

Document Management: iRedline Version 02

I think I finally found a credible alternative to WorkShare's DeltaView redlining program: iRedline from Esquire Innovations. iRedline doesn't have quite as many fancy features as DeltaView, can't be installed with older versions of Microsoft Word and isn't quite as fast. But unlike some redlining programs, iRedline retains your Word document's original formatting. This is a must for any useful redlining program. In addition, iRedline works within Word and allows you to accept or reject changes.

The iRedline toolbar is displayed after you install iRedline and restart Word. After opening the latest draft of a document, you can run iRedline from its toolbar and select an earlier draft to use for the redline comparison. iRedline then runs several utilities to "condition" (i.e., clean up) your document's formatting to make sure the comparison will be complete. If you ever have used Word's "Track Changes" feature and it messed up the comparison, you will appreciate the conditioning utilities found in iRedline.

After the comparison is finished, iRedline will add the redline marks to your document. From the toolbar, you can jump to "Next Change" or "Previous Change." When a change is displayed, you can accept or reject it, just like Word's Track Changes feature.

You also can accept or reject all changes in a redlined document or just those changes currently shown. There are toolbar buttons to "Undo" or "Redo" a change. You can toggle the display of changes on or off. If needed, you can mark text to be ignored during the comparison.

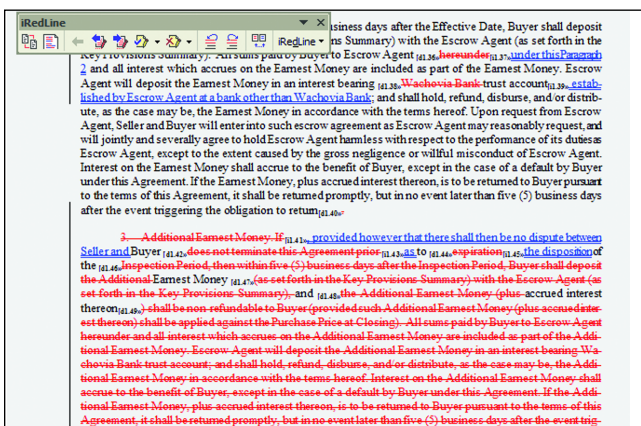
iRedline also will generate a "Changes Report" at the end of your document. You can create or remove the Report from the toolbar. iRedline allows you to print only pages with changes, so you won't waste paper.

You can create "schemes" to configure iRedline's redlining options. These can be firm-wide or personal schemes. However, because iRedline works within Word, in some cases you are limited to the features available in Word — not counting options for reporting document conditioning and tagging text. Nevertheless, there still are a variety of options available. For example, you can change the font formatting used for inserted or deleted text by making selections from Word's font menu.

One nice feature not available in many redlining programs is the ability to substitute a character, such as a caret, for deleted text. You also can choose to save redlined documents in Word, extensible markup language, HTML or Rich Text Format. iRedline also will insert "change numbers" before and after each change, allowing you to refer to changes by their numbers when reviewing the redline document. Another option is "Apply Metasealant," which locks your document from further edits, even when it can be opened, viewed and printed.

For generating the "Changes Report," you can select the location of the report, whether at the beginning or end of your redlined document, or in a separate document. There are checkboxes to display or not display source files, scheme sources, scheme definitions, statistics, report date and report time. The report also can have hyperlinks to changes within the redlined document.

The "Conditioning" options can be configured in each scheme as well. If you



After opening the latest draft of a document, you can run iRedline and select an earlier draft for comparison.

are working with properly formatted Word documents (meaning styles are used throughout and there is little direct formatting), then your documents won't need as much conditioning. Comparisons run faster if the "Conditioning" options are turned off.

While iRedline is a great redlining program, it's not very fast. It took more than five minutes to complete the comparison of a lengthy lease. Speed can be improved by turning off some of the conditioning options.

iRedline also doesn't flag moved text separately. Like Word's "Track Changes," moved text is flagged as just a regular deletion and insertion. Table changes also are not flagged.

Still, I am impressed with iRedline. It provides just the features you need to generate a comprehensive redlined document. **LOC**

Reviewed by Richard C. Belthoff Jr., vice president and assistant general counsel for the Wachovia Corporation in Charlotte, N.C.

Closing Argument

Pros: Creates accurate redlined Microsoft Word documents using Word's native "Track Changes" feature, while retaining the original formatting of the compared document.

Cons: Compares long documents in minutes rather than seconds. It doesn't work with versions of Word prior to Word XP.

Verdict: I recommend it. It's accurate, quick and reasonably priced.

iRedline version 02
Esquire Innovations Inc.
www.esqinc.com

(951) 506-5641

Price: Starts at \$100 per seat
for volume pricing.
Windows 98/ME/NT
4.0/2000/XP/2003.