## 2.0 Compare Document & Transfer Clips ドキュメント比較・クリップ引継ぎ機能

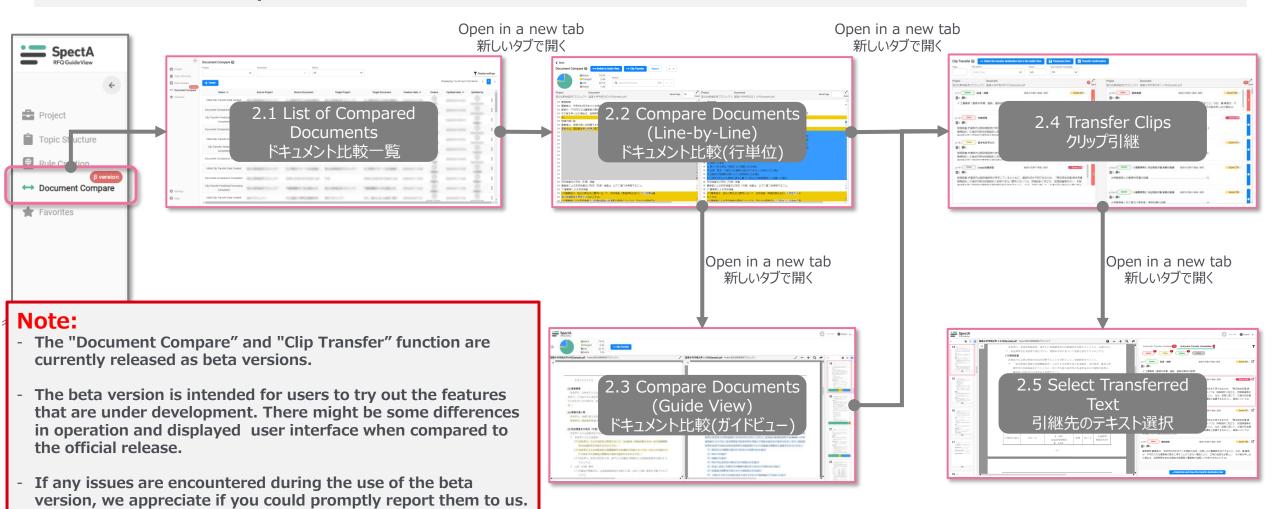
#### 【Screen Transition / 画面遷移】

Your opinions and feedback are extremely valuable to improve

Please note that the features of the beta version may be

changed or removed without prior notice.

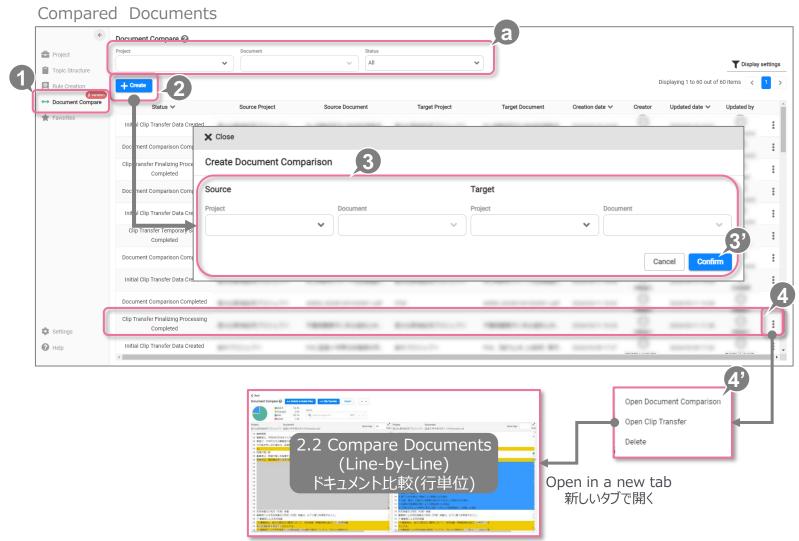
our product.



## 2.1 List of Compared Documents ドキュメント比較一覧

List of Compared Documents ドキュメント比較一覧

Document comparison function allows Users to compare two versions of the document to identify the differences. Document comparison is done on this page.



Features & Step-by-Step Guide

- **1** Click "Document Compare"
- **2** Click "Create"
- **3** Select "Source" and "Target" Project and the Documents, then Click "Confirm"

Creating data for document comparison may take 5 to 10 mins.

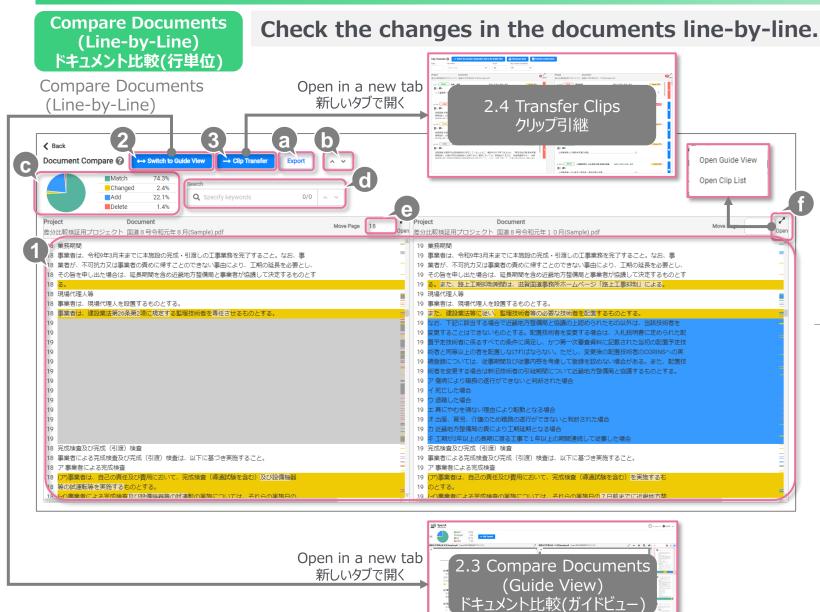
- O Click "Open Document Comparison"
- \*Double-clicking the record will also open the compared document.

#### **«Other Features»**

#### a. Filtering Options

Filters by Project, document, and status are available.

## 2.2 Compare Documents (Line-by-Line) ドキュメント比較(行単位)



#### Features & Step-by-Step Guide

**1** Confirm the Changes in the Document

(Legend) Match
Changed
Add
Delete
Matched line.
Changes detected in the line.
Newly added line.
Entirely deleted line.

#### 2 Click "Switch to Guide View"

Check the changes in the Guide View page. \*\*Displayed in a new tab.

#### **3** Click "Clip Transfer"

After checking the changes, transfer the Clips and associated information from the source document.

#### «Other Features»

#### a. Export

Export the changes (line-by-line) in Excel format.

#### b. Forward/Backwards

Move to the previous change or the next change.

#### c. Summary Graph

Displays summary of the changes in a pie graph. Check the overall volume of the changes.

#### d. Search

Enter keywords to search for specific words.

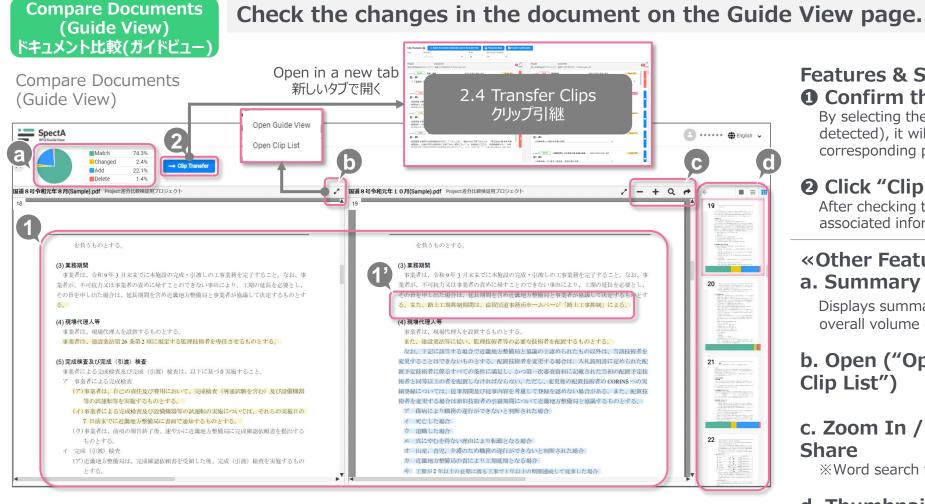
#### e. Page Navigation

Enter page number to jump to the page.

f. Open ("Open Guide View" and "Open Clip List")

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## 2.3 Compare Documents (Guide View) ドキュメント比較(ガイドビュー)



#### Features & Step-by-Step Guide

**1** Confirm the Changes in the Document By selecting the highlighted lines (where changes were

detected), it will move the document on other side to the corresponding page.

#### Oclick "Clip Transfer"

After checking the changes, transfer the Clips and associated information from the source document.

#### «Other Features»

#### a. Summary Graph

Displays summary of the changes in a pie graph. Check the overall volume of the changes.

#### b. Open ("Open Guide View" and "Open Clip List")

#### c. Zoom In / Zoom Out / Word Search / **Share**

Word search functions in the "target" document.

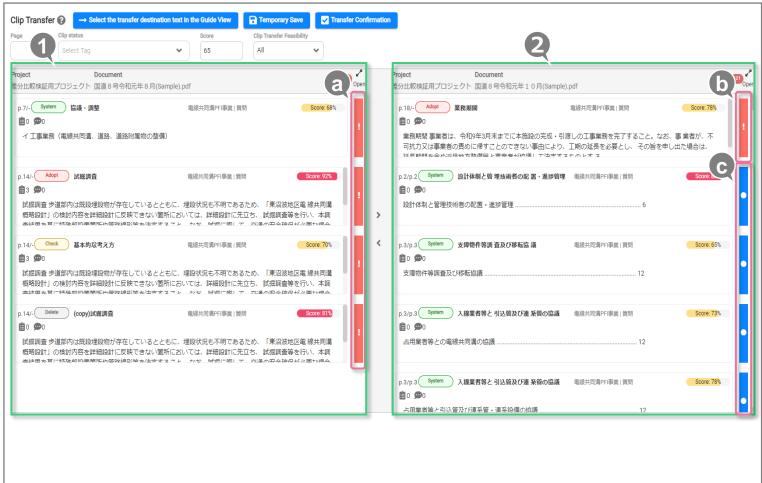
#### d. Thumbnail Area

\*\*Thumbnail area is linked with the "target" document.

## 2.4 Transfer Clips クリップ引継

## (Overview) Displays a list of Clips subjected for its comments to be carried over to the target document.

#### Clip Transfer



#### **Clip Display Area**

- Displays Clips where changes were detected between the source and the target document.
  - ※For Clips tagged for transfer in the target document are not included in this list.
- Displays Clips where changes were not detected between the source and the target document, and Clips tagged for transfer.

#### **Features**

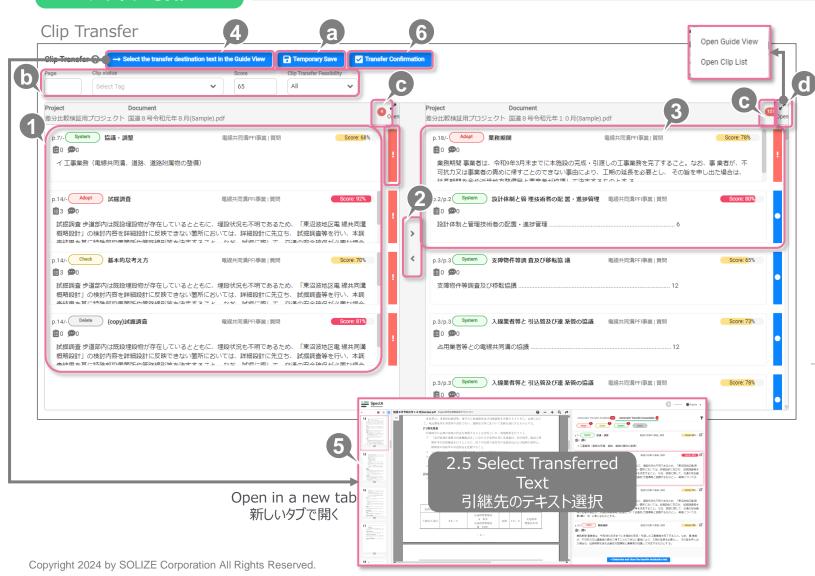
- a. Clips Not Eligible for Automatic Transfer
  Clips where changes were detected but require
  - review to determine if transfer is needed.
- **b. Clips Tagged for Transfer**Clips from "a" tagged for transfer by User.
- c. Clips for Automatic Transfer

Clips where changes were not detected between documents, but automatically set for transfer. XIt is also possible to remove from the list for transfer.

## 2.4 Transfer Clips クリップ引継

## Transfer Clips クリップ引継

## Transfer Clips associated with the source document.



#### Features & Step-by-Step Guide

- **1** Select Clips to Transfer
  - \*\*Multiple Clips can be selected.
- Move the Clip Over By Clicking the > Button
  - \*\*Clips can be moved back to the left side by clicking the < button.
  - **3** Confirm that the Clip Has Moved Over
  - Oclick "Select the transfer destination text in the Guide View"

Guide View page will open in a new tab with the target document.

- **Select the Transferred Text in Guide View** Select text in the target document.
- **6** Click "Transfer Confirmation" and Complete Clip Transfer

\*Data that cannot be transferred will not be transferred.

#### «Other Features»

a. Temporary Save

Transfer status is temporarily saved. \*\*Resume Clip transfer from the last state.

**b.** Filtering Options

Filters by page, Clip status, score and transferred Clips are available.

c. Clip Count

Number of Clips displayed in the list below.

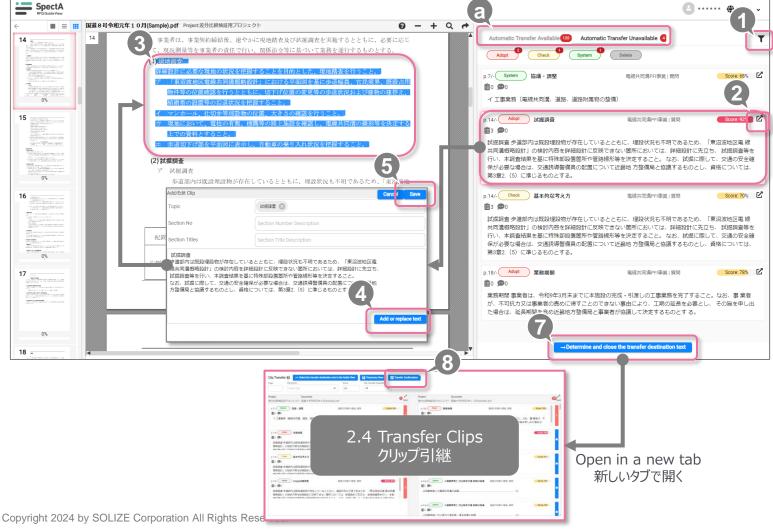
d. Open ("Open Guide View" and "Open Clip List")

## 2.5 Select Transferred Text 引継先のテキスト選択

#### **Select Transferred Text** 引継先のテキスト選択

### Select text from the target document to be registered with the Clip.

Guide View (Select Transferred Text)



#### Features & Step-by-Step Guide

- O Check Filtering Options, If Necessary If there are any Clips that are not shown, check the filtering options.
- O Click "Edit"

\*Edit page can be opened by double-clicking the Clip as well.

- 3 Select the T sferred Text in Guide View Select the text in the target document by dragging the mouse across the desired text.
- 4 Click "Add or replace text"
- **6** Click "Save"
- **3** Execute Steps **2** to **5** for Other Clips Select the text to be transferred in the same manner for other necessary Clips.
- Click "Determine and close the transfer destination text"

Any information saved on this page will be save on the "Transfer Clips" page as well.

O Click "Transfer Confirmation"

\*Data that cannot be transferred will not be transferred.

#### «Other Features»

a. Switch Display for Transferrable Clips

By default, "Automatic Transfer Unavailable" is selected. To check Clips that will automatically transfer, click "Automatic Transfer Available."

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Were you able to find the answer? 回答が見つかりましたか?





