

Verify Document Version Changes

Important documents go through many revisions. Compare all your document changes—and know your sending someone the very latest version of your file.



According to Adobe research, 78% of professionals cite version control as one of the most frustrating problems associated with documents. Learn more about this research at: <https://adobe.ly/PaperJam>

STEP 1 Click **Tools > Compare Files**.

STEP 2 **Select File** at left to choose the older file version you want to compare.

STEP 3 **Select File** at right to choose the newer file version you want to compare.

STEP 4 Click **Compare**.

STEP 5 Review the **Compare Results** summary.

STEP 6 Click **Go to First Change** to review each change in the file.