



To display hidden notes:

Word 2003 (or later):

Tools
Options
View
Hidden Text

Word 2007:

Click on Office Logo (upper left corner)
Click on Word Options (bottom right)
Left Menu – Click on Display
Under “Always Show These”, select Hidden Text

Word for Mac 2004:

On Word Menu, click Preferences
Click View
Under Nonprinting characters, select “Hidden Text”

Tip: You can also turn the All Option on or off by clicking Show / Hide symbol on the menu bar paragraph symbol.