



NILES FENCE & SECURITY PRODUCTS

Directions on how do display hidden notes in a word document

Word 2003 or earlier:

Select the following in order –

Tools
Options
View
Hidden Text

Word 2007:

Select the following in order –

Office logo (upper left corner)
Word options (bottom right)
In the left menu – select Display
Under “always show these” – select Hidden Text

Word 2010:

Select the following in order -

Display the File tab of the ribbon
Select Options
In the left menu – select Display
Under “always show these” – select Hidden Text

Word Mac 2004:

Select the following in order –

Tip: You can also turn the “All” option on or off by choosing the Show/Hide symbol on the menu bar paragraph symbol

On the Word menu, choose Preferences
Next, choose View
Under Nonprinting characters – select the check boxes next to Hidden Text