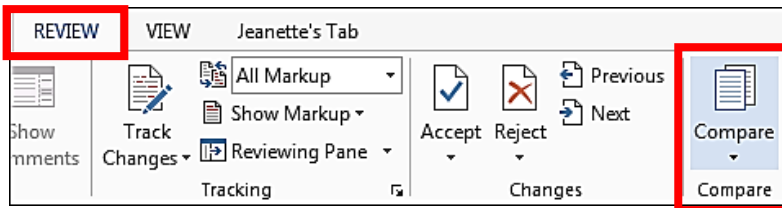**Microsoft Word 2013: How to Compare Two Versions of a Document**
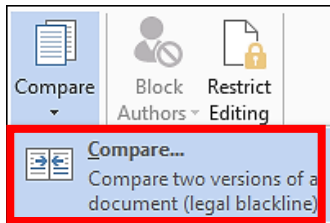
Don't open the original document just yet.
If you already opened the original document in anticipation of what comes next, go ahead and close it. Go to **File,** then **Close,** Word will remain open.

**Click the Review tab.** You should see the **Compare** group.

From the Compare group, choose Compare, Compare.

The **Compare Documents** dialog box shows up.
Choose the 2 documents in the Original & Revised Document drop-down lists.
In either case if you cannot find the original or revised document, click the yellow Folder icon (shown in the margin) to browse for the documents you want to open. Click on **More** (turns into Less) to see other options. Leave as default in most cases. Click **OK.**
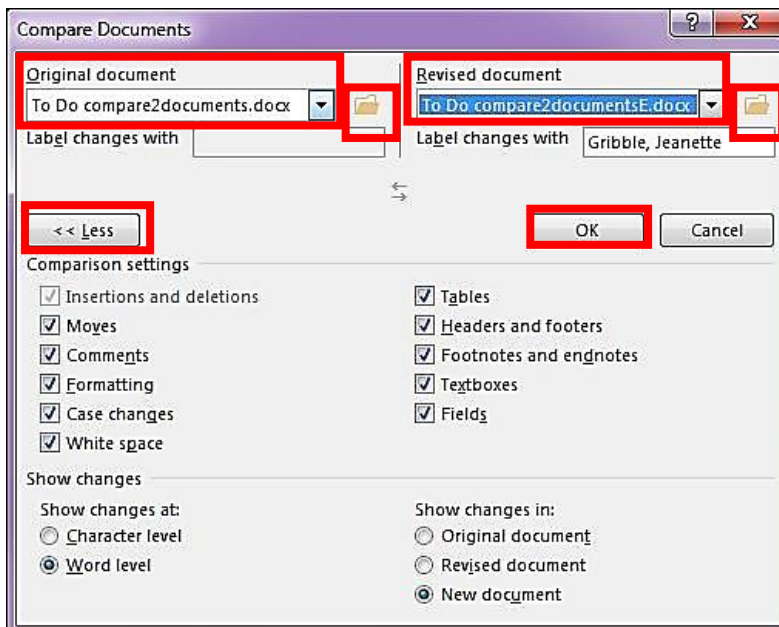
Word compares the two documents and notes all changes. You see the compared document with changes marked by a green color for an underline or line crossed over text, plus the **Original** and **Revised** documents.
Look it over! Use the **Reviewing** pane to see each change individually. You can click a change in the **Reviewing Pane** to quickly see which part of your document was changed and under **Revisions** the steps taken.