How do I suggest/track changes in a Google Doc?

Tell Me

1. Google Docs calls the track changes option **Suggesting**. If you have editing permissions to a Google Doc, you are able to suggest changes that can be accepted or rejected.
2. Open the Doc you wish to suggest edits for.
3. Click the **Editing** button in the top right of the tool bar.

![Image of Google Doc with Suggesting option highlighted](image)

4. Select the **Suggesting** option and you will see it turn green.

![Image of Suggesting option highlighted](image)

5. Any changes you make will be marked and linked to comment bubbles on the right side of the document.

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**Note**
There is no option to accept all suggestions, they must be accepted or rejected individually.

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Related FAQs

- How can I protect a sheet/range in Google Sheets?
- How can I change the owner of a Google Doc/Sheet/Slide?
- How do I use enabled Google Docs/Sheets Add-ons?
- How do I suggest/track changes in a Google Doc?
- How do I share a Google Doc/Sheet/Slide?