



To display hidden notes:

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| 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. |