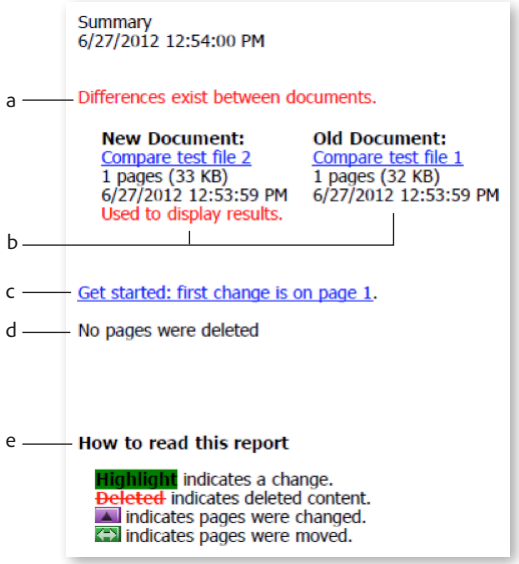
Compare two versions of a PDF file with Adobe® Acrobat® XI Pro

Quickly pinpoint changes by comparing two versions of a PDF file. Acrobat XI analyzes the files and presents a report detailing differences between the documents.

1. In Acrobat, select View > Compare Documents.
2. Choose the documents to compare. You can limit the comparison to a portion of the documents by entering the page numbers in the First and Last page fields under each filename.
3. Under Document Description, select the type of documents that you are comparing. To ignore differences between the graphic elements, select Compare Text Only. Click OK.

   Acrobat displays the results in a new document. The first page summarizes the results, including:

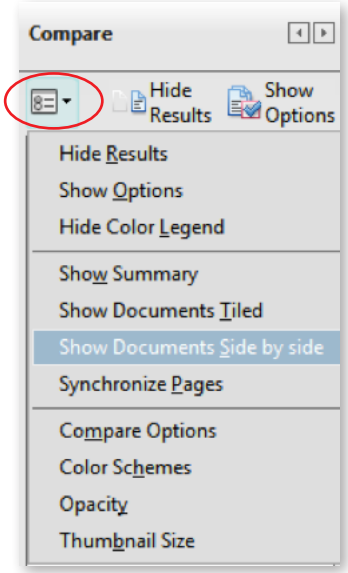


a. Differences between the files
b. Files compared
c. Get Started hyperlink to take you to the first difference
d. Moved or deleted pages
e. Key to the symbols used within the report

4. Select how to review the differences.
   a. Use the Compare panel on the left side (default).
      - Page through the thumbnails in the Compare panel. An icon below a thumbnail indicates a difference. A green arrow signifies moved or deleted pages. A purple arrow designates a change on the page.
      - Return to the first page and click Get Started to go to the first difference.
      - Changes are highlighted on the main screen. Hover your mouse over the highlight to see the details. The color legend in the top right provides a guide.

b. Use side-by-side view.

- In the Compare panel on the left, click the options icon, and select Show Documents Side by Side.
- Changes are highlighted on the main screen. Hover your mouse over the highlight to see the details. The color legend in the top right provides a guide.



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