

Compare Documentation Versions for Changes

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Comparing documentation versions helps you understand how a project has changed over time. You can use this view to review updates to product behavior and documentation before sharing, exporting, or publishing information.

Overview

Each project can contain multiple versions that represent different points in the project's history. The **Versions** area lets you move from the project workspace into version-specific work, including reviewing a version and comparing versions.

Use version comparison when you need to answer questions such as:

- What documentation changed between two project versions?
- Which product areas were updated or added?
- Does the latest version reflect the expected changes before you use it for downstream work?
- Which version should you review before creating an export or updating user-facing documentation?

Comparing versions is especially useful when a project has progressed through several updates. Rather than reviewing each version separately, you can focus on the differences between a baseline version and a newer version. This helps you identify meaningful changes while keeping your review centered on the project's documented evolution.

 *Screenshot pending: The Versions area for a project, showing the available versions to review or compare.*

Prerequisites

Before you start, make sure that:

- You have access to the relevant project from **Projects**.
- The project has at least two available versions to compare.
- You know which version you want to use as the baseline and which newer version you want to review.
- You have reviewed any project context needed to interpret the changes, such as recent product updates or documentation requests.
- You are working in the correct project. Use **Search projects...** or **Search across all projects...** if you need help locating it.

Step-by-Step Instructions

1. Open the project you want to review.

From **Projects**, select the project that contains the versions you need. If you are already inside another project, use ← **Back to Projects** to return to the project list.

The project workspace keeps version work associated with the correct project, so confirm the project before continuing.

2. Open **Versions** from the project navigation.

In the project's sidebar, select **Versions**. This opens the area where you can work with the versions available for the active project.

If your organization uses multiple AI-generated versions, you may also see **Use All V4 AI Versions**. Use this option only when you intend to work with the complete set of available V4 AI versions rather than a limited selection.

3. Start a comparison from the Versions area.

Choose the option that opens the comparison workspace for the project. The comparison workspace is designed to place version changes in context so you can review what differs between project states.

Select the two versions you want to compare using the version selection controls shown on screen. Choose an earlier version as your baseline and a later version as the version under review whenever possible. This makes the direction of change easier to understand.

4. Review the displayed differences.

Examine the comparison results for changes in documentation and product-related content. Focus first on additions, removals, and revisions that affect how users understand or use the product.

When reviewing a change, consider:

- Whether the newer version adds a new capability or clarifies an existing one.
- Whether an earlier instruction is no longer accurate.
- Whether a product change requires updates to user guides or related documentation.
- Whether the change affects information that should be included in an export.



Screenshot pending: The project version comparison workspace with two selected versions and the resulting documentation changes.

5. Open a version for a closer review when needed.

If a comparison identifies a change that needs more context, open the relevant version's review area. Reviewing the version itself helps you understand the full documentation state rather than only the difference shown in the comparison.

You can also review available version screenshots when visual confirmation is needed. This is useful when a documentation update describes an interface, workflow, or product behavior that may have changed visually.

6. Record or act on your findings.

After you identify the relevant changes, use them to guide your next task. For example, you may update user-facing content, confirm that documentation is current, or prepare information for an export.

If you make configuration changes elsewhere in the project, select **Save Changes** before leaving that screen. Saving ensures that your follow-up work uses the intended project settings.

Tips and Best Practices

- Compare versions in chronological order. Using an older version as the baseline and a newer version as the comparison target makes additions and revisions easier to interpret.
- Review documentation changes alongside product changes. A small wording change may reflect a larger change in user workflow, availability, or expected

behavior.

- Use the comparison before exporting information. If you plan to use **Export CSV**, first confirm that you are working from the version state that contains the changes you need.
- Keep your review focused on meaningful differences. Do not treat every change as equally important; prioritize updates that affect user instructions, product capabilities, or project decisions.
- If several versions exist, compare adjacent versions first. After you understand each individual update, compare a broader range when you need to assess cumulative change.
- Use a version's review and screenshot areas to validate unclear results. A comparison tells you that something changed; version review provides the context needed to decide why it changed and what action to take.

Related Pages

- [Manage Project Versions](#)
- [Review a Documentation Version](#)
- [View Version Screenshots](#)
- [Export Project Analytics](#)
- [Open and Manage Projects](#)
- [Update Project Documentation](#)

Troubleshooting

You cannot compare versions

Confirm that the active project has at least two available versions. If only one version exists, create or wait for an additional project version before attempting a comparison.

You are reviewing the wrong project

Select ← **Back to Projects**, then use **Search projects...** to locate and open the correct project. Check the active project before returning to **Versions**.

The comparison does not provide enough context

Open the relevant version for a detailed review, and check its available screenshots if the change relates to the user interface. This helps you confirm whether the difference

reflects a documentation-only update or a change in the product experience.