

How to duplicate Word documents for comparison

We can duplicate the text to 2 right in the interface, then freeze 1 text to compare the content. Word supports you to split text into 2 to compare any text.

When you are working on a long Word document, you will need to compare the content, compare the text, for example, compare the text above with the lower paragraph. However, when the two paragraphs are far apart, the comparison is relatively difficult because you have to constantly scroll up and then scroll down.

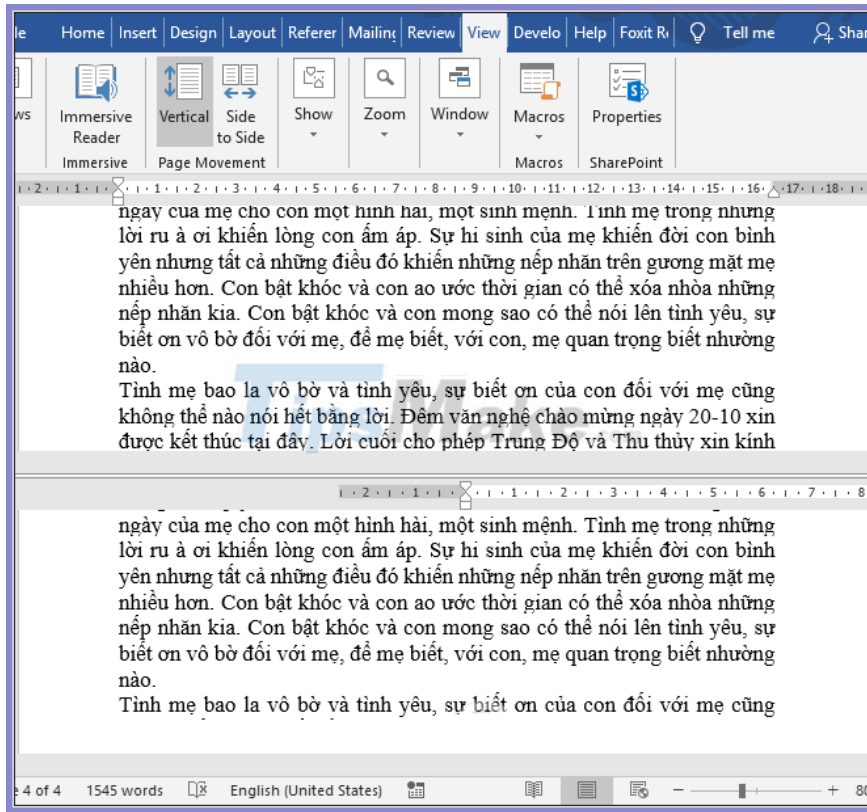
Many people choose to open 2 windows in Word to perform the comparison, but this way is not really optimal. To make things simpler, we can duplicate the text to 2 right in the interface, then fix 1 text to compare the content. Word supports you to split text into 2 to compare any text. The following article will guide you

Instructions for freezing Word text

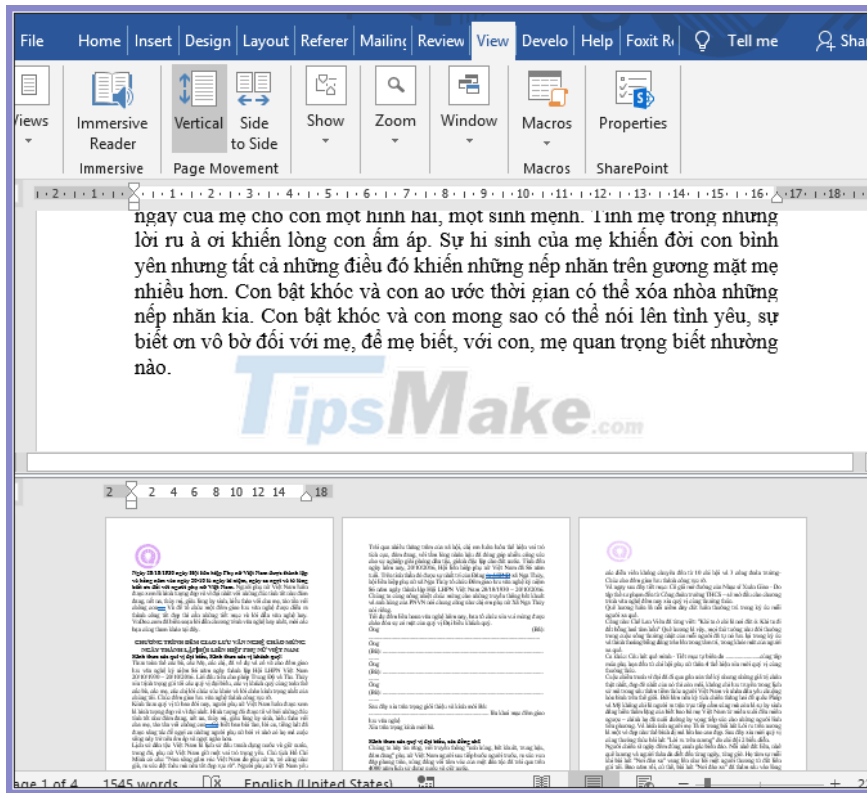
Step 1:

At the Word interface that wants to split the paragraph, we click on **Ribbon> View** and then click on **Split** .

Immediately after that the Word document was duplicated, separated by a movable line. This horizontal line can be adjusted up and down to adjust the area of ??each text. When you click on a document, the remaining text will be frozen.

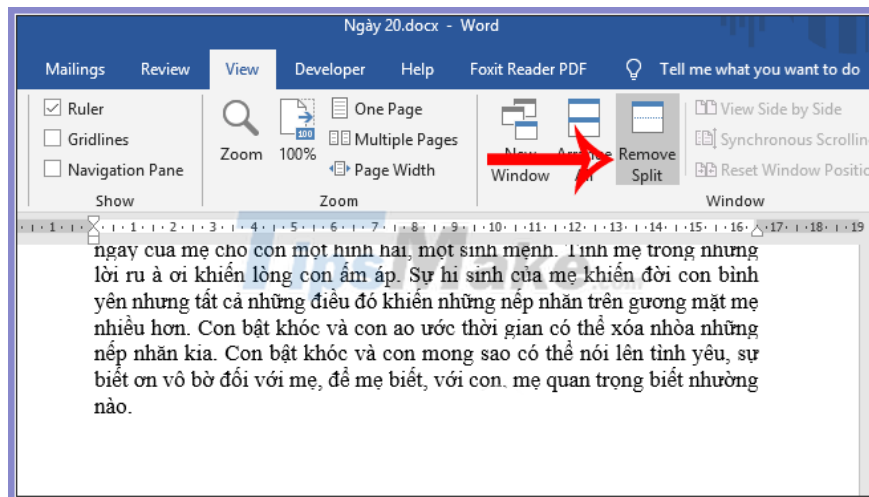


The 2 documents are then completely separated, and when you process in one document, it will not affect the text above. For example, you can view documents with many pages as shown below.



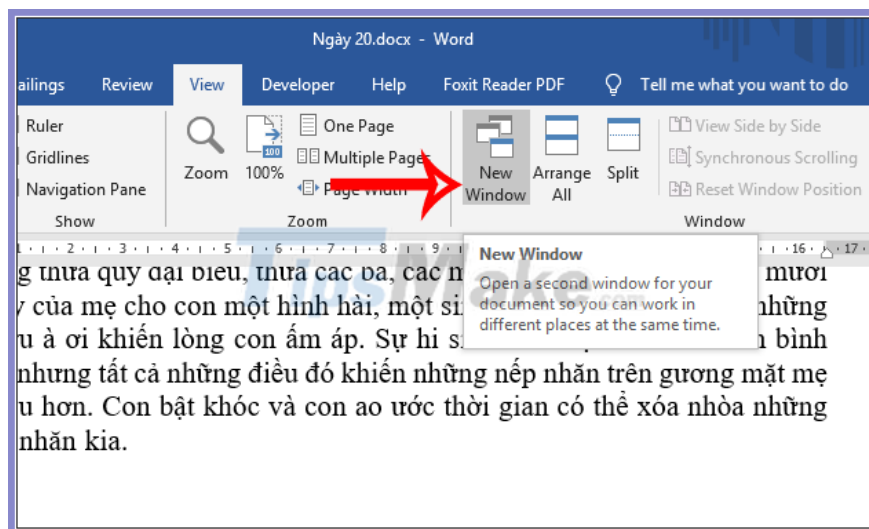
Step 2:

To remove text dividing interface, click **View> Remove Split** .



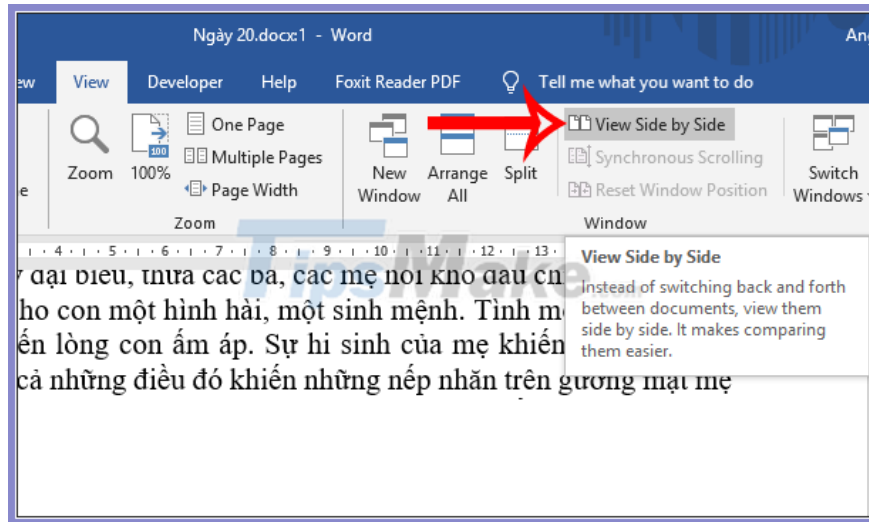
Step 3:

By default, the duplicated document will be divided horizontally. In case you want to **split the document vertically, it's** also very simple. Click **View> New Window** to duplicate Word document.

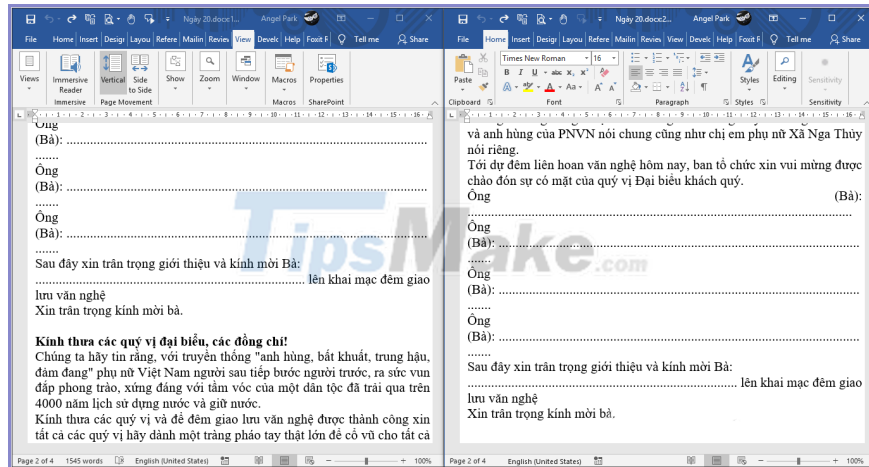


Step 4:

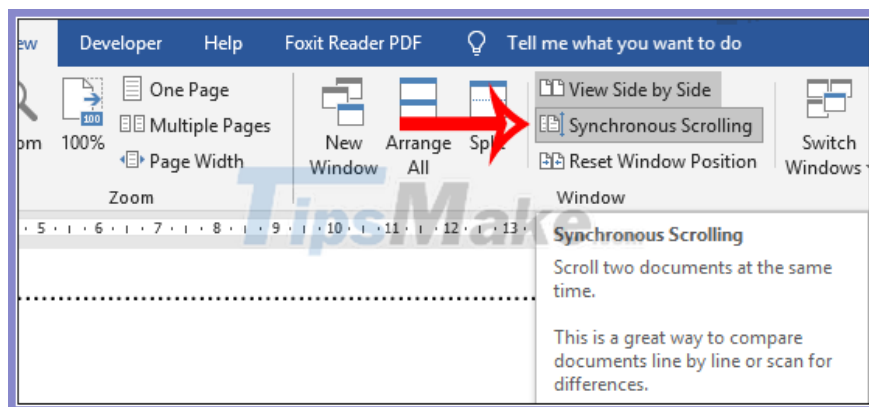
Continue to choose **View> View Side by Side** to bring adjacent Word documents parallel.



The result will look like the image below. When we scroll, both sides of the interface will move.



If you **want to freeze** part or just scroll other content in a document, click **Synchronous Scrolling** in the text you want to be fixed.



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