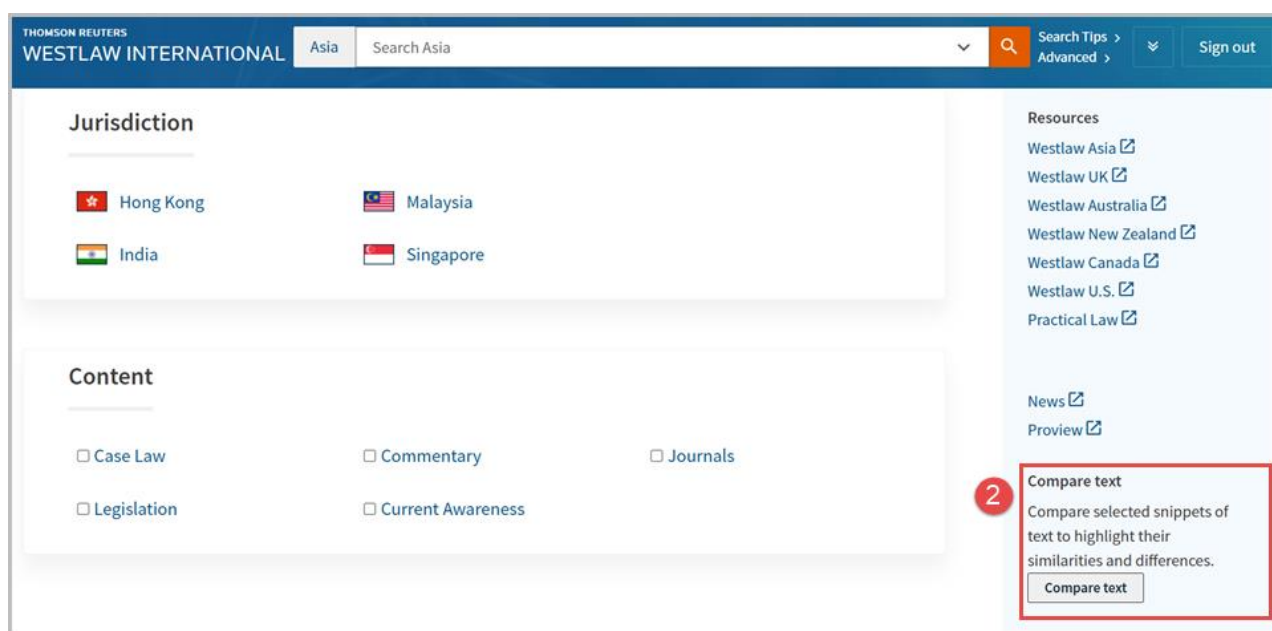
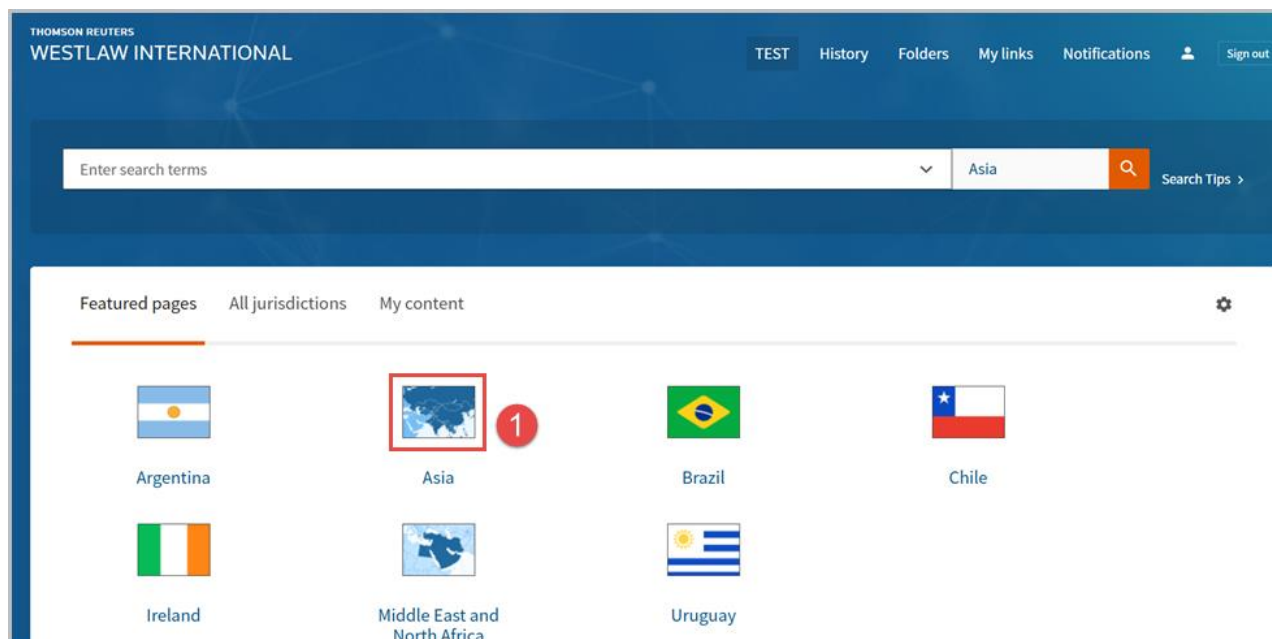


Compare Text Tool

This guide explains how the Compare Text tool on Westlaw International (Asia) enables you to compare two snippets of text to identify their similarities and differences.

Accessing the Compare Text Tool

1. Go to Westlaw International and select Asia.
2. Locate the **Compare Text Tool** on the right-hand side of the page.



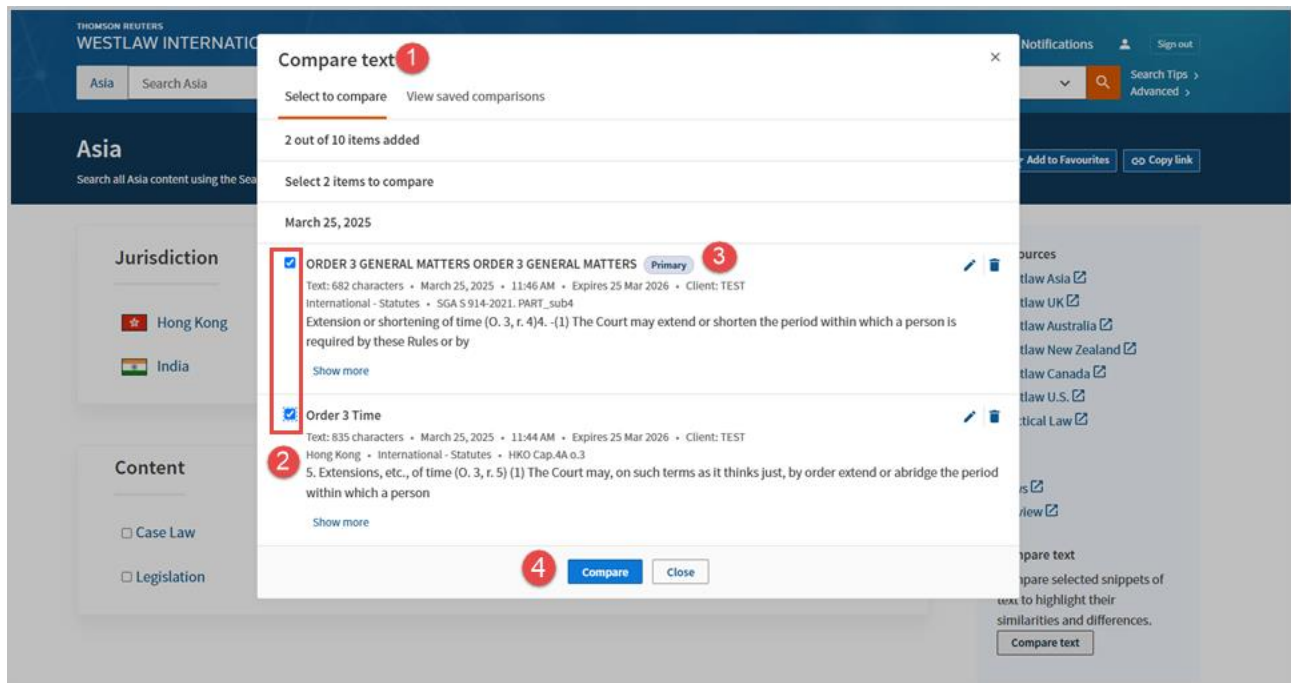
Adding Snippets to the Compare Text Tool

1. Navigate to the resource containing the text you wish to compare.
2. Highlight the desired text using your mouse cursor.
3. Click “**Add to Compare**” to add the snippet to the **Compare Text Tool**.
4. Repeat steps 1 to 3 for other text snippets you wish to compare, adding up to **ten snippets**.

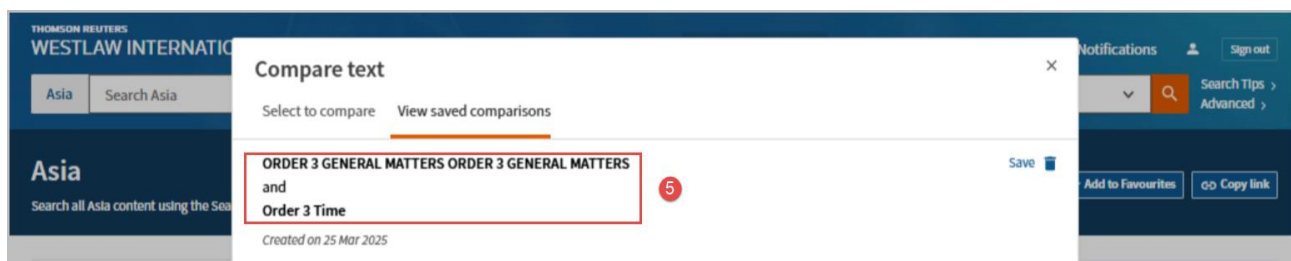
The screenshot displays the Thomson Reuters Westlaw International interface. At the top, there is a search bar with the text "Enter search terms" and a dropdown menu showing "Asia". A red circle with the number "1" is placed over the search bar. Below the search bar, the document title "Order 3 Time" is visible, followed by "HKO Cap. 4A o.3 - Hong Kong Legislation (Sweet & Maxwell) (Approx. 3 pages)". The document content is displayed in a list format, with several items highlighted in blue. A red circle with the number "2" is placed over the highlighted text "5. Extensions, etc., of time (O. 3, r. 5)". To the right of the document content, a "Selected text options" menu is open, showing options such as "Save to Folder", "Add a Note", "Highlight", "Copy", and "Add to Compare". A red circle with the number "3" is placed over the "Add to Compare" option. The "Add to Compare" option is highlighted with a red box.

Comparing Snippets in the Compare Text Tool

1. Access the Compare Text Tool once your snippets are added.
2. Select two snippets for comparison by ticking the box next to each snippet.
3. The first snippet you tick the box for will be set as the primary text for comparison.
4. Click “**Compare**” to initiate the comparison.



5. Once your comparison is ready, click on the created comparison to access it.



Reviewing Comparison Results in the Compare Text Tool

1. In the first **Compare Text** tab, view the **Side-by-Side** Comparison:
 - a. Choose to display either similarities or differences.
 - b. Change which snippets are being compared, if needed.
 - c. Options are available to email, print, or download this view.

Compare text

Side By Side View Compare View

Show similarities Show differences

Key-matching text Highlights Change selections

ORDER 3 GENERAL MATTERS ORDER 3 GENERAL MATTERS
International - Statutes • SGA S 914-2021. PART_sub4
18 matches found

Order 3 Time
International - Statutes • HKO Cap.4A o.3
18 matches found

Extension or shortening of time (O. 3, r. 4) (1) The Court may extend or shorten the period within which a person is required by these Rules or by any judgment, order or direction, to do any act in any proceedings. (2) Unless these Rules otherwise provide, the Court may extend the period mentioned in paragraph (1) whether the application for extension is made before or after the expiration of that period. (3) The period within which a person is required by these rules, or by any order, to serve, file or amend any pleading or other document may be extended once by consent in writing for a maximum period of 14 days without an order of the Court being made for that purpose.

5. Extensions, etc., of time (O. 3, r. 5) (1) The Court may, on such terms as it thinks just, by order extend or abridge the period within which a person is required or authorized by these rules, or by any judgment, order or direction, to do any act in any proceedings. (2) The Court may extend any such period as is referred to in paragraph (1) although the application for extension is not made until after the expiration of that period. (3) The period within which a person is required by these rules, or by any order or direction, to serve, file or amend any pleading or other document may be extended by consent (given in writing) without an order of the Court being made for that purpose. (4) In this rule references to the Court shall be construed as including references to the Court of Appeal and a single judge of that Court.

Save Close

2. In the second **Compare Text** tab, view the **Detailed Comparison**:
 - a. Navigate through each difference, noting deletions (marked in red) and additions (highlighted in green).
 - b. Invert the primary comparative snippet, if required.
 - c. Change which snippets are being compared, if needed.
 - d. Options are available to email, print, or download this detailed comparison.

Compare text

Side By Side View Compare View

29 differences found 12 deletions - 17 additions

Key-deleted text added text Highlights Change selections

ORDER 3 GENERAL MATTERS ORDER 3 GENERAL MATTERS Primary
International - Statutes • SGA S 914-2021. PART_sub4

Order 3 Time
International - Statutes • HKO Cap.4A o.3

Extension or shortening of time (O. 3, r. 4)

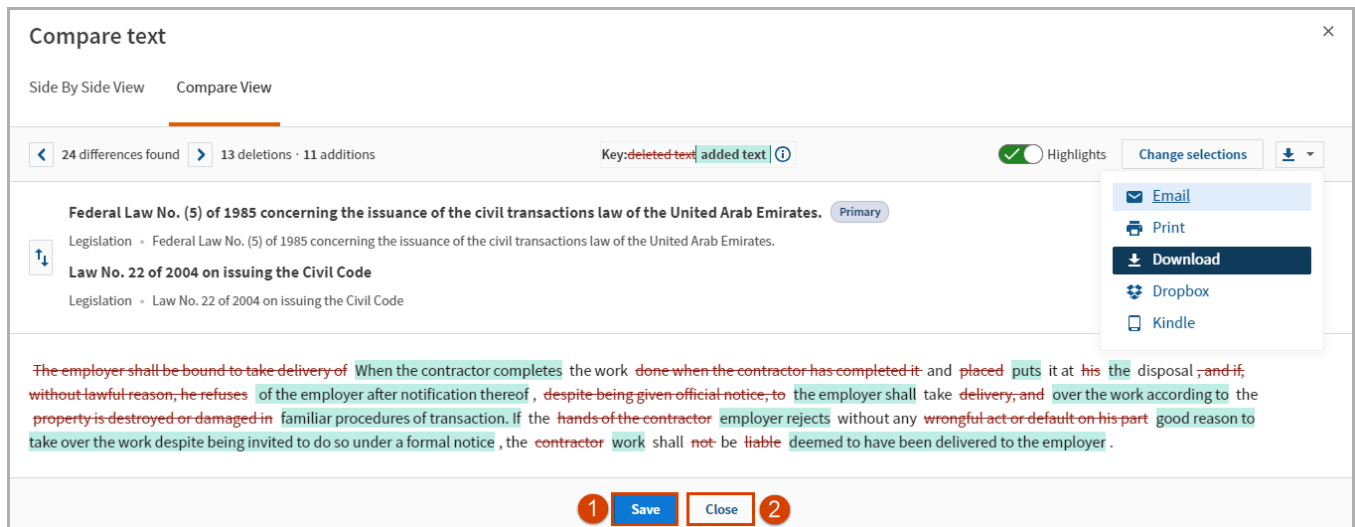
4 5. - Extensions, etc., of time (O. 3, r. 5) (1) The Court may, on such terms as it thinks just, by order extend or shorten abridge the period within which a person is required or authorized by these Rules rules, or by any judgment, order or direction, to do any act in any proceedings. (2) unless these Rules otherwise provide, the The Court may extend the any such period mentioned as is referred to in paragraph (1) whether although the application for extension is not made before or until after the expiration of that period. (3) The period within which a person is required by these rules, or by any order or direction, to serve, file or amend any pleading or other document may be extended once by consent (given in writing for a maximum period of 14 days) without an order of the Court being made for that purpose. (4) In this rule references to the Court shall be construed as including references to the Court of Appeal and a single judge of that Court.

Save Close

Email Print Download Dropbox Kindle

Saving and Closing

1. Before closing the Tool, click “Save” to store the comparison in your saved comparisons, if required. Saved comparisons can be accessed later from the second tab within the Compare Text Tool.
2. Click “Close” to exit the Compare Text Tool.



Looking for more information?

To sign into Westlaw International – Asia, visit global.westlaw.com

Research assistance or to request training, email Asia.trainers@thomsonreuters.com

Training materials, visit <https://support.thomsonreuters.hk/>