



To display hidden notes:

Word 2007:

1. Click on Office logo (upper left corner);
2. Click on Word Options (bottom right);
3. Left menu, click on Display;
4. Under "Always show these"
5. select "Hidden Text"

Word 2010:

1. Display the File tab of the
2. ribbon.;
3. Click Options;
4. Left menu, click on Display;
5. Under "Always show these"
6. select "Hidden Text"

Word 2013/2016:

1. On the Word Menu click "File"
2. Click "Options"
3. Click "Display" in the side panel
4. Check off "hidden text"
5. "Ok"

Tip: You can also turn the All option on or off by clicking "Show all formatting marks".