Compare Pages		
In Evolve you are able to compare pages of two documents. The compared pages may come from different documents or the same document. Only the latest version of a document may be compared		
To compare pages of two documents:		
In the Case Notes tab, navigate to the 1 st document you want to compare e.g. from Investigations and select it	 View Tab Desc DNACPR (0) Front of Notes (0) Clinical History (12) Correspondence (10) Investigations (3) 22-03-2021 Investigation Internal Ophthalmology PGB 08-09-2020 Investigation Internal Ophthalmology PGB 21-08-2018 Pacemaker Cardiology LK 	
Click to select the 1 st document you wish to compare from the case notes (not required if it's a 1 page document)	<pre></pre>	
From the Document menu , select Compare To	 New Summary Note New Research Note Link Page Link Document Hide Page Re-order Pages Relocate Document Compare To 	
Two radio buttons, labelled as Primary Document and Secondary Document are displayed; Primary Document will show the name of the current document, with the current page number selected in a dropdown list to the right	Compare Documents O Primary Document 08-09-2020 Investigation Internal Ophthalmology PGB Image: Secondary Document None Selected Compare Cancel	

Compare Pages		
Select a Secondary Document to compare by clicking on a document in the treeview. The page number will appear in the dropdown list to the right once you have clicked on the secondary document	Compare Documents O Primary Document 08-09-2020 Investigation 1 Internal Ophthalmology PGB © Secondary Document 22-03-2021 Investigation 1 Internal Ophthalmology PGB Compare Cancel DNACPR (0) Front of Notes (0) Clinical History (12) Correspondence (10) Investigations (3) 22-03-2021 Investigation Internal Ophthalm 08-09-2020 Investigation Internal Ophthalm 08-09-2020 Investigation Internal Ophthalm	
When you have selected the required documents and pages, click Compare	Compare	
The treeview is hidden and the document view is replaced with a Compare Documents view , displaying the selected pages of the documents together	X Lupos vertical	
When comparing pages from documents, a control toolbar at the top of the panels can be used to navigate around the documents and manipulate the display	× Layout: Vertical ♥ □ Synchronize documents ↓ 1/1 ▶ ♀ Zoom Out ♀ Zoom In ♀ Full Size □ Best Fit ④ Fit To Width	
To Synchronize the 2 documents:		
Tick the Synchronize documents box		
Synchronise viewing actions are performed on each document panel. For example, when checked, clicking Zoom In zooms in on both document panels		
For example, click on Zoom In – both documents are zoomed in. Click on the Next Page and both pages move to the next page		

Compare Pages		
(cannot use mouse scroll)		
Click on the [×] to close the compare documents view and return to the standard document view		