MICRO FOCUS

StarTeam 16.2

File Compare/Merge Help

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Contents

Overview of File Compare/Merge

File Compare/Merge is a graphical file and folder comparison and merge tool delivered with StarTeam. It enables you to compare the contents of two files or folders, and manually or automatically merge the contents. The File Compare/Merge panes highlight differences using a configurable color scheme, and dynamic action buttons display in the highlighted areas to simplify the merging process.

There are three versions of File Compare/Merge, and how you start File Compare/Merge determines which features are available. The ability to edit text files in a File Compare/Merge pane depends on which version of File Compare/Merge you are using, and what type of files you are comparing and merging. The following sections describe editing capabilities in each version of File Compare/Merge.

Note: You cannot edit the actual historical revision of a file in the StarTeam repository.

Main File Compare/Merge

The main File Compare/Merge window is displayed using menu commands in the client, and allows you to edit a local file, a merged base file, and a copy of a repository revision. When it opens in a separate window you are able to do the following:

- Compare the contents of a local file with the tip revision stored in the StarTeam repository. You can also edit the contents of the local file from within the File Compare/Merge window, and save the changes for check-in.
- Compare two revisions of a file listed on the **History** tab in the StarTeam application window. Editing the content of historical revisions is not allowed.
- Merge the contents of a local file with the tip revision in the StarTeam repository. The merge results are stored locally, and the file status is changed to **Modified** in StarTeam so you can check in the file.
- Edit the temporary local copy of a repository revision and save it as a file with a different name.

The main File Compare/Merge gives you the option of viewing a third pane for displaying the merge results. You can edit the contents in the third pane and save your merged results.

You can start File Compare/Merge using context menus on selected files in the StarTeam client, or by checking in an older version of a file which causes a merge situation. You can also access File Compare/Merge directly from the View Compare/Merge tool.

Embedded File Compare/Merge

In the embedded File Compare/Merge no editing is possible. This view gives you a quick way to do a comparison of text in two files or versions of the same file, as well as compare properties of non-file items such as change requests. If you are comparing two text files, It performs a dynamic comparison of two selected files, or the selected repository file with your local working copy. It displays the text contents of both files in an embedded pair of panes at the bottom of the StarTeam window. These embedded panes only compare the contents of two text files, and do not permit editing or merging.

If you are comparing the properties of two non-file items, only the property values of each selected item display in the embedded panes.

When the embedded File Compare/Merge is activated, it immediately compares the files or properties when you do one of the following:

- Select a file or other item in the upper pane, or the **History** pane. The comparison is between the local working copy of the item and the selected item revision in StarTeam.
- Select two items in the **History** pane. The comparison is between the two historical revisions in StarTeam.

- Select a linked item in the **Link** pane. The comparison is between the selected item revision and its previous revision.

Standalone File Compare/Merge

In the standalone File Compare/Merge you can edit all files being compared and merged. The standalone is started outside of the StarTeam client from the Windows **Start** menu. This File Compare/Merge compares files, folders, and images, and it can merge the contents of two text files or two folders. Unlike the main File Compare/Merge, the standalone version does not compare any local files with files that are in the StarTeam repository. It compares and merges two or three files, folders, or images that are on your local computer or network. You can edit text file contents directly in the File Compare/Merge panes, and you can move lines or blocks of text between the panes. You can also move folders between the panes during a folder comparison or merge.

File Compare/Merge UI

This topic describes the UI for File Compare/Merge (FCM).

There are three versions of File Compare/Merge:

- Embedded , where the FCM panes are embedded at the bottom of the StarTeam client window. These panes are for comparison only.
- In a separate pop-up window inside the StarTeam client where you can compare and merge local files and repository files.
- In a standalone window outside the StarTeam client where you can compare and merge local files and folders, and compare and move images.

Each version provides different features and functions and is explained briefly below:

Embedded File Compare/Merge

The embedded File Compare/Merge enables you to quickly compare the contents of a local text file and a repository file, or two repository files. This view does not allow editing or merging.
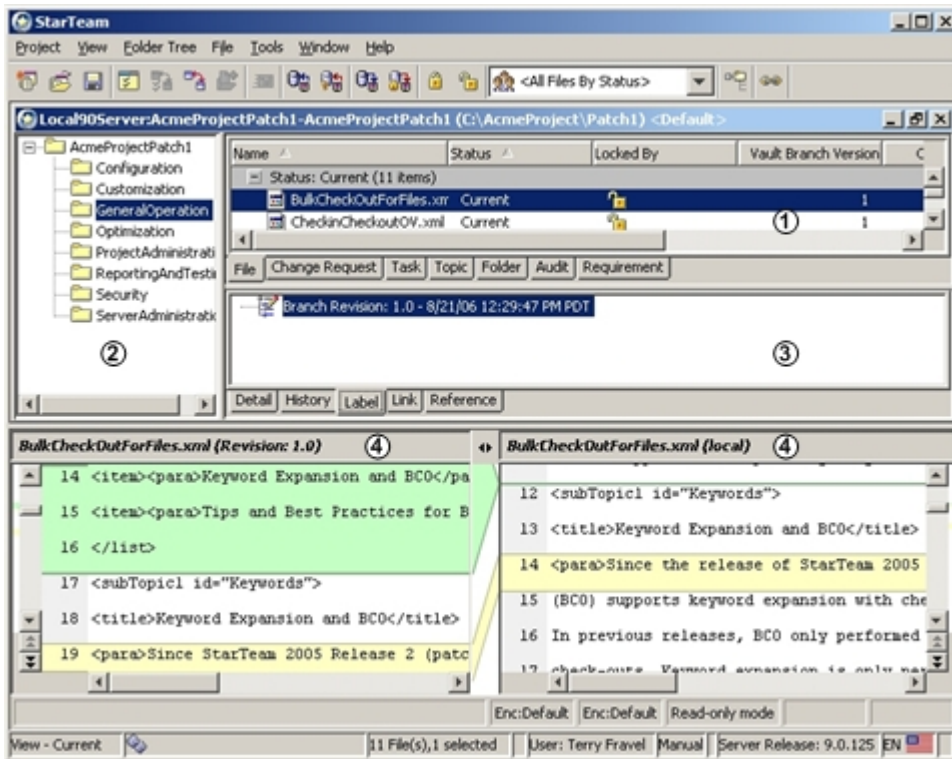
① Upper Pane   ② Folder Tree   ③ Lower Pane   ④ Embedded File Compare/Merge Panes

Main File Compare/Merge

The main File Compare/Merge in the client enables you to compare local files with repository files, and edit or merge the contents. Each compare/merge session is displayed on a separate tab in the File Compare/ Merge window.
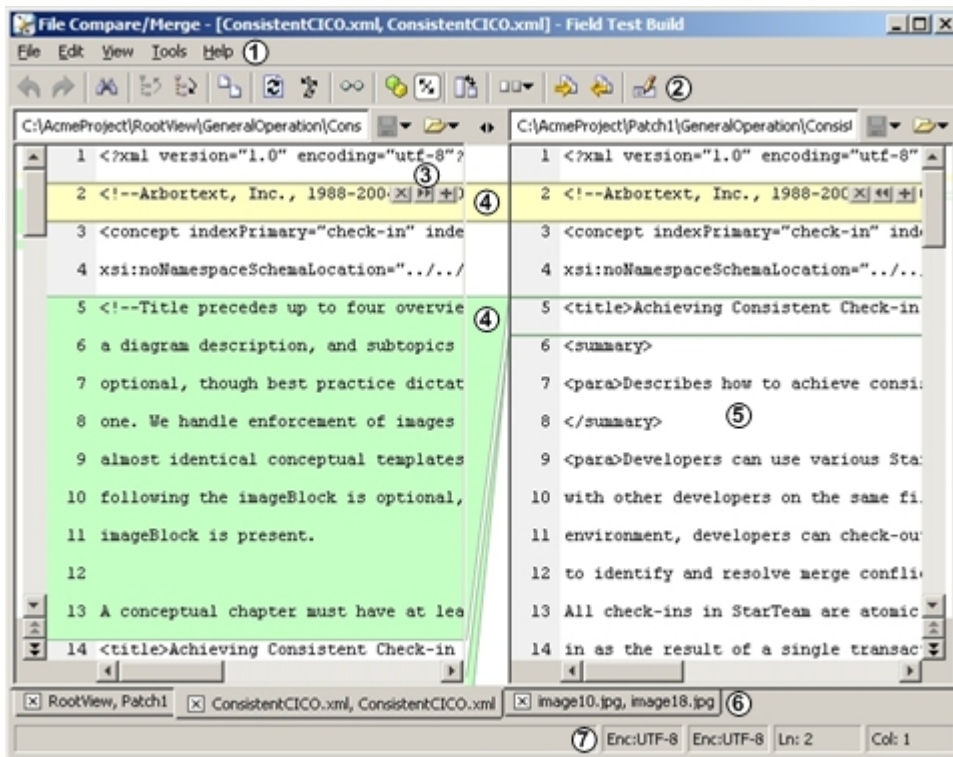
① FCM Menu   ③ Dynamic Edit-action Buttons   ⑤ FCM Pane   ⑦ FCM Status Bar
② FCM Toolbar   ④ Difference Color Blocks   ⑥ FCM Session Tabs

Standalone File Compare/Merge

The standalone File Compare/Merge runs outside the StarTeam client and provides the following features:

- A two or three-way file compare/merge.
- A two or three-way folder compare/merge.
- A two or three-way image comparison.

Three-way File Compare/Merge

The following image is an example of a three-way session.
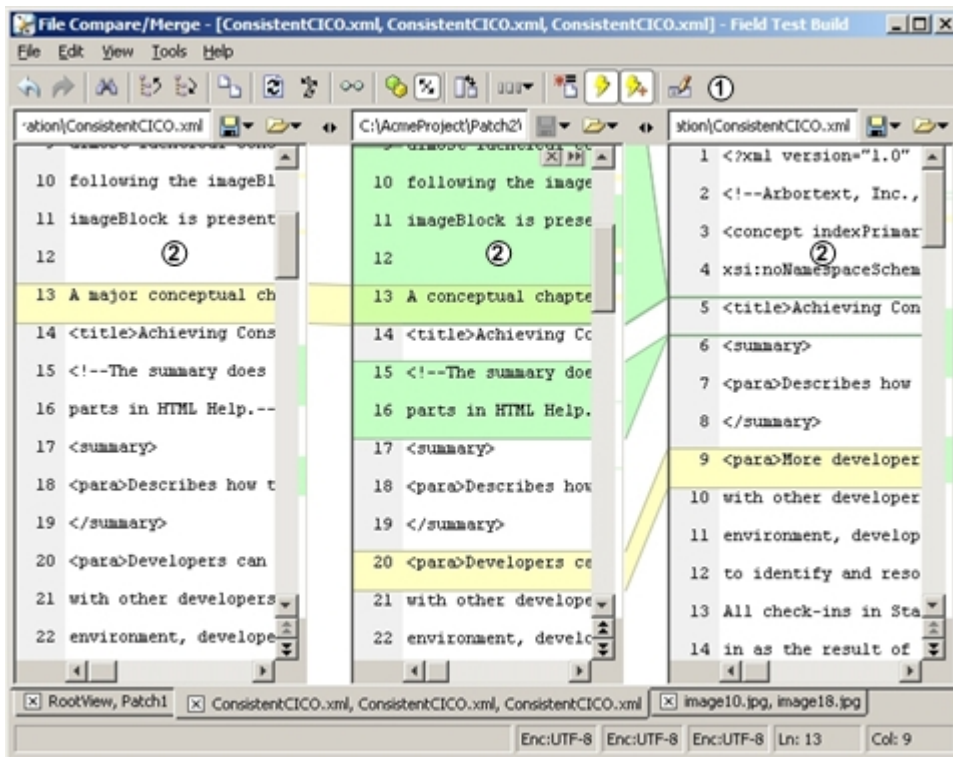
① FCM Three-way Merge Toolbar   ② Three-way Compare/Merge Panes

Folder Compare/Merge

The following is an image of a folder compare/merge session.
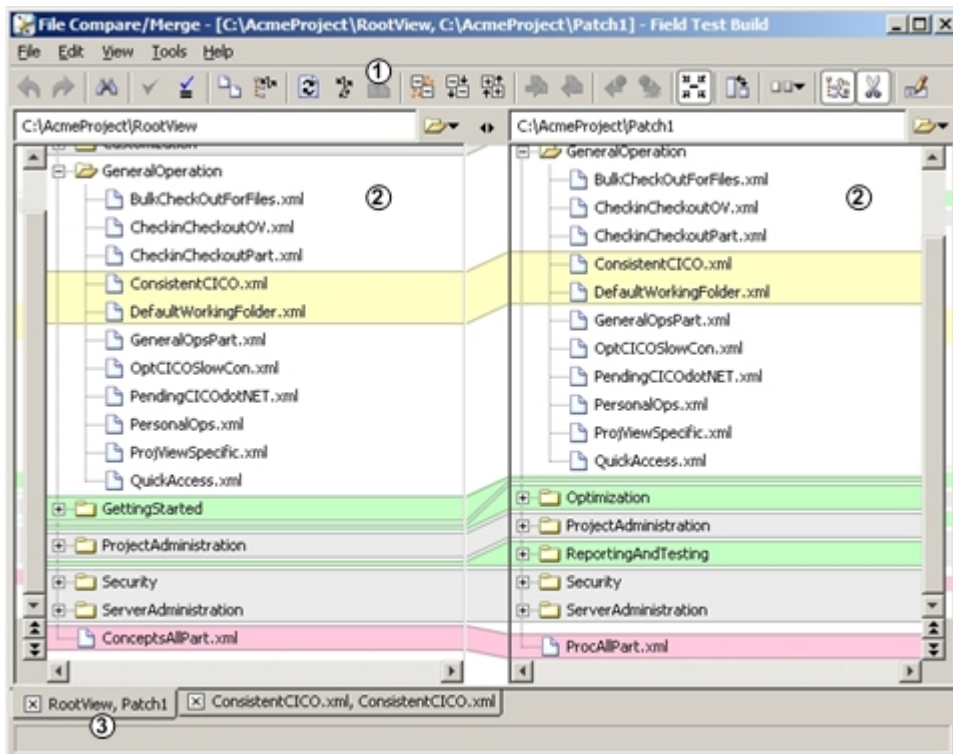
① Folder Comparison Toolbar   ③ Folder Comparison Session Tab
② Folder Comparison Pane

Image Comparison

FCM has the ability to compare two or three images, and move or swap them, but not to edit them.
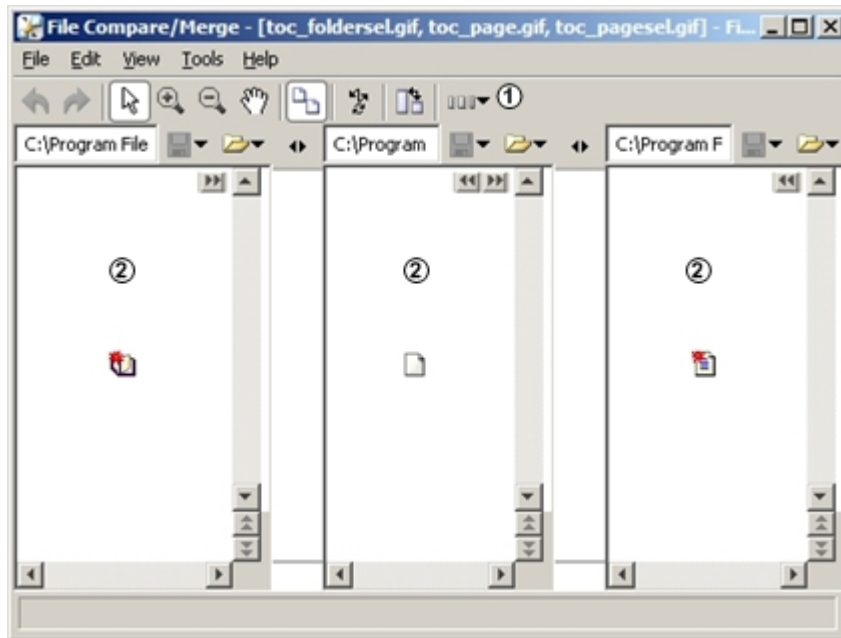
① Image Comparison Toolbar   ② Image Comparison Panes

FCM Menus and Toolbar

The main and standalone File Compare/Merge windows have a main menu, a context menu, and a toolbar. The embedded File Compare/Merge has a context menu only, no main menu or toolbar.

The menus provide specific actions for comparing, editing, and merging files and folders. They are dynamic depending on which version of File Compare/Merge you are in, what type of files you are comparing, and how many panes you are using. In the main and standalone File Compare/Merge windows, a toolbar provides buttons for frequently used commands.

File Comparison Panes

The file comparison panes contain the contents of the files or folders being compared. In the main and standalone File Compare/Merge windows, dynamic action buttons for editing appear on color differences blocks. You can choose to display a two-way or three-way vertical or horizontal comparison mode.

Colors Representing Difference Types

File comparison and folder comparison in the **Compare Pane** of View Compare/Merge highlight difference types in color, with each color representing a certain difference type. For example, it highlights inserted or deleted items in green, changed items in yellow, and moved or renamed items in blue. You can modify the default color for differences in the File Compare/Merge Options dialog box, accessed from the File Compare/Merge window under **Tools** > **Options** .

Comparing and Merging Files

This procedure presents the basic high-level tasks involved in comparing and merging a local file with a file in the StarTeam repository.

1. Start a File Compare/Merge session to compare two files.
2. Resolve any differences between the files in the File Compare/Merge window.
3. Generate a report of the changes made during the File Compare/Merge session.
4. Save the merge changes.

   Note: You can also merge the contents of the two files.

File Compare/Merge Options

Option settings globally impact product behavior. Many options are provided to enable you to configure File Compare/Merge to function in a way that you desire. Option settings are provided at a general level and for both file and folder comparisons at a more granular level.

The File Compare/Merge options are available using **Tools** > **Options** on the main menu of the **File Compare/Merge** window, or pressing `CTRL+SHIFT+P`. A tree hierarchy on the left side of the **File Compare/Merge Options** dialog box divides the File Compare/Merge options into three main categories, General, File Comparison, and Folder Comparison. Clicking on a node in the hierarchy displays its corresponding page of option settings in the right side of the dialog box.

You can reset the options to their default values by deleting the `config.properties` user settings file found in your `<user home>\.fcm` folder. (For example, in Windows it would be `C:\Documents and settings\<user home>\.fcm\config.properties`).

Setting File Compare/Merge Options

You can use the File Compare/Merge options to configure its behavior and screen display. You can only set options in the main and standalone File Compare/Merge windows. The options available depend on which version of File Compare/Merge you are using. For example, if you are using the main File Compare/Merge in the client, folder options are not available since you can not compare folders in this version. All options are available in the standalone File Compare/Merge.

To set File Compare/Merge options

1. Start File Compare/Merge.

2. On the File Compare/Merge menu, choose **Tools** > **Options** (**Ctrl+O**).

3. Select the page of options you want to change: General, File Comparison, or Folder Comparison.

   There are general options, and options specific to file or folder comparisons and merges.

4. Make the changes you want, then click **OK** .

   📝 **Note:** You can reset the options to their default values by deleting the `config.properties` user settings file found in your `<username>\.fcm` folder. (For example, in Windows it would be `C:\Documents and settings\<user home>\.fcm\config.properties`).

General (File Compare/Merge Options)

These are general options for File Compare/Merge. To access these options, choose **Tools** > **Options** > **General** .

Open Panes For:	Opens File Compare/Merge ready for making the selected type of comparison on start-up: **A File Comparison**, **A Folder Comparison**, or the **Last Type of Comparison** made.
	This option is not available when launching File Compare/Merge from within the client.
File History Limit	Populates the file history list with a maximum value. You can view the file history by clicking the <u>DOWN ARROW</u> to the right of **Open New Comparison** on the toolbar.
	This option is not available when launching File Compare/Merge from within the client.
Immediately Start Comparison As New File/ Folder Is Entered	Starts a comparison as soon as the file/folder is opened. If this option is not set, open the file/folder to compare, and click **Reload Content** on the toolbar to begin the comparison.
	This option is not available when launching File Compare/Merge from within the client.
Open Comparison In Read-only Mode	Opens files that you are comparing in read-only mode.
	This option is not available when launching File Compare/Merge from within the client.
Allow Editing For Read-only Files/Folders	Allows you to edit read-only files/folders.
	This option is not available when launching File Compare/Merge from within the client.
Darken Pane While In Read-only Mode	Darkens the UI pane to indicate the file/folder is read-only,
Enable Quick Start	Places the File Compare/Merge **Quick Start** icon in your Windows **System Tray**. (Note: This could be invisible if File Compare/Merge cannot find the required `.dll` file.)
	This option is not available when launching File Compare/Merge from within the client.
Allow Only One Running Instance	Allows starting of only one instance of File Compare/Merge .
	This option is not available when launching File Compare/Merge from within the client.
3-way Merge: Start With Empty Center Pane	Opens an empty third pane on switching to a 3-way merge..
	This option is not available when launching File Compare/Merge from within the client.
3-way Merge: Allow Editing Only In Center Pane	Allows you to only edit the center pane (merged results) on switching to a 3-way merge.

	This option is not available when launching File Compare/Merge from within the client.
3-way Merge: Put Left Scroll Bar on Center Pane	Adds a left scroll bar to the center pane for a 3-way merge.
Tabs: On Bottom	Locates tabs containing your file/folder comparisons at the bottom of the UI by default. If this option is off, the tabs are located at the top of the UI just beneath the toolbar.
	This option is not available when launching File Compare/Merge from within the client.
Tabs: Start New Comparison In A New Tab	Starts new comparisons in a new tab by default.
	This option is not available when launching File Compare/Merge from within the client.
Tabs: Show Only One Comparison	Only allows one file/folder comparison. Selecting this option disables the **Start New Comparison in a New Tab** option.
	This option is not available when launching File Compare/Merge from within the client.
For Next/Previous Change: Always Adjust Scroll Bar	Automatically adjusts the scroll bar to the location of the next or previous change.
For Next/Previous Change: Adjust Scroll Bar Only If The Difference Is Off Screen	Automatically adjusts the scroll bar to the location of the difference if it is not visible on the screen.

File Comparison (File Compare/Merge Options)

These option apply only to file comparisons. To access these options, choose **Tools** > **Options** > **File Comparison** .

Main File Comparison Options

Below are the options available on the first page of the File Comparison node.

Ignore All White Space	ASCII characters 0x01 to 0x20 are removed from the text.
Ignore Leading and Trailing White Space	Ignores all leading or trailing white space in a line.
Ignore Differences in End-Of-Line Separators (CR and LF)	Ignores differences in end-of-line CR LF separators when comparing files. There are Windows (CR LF), Unix (LF) and Mac (CR) line endings that can affect your file comparisons. This is especially useful if you are comparing files that have been generated on a variety of operating systems.
Ignore Case	Ignores differences in character case within lines.
Insert Spaces Instead of Tabs	Inserts spaces instead of tabs.
Tab Size	Specifies the tab size.
Show Invisible Characters	Shows invisible characters in the editor panes, such as the trailing carriage return and/or line feed (CR LF) characters, and tabs and spaces.
	This option does not affect the end-of-line characters used when files are saved - it only displays them visually in the editor pane. You can change the line endings using the **Change Line Separator On Load**, **Use Line Separator On Enter**, **Change Line Separator On Copy**, **Change Line Separator On Paste,** and **Change Line Separator On Save Options**.
Change Line Separator When File Opens	Designates line separators. You can choose from **Platform Specific**, **No Change**, **Windows**, **Unix**, or **Mac**.
Insert Line Separator On Enter	Determines the line separator to use whenever you enter a new line in the view pane. You can choose from **Auto** (need reload), **Platform Specific**, **Windows**, **Unix**, or **Mac**.
Change Line Separator On Copy	Determines the line separator that will be used in the copied text whenever you copy text in the view pane. You can choose from **Platform Specific**, **No Change**, **Windows**, **Unix**, or **Mac**.
Change Line Separator On Paste	This setting determines the line separator that will be used in pasted text. Using the combo box, you can choose from Auto (need reload), Platform specific, No change, Windows, Unix, or Mac.
Change Line Separator On Save	Determines the line separator that will be used when saving changes. You can choose from **Platform Specific**, **No Change**, **Windows**, **Unix**, or **Mac**.

Editor Font	Changes the **View** pane editor font and size.
Show Line Numbers	Displays line numbers on the left side of each of the editor panes.
When File Opened, Auto Scroll To Difference	Scrolls automatically to the first difference found in your file comparison.
When File Opened, Reset Scroll to Beginning	Scrolls automatically to the beginning of the file in your file comparison.
Default Encoding	Specifies an encoding value to apply to your files. The **Default Encoding** value is **System-Dependent**, and it is applied to any new files that you open in File Compare/Merge.
Change Encoding For Opened Files	Changes the encoding automatically for files that you currently have loaded in File Compare/Merge. The value that you select for the encoding in the **Default Encoding** option is applied.
Inherit Encoding From Opened File	Specifies that if you replace the current file in a file comparison, the file that you open automatically inherits the encoding of the file that it is replacing. Without this setting activated, the file gets its encoding from the **Default Encoding** option.
Preliminary Comparison:	Internally compare two files (or two versions of the same file) first to decide if they are the same. If they are the same, then prompts the user that "Files are identical. Continue opening diff?". These options let you use a different set of settings when doing this initial comparison, than when doing the comparison which is actually displayed.

Preliminary Comparison: No Comparison	Does not perform an initial comparison, and never displays a prompt. In this case, if you compare two identical files, FCM just launches and shows the files.
Preliminary Comparison: Do Comparison Ignoring All Settings	Performs a comparison which ignores the settings.
Preliminary Comparison: Do Comparison Using All Settings	Performs a comparison which uses all the settings.
Preliminary Comparison: Do Comparison Firstly Ignoring And then Using All Settings	First performs a comparison ignoring the settings. If this comparison indicates there is a difference, the FCM performs another comparison using the settings. If the second comparison says there is a difference, then it prompts the user. The intent of this last option is to prompt if either type of comparison (Ignoring All Settings and Using All Settings) indicates that the files are the same.

Inline Differences

Use this options to control how inline differences are handled.

Show Inline differences	Performs detailed inline comparisons on changed lines highlighting insertions, changes, and so on.
Compare Lines By Characters As A Block	Compares and highlights differences inside a sequence of changed lines. All characters in the lines are scanned, and the text is divided by lines. You must enable **Show Inline Differences** to activate this option.
Compare Lines By Characters	Compares the characters in each line with the characters in the opposite line. For example, characters in the first line of the sequence are compared with the characters in the first line of the opposite sequence, characters in the second line of the sequence are compared with the characters in the second line of the opposite sequence and so on. This option is automatically activated when you enable **Show Inline Differences**.
Compare Lines By Words	Splits lines into words (or lexemes) using standard separators, and compares them. You must enable **Show Inline Differences** to activate this option.
Separate Differences	Enables you to **Compare Lines By Characters**, **Compare Lines By Words**, or **Compare Lines By Words - Best Choice**. The default setting is to compare lines at a granular level, by characters. Normally, File Compare/Merge presents sequences of differences for changed lines as a block. In other words, you can perform operations, such as **Replace**, **Append**, or **Delete** only on the block. If you have enabled this option, File Compare/Merge does not combine the sequences in a block. Instead it considers each pair of changed lines as a block. You must enable **Show Inline Differences** to activate this option.
Best Choice	Compares all pairs of lines and selects the best ones. You must enable **Show Inline Differences** to activate this option.
Minimum Word Size	Represents the minimum number of characters between separators that is considered as a word. You must enable **Show Inline Differences** to activate this option.
Acceptance Weight (Words*100+Chars)	Provides the criteria for File Compare/Merge to decide which lines should be considered a match and have their differences highlighted. The acceptance weight is equal to the number of hit words multiplied by 100, plus the total number of equal (matched) characters in the comparing lines. You must enable **Show Inline Differences** to activate this option.
Color Background	Highlights the background of the different characters in the line. You must enable **Show Inline Differences** to activate this option. The **Highlight Characters** option is not available with this option selected.
Strikethrough	Crosses out the characters in the line to show differences. You can also activate the **Highlight Characters** option along with this option.
Strikethrough And Highlight	Crosses out and highlights the characters in the line to show differences.
Underscore	Underscores he characters in the line to show differences. You can also activate the **Highlight Characters** option along with this option.
Underscore and Highlight	Underscores and highlights he characters in the line to show differences.

Left Color/Right Color	Changes the color within the line. You can set colors for both the right and left editor panes.

Smart Comparison

You can apply these settings to compare files at a more granular level.

Advanced Search Of Differences	Uses a special algorithm to finds swapped blocks and perform efficiently on large files, enabling you to use this option to improve performance when comparing large files. This option must be selected to enable the **Detect swapped blocks** option.
Detect Swapped Blocks	Detects swapped blocks of text. The **Advanced Search Of Differences** option must be selected to enable the **Detect swapped blocks** option, **Hide Links Between Unselected Blocks**, **Shorten Differences**, and **Include Only Blocks With Unique Lines** options are automatically selected by default with this option activated
Hide Actual Difference Links Between Selected Blocks	Hides actual difference links between selected blocs. You can optionally activate this option when you activate **Detect Swapped Blocks**.
Hide Links Between Unselected Blocks	Hides links between unselected blocks. This option is activated by default if you choose to **Detect Swapped Blocks**.
Shorten Differences	Prevents **Detect Swapped Blocks** from creating expanded blocks (appending identical lines to blocks of changed lines).
Include Repeated Blocks	Includes repeated blocks. You can optionally activate this option when you activate **Detect Swapped Blocks**.
Ignore Repeated Blocks	Ignores repeated blocks. You can optionally activate this option when you activate **Detect Swapped Blocks**.
Include Only Blocks With Unique Lines	Ignores blocks not containing unique lines when a comparison is performed if **Detect Swapped Blocks** is activated.

Patterns

Use this option page to edit a list of patterns (or regular expressions) that are used in file comparisons. These options are useful for filtering out unimportant changes that you do not necessarily want to see in the editor panes.

Patterns conform to the standard syntax of Regular Expressions. For examples, see `http://www.regular-expressions.info/`.

Ignore	Allows you to ignore specified patterns during a file comparison. To ignore patterns, check this option, and then choose one or more options from the pattern list to ignore. You can also create new patterns using New to open the **Ignorable Pattern** dialog box where you can enter regular expression syntax to search for sequences of characters.
Allow Gluing of Blocks Separated By Pattern-like Lines	Allows you choose to glue lines that are empty, or that contain only braces. You can also modify the existing patterns, or add your own patterns. For example, if you have three lines of differences that you want to move from `file1.txt` to `file2.text`, and those different lines are separated only by blank lines or lines with braces in them, without this option, you would have to resolve each line of difference separately.

When **Allow gluing of blocks separated by pattern-like lines** is enabled AND a pattern (custom or predefined) is enabled, then AND ONLY THEN, the "Glue delimiter lines" button ⬍ is displayed in the FCM toolbar. Selecting this toolbar button merges the three lines of differences into a single difference, because the lines between the differences match the glue pattern of "empty line" specified in the FCM Pattern options. Now, it only takes one click of a button to move all three lines of differences from one file to the other.

New/Change/ Remove	Enables you to add new patterns, change existing patterns, or remove existing patterns. **New** and **Change** display the **Patterns** dialog box where you define the pattern.
Ignorable Pattern/Glue Pattern dialog boxes	Uses **New** and **Change** to display the a dialog box where you define a pattern. In the **Glue Pattern** dialog box , you also have an option to add file extension(s) to apply the glue pattern to. If you are applying the glue pattern to more than one file type, separate them with commas. For example: `java, cpp, c, h, hpp.`

Name	Specifies the name for the pattern. The name displays in the corresponding pattern/glue list exactly as you enter it in the dialog.
Pattern	Specifies the pattern (expression). You can use regular expression syntax. For example, `^[\t]*//.*$` or `[{}\s]*.`
Left Text Box	Provides a place to type sample test text.
Right Text Box	Displays the results after performing a pattern test.
Test	Applies the pattern to the sample test text. The results display in the text box on the right of the dialog.

Report Transformers

The **Report Transformer** options page enables you to define new transformers, edit existing transformers, or remove transformers from the list. These options are available whenever you choose to generate a report (click **Generate Report** in the toolbar). You can choose to use an empty transformer, use one of the predefined transformers, or create your own.

Report Transformers List	Displays the list of report transformers available for use in transforming XML files to various outputs.
Add/View & Edit	Allows you to add, view, or edit a report transformer XSL file using the **Report Transformer Configuration** dialog box.
Remove	Allows you to remove a selected report transformer from the list.

Color Preferences

Use the **Color Preferences** to control the colors displayed for file comparisons in the editor panes. Changes to the colors apply to each of the editor panes.

Text Type	Assign distinct background colors to aid in identifying differences and similarities in files. This option displays a list of the types of text that can be color coded in the File Compare/Merge window. The Background Color button automatically changes colors to reflect the type of text selected. The text preview area shows the current color configuration settings. You can change the background color for the following types of text:

– Unchanged text line

– Changed text line

– Inserted text line

– Deleted text line

– Conflict text line

– Transposed text line

– Transposed and changed text line

– Transposed inserted text line

– Frozen text line. Note that this is also referred to as **Made change (Advanced merge mode)** in the **Text type** drop down list . This type of text represents lines in the non-result panes that have been merged.

Background Color	Displays the color of the selected **Text Type**. This button also launches the **Select Color** dialog box where you can specify a different color.

Comparing Two Local Files

To compare local files using the standalone File Compare/Merge

1. From the Windows desktop, choose **Start** > **Program Files** , navigate to your StarTeam program installation group, and choose **File Compare Merge** .

2. Click the **Open New Comparison** button at the top right of each editor pane, and browse to the files you want to compare.

   Note: The **Open New Comparison** button displays a list of your previously opened files.

3. Right-click in any pane and choose **Switch Comparison Modes** to specify a comparison display layout.

   Tip: You can open additional file comparison windows by pressing **Ctrl+N** .

4. Edit the files by typing directly in the edit panes, or by using the dynamic editing buttons in the color difference blocks.

5. Optionally, right-click in one of the panes and choose **Generate Report**.

6. Choose **File** > **Print** to print the report.

   Note: If you want a report of your changes, you must generate the report before closing the **File Compare/Merge** window.

7. Choose **File** > **Save All** to save all changes, or click the **Save Changed Text File** button above each pane to save each changed file individually.

8. Optionally, test your changes to ensure there are no problems, then check the change files into StarTeam.

Comparing a Local File with a Repository File

1. Select a StarTeam repository file to compare with your local file.

   Note: You can select the tip revision a file in the upper pane, or a previous revision on the **History** tab.

2. Right-click the selected file and choose **Compare Contents**.

The File Compare/Merge session opens in a separate window, with each file in its own edit pane.

3. Click the **down arrow** to the right of the **Switch Comparison Modes** toolbar button and select a comparison mode.

4. Perform any required edits to the files directly in the edit panes.

💡 **Tip:** You can also use the embedded **Compare** panes to quickly compare two files. Selecting two files in StarTeam, and choose **Tools** > **Compare** . You can view files but you cannot edit files in the embedded **Compare** panes.

Comparing Images

You can use the standalone File Compare/Merge to compare two images on your computer. You cannot edit the files directly, but you can swap the contents of one image with the contents of another one.

File Compare/Merge provides a toolbar with a few common actions that control the editor pane display. It also includes some image comparison tools for zooming in and out, and moving the file around.

1. From the Windows desktop, choose **Start** > **Program Files** , navigate to your StarTeam program installation group, and choose **File Compare Merge** .

2. Choose **File** > **New Image Comparison** (**Ctrl+Alt+N**) to open a new image comparison tab.

3. Click the **Open New Comparison** button at the top right of each editor pane, and browse to the images you want to compare.

✏️ **Note:** The **DOWN ARROW** to the right of the **Open New Comparison** button stores a history of your previously-opened images. You can open the **Save File As** dialog box by clicking the **DOWN ARROW** to the right of the **Save Changed Text File** button.

4. (*Optional*) Click the **DOWN ARROW** to the right of the **Switch Comparison Modes** toolbar button and choose either a **2-Way Vertical** or **2-Way Horizontal** display.

5. (*Optional*) Click **Zoom In**, **Zoom Out**, or **Move** on the toolbar to examine your image in more detail.

6. (*Optional*) Use the double left or right-arrow buttons at the top of the image comparison panes to replace one image with the other.

The content of the source image replaces the contents of the target image without change the filename.

7. Click the **Save Changed Image** button at the top of the pane that contains the changed image, or close the image comparison pane and you will be prompted to save your file if you have modified it.

💡 **Tip:** You can open additional image comparison windows by choosing **File** > **New Image Comparison** on the File Compare/Merge main menu, or by pressing **Ctrl+Alt+N** .

Comparing Historical File Contents

You can only compare historical File contents using the main or embedded File Compare/Merge in the StarTeam client. You cannot edit historical File revisions.

1. Click the **History** tab and select two revisions to compare.

2. Choose **Tools** > **Compare** .

The embedded compare panes display the contents of the two files at the bottom of the StarTeam window.

Note: You can also compare the properties of two non-File items, such as a change request, or two revisions of the same non-File item. Select the two non-File items, then choose **Tools** > **Compare** . This opens the embedded double-paned compare view at the bottom of the window and displays the properties of the two selected items.

Merging Two Local Files

Use the standalone File Compare/Merge to compare and merge the contents of two files on your computer.

1. Click **Start** > **All Programs** > **Micro Focus** > **StarTeam Cross-Platform Client <version>** > **File Compare Merge**.
2. Click the **Open New Comparison** button at the top right of each editor pane.

    Browse to the files you want to compare, or enter the path for each file in the directory field above each pane.

    Tip: The **DOWN ARROW** to the right of the **Open New Comparison** button above each pane stores a history list of the previously-opened files in that pane from which you can choose.

    By default, the files are immediately compared, and displayed in the panes with line numbers.

    File Compare/Merge highlights the differences between the two files using colors and linked lines, with the linked lines connecting the related differences in the two files. You can set the colors used in the editor panes in the File Compare/Merge Options dialog box on the **Color Preferences** page for **File Comparisons**.

3. Right-click in any pane and choose **Switch Comparison Modes**.

    Choose **3-Way Vertical**, **3-Way Horizontal**, or **3-Way Mixed**.

    In the **3-Way Vertical** and **3-Way Horizontal** comparison modes, the merged base file is in the center pane. In the **3-Way Mixed** comparison mode, File Compare/Merge places the merged base file in the lower pane.

    Tip: You can open additional file comparison windows by choosing **File** > **New Comparison** on the File Compare/Merge main menu, or by pressing **Ctrl+N** .

4. Perform any required edits to the files directly in the edit panes.

    File Compare/Merge provides a context menu and toolbar with the most commonly used actions that you will need to perform in the editor panes.

5. Optionally, right-click in one of the panes and choose **Generate Report**.

    To print the report, choose **File** > **Print** .

    Note: If you want a report of your changes, you must generate it before closing the File Compare/ Merge session.

6. Choose **File** > **Save All** to save all of your changes, or click **Save Changed Text File** button above each pane to save them individually.
7. Optionally, test the modified file to ensure there are no problems with it.
8. Check in the file.

Editing Files in a File Compare/Merge Session

1. Start a main or standalone File Compare/Merge session on two files you want to compare.

    The File Compare/Merge panes display the differences between the two files in color differences blocks.

2. Edit the files by modifying text directly in the edit panes.

Use standard editing techniques or use the dynamic editing buttons in the color differences blocks.

Note: You cannot modify the actual revision of a file in the StarTeam repository. If one of the files you are comparing is a revision in the repository, File Compare/Merge creates a temporary copy of the file locally, which you can also edit and save locally with a different filename.

Saving Files Modified in a File Compare/Merge Session

If you edit a file during a File Compare/Merge session, you can save the edited file from the File Compare/Merge window, or be prompted to save the edits when you exit File Compare/Merge.

1. Start File Compare/Merge and make your edits and/or merge the files.

   The **Save Changed Text File** button becomes active above each pane containing modifications. It is located to the right of the **File Path/Name** field directly above the editing pane.

2. Save the modified files using one of the methods below:

   - Click the **Save Changed Text File** button above each pane that contains the edits you want to save. The file is saved with the existing name and path, which is displayed in the **File Path/Name** field.
   - Click the <u>DOWN ARROW</u> beside the **Save Changed Text File** button and choose **Save As** to save the file with a different name and/or path than that displayed in the **File Path/Name** field. A file browser opens for selecting the path and specifying the filename.
   - Choose **File** > **Save All** to save all files that have been modified in File Compare/Merge with their current names and paths.
   - Choose **File** > **Close Current Pane** to close the current tab pane containing a File Compare/Merge session. The **Save Results** dialog box opens and prompts you to save the files that have changed. Check the specific files you want to save and click **Yes**. The files are saved with their current name and path.
   - Choose **File** > **Exit** to close all the active File Compare/Merge sessions. The **Save Results** dialog box opens and prompts you to save all files that have changed. Check the specific files you want to save and click **Yes**. The files are saved with their current name and path.

   Note: If you edit the temporary copy of a file revision from the StarTeam repository, unless you explicitly save that file to a different location with a new name, File Compare/Merge assigns the file a new name and saves it in a `temp` folder in your local home folder. The naming convention is the word `star`, followed by numbers (for example, `star23276.xml`). The file extension remains the same as the original file.

Merging a Local File with the Tip Revision

You can use File Compare/Merge to merge the contents of a local working file with the tip revision of the file in StarTeam. For example, if the file in your working folder has been modified, but is not based on the tip (latest) revision of this file, it is marked with a **Merge** status. This status usually occurs when you and another person have both been working on a file, but the other person has checked it in before you. To check in your edits without losing the edits of the other person, you can compare the contents of the files, reconcile the differences between them, and merge the contents into one file.

To merge a local file with the tip revision

1. Select a file in StarTeam with a file status of **Merge** or **Unknown**, and choose **File** > **Check Out** .

   A message appears giving you the option to merge the contents of the two files.

2. Click **Yes** to merge the contents.

   The File Compare/Merge window opens in a **3-way Vertical** comparison mode. The two files you are comparing display in the right and left panes, and a center pane displays the merged base file. If you want to use a different comparison layout, right-click in one of the panes and choose **Switch**

Comparison Modes. You can choose either **3-way Horizontal** or **3-way Mixed** comparison mode. In the **3-way Mixed** mode, the base file is in the lower pane.

> **Note:** You can edit in all the panes in the standalone File Compare/Merge, and you can replace or append text in the base file with highlighted text from the left and right panes.

3. Edit and/or merge the contents of the files using one or more of the following methods:

   - Perform an automatic merge: Right-click in a File Compare/Merge pane and choose **Nonconflicting Parts Auto Merge** or **Full Auto Merge**. **Nonconflicting Parts Auto Merge** places only the nonconflicting portions of the two compared files into the base file. **Full Auto Merge** parses the two files, examines the changes, and automatically decides whether to keep or add each change to the final base version of the file.
   - Edit any of the files directly. You can perform common text-editing actions such as type, cut, copy, paste, and undo.
   - Copy text from the right and left panes using buttons that appear in the top right corner of the color differences blocks. These buttons appear dynamically when you hover the mouse cursor over a color differences block. If you do not select specific text to copy to the center pane, File Compare/Merge copies the entire highlighted block of text.

   > **Note:** You can also use the toolbar and the context menu to navigate in the panes, control scrolling behavior, search for text, and perform other basic actions.

4. Optionally, right-click in one of the panes and choose **Generate Report**.

   To print the report, choose **File** > **Print** .

   > **Note:** If you want a report of your changes, you must generate it before closing the File Compare/Merge window.

5. Choose **File** > **Exit** when you are satisfied with the merged results.

   File Compare/Merge closes, and updates the file status to **Modified** in StarTeam.

6. Optionally, test the modified file to ensure there are no problems with it.

7. Check in the file.

Folder Comparison (File Compare/Merge Options)

These option settings apply only to folder comparisons which are only available in the external version of File Compare/Merge, accessed from the Start Menu. To access these options, choose **Tools** > **Options** > **Folder Comparison** .

Main Folder Comparison Options

In a single paragraph, describe the major components in the diagram.

Tree Font	Sets the font style and size displayed in the result panes.
Ignore Extensions	Designates any file extensions to ignore while comparing folders, for example, `dll;exe`
Show Only Extensions	Designates only specific file extensions to show while comparing folders.
Ignore Folders	Enables you to list folders that you wish to ignore while comparing folders.
Do Not Show Empty Folders	Ignores empty folders while comparing folders.
Use Compact View	Uses a compacted view if you have files in one folder that do not exist in another folder (files to be inserted). The view showing the folder without those files displays a collapsed color block as a line indicating that the files are not in the other folder. If the option is not selected, the view displays a full color block representing the missing files for the folder that does not contain the files.
Highlight Uncommitted Changes	Highlights uncommitted changes in the **View** pane.
Hide Unmodified Components	Hides all folders in which there are no differences so the only folders visible in the tree are the ones with differences.

Smart Comparison

You can apply these settings to compare folders at a more granular level.File Compare/Merge uses these options to find similar files regardless of folder structure and folder names.

Option	Description
Use File Names In File Matching	Specifies whether to use the file name or the content for comparison. If true, the file name is used to identify files that are the same. If false, the content will be used to identify files which are the same.
Match Files By Name When No Content Match Is Found	If true, File Compare/Merge uses the file name to compare file contents when the application cannot find any matches in the contents.
Use Folder Names In Folder Matching	Specifies whether to use the folder name for comparison. If true, the folder name is used to identify folders that are the same. If false, File Compare/Merge matches folders regardless of the name.

Option	Description
Maximum Number Of Lines In Matching Files	Specifies the number of lines read when comparing the contents of two files. Differences past the specified maximum number of lines are ignored
Rate Of Proximity In File Matching	The percentage of similarity in comparing files with similar content.
Use Alternative Tree Diff Algorithm	This algorithm behaves as follows: The original folder structure for matched files is not kept and you cannot see (by using the quick switch button on the toolbar) the conventional comparison results and make appropriate copy operations. Only the first encountered file that conforms to the matching criterion is kept. Uses a different approach to match folders that contain similar files.

Report Transformers

The **Report Transformer** options page enables you to define new transformers, edit existing transformers, or remove transformers from the list. These options are available whenever you choose to generate a report (click **Generate Report** in the toolbar). You can choose to use an empty transformer, use one of the predefined transformers, or create your own.

Report Transformers List	Displays the list of report transformers available for use in transforming XML files to various outputs.
Add/View & Edit	Allows you to add, view, or edit a report transformer XSL file using the **Report Transformer Configuration** dialog box.
Remove	Allows you to remove a selected report transformer from the list.

Color Preferences

Use the **Color Preferences** to control the colors displayed for file comparisons in the editor panes.

Component Type	Displays a list of the types of components that can be color coded in the File Compare/Merge window. The Background Color button automatically changes colors to reflect the type of component selected. The text preview area shows the current color configuration settings.
Background Color	Displays the color of the selected **Component Type**. This button also launches the **Select Color** dialog box where you can specify a different color.

Comparing Folders

Using the standalone File Compare/Merge, you can compare and restructure folders on your computer. You can also start a file comparison from a folder comparison. If you have not modified the **General** options settings, File Compare/Merge automatically begins comparing folders as soon as you select them.

File Compare/Merge provides a context menu and toolbar with the most commonly used actions that you will need to perform in the editor panes.

1. From the Windows desktop, choose **Start** > **Program Files** , navigate to your StarTeam program installation group, and choose **File Compare Merge**.

2. Choose **File** > **New Folder Comparison** (**Ctrl+Shift+N**) to open a new folder comparison tab.

Note: Using the **New Folder Comparison** command opens the folder comparison results with **Auto Commit On**. To open a folder comparison with **Auto Commit Off**, choose **File** > **New Folder Merge** . Once File Compare/Merge is opened, you can click **Auto Commit Mode** on the toolbar to toggle between **Auto Commit On** or **Auto Commit Off**.

3. Click the **Open New Comparison** button at the top right of each editor pane, and browse to the folder you want to compare.

Note: Alternatively, you can type the path to each folder to the left of the **Save Changed Text File** button, or click the drop-down arrow on the **Open New Comparison** button and select a folder from the history list.

By default, File Compare/Merge immediately compares the selected folders, and the results display in the two panes of the File Compare/Merge window. You can change this and other default settings in the File Compare/Merge Options dialog box on the **General** and **Folder Comparison** pages.

4. Optionally, right-click and choose **Switch Comparison Modes** to choose a different comparison mode display.

If you choose one of the **3-Way** comparison modes, you will have a third pane.

5. Perform any required changes to the folders directly in the edit panes. You can move, delete, and copy folders from one pane to the other, and are prompted to commit your changes.

If there are differences between individual files in the folders you are comparing, you can also start a file comparison from the folder comparison pane. Double-click the file in the folder comparison pane, or selecting it and click **Open New Comparison** on the toolbar. A new file comparison pane opens displaying the contents of the two files where you can edit, merge, and save your changes.

File Compare/Merge highlights the differences between the two folders using colors and linked lines, with the linked lines connecting the related differences between the panes.

Tip: You can open additional folder comparison windows by choosing **File** > **New Folder Comparison** on the File Compare/Merge main menu, or by pressing **Ctrl+N** .

Merging Folders

Merging folders is quite similar to merging files, except you are merging folder contents instead of file contents. However, if two files in a folder have differences, you can open a file comparison on those files from the folder comparison pane.

You can only merge folders using the standalone File Compare/Merge.

1. From the Windows desktop, choose **Start** > **Program Files** , navigate to your StarTeam program installation group, and choose **File Compare Merge**.

2. Choose **File** > **New Folder Comparison** (**Ctrl+Shift+N**), or **File** > **New Folder Merge** (**Ctrl+Shift +M**) to open a new folder comparison tab.

Note: Using the **New Folder Merge** command opens the folder comparison results with **Auto Commit Off**. To open a folder comparison with **Auto Commit On**, choose **File** > **New Folder Comparison** . Once File Compare/Merge is opened, you can click **Auto Commit Mode** on the toolbar to toggle between **Auto Commit On** or **Auto Commit Off**.

3. Click the **Open New Comparison** buttons above each editor pane, and browse to the folders you want to compare.

Alternatively, you can click the **DOWN ARROW** to the right of the **Open New Comparison** button and select a folder from the history list, or you can type the path for each folder in the directory to the left.

By default, File Compare/Merge immediately compares the selected folders, and the results display in the two panes of the File Compare/Merge window. You can change this and other default settings in the File Compare/Merge Options dialog box on the **General** and **Folder Comparison** pages.

4. Optionally, right-click and choose **Switch Comparison Modes** to choose a different comparison mode display.

   If you choose one of the **3-Way** comparison modes, you will have a third pane for viewing and editing the merged base folder.

5. Perform any required changes to the folders directly in the edit panes. You can move, delete, and copy folders from one pane to the other, and are prompted to commit your changes.

   The toolbar and context menus are different for folder compare/merge than for file compare/merge. For folder comparisons, you have items for moving or copying files and folders left or right, deleting files and folders from the right or left panes, and several options for expanding/collapsing tree nodes.

6. Optionally, double-click a file with differences to open a new File Comparison pane and resolve the differences.

7. Optionally, right-click in one of the panes and choose **Generate Report**.

   To print the report, choose **File** > **Print** .

   🖊 **Note:** If you want a report of your changes, you must generate it before closing the File Compare/ Merge window.

8. Select **Save Changes To Disk** on the toolbar to save your changes when you are finished.

Generating Reports from a File Compare/ Merge Session

This procedure describes how to generate a difference report from File Compare/Merge session. It assumes that you are in a compare/merge session and want to generate a report of your changes before you commit them and close the session.

1. Right-click in a File Compare/Merge pane and choose **Generate Report** to open the **Report** dialog box.

   Note: If you are in the main or standalone File Compare/Merge window, you can use the **Generate Report** toolbar button.

2. Choose a report generator (transformer) from the drop-down list in the **Report** dialog box.

3. Optionally, when available, modify the report parameters to customize the report appearance.

4. Click **Next** to preview the report.

5. Click **Save** and browse to the target location for the report.

   Choose a file extension that is valid for the output type (format) of the transformer you selected, and click **Save**.

6. Click **Close** in the **Report** dialog box.

   Note: To print your report, open it in an appropriate application such as a text editor or a browser, and print.

Customizing Compare and Merge Reports

This procedure describes how to use customized report transformer. (`.xsl` stylesheets). You need to understand how to create an `.xsl` stylesheet to use as a template for creating a report transformer, or you need access to one created by someone else.

To use a custom .xsl transform stylesheet

1. Choose **Tools** > **Options** in the File Compare/Merge window and expand the **File Comparison** or **Folder Comparison** node.

   Select the **Report Transformers** page.
2. Click **Add** to open the **Report Transformer Configuration** dialog box.
3. Type a name for the report transformer, and choose the type of report you want to generate from the **Output Type** drop-down list.
4. Click **Select XSL Template** and browse to your custom `.xsl` stylesheet

   You can modify the stylesheet in the edit box of the **Report Transformer Configuration** dialog box. If you do modify the file, click **Save XSL Template** to save it with an `.xsl` extension.
5. Click **OK** to close the **Report Transformer Configuration** and return to the File Compare/Merge Options dialog box.

   Your new report transformer is added to the list of available report transformers in the Report dialog box that opens when you generate a report in a View Compare/Merge session.

File Compare/Merge Actions

These are the actions you can perform in File Compare/Merge using menus and toolbar buttons. All of these are available in the standalone File Compare/Merge. Subsets of these are available in the main and embedded File Compare/Merge.

These actions are common to file and folder comparisons and merges.

Action	Description
New File/Folder/Image Comparison	Opens a new file, folder, or image comparison pane.
Undo (**Ctrl+Z**) Redo (**Ctrl+Y**)	Undoes or redoes previous actions.
Enable/Disable Independent Scrolling	Controls whether the panes scroll independently or together. If the toolbar button is Enabled (up), as you scroll in one file, the other file automatically scrolls to match the two files. If the toolbar button is Disabled (pressed), the panes use independent file scrolling.
Reload Content (**F5**)	Reloads the contents of both files. Before reloading the contents, a Save Results dialog box opens giving you the option of saving your results first.
Postponed Opening On/Off	Specifies immediate or delayed file opening. This action is controlled with a toolbar button. With the button in the Postponed Opening Off position (not pressed), as you open a new file, the comparison is immediately performed. With toolbar button in the Postponed Opening On (pressed), the comparison is delayed until this toolbar button turns it on.
Swap Panes	Swaps the left and right panes.
Switch Comparison Modes	Opens the panes in a two-way or three-way horizontal, vertical, or mixed layout. A three-way layout enables you to have a third pane between the two files you're comparing, in which you can merge the two files into a common base version. When you are in a three-way merge layout, you have additional toolbar actions available for automatically merging the two files into a final base version of the file. See **Common Parts Auto Merge**, **Full Auto Merge**, and **Highlight Changes** in this table.
Generate a Report	Opens the **Report** dialog box where you can select a report name, output type. and report transformer to apply to the report.
Print Comparison Report	Prints the comparison report you generated using **Generate Report**.
Center/Move Splitter	Enables you to automatically center the splitter bar between the panes using a menu item, or move the splitter with the mouse to resize one of the panes.
Maximize/Minimize Panes (**Ctrl+M**)	Minimizes or maximizes the selected pane.

Action	Description
	There are also menu items for maximizing/minimizing/ restoring the upper/left or lower/right panes in a three-way comparison.

These actions are specific to file and folder comparisons and merges, and correspond to buttons on the toolbar.

Action	Description
Copy	Copies the selected text or files/folders to the left or right pane, or to the base pane in a three-way comparison. Copied filed or folders are marked with a check mark, and you are prompted to commit the changes.
	There are specific toolbar buttons for doing this, and when you hover the mouse cursor over a highlighted area, a **Copy** button also displays in the pane in the highlighted area.
Delete	Deletes the highlighted text or files/folders from the left, right, or base pane. Deleted files or folders are marked with a circle icon containing an X, and you are prompted to commit the changes.
	There are specific toolbar buttons for doing this, and when you hover the mouse cursor over a highlighted area, a **Delete** button also displays in the pane.
Move Image	Moves the image by clicking and dragging on the image when the **Move Image** toolbar button is pressed.
Append Text (**Alt+Shift+Right**)	Appends the selected text from one pane the other pane or panes. The button for appending text appears when the mouse cursor hovers over a highlighted area.
	When you hover the mouse cursor over a highlighted area, an **Append** button also displays a highlighted area of the pane.
Insert/Replace Text (**Alt+Right**)	Inserts or replaces the selected text from one pane the other pane or panes.
	When you hover the mouse cursor over a highlighted area, an **Insert** or **Replace** button also displays a highlighted area of the pane.
Find Specified Text (**Ctrl+F**)	Searches for a text string or regular expression in a text-based file. You can choose whether to use case sensitivity and whole words only.
Previous Change (**F7** or **Alt+Up**) Next Change (**F8** or **Alt+Up**)	Quickly navigates to the next or previous change in the selected pane. In addition to menu commands, there are toolbar buttons, and buttons at the bottom of each pane in the scroll bar that navigate your changes.
Go To Line (**Ctrl+G**)	Opens the **Go To Line** dialog box where you can specify the line number to go to.
Inline Differences	Displays or hides inline differences when the toolbar button is pressed. You can customize how inline differences are displayed in the File Compare/Merge Options dialog box available on the **Tools** menu.

Action	Description
Split Differences	Splits blocks of changed lines to represent inserted or deleted blocks (by default, signified by a light green color).
Highlight Changes	Used in conjunction with a three-way comparison, it prevents File Compare/Merge from automatically recalculating differences on any file modifications, and helps you see which blocks were inserted or deleted to or from the base file.
Nonconflicting Parts Auto Merge	Used in conjunction with a three-way comparison,File Compare/Merge places only the nonconflicting portions of the two compared files into the base file.
Full Auto Merge	Used in conjunction with a three-way comparison, File Compare/Merge parses the two files from top to bottom, examines the changes and automatically decides whether to keep or add each change to the final base version of the file.
Encoding	Enables you to specify a desired character encoding (codepage) for the displayed files using the **Charset Selection** dialog box.
	File Compare/Merge displays encoding information in the bottom-right corner of the **Status Bar**. You can double-click the encoding icon to open the **Charset Selection** dialog box.
Save Changes to Disk	Saves changes to your folders to disk. When you make a change to folders, the changed folder or file is marked with a check mark, an you are prompted to commit the change.
Auto Commit	Specifies immediate or deferred committing of changes to disk.
Enable/Disable Synchronized Selection	Enables automatic selection of the same file in both panes, or all panes in a three-way comparison. This is enabled by default. If turned off using the toolbar, only the file in the pane with focus is selected.
Expand/Collapse All Nodes In Tree	Expands or collapses all the nodes in the tree. These actions are available on the toolbar.
Expand Only Tree Nodes Containing Changes	Expands only tree nodes that contain changes in the folders. These actions are available on the toolbar.
Extend/Compact View	Toggles between a compact and extended view of your folder comparisons. The compact view collapses empty color blocks into single lines. The default is a compacted view.
Smart Tree Diff	Performs a smart comparison on the folders, highlighting differences such as renamed and modified components or cross-linked components.
Show/Cut Plain Differences	Enables you to see differences that conform to folder structure and file names simultaneously, with differences found by the smart comparison feature (**Smart Tree Diff**).
	This toolbar button is only available if you have enabled the smart comparison feature by pressing **Smart Tree Diff** on the toolbar.

Action	Description
	The **Show/Cut Plain Differences** button never displays on the toolbar if you have chosen to use the **Alternative Tree Diff Algorithm** on the **Smart Comparison** page for folder comparisons in the File Compare/Merge Options.
Zoom	Zooms in or out on the images being compared when clicking the plus or minus toolbar buttons.
Drag and Drop	Allows you to drag and drop content from one pane to the other. You can move or copy the content depending on whether you use the **Ctrl** key when dragging.

File Compare/Merge Keyboard Shortcuts

This table presents the keyboard shortcuts for use in File Compare/Merge.

Action	Keyboard Shortcut
New File Comparison	**Ctrl+N**
New Folder Comparison	**Ctrl+Shift+N**
New Folder Merge	**Ctrl+Shift+M**
New Image Comparison	**Ctrl+Alt+N**
Save All	**Ctrl+Shift+S**
Print	**Ctrl+P**
Undo	**Ctrl+Z**
Redo	**Ctrl+Y**
Cut	**Ctrl+X**
Copy	**Ctrl+C**
Paste	**Ctrl+V**
Find	**Ctrl+F**
Find Next	**F3**
Find Previous	**Shift+F3**
Go To Line	**Ctrl+G**
Previous Change	**F7 or Alt+Up**
Next Change	**F8 or Alt+Down**
Next Tab	**F6**
Previous Tab	**Shift+F6**
Maximize/Minimize Pane	**Ctrl+M**
Center Splitter	**Ctrl+H**
Move Splitter	**Ctrl+Shift+S**
Reload	**F5**
Open Options Dialog Box	**Ctrl+O**
Replace Text Left To Right (2–way merge)	**Alt+Right**
Replace Text Right To Left (2–way merge)	**Alt+Left**
Append Text Left To Right (2–way merge)	**Alt+Shift+Right**
Append Text Right To Left (2–way merge)	**Alt+Shift+Left**
Delete Text in Left Pane (2–way merge)	**Alt+Ctrl+Left**
Delete Text in Right Pane (2–way merge)	**Alt+Ctrl+Right**
Move Text Up	**Alt+Shift+Up**
Move Text Down	**Alt+Shift+Down**
Replace Text Center To Left	**Alt+<**
Replace Text Center To Right	**Alt+>**

Action	Keyboard Shortcut
Replace Text Left To Center	**Alt+M**
Replace Text Right To Center	**Alt+/**
Append Text Left To Center	**Alt+Shift+M**
Append Text Right To Center	**Alt+Shift+/**
Append Text Center To Left	**Alt+Shift+<**
Append Text Center To Right	**Alt+Shift+>**

Applying Character Encoding to Files

By default, when you open a file in File Compare/Merge, it uses the system-dependent default encoding for the loaded file. The file character set encoding is displayed on the **Status Bar**, in two or three boxes (one for each pane). Initially, these boxes display the text **Enc:Default** when the files are opened. You can change this encoding for each file in the File Compare/Merge panes.

To apply a character encoding to a file

1. Click the Character set encoding box on the File Compare/Merge **Status Bar** that corresponds to the pane containing the file you want to change.

   This opens the **Charset Selection** dialog box which displays a list of character sets.

2. Select the desired character set from the list.

   If you selected a valid character set, the file immediately switches to that character set.

3. Close the **Charset Selection** dialog box.

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