

## FILE COMPARISONS

A feature of many word processors and text editors is the ability to compare two versions of a document.

This is an especially helpful feature when you have reworked a document slightly or moderately and you want to see the original document and the revised document in a combined form. It is sort of like seeing two documents side by side, but it is even better — because you have a single document that displays all the deletions and additions, and you can edit the combined document in whatever way you want.

One of the two documents in the comparison is the base document, and the other document is compared to it. Logically, the older document is probably the base document (but it does not have to be). The newer document then reflects *additions to* and *deletions from* the older base document. These changes to the older document are then marked as such in the combination document.

Here are two schemes for showing the changes.

### Scheme 1

- Marks **additions** to the base document with a different **font color**.
- Marks **deletions** from the base document with a ~~different font color~~ with a strikethrough through the text.

### Scheme 2

- Marks **additions** to the base with a different **background color**.
- Marks **deletions** from the base with a different ~~background color~~.

## EXAMPLE

Let's suppose that your original file is just this paragraph:

```
BOSS
I like the improvement in your work.
```

and you change it in a second version to:

```
BOSS
I am pleased with the improvement in your
work.
```

How do you go about comparing these two documents in Final Draft and in Fade In?

Your goal is to create a combination document that shows *deletions from* and *additions to* the base document (which is presumably the old version). The question now is: Which document do I open first? Final Draft and Fade In handle this in opposite ways.

### ***Final Draft***

You open the *old* document first. Next, click **Tools > Script Compare** to open the new version. Final Draft then creates a combined document.

Final Draft uses Scheme 1. If a paragraph has any changes (additions or deletions), Final Draft marks these changes within the affected paragraph. Consequently the result is like the «Track Changes» feature in Microsoft Word. The combined document looks like this:

BOSS  
I ~~like~~ am pleased with the improvement in  
your work.

### ***Fade In***

You open the *new* document first. Then you use **Document > Compare to Previous** to open the old version.

<b>SIDEBAR</b>	File comparison can be confusing until you have used the feature a few times, whether in Final Draft or Fade In. Do not be confused by the fact that Fade In and Final Draft open the two relevant files in opposite order. The two programs are really doing the same thing. Both are comparing File-2 against File-1. Final Draft is not clear about the relationship of the two files that are being compared. By contrast, Fade In tells you that you are comparing something (the open File-2) against a «previous» File-1. By the way, you can use a newer file as the «previous» file, if you want the newer version to be the base file.
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Fade In asks if you want to show **All Changes** or the **Additions Only**. You probably want to see all the changes, so click **All Changes**. Fade In creates a combined document.

Fade In uses Scheme 2 for displaying deletions and additions. Every paragraph in the previous version that has undergone deletion (or partial deletion through revision) appears with a **red background**. Moreover, any revision to the paragraph causes the entire revised paragraph to appear in a new paragraph with a **frog-green background**. Likewise, any totally new paragraph appears with a **frog-green background**.

The combined file looks like this, with two paragraphs of dialogue:

BOSS I like the improvement in your work. I am pleased with the improvement in your work.
--

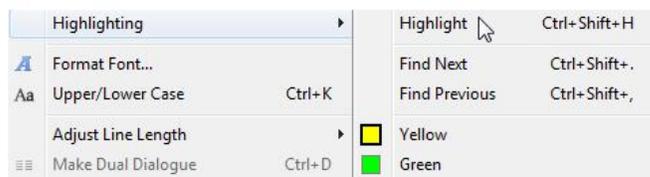
## Editing the Combined Document

Whether you are using Final Draft or Fade In, you can edit your combined document.

### *Fade In*

You can easily identify paragraphs that have been deleted or revised, because they appear against a **red background**. If they have been revised, then a revised version appears as a separate paragraph against a **green-frog background**. You can delete and edit any of the text that you see, regardless of the color of the background.

When you have finished editing, you probably want to get rid of all the red and green backgrounds. The easiest way to do this is to select all the text, even the text without a colored background. Then click **Format > Highlighting > Highlight** on the Main Menu.



When you click the «Highlight» option, all of your selected text is highlighted with whatever color you have already chosen as your highlight color. The particular color does not matter, because this highlighting is only temporary; it is just a step in getting rid of all highlighting.

Select all your text again. Open the same menu with **Format > Highlighting**. Now uncheck the «Highlight» option. All the highlighting should disappear.

You can then save the script under whatever name you want.

### *Final Draft*

Perform the edits that you want to make. You can delete, edit, and add text in any way that you would like. The deleted text is still there — it is just red and has a strikethrough through it.

When you are finished with your editing, you need to get rid of the strikethrough and the colored fonts.

**REMOVING STRIKEOUT.** You can easily remove the strikethrough. Select all your document text, then put strikethrough lines through all of it (**Home > Strikethrough icon**). Next, with all the text still selected, click the strikethrough icon again. That should remove all the strikethrough from your words.

**REMOVING COLORED FONTS.** Select all your text. Then click **Format > Text Color** and choose black.

Save your script under whatever name you would like.

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