

Hidden Text in Microsoft Word 2003

Hiding Text

1. Highlight the text to be hidden
2. Select *Format* from the menu bar, then select *Font*
3. On the "Font" tab, under "Effects", check the *Hidden* box
4. Press *Ok*

Note: The text may still be visible. If a dotted line appears under the text to be hidden, it means it is hidden however Word is set to display hidden text.

Displaying Hidden Text

There are two ways to view hidden text without un-hiding it. The first is to display all formatting marks. The second method is to display only hidden text.

Displaying all formatting marks

Press *Control*, *Shift*, and * together to turn formatting marks on
Press *Control*, *Shift*, and * again to turn formatting marks off

Displaying only hidden text

1. Select *Tools* from the menu bar, then select *Options*
2. On the "View" tab, under "Formatting marks", check the *Hidden text* box
3. Press *Ok*

Note: When using these options the text is still hidden, but is temporally viewable by the current user.

Un-hiding Hidden Text

1. Select *Format* from the menu bar, then select *Font*
2. On the "Font" tab, under "Effects", uncheck the *Hidden* box
3. Press *Ok*