

Application: Word – Hidden Text

When the text is assigned the Hidden format, it will be displayed on the screen marked with a dotted line underneath it. You can then choose to hide or display the text in the document. Hidden text will not appear when the document is printed unless you specify that it should be.

Tip: Remember this should not be used as a “security” measure as it is easy to turn Hidden Text on and off.

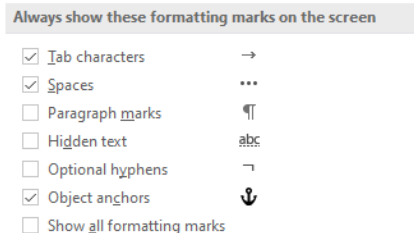
Assigning Hidden Text

1. Select **Home > Font Group > Font Dialog Launcher** or press **CTRL+SHIFT+F** to access the Font Dialog Box.
2. Select the **Hidden** check box and click on **OK**.

Displaying Hidden Text

Hidden text will be displayed when you turn the Show/Hide option on if you have selected to do so in Word Options.

3. Select **File > Options > Display > Hidden Text**.



Tip: You can choose other formatting marks to display.

4. To show or hide the formatting marks click on **Show/Hide** on the Paragraph group on the Home Tab to display or hide the options set in Display.

Printing Hidden Text

Hidden text will only be printed when you turn the Show/Hide option on if you have specified to do so in Word Options.

1. Select **File > Options > Display > Print Hidden Text**.

