted text. This will perform a new automatic match.

Note: If you delete a statement which was automatically matched, the automatic match will be deleted too.

If a separation (such as the die line) is overlaying the text and making it difficult to see the text you are highlighting you can use the [Toggle Visible Separations](#) option  to switch off/on a particular separation

3 – Selecting Text for Comparison - Manual Match Mode

When [Auto Text Matching](#) is not possible, and the [Auto Text Matching](#) toggle is disabled , selection on both documents is required as follows:

- Select text on the approval or compare document by selecting the icon above the appropriate canvas:

T_i = Select a single word or drag to select multiple words

[Keyboard shortcuts](#)

alt+ a = Enable approval text selection


alt+ c = Enable compare text selection


P_i = Select an entire paragraph

+ = Select an area by drawing a box on the canvas

- To append text to an existing selection, click the icons next to the selected text



- Repeat for all text statements which require comparison
Text should be selected in the same order on both the approval and compare canvases (as selection 1 on the approval document will be compared to selection 1 on the approval document)
Note: If text is not selected in the same order they can be drag-and-drop reordered within the review screen
- To remove a single statement from the comparison, click the [Delete](#) icon next to the highlighted text
To remove all text from comparison, click the icon above each canvas
To remove a single word/words from the comparison, click the [Deselect](#) icon  next to the highlighted text

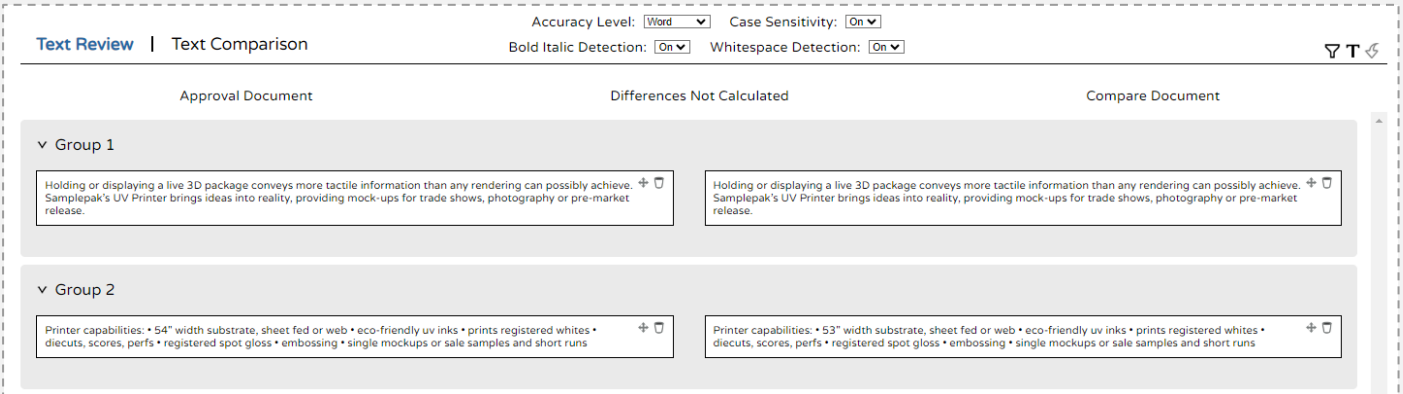
If a separation (such as the die line) is overlaying the text and making it difficult to see the text you are highlighting you can use the [Toggle Visible Separations](#) option  to switch off/on a particular separation

4 – Performing Text Comparison

Once all text has been selected, click either:


- The [Review Selection\(s\)](#) button
- The [Compare Text](#) button

When the Review Selection(s) button is selected, the [Text Review](#) screen will be launched. This gives you an overview of the text you have already selected:



The screenshot shows the 'Text Review' interface. At the top, there are settings: Accuracy Level: **Word**, Case Sensitivity: **On**, Bold Italic Detection: **On**, and Whitespace Detection: **On**. The main content area is split into two columns: 'Approval Document' and 'Compare Document'. There are two groups of text, 'Group 1' and 'Group 2'. Each group contains two text boxes, one from the 'Approval Document' and one from the 'Compare Document'. Each text box has a 'Delete' icon (a trash can) in the top right corner. The text in the boxes is: 'Holding or displaying a live 3D package conveys more tactile information than any rendering can possibly achieve. Samplepak's UV Printer brings ideas into reality, providing mock-ups for trade shows, photography or pre-market release.' and 'Printer capabilities: • 54" width substrate, sheet fed or web • eco-friendly uv inks • prints registered whites • diecuts, scores, perfs • registered spot gloss • embossing • single mockups or sale samples and short runs'.

Drag-and-drop can be used to reorder text statements in this screen

The [Delete](#) icon  can be used to remove a text statement from the comparison

There is an option to choose the [Accuracy Level](#) of the comparison, your preference will be remembered the next time you open this screen:

Character – Each character within all words are compared to find differences

Word – Whole words are compared together to find differences

For example, comparing [samplepak@sgsintl.com](#) to [samplepak@sgsco.com](#)

In [Character](#) accuracy level: Would result in a substitution of **co** with **intl**

In [Word](#) accuracy level: Would result in a substitution of [samplepak@sgsintl.com](#) with [samplepak@sgsco.com](#)

NOTE: Changing the accuracy level from [Word](#) to [Character](#) also changes the behaviour of the text selection function:

In "[Word](#)" accuracy level, the T tool will select **word** by **word**.

In "[Character](#)" accuracy level, the T tool will select **character** by **character**.

Depending on the permissions within your site, there may be an option to choose whether to perform a case sensitive comparison or not using the [Case Sensitivity](#) dropdown, your preference will be remembered the next time you open this screen:

On – Character case is considered by the text comparison

Off – Character case is ignored by the text comparison

For example, comparing [Printer](#) to [printer](#)

With [Case Sensitivity](#) switched **on**: Would result in a difference being reported

With [Case Sensitivity](#) switched **off**: Would not result in a difference being reported

Depending on the permissions within your site, there may be an option to choose whether bold and italicization are considered as a difference or not using the [Bold Italic Detection](#) dropdown, your preference will be remembered the next time you open this screen:

On – Bold and italics are considered by the text comparison

Off – Bold and italics are ignored by the text comparison

For example, comparing [printer](#) to [printer](#) or [printer](#) to [printer](#)

With [Bold Italic Detection](#) switched **on**: Would result in a difference being reported

With [Bold Italic Detection](#) switched **off**: Would not result in a difference being reported

4 – Performing Text Comparison (Continued)

Depending on the permissions within your site, there may be an option to choose whether whitespace is displayed as a difference or not using the **Whitespace Detection** dropdown, your preference will be remembered the next time you open this screen:

- On** – Whitespace differences are considered by the text comparison
- Off** – Whitespace differences are ignored by the text comparison

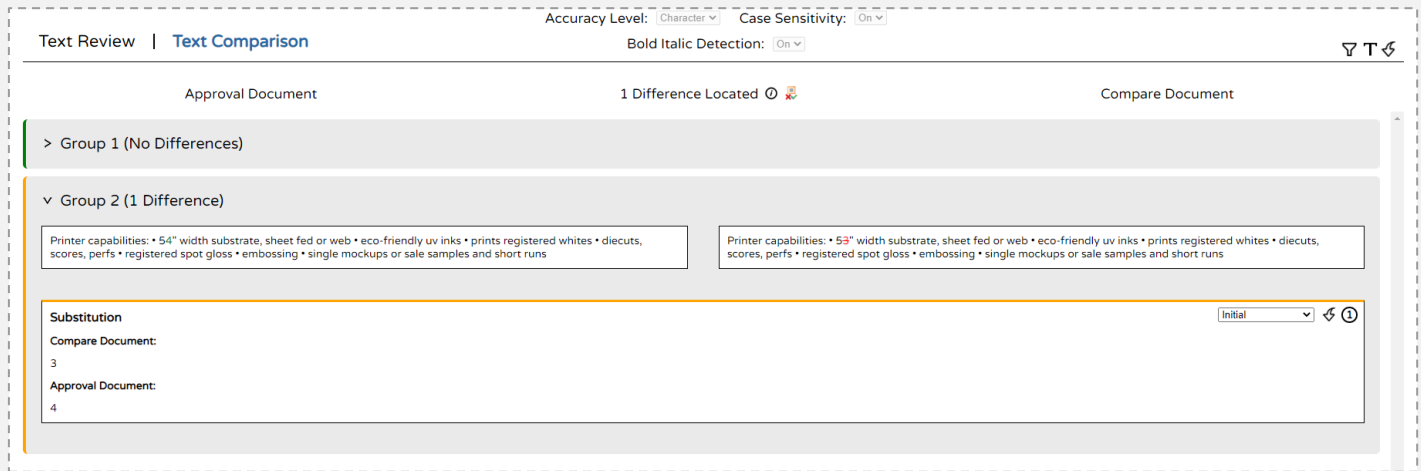
For example, comparing **day time** to **daytime**

With **Whitespace Detection** switched **on**: Would result in a difference being reported

With **Whitespace Detection** switched **off**: Would not result in a difference being reported

Once the pairings have been validated and accuracy level set, click on the **Compare Text** button.


Any groups which have no differences will be automatically collapsed and any groups with differences will be highlighted. This will display the type of difference (addition, deletion or substitution).

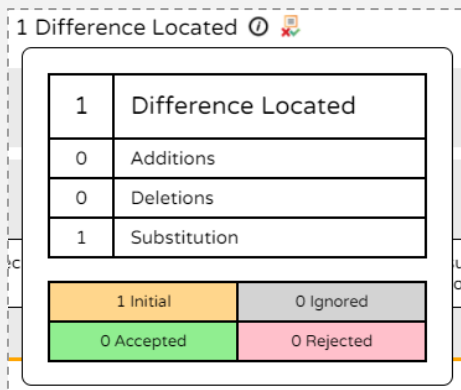



Against each difference you can:


- Set a Status
 - Initial
 - Ignore
 - Accept
 - Amend Required
- Step To (this will collapse the text comparison screen and move the canvas to the area of the difference)

Above the individual differences there are also some additional options:




- Differences Summary  displays a count of the total number of differences and their status:



1 Difference Located 	
1	Difference Located
0	Additions
0	Deletions
1	Substitution
1 Initial	0 Ignored
0 Accepted	0 Rejected

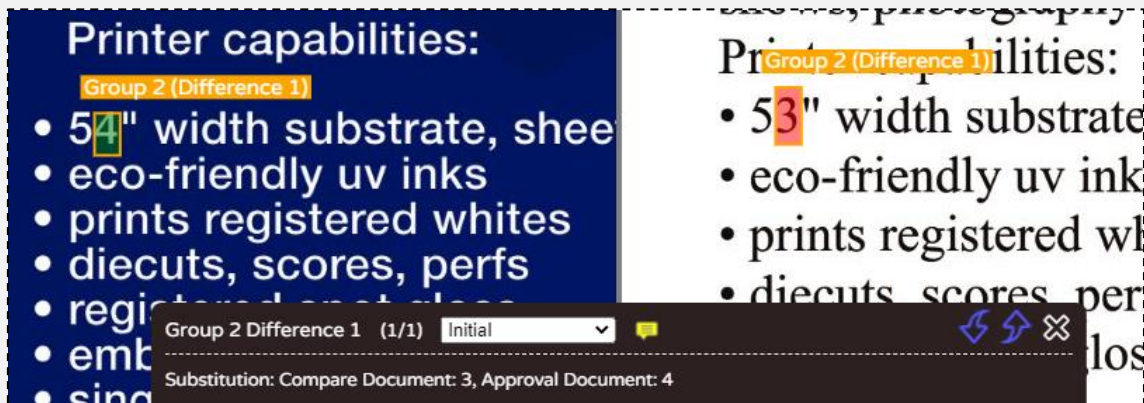
- Differences Report 
 - Creates a PDF report of the comparisons made and differences reported


5 – Performing Text Comparison (Continued)

- Filter 
Filter the differences view
- View Text Equivalences 
View the character equivalents which have been set up, for example:
– & - (em dash and en dash will be considered the same)
- Step Through 
Collapse the text comparison screen and move the canvas to the area of each difference in turn

6 – Stepping Through Differences

After selecting the [Step Through](#) option or the [Step To](#) option (against a particular difference) the differences area will be collapsed. You will be able to see the differences highlighted on the canvas with a small panel describing the difference and status.



From this view, you can also create an annotation on the approval document based on the difference which has been found. Selecting the [Post-It](#) icon  will open the annotation area and allow you to modify the content before creating.



Click on the [Create Annotation](#) button to create the annotation, or click on [Cancel](#) to remove it

Note: Once created, the annotation will act like any other annotation created within Greenlight and can be edited by the creator.

The [Step to Next Difference](#) / [Step to Previous Difference](#) icons allow you to cycle through the highlighted differences and review them in turn.

Once you have reviewed all differences and set their status and/or created an annotation (as appropriate) re-open the pop up or click the [Compare Text](#) button to return to the differences area.

If further text selections are required, return to text selection (go back to the [Text Review](#) tab and close or click the [Review Selection\(s\)](#)).

Note: Doing so will clear the statuses set against the differences but will retain the annotations you have created