

How to use Track Changes in Google Docs

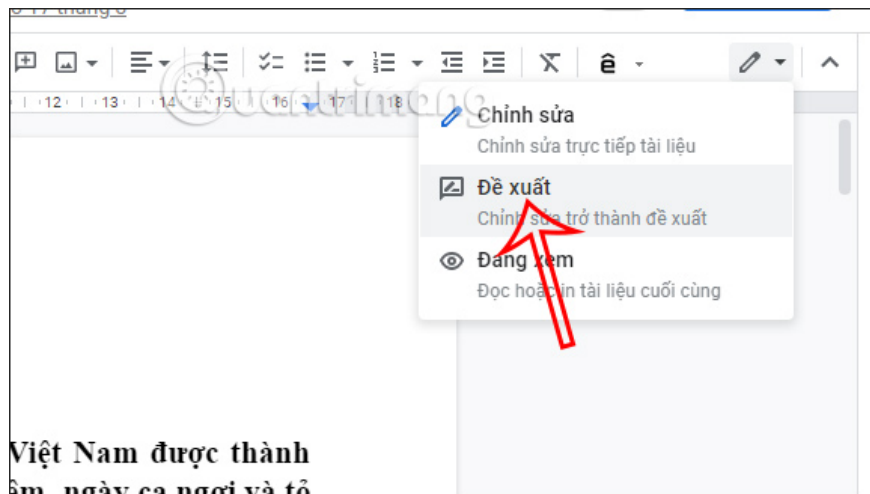
The Track Changes tool in Google Docs also shows users what content has changed throughout the document.

Track Changes in Google Docs is similar to the Track Changes feature in Word or Track Changes in Excel. The Track Changes tool in Google Docs also lets users know what content has changed in the entire document, so you can manage the edited content in more detail. Below is the complete guide on how to use Track Changes in Google Docs.

How to enable Track Changes in Google Docs

The Track Changes tool in Google Docs is called Suggesting. We're going to turn on Suggesting in Google Docs.

In the Google Docs interface, you are in the default Edit mode. Click **the pen icon** and select **Suggest mode** .



The Google Docs document will now switch to suggestion mode. Now you can edit or enter content in Google Docs as usual.

Deleted content will have a **blue dash** , **newly added content** will have **blue text** . Old content in the document that has not changed will remain black.

tình yêu, sự biết ơn vô bờ đối với mẹ, để mẹ biết, với con
biết nhường nào.

Tình mẹ ~~bao la vô bờ và~~ **mãi mãi** tình yêu, sự biết ơn
mẹ cũng không thể ~~nói~~ **nói** hết bằng lời. ~~Đem~~ **Đem** văn nghệ

20-10 xin được kết thúc tại đây. Lời cuối cho phép T
thùy xin kính gửi tới những người bà, người mẹ, người
ân sâu sắc, chúc các bà, các mẹ và các chị sức khỏe, trẻ
và hạnh phúc.

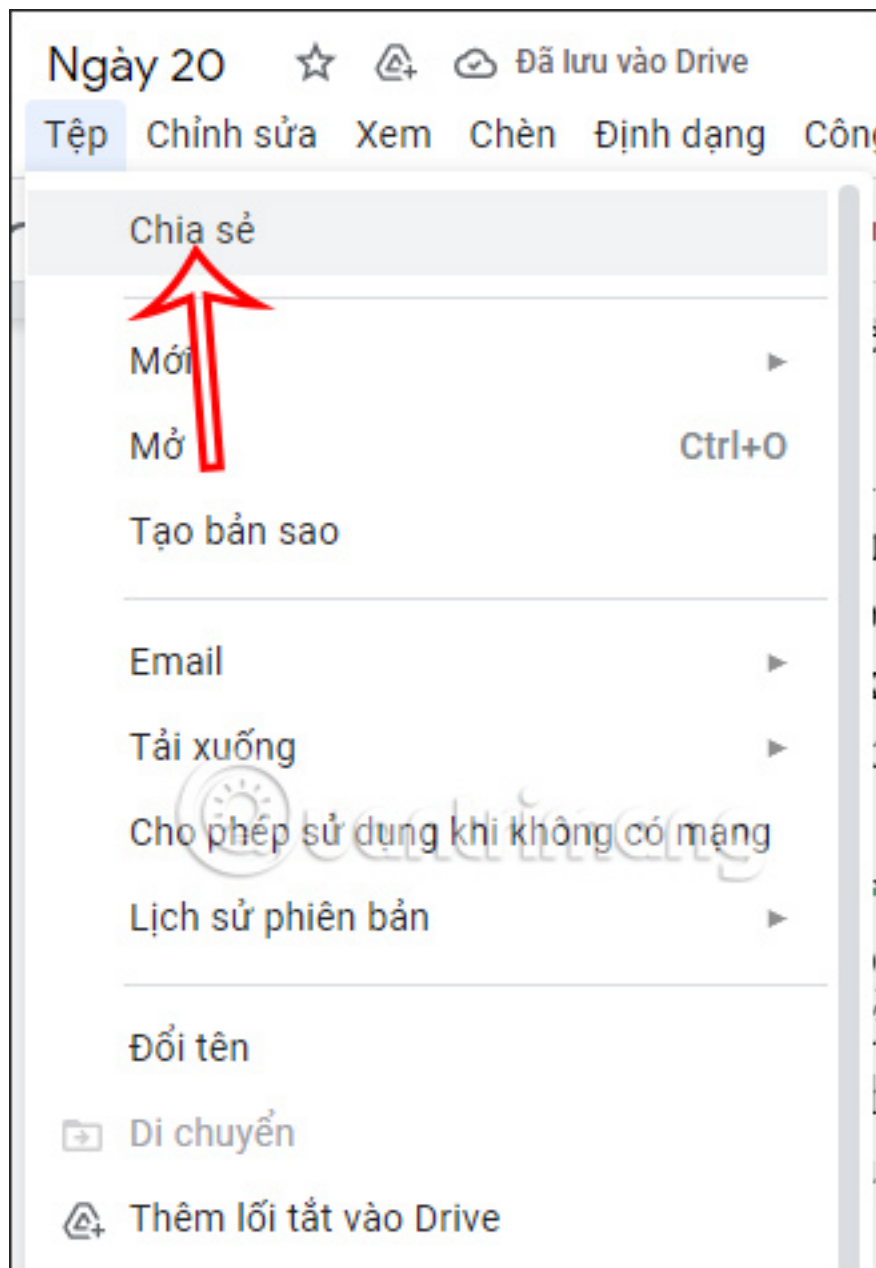


How to use Track Changes in Docs when sharing documents

When you share a document for others to edit together in Docs, editing notifications will also appear when participants make edits.

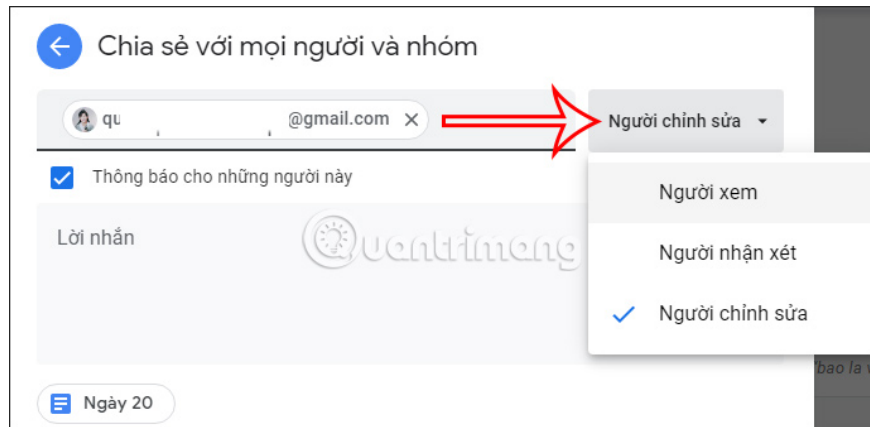
Step 1:

First, the user clicks on **the File item** and then selects **Share** below to select the mode of inviting others to participate in editing the document.



Step 2:

Now display the interface for users **to enter the email address you want to invite them to edit the document** . In the sharing mode for the document, you choose to enter the editing mode so that they also have the right to change the document content.

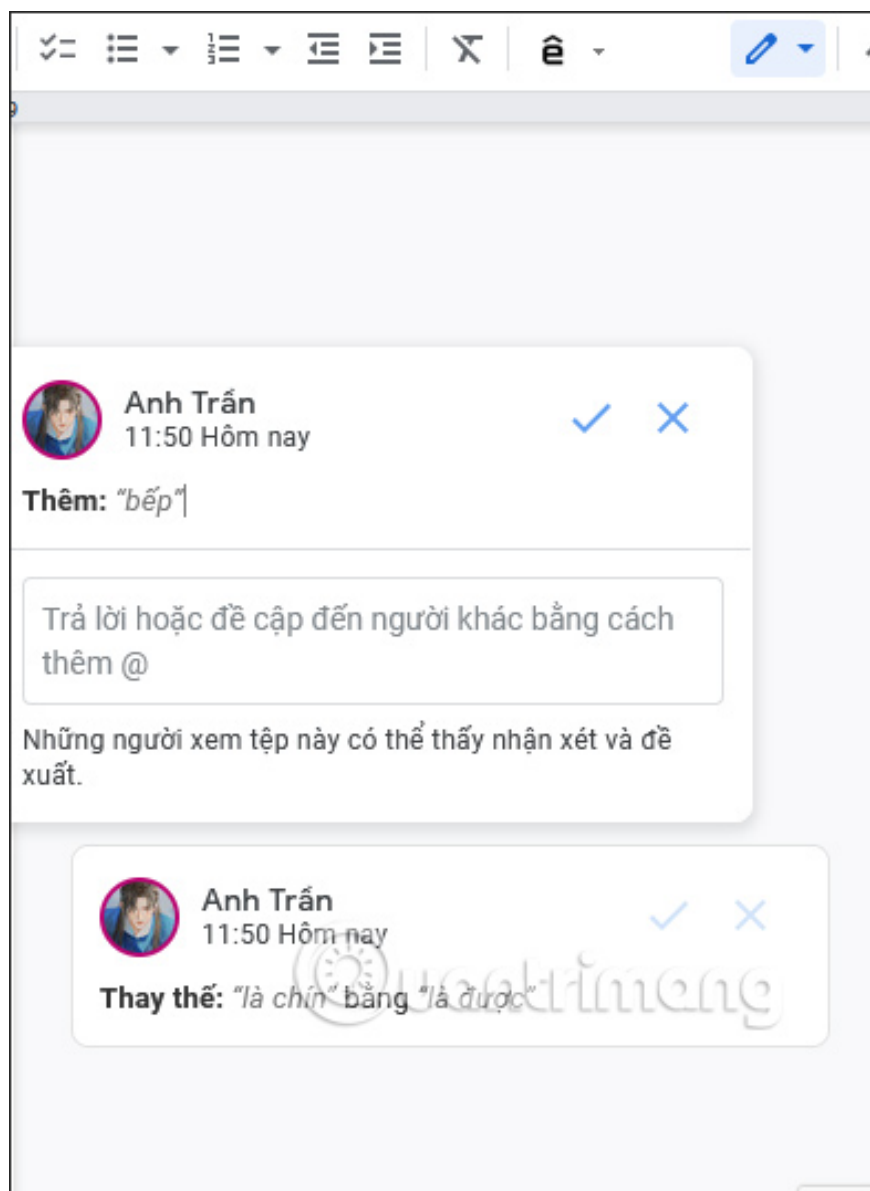


Step 3:

Next, the participant receives an invitation to edit in an email. They will edit the content of the Google Docs document, and you will also see the content that they changed.

During the editing process, we will see the replaced content. If you want to **accept the editing suggestion**, click **the check mark** or **X** to remove this editing suggestion and keep the old content of the document.

You can also tap on that change notification to open the tag name interface if needed.



Through this edit notification interface, everyone participating in the Google Docs document will clearly understand what the edit content is.

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