

## 10. PT –Compare your word documents and locate the changes easily

*(Productivity tools will feature cool features which help in increasing productivity, which i have tried and tested)*

**Tool: Compare and reconcile the differences between various versions of documents .**

### **What it does:**

Sometimes we end up with many versions of our reports, audit files etc.

Sometimes we use 'track changes' but many times we may not.

So let us say we want to compare 4 versions of an audit report done/saved by various people –some as rtf, some as word.docx, some as word.doc files.

This utility is amazing and it helps you compare all the documents and highlight all the differences.

It is a beta version and you upload the docs (upto seven of them!) on the website and it gives you comparisons well highlighted.

Highlights are colour coded and give all insertions, changes and deletions!

### **Website:**

<https://secure2.textflow.com/comparemydocs/>

As the website says:

“This Beta works best on text only documents not containing tables and images.  
Your original documents always remain unaffected.”

The website is so simple too!

And as usual free!

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