

**Track Changes in Word: Quick Start Guide**

**1. Turn on Track Changes**

Go to the Review tab and click 'Track Changes'. It will highlight to show it's active. Any edits will now be tracked.

**2. Switch to Simple Markup**

In the Review tab, choose 'Simple Markup' from the 'Display for Review' menu. This keeps the view clean while showing changes with a red margin line.

**3. Make Edits**

Try typing, deleting, or correcting text. Word marks every change but keeps it subtle in Simple Markup.

**4. Add a Comment**

Highlight the text, go to Review > New Comment, and type your note in the comment box.

**5. Edit/Delete a Comment**

Click inside the comment box to edit it. Right-click and choose 'Delete Comment' to remove it.

**6. View All Markup**

Change 'Display for Review' to 'All Markup' to see all edits and comments in full. This can be visually cluttered.

**7. Return to Simple Markup**

Click the grey vertical line in the margin to toggle back to Simple Markup for a cleaner view.