



How to Toggle Change Aware

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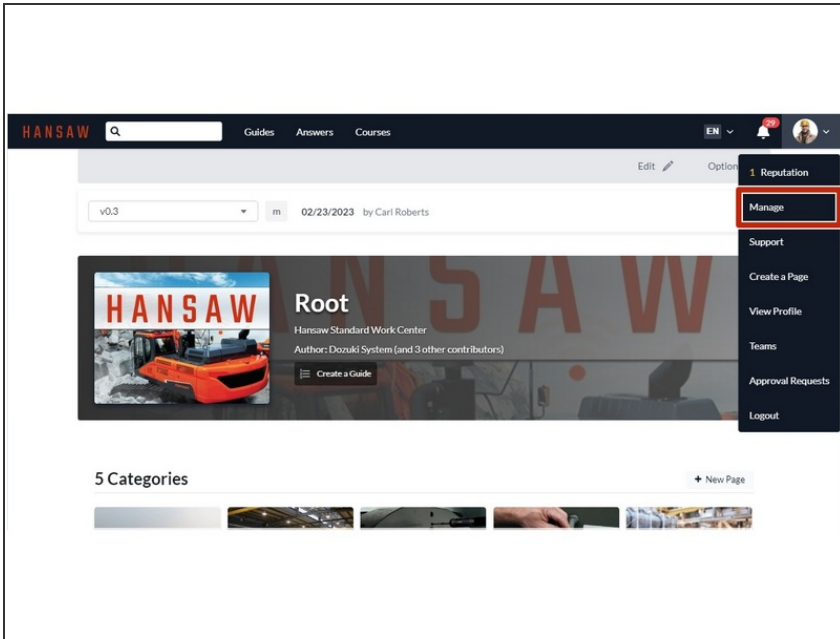
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INTRODUCTION

The **Change Aware** feature can be toggled on and off both site-wide, and for individual guides. A site-wide toggle allows for admins to make a binary decision on whether Change Aware should be enabled or disabled on *most* guides, while the individual toggle option still allows for exceptions.

Step 1 — How to Enable or Disable Change Aware Site-wide



- Click on the User drop-down menu.
- Click **Manage** to open the Management Console.
- ① **Configuration > General** opens by default.

Step 2

Guides

Default guide conclusion	No Value Set	Edit
Automatic guide titles	Automatic generation of guide titles is enabled	Edit
Guide types	<ul style="list-style-type: none">• Replacement• Installation• Repair• Disassembly• Maintenance• Troubleshooting• How-to	Edit
Customize Work Order Label	Work Order #	Edit
Show Data Capture Fields In Guide PDF	Data Capture fields will not be included in a Guide PDF	Edit
Maximum video length	30 seconds	Edit
Automatic Video Looping	Automatic looping of videos is disabled	Edit
Change Aware	Change Aware is enabled	Edit
Default Guide Privacy	Guide privacy will default to private	Edit

Change Aware

☒ Change Aware is **enabled** by default for new guides. ⓘ

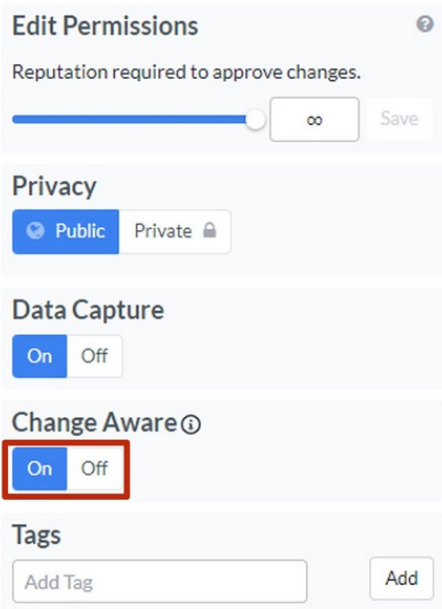
Cancel

Save

- Scroll down to **Guides**.
- Click **Edit** on **Change Aware** to expand the Change Aware submenu.
- Click the checkbox to enable or disable Change Aware for all guides.

☒ This affects both new and existing guides as a site default, although the setting can be toggled for individual guides (Step 3).
- Click [Save](#) to finalize.

Step 3 — How to Enable or Disable Change Aware on an Individual Guide



The screenshot shows the 'Edit Permissions' interface for a guide. It includes several sections: 'Reputation required to approve changes.' with a slider and a 'Save' button; 'Privacy' with 'Public' and 'Private' toggle buttons; 'Data Capture' with 'On' and 'Off' toggle buttons; 'Change Aware' with 'On' and 'Off' toggle buttons, where the 'On' button is highlighted with a red box; and 'Tags' with an 'Add Tag' input field and an 'Add' button.

- On a guide's reference view, click **Edit**, or if editing, click the **Introduction** tab.
 - Click on the **On/Off** toggle under **Change Aware** on the right side of the page to enable or disable Change Aware for that guide.
- ❗ Although the sitewide toggle is only available to admins, anyone with authoring privileges can toggle Change Aware on an individual guide.
- ★ Change Aware is not subject to version control, so toggling it on or off will not create a new draft of the Guide.