Navigate to your review record in Archie (www.archie.cochrane.org) – it’s on the resources tab. Double click on the review to open up the document window.

1. Resources tab
2. Navigate to review stage i.e. protocol or full review
3. Find your review record
4. Double click!
A new window opens up

1. Go to the history tab
2. Select the two review versions you are interested in comparing holding down “Ctrl”
3. Click “Compare”
Your compared document will appear! You see deletions as red strikethrough and additions as underlined green text. Great for finding out what edits your co-authors have made, differences between protocol and review and confirming changes made at any point in the writing/editorial process. Please note that you will only be able to see versions which you have rights to see e.g. authors can only see versions with authoring or shared phases.