

# Using Track Changes

## What are Track Changes?

Track Changes is a feature that lets you highlight your changes while editing a document. You can save your Track Changes so other people can accept or reject the Tracked Changes.

## How to Turn on Track Changes

1. Open the document you want to edit.
2. Go to the "Review" Tab.
3. Toggle "Track Changes" to ON by clicking on it.
4. Now any changes you make to the document will be marked up.

## How to Save Track Changes

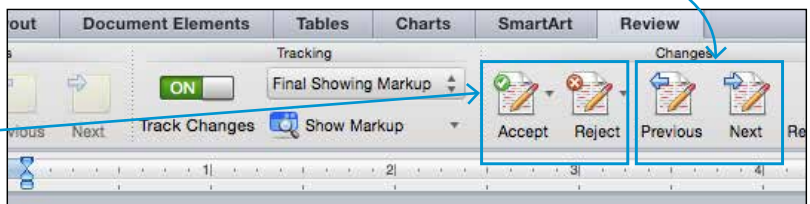
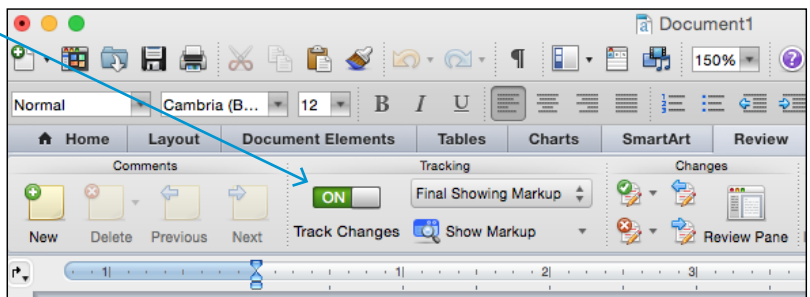
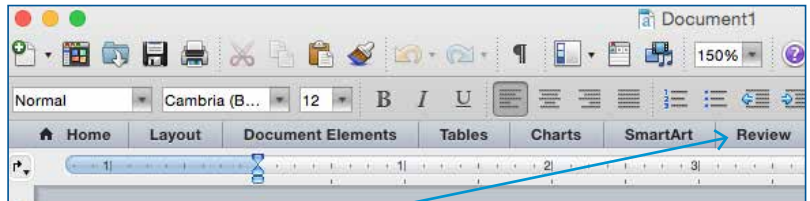
Save your file with track changes the same way you would any other file: Hit Save before closing the file.

## How to Accept or Reject Changes

1. Go to the "Review" Tab.
2. Click on "Previous" or "Next" to go over each change.
3. Then click "Accept" or "Reject."

## How to Turn off Track Changes

In the "Review" Tab, toggle "Track Changes" to OFF.



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