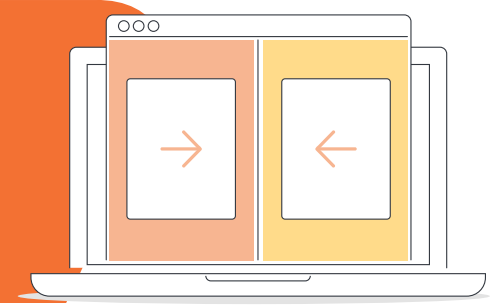


TOP 10

Reasons why legal professionals need a specialist tool to compare documents



Microsoft Word has always had a comparison feature, but Microsoft Word, as part of Office 365, now boasts an improved capability. Law firms upgrading to Microsoft Office 2016 or Word will be looking to evaluate this new feature in the hope that it meets their comparison needs.

However, questions will need to be asked. Is Microsoft Word really the best tool for the job? Can it really meet the demanding requirements of legal comparison?

Microsoft Word native comparison capability, no matter what the version, is no substitute for a specialist comparison tool and here's why.

1 Accuracy

Microsoft Word doesn't always accurately identify or represent changes in documents particularly to areas such as embedded Excel tables and embedded images.

2 Integrations

Microsoft Word doesn't integrate with legal Document Management Systems or email systems. These integrations are critical for legal professionals to improve their workflow and increase efficiency.

3 Multi-format comparisons

A comparison tool now needs to support multiple formats and to be able to compare across formats.

Litera Compare supports: Word, PDF, Scanned PDF, Text, PowerPoint, excel and more.

Microsoft Word does have PDF comparison support, but it does not have intuitive or easy to use PowerPoint or Excel comparison tools..

For legal professionals who work with scanned documents, the document comparison solution being used should have OCR capability to enable comparisons between image-based scanned documents.

For example, you should be able to compare a scanned document to the original soft copy and output the changes in Word. This workflow is not available in Word's comparison tool.

4 Rendering Sets

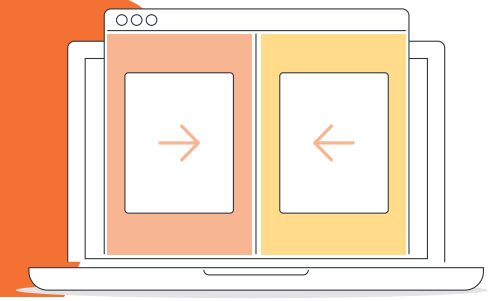
Microsoft Word doesn't have the ability to customize and save multiple configurations of how redlines should be represented. This is particularly important when sharing redlines with clients who expect redlines to appear in a certain format.

5 Multiple document support

Often, it is required to compare multiple documents against each other particularly when reviewing documents with many parties. Litera Compare supports the comparison of one document against many other versions so that you can review changes from other contributors. It also allows you to go one step further and accept and reject these changes into your original version.

TOP 10

Reasons why legal professionals need a specialist tool to compare documents



6 Redline formats

Microsoft Word displays changes as Track Changes, which introduces metadata risk to documents. Litera Compare has multiple redline formats to protect the integrity and security of redlines in Word, Track Change, and PDF.

7 Support for legal workflows

A document comparison solution needs to support typical legal workflows to reduce complexity and inefficiencies. Microsoft Word does not, for example, support an email as Word or PDF with source documents attached workflow.

8 Print changes only

Changes Only Reports provide a document containing only those pages that have been changed. Microsoft Word does not have 'print pages with changes only' option.

9 No summary reporting

It is important to have summary reports of statistical differences between two files, as well as listing all settings and options applied to a comparison. Microsoft Word does not have summary report options for statistics on the comparison.

10 Compare anywhere, any time

The legal documentation workflow is highly collaborative and dynamic in nature, and lawyers must be able to manage their responsibilities from anywhere, at any time. In addition, IT managers are expected to deliver a flexible and secure ecosystem that supports this workflow.

How the user compares and shares documents is consistent and seamless from nearly any platform or device, and eliminates the need to jump around from place to place within their workflow. Members of the firm aren't the only beneficiaries of Litera Compare Server; anyone with access to your intranet or shared platform can reap the benefits.

To get a holistic analysis of every changed element within your document in a layout that is easy to understand, and eliminate manual comparisons and version creation, you need to be using a specialized document comparison tool like Litera Compare.

This will give you the confidence that every change was captured and delivers a far greater level of comparison accuracy and reliability.

Litera Compare integrates into all major DMS platforms, is easy to use and requires minimal or no end user training, can be used in the office, at home or on the go, and fits into your existing legal workflows.

To find out more, or to schedule a demonstration of Litera Compare, go to <https://www.litera.com/products/legal/litera-compare>.