



**To display hidden notes:**

<b>Word 2003 (or earlier):</b>	"Tools" "Options" "View" "Hidden Text"
--------------------------------	-------------------------------------------------

<b>Word 2007:</b>	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"
-------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Word Mac 2004:</b>	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.
-----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------