HOW TO USE TRACK CHANGES

in Microsoft Word

2026

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PREPARED BY:

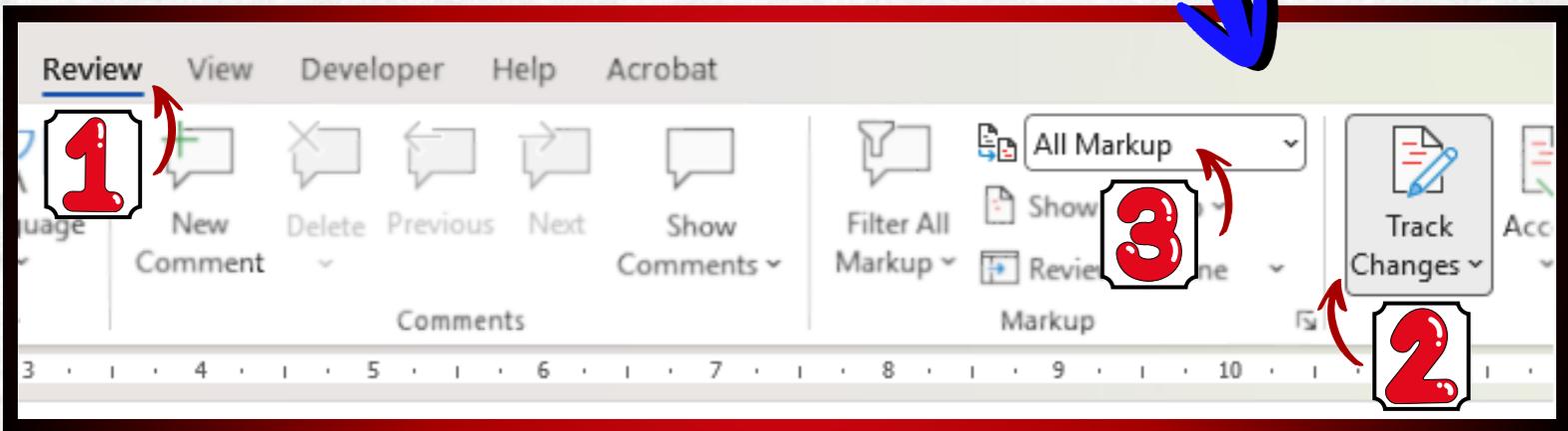Mark Clemmensen, RSW
Founder - Registered Specification Writer

HOW TO USE TRACK CHANGES
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Turning On Track Changes:

1. Open the Review tab in the top menu
2. Click Track Changes.
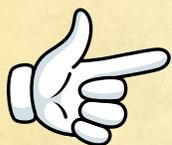3. Ensure that All Markup is selected.

Once enabled, Word will automatically record all edits including:

- Inserted text
- deleted text
- formatting changes
- comments

These edits will appear in the document as marked revisions.

BEST PRACTICE WHEN REVIEWING DOCUMENTS

Keep Track Changes turned on at **all times** while editing/reviewing.

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