# Edit Text and Save or Publish

Use this function to save the current edits and continue later. Without Save or Publish Text Edits permission, you cannot save edits and only have the option to complete the deficiency.

1. Access (process) a signature deficiency in the viewer.
2. Edit the document as needed.
3. Click **Save**.
4. Depending on your permissions, one of the following occurs:

<table>
<thead>
<tr>
<th>If you have this permission</th>
<th>When you click Save...</th>
</tr>
</thead>
</table>
| **Save** Text Edits only    | • The edits are saved to a temporary copy of the document, and *only the user* can see the changes until the deficiency is completed.  
• The document is locked so other users cannot make changes.  
• The deficiency status becomes *In Process*, indicated by a pencil icon on the deficiency grid.  
• The viewer remains on the current deficiency.  
• If you click Complete to complete the deficiency, the edit becomes permanent and all users with access to the document can see the changes. |
| Publish Text Edits only     | • The current edits are saved to the document and all users with access to the document can see the changes immediately.  
• The viewer displays the next deficiency in the list.  
• You must access the deficiency again to complete it. |
| Both **Save** Text Edits and **Publish** Text Edits | • The Publish Text Edits dialog box opens with the option to Save or Publish.  
  • **Save Private Copy** is the same as Save Text Edits only  
  • **Publish Edits** is same as Publish Text Edits only |