How to hide and unhide text in a Word 07/10 document

A. To Hide:
   1. In your document, highlight the text you want to hide.
   2. On the **Home** tab, click the **Dialog Box Launcher** (small icon with an arrow) in the right corner of the **Font** group to open the Font dialog box.
   3. In the Font dialog box, put a check mark in the Hidden box and click OK. The text is hidden now.
B. To Unhide:

1. Highlight the entire document text (click CTRL+A or Select All button)
2. Click the Font Dialog Box Launcher. In the Font dialog box, the Hidden check box is fully green.

3. Click the green box to turn green into a check mark and click the check mark again to remove it. Click OK. The text is visible now.