

MSWORD FORMATTING MARKS

On the Tools menu, click Options, and then click the View tab.

Under Formatting marks, select the check boxes next to the characters you want to display. Tip To display all formatting marks, select the All check box instead of selecting each individual check box. You can also turn the All option on or off by clicking Show/Hide

MSWorks Formatting Marks (Non-Printing Characters)

Click View and select ALL CHARACTERS

You can also view non-printing characters by clicking **Show All** on the **Standard** toolbar.

Revised 6/16/2009 JMM