

HIDE TEXT FOR PRINTING

If parts of your WordPerfect or Word documents are for your reference only, and you'd rather not print them when distributing the document to others, you can easily hide this text by using the Hidden Font attribute.

1. Before you begin, save your document (we'll explain why in a minute).
2. Then, to hide a section of text, select it and choose Format, Font from the menu, mark the Hidden check box, and click OK.
3. The text should disappear from the document body. (If you still see the text, click the View menu and make sure the item Hidden Text does not have a checkmark next to it. If it does, deselect this.) Repeat to hide the remaining sections of text. When you've hidden all the text you want to, print the document.

To revert your document to its original form, simply close it without saving it. Sneaky! Sneaky!

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