



**To display hidden notes:**

**Word 2003 (or earlier):** "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 2010:** Display the File tab of the ribbon;  
Click Options;  
Left menu, click on Display, Under "Always show these" select "Hidden Text"

**Word Mac 2004:** On the Word menu, click Preferences, and then click View.  
Under Nonprinting characters, select the check boxes next to "Hidden Text".  
Tip: You can also turn the All option on or off by clicking Show/Hide symbol on the menu bar paragraph symbol.