



Figure 50: The Filter page of the Manage Changes dialog

## Comparing documents

Sometimes reviewers may forget to track the changes they make. You can find the changes if you compare the original document and the one that is edited. To compare them:

- 1) Open the edited document. Select **Edit > Track Changes > Compare Document**.
- 2) A file browser dialog opens. Select the original document and click **Open**.

Writer finds and marks the changes and displays the Manage Changes dialog. From this point, you can go through and accept or reject changes as described earlier.

## Merging modified documents

The processes discussed to this point are effective when you have one reviewer at a time. Sometimes, however, multiple reviewers all return edited copies of a document. Writer provides a facility to merge documents containing tracked changes into the original document, but the condition for making this work is very specific: the edited documents may differ only and exclusively in the recorded changes – all other original text must be identical.

To merge documents, all of the edited documents (but not the original document) need to have recorded changes in them.

- 1) Open the original document into which you want to merge all copies.
- 2) Click **Edit > Track Changes > Merge Document**. A file selection dialog opens.
- 3) Select the edited copy of the document to be merged with the first. If there have been no subsequent changes to the original document, the copy is merged into the original.  
If any changes have been made to the original document, an error dialog appears that informs you that the merge is unsuccessful.
- 4) After the documents merge, you will see the recorded changes from the copy in the original document.
- 5) Repeat until all copies are merged.

All recorded changes are now included in the open copy. Save this file under another name.