

How to Display Hidden Notes to Specifier

MICROSOFT WORD 2013 (or newer)	Click the "File" menu option in the upper left hand corner; Click "Options"; select "Display" to show display options; check/toggle Hidden Text; If desired, check/toggle for printing hidden text; Click "Ok"
MICROSOFT WORD 2010	Click the "File" menu option in the upper left hand corner; Click "Options"; select "Display" to show display options; check/toggle Hidden Text; If desired, check/toggle for printing hidden text; Click "Ok"
MICROSOFT 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"
MICROSOFT WORD 2003 (or earlier)	"Tools" "Options" "View" "Hidden Text"
MICROSOFT WORD FOR MAC	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.