



☰ Tips & Tricks for Excel
(/documents/excel.html)

☰ Tips & Tricks for Word
(/documents/word.html)

☰ Tips & Tricks for Outlook
(/documents/outlook.html)

How To Show Or Hide All Hidden Text Quickly In Word?

How to quickly show the hidden text just in case you forget they are actually in document?

Hide text in word

Show all hidden text in Word

Toggle to show or hide all hidden text in Word

Permanently show or hide all hidden text in Word

Show or hide all hidden text in printouts

Show or hide hidden text with Kutools

Recommended Productivity Tools For Word

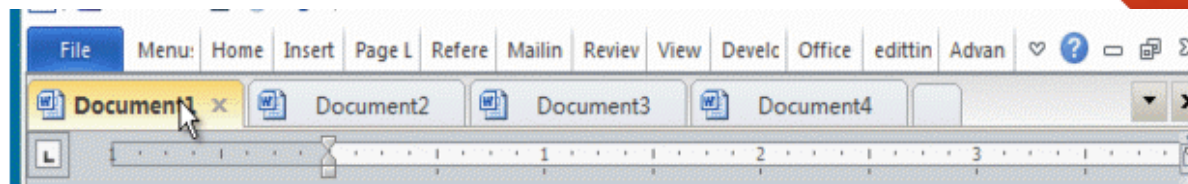
Office Tab: Bring Tabbed Editing And Browsing To Office, Just Like Chrome, Firefox, New Internet Explorer.
(/product/office-tab.html)

30-day Unlimited Free Trial (<https://download.extendoffice.com/downloads/SetupOfficeTabEnterprise.exe>)

Kutools For Word: Add 100 New Advanced Features Into Word 2003, 2007, 2010, 2013, 2016 And 2019 (Include 365).
(/product/kutools-for-word.html) Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

60-day Unlimited Free Trial (<https://download.extendoffice.com/downloads/WordKutools.exe>)

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)



[\(/product/office-tab.html\)](http://product.office-tab.html)

Read more ([/product/office-tab.html](http://product.office-tab.html)) **Free download** (<https://download.extendoffice.com/downloads/SetupOfficeTab.exe>)

➡ Hide Text In Word

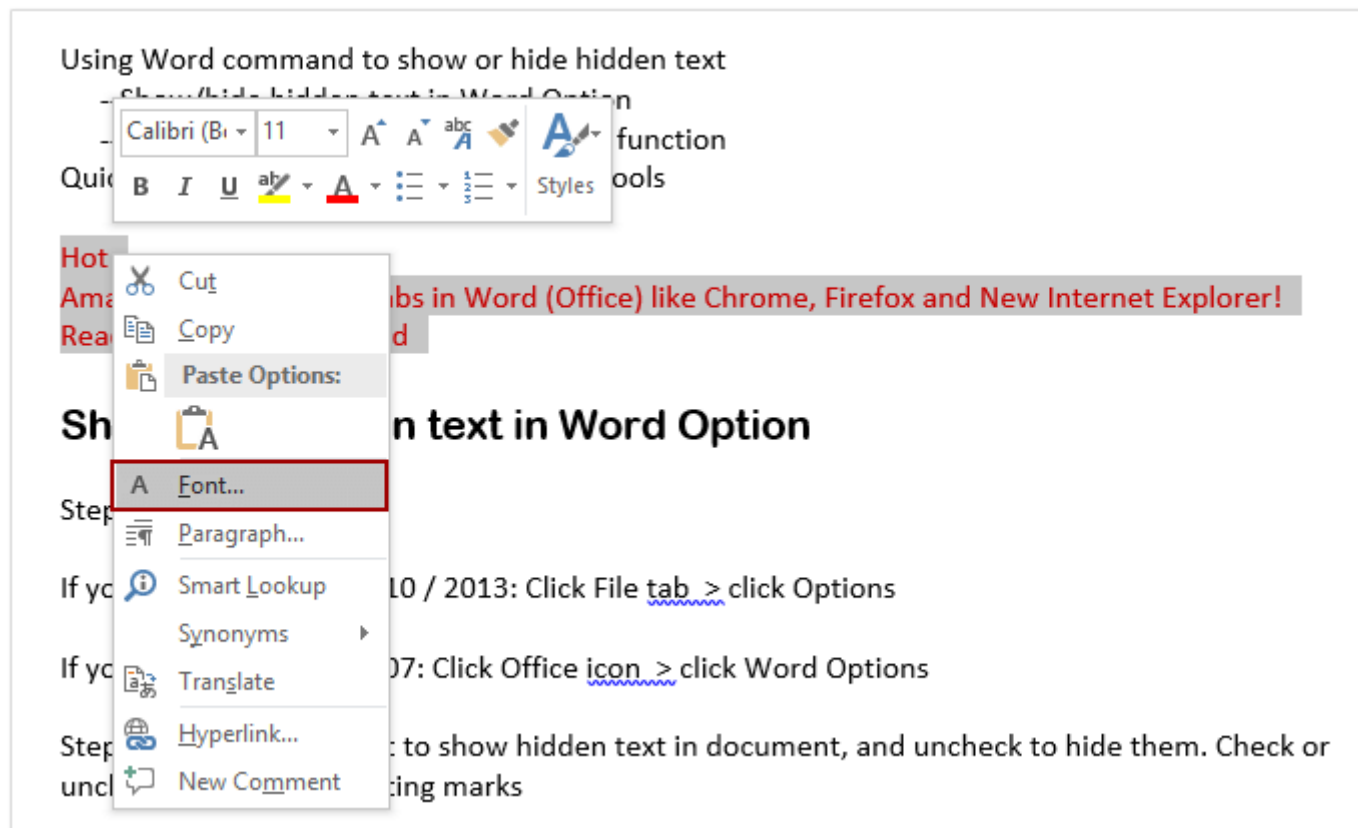
This method will guide you to hide a slice of text in a Word document. Please do as follow:

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

1. In the Word document, select the slice of text you will hide, right click, and select **Font** from the context menu. See screenshot:

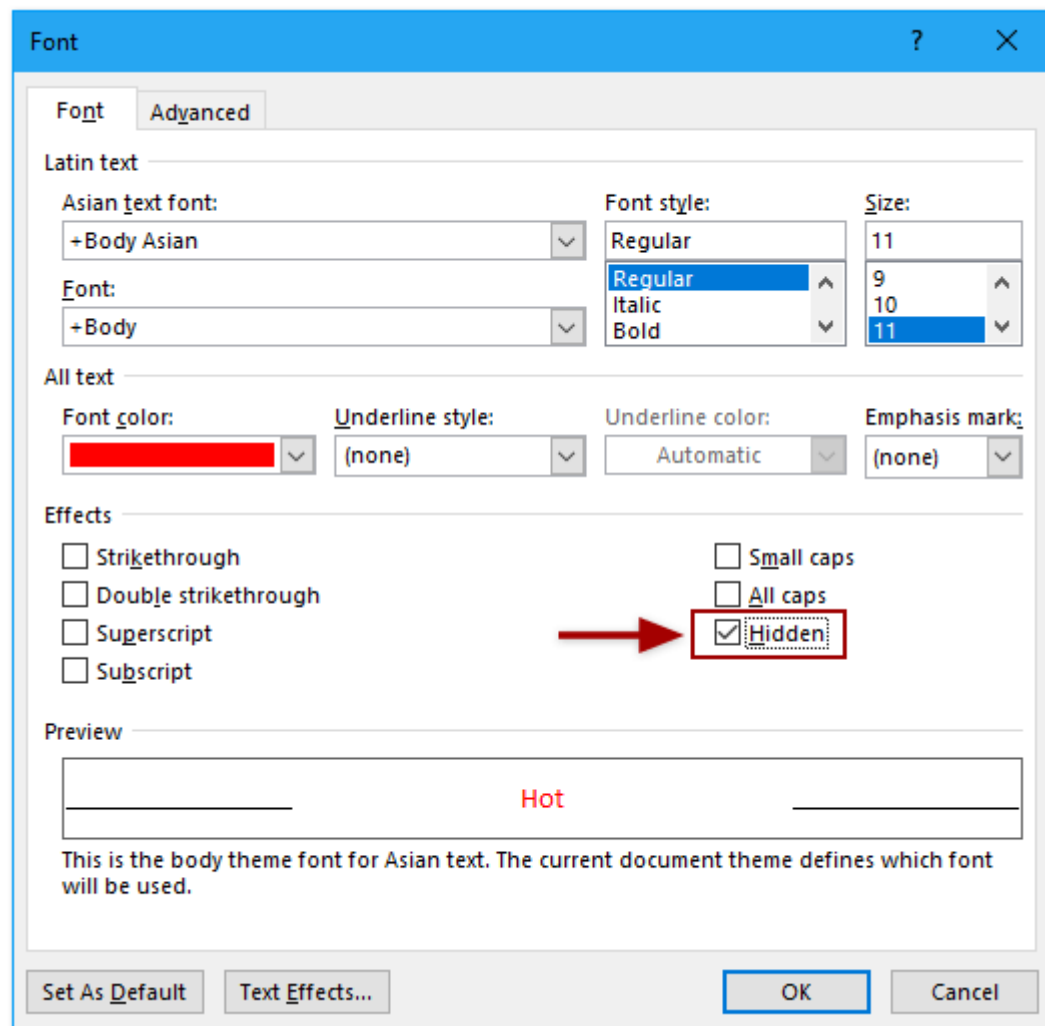


Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

https://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

2. In the Font dialog, under the **Font** tab, please check the **Hidden** option, and click the **OK** button. See screenshot:



Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

https://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

<https://www.extendoffice.com/documents/word/906-word-show-hide-hidden-text.html>

Now you will see the selected slice of text is hidden from the document. See screenshot.

Quickly show or hide hidden text with Kutools

Hot

Amazing! Use Efficient Tabs in Word (Office) like Chrome, Firefox and New Internet Explorer!

Read more Free download

Show/hide hidden text in Word Option



Quickly show or hide hidden text with Kutools

Show/hide hidden text in Word Option

➔ Show All Hidden Text In Word

As you see, it's not easy to find out the hidden text in your Word document. Here, I will reverse the method introduced above, and show all hidden text in the Word document quickly.

1. Press **Ctrl + A** keys together to select the whole document, right click, and select **Font** from the context menu.

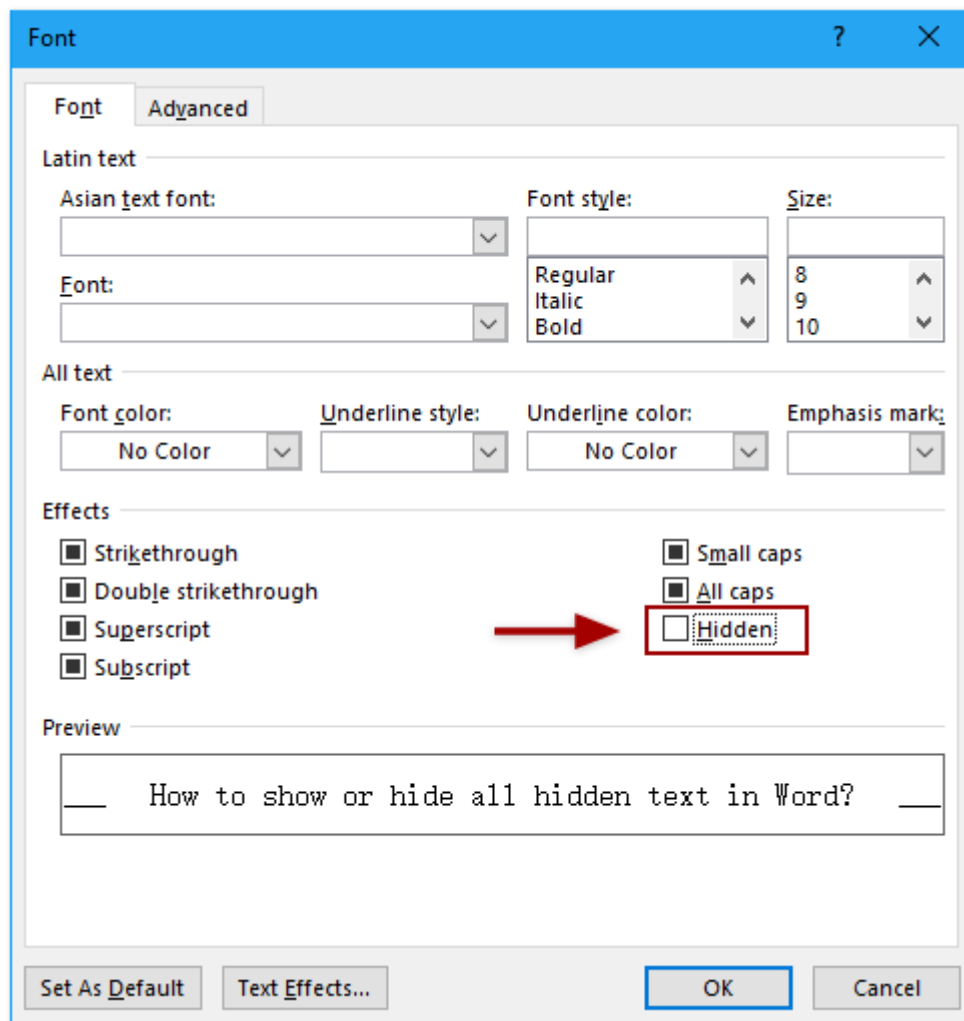
2. In the Font dialog, under the **Font** tab, please uncheck the **Hidden** option, and click the **OK** button. See screenshot:

Tip: when opening the Font dialog, you will get ☒ **Hidden**, click the checkbox for the first time, it will turn to checked ☒ **Hidden**, now click again, and it will be unchecked ☐ **Hidden**.

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logn

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)



Now all hidden text in the whole document are shown in bulk.

➡ Toggle To Show Or Hidden All Hidden Text In Word

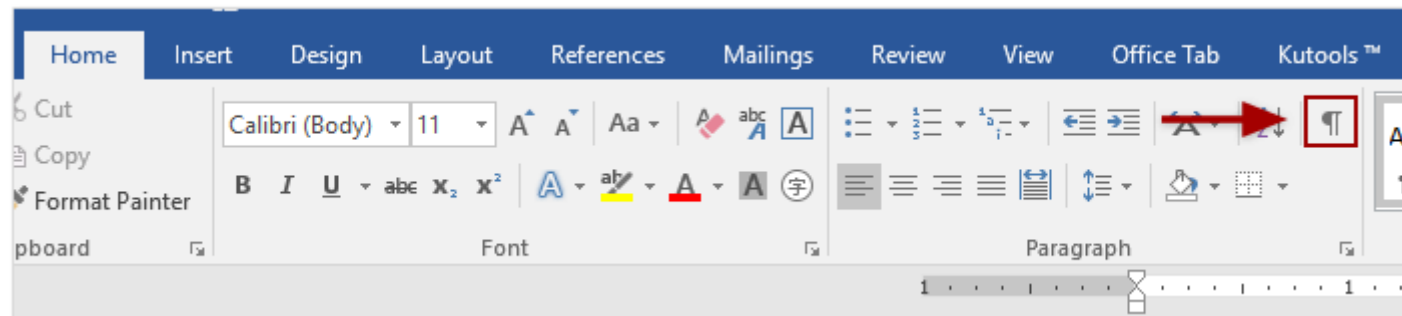
If you just need to view the hidden text temporarily, you can use the Show/Hide button to toggle displaying or hiding all hidden text in your Word document.

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

Click the **Show/Hide Editing Marks** button (¶ or ¶) in the **Paragraph** group on the **Home** tab to show or hide the hidden text.



Note: You can also use the hotkeys **Ctrl + Shift + 8** on the main keyboard to toggle displaying or hiding all hidden text easily.

➡ Permanently Show Or Hide All Hidden Text In Word

If you want to permanently show all hidden text in your Word document, you can configure Word options to get it done.

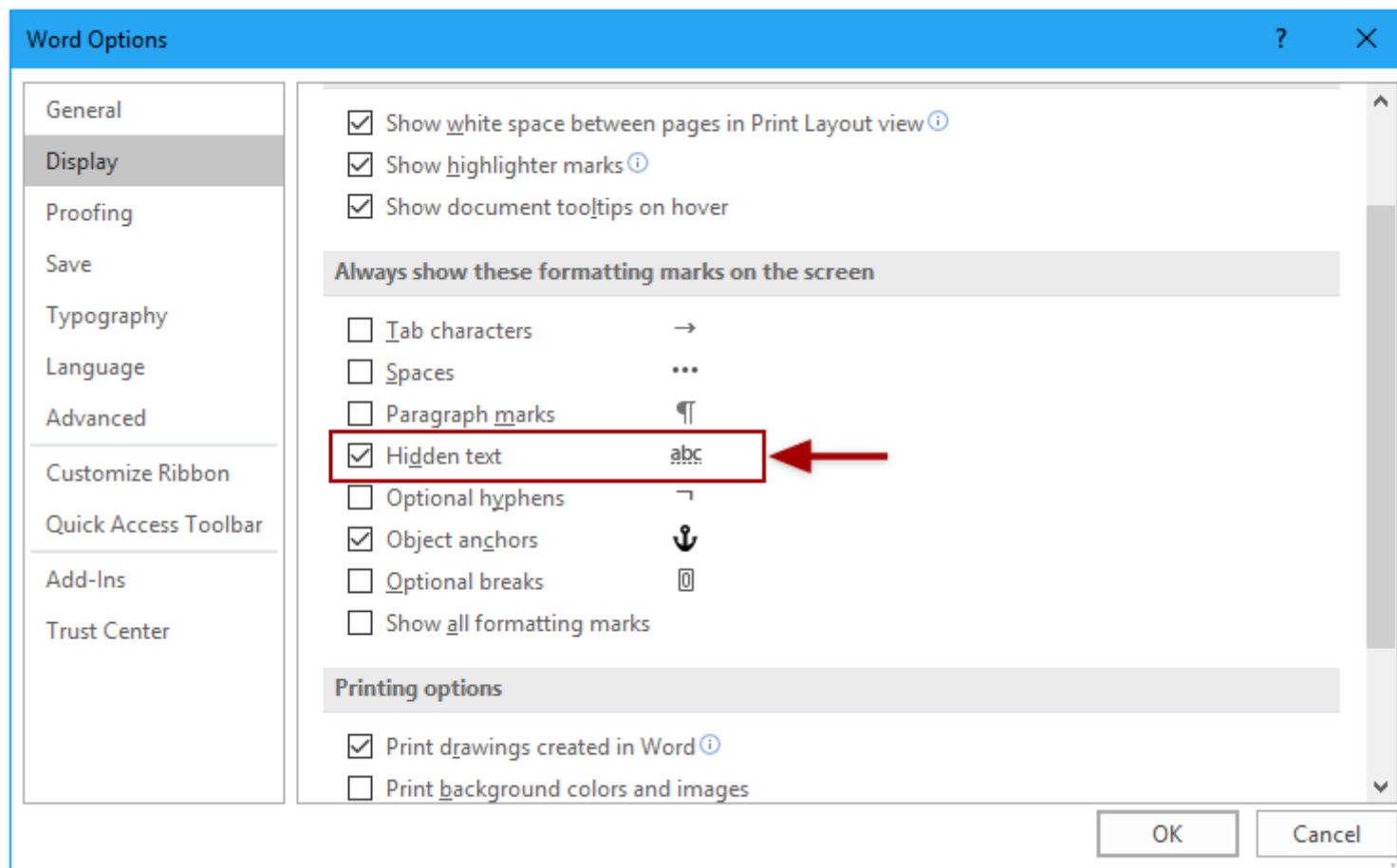
1. Click **File > Options** to open the Word Options dialog.

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

2. In the Word Options dialog, please click **Display** in the left bar, check the **Hidden text** option in the **Always show these** section. See screenshot:



Note: To hide all hidden text all the time, please uncheck the **Hidden text** option.

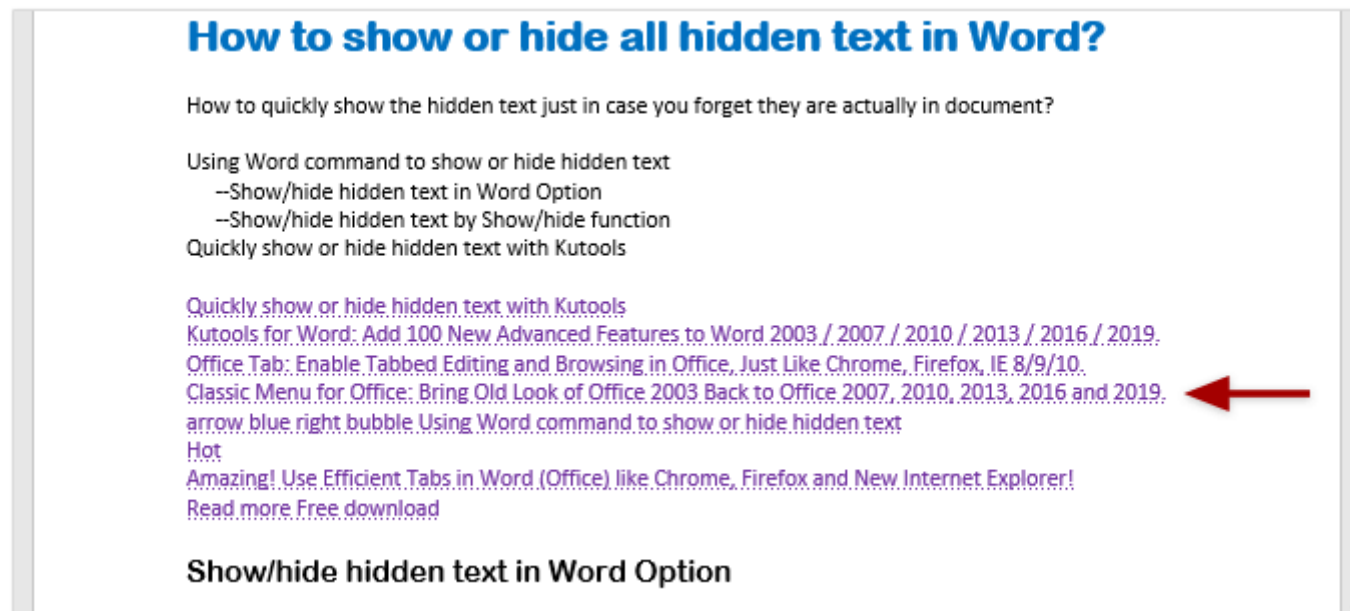
3. Click the **OK** button to save the change.

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

Now you will see all hidden text is displaying with dotted underline. See screenshot:



➡ Show Or Hide All Hidden Text In Printouts

You might have noticed that the hidden text will not be printed too. If you need to show the hidden text in the printouts, you need to configure the Word options.

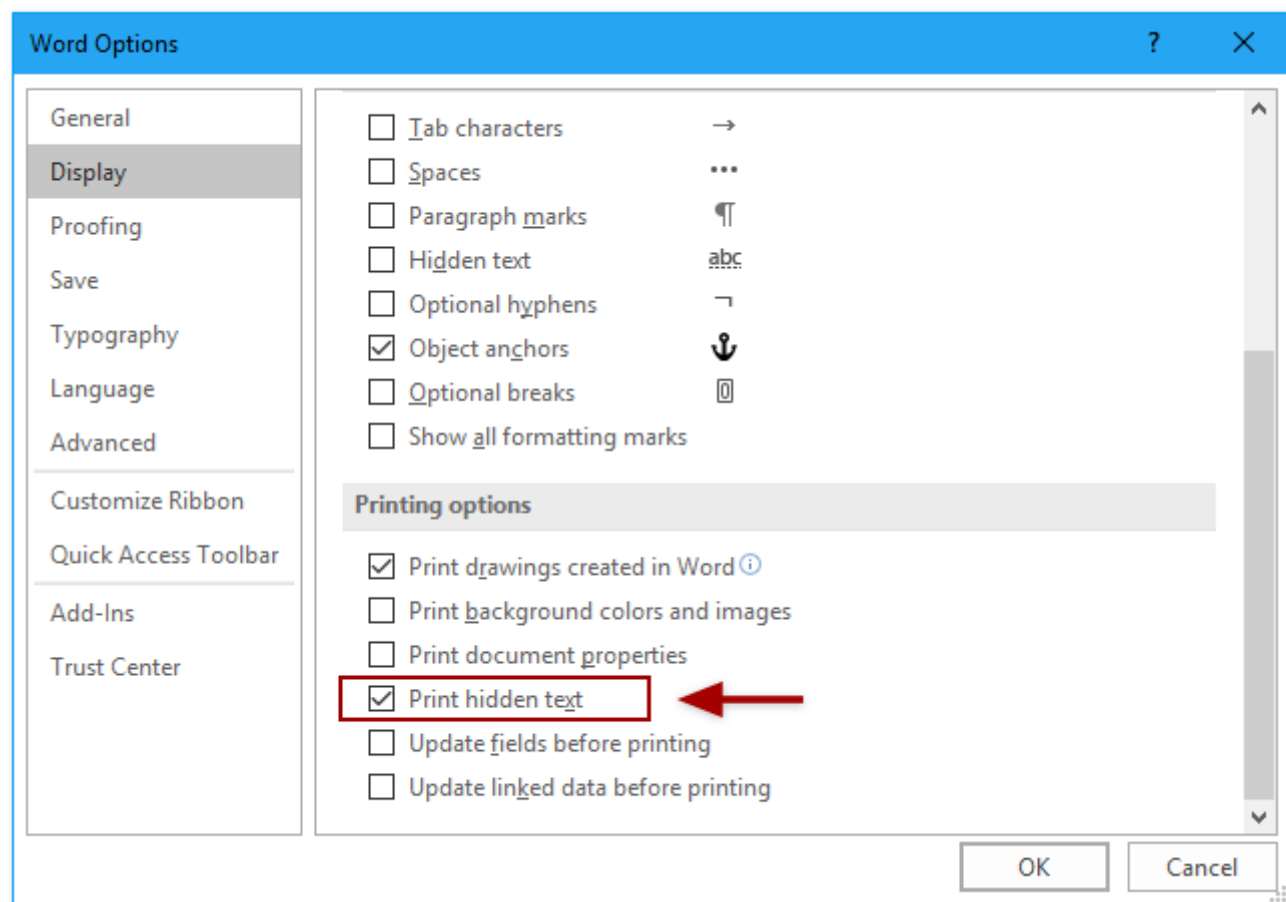
1. Click **File > Options** to open the Word Options dialog.

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logn

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

2. In the Word Options dialog, please click **Display** in the left bar, check the **Print hidden text** option in the **Printing options** section. See screenshot:



Note: To prevent from printing all hidden text, please uncheck the **Print hidden text** option.

3. Click the **OK** button.

From now on, all hidden text will also be printed too.

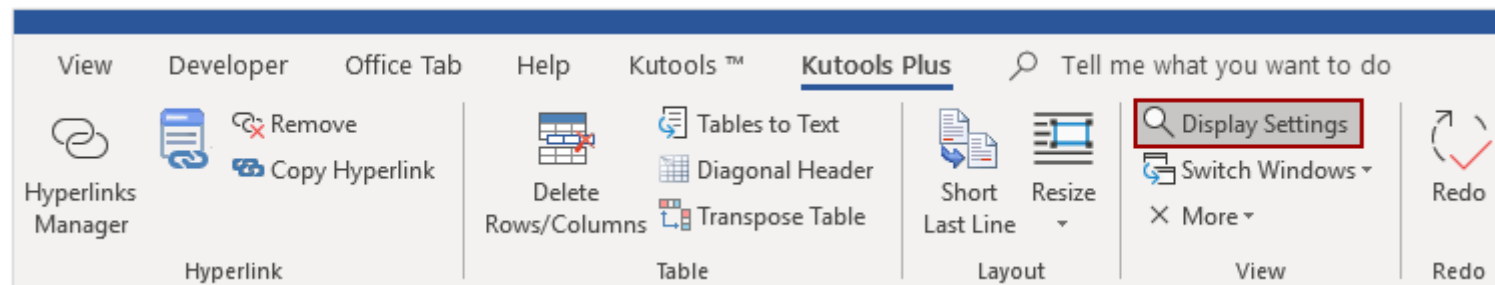
➡ Show Or Hide Hidden Text With Kutools

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ Kutools provides you the easy way to show or hide hidden text and some other formatting marks, too.

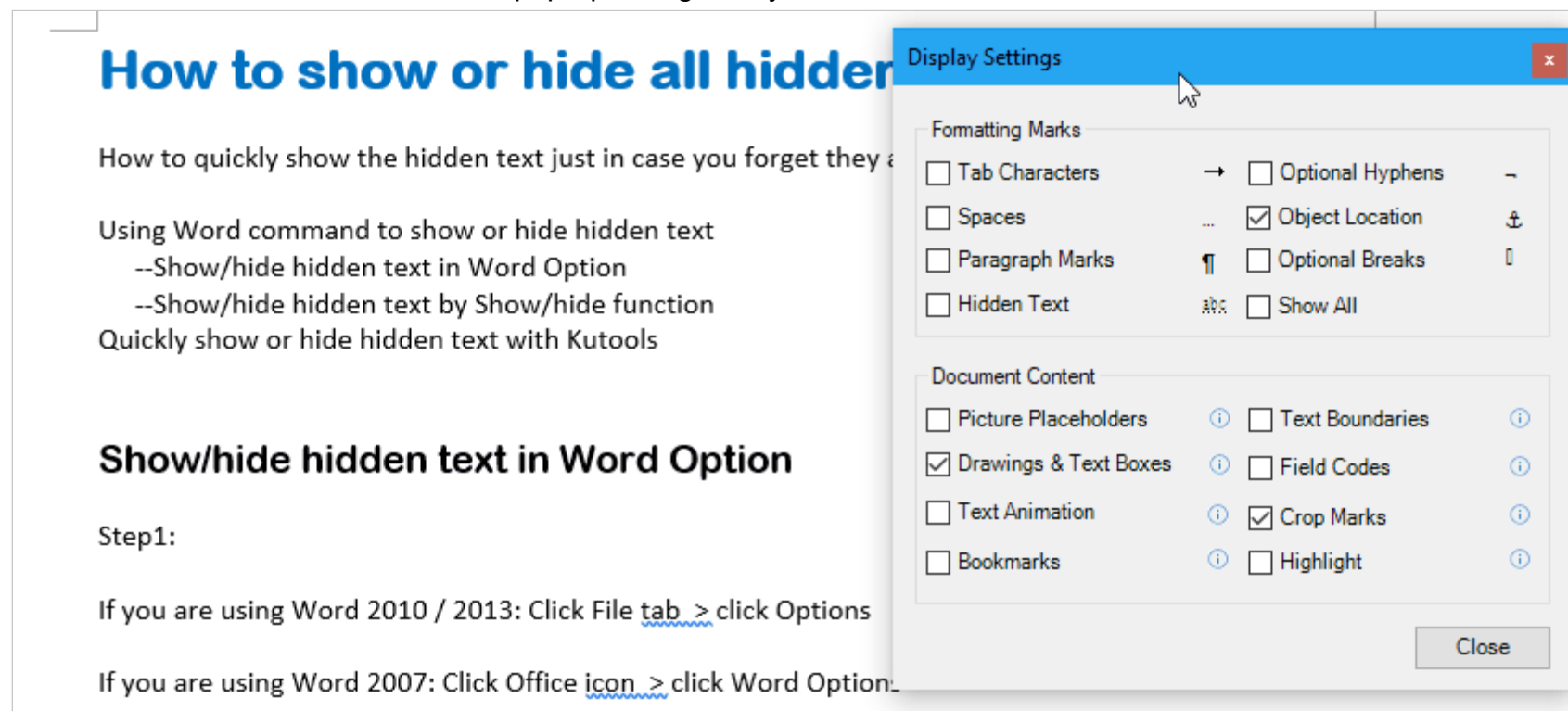
http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)

1. Click **Kutools Plus > Display Settings**. See screenshot:



2. And then check **Hidden Text** in the pop-up dialog, and you will see the result as below screenshot shown:

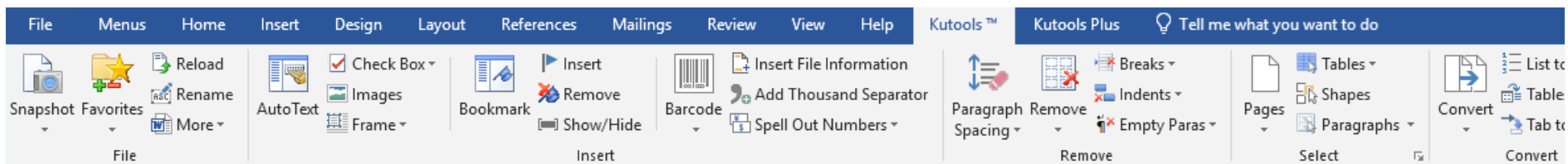


➡ Recommended Productivity Tools

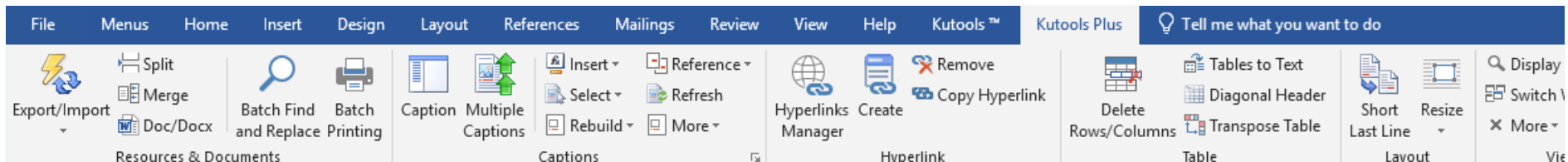
Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)



[\(/product/kutools-for-word.html\)]((/product/kutools-for-word.html))



[\(/product/kutools-for-word.html\)]((/product/kutools-for-word.html))

Kutools For Word - More Than 100 Advanced Features For Microsoft Word, Save Your 60% Time **(/Product/Kutools-For-Word.Html)**

- Complicated and repeated operations can be done a one-time processing in seconds.
- Insert multiple images across folders into Word document at once.
- Merge and combine multiple Word files across folders in to one with your desired order.
- Split the current document into separate documents according to heading 1, section break or other criteria.
- Convert files between Doc and Docx, Docx and PDF, collection of tools for common conversions and selection, and so on...

Read More » [\(/product/kutools-for-word.html\)]((/product/kutools-for-word.html))

 Download Now [\(/download/kutools-for-word.html\)]((/download/kutools-for-word.html))

 Purchase [\(/order/kutools-for-word.html\)]((/order/kutools-for-word.html))

9 Comments

Login

Sort by Newest ▼



Say something here...

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+

Stephen Gray · 1 years ago · handy add-ins for your Excel!

https://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logn



Yes please! <https://www.extendoffice.com/download/kutools-for-excel.html>

I need a way to get fields, e.g. XE index fields, out of the text and in a right margin or equivalent. Having them mixed in with the text is horrible!
[Reply](#) [Share](#)



NagendraKumarK ■ 3 years ago

I see some special characters i.e., tab character and ... symbol in word document when i click on show/hide option. Please let me know how to get rid of special characters when i click on show/hide option.

PS: I checked under Options >> Display >> Tab character, Spaces are unchecked.

[Reply](#) [Share](#)



Jaret ■ 4 years ago

is there any way to hide a paragraph of text, and then have a text button on the document, and once that is pressed have the hidden text comes up? This is for a type of informational document for work, so if anyone can help that would be great

[Reply](#) [Share](#)



Знаток ■ 4 years ago

[quote]># Jaret 2014-08-04 17:21

Есть ли способ, чтобы скрыть абзац текста, а затем текстовое кнопку на документе, и как только это будет нажата есть скрытый текст приходит? Это для типа информационного документа для работы, так что если кто может помочь, что было бы здорово
[Reply](#) [Share](#)



Nancy Hollo ■ 4 years ago

Thanks for that macro. Word does so many functions if they pack anything more into this program they'll need to install artificial intelligence to tell us where it all is! It's websites like this that are making it so easy to get questions quickly answered.

[Reply](#) [Share](#)



Jennifer ■ 5 years ago

That's no answer. We're looking for a way to toggle between hide/show text, not open a bunch of tabs and dialog boxes each time. Just one click.
[Reply](#) [Share](#)



Karen ■ 3 years ago

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20tool%20logo

[Reply](#) [Share](#)

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)



John · 4 years ago

I just built the following Word macro to toggle between hide/show text and assigned it to a keyboard shortcut (Alt+H):

```
Sub ShowHiddenText()
'
' ShowHiddenText Macro
' Toggle Show/Hide setting for Hidden Text
'
If ActiveWindow.View.ShowHiddenText = True Then
ActiveWindow.View.ShowHiddenText = False
Else
ActiveWindow.View.ShowHiddenText = True
End If
End Sub
```

[Reply](#) [Share](#)

[Read more](#)

[1 \(906-word-show-hide-hidden-text.html?page_comment=1\)](#)

[2 \(906-word-show-hide-hidden-text.html?page_comment=2\)](#)

[Home \(/\)](#) | [Knowledge \(/documents.html\)](#) | [Support \(/support.html\)](#) | [Forum \(/forum.html\)](#)

[Privacy Policy \(/privacy-policy.html\)](#) | [About Us \(/support/about-us.html\)](#)

Follow us



[_ \(http://www.facebook.com/extendoffice\)](http://www.facebook.com/extendoffice)



[_ \(http://twitter.com/intent/follow?source=followbutton&variant=1.0&screen_name=extendoffice\)](http://twitter.com/intent/follow?source=followbutton&variant=1.0&screen_name=extendoffice)

Copyright © 2009 - 2019 ExtendOffice.com | All Rights Reserved. [Sitemap \(/support/sitemap.html\)](#)

Microsoft and the Office logo are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.



(<https://sectigo.com/trust-seal>)

Full Feature 60-day Free Trial! No Credit Card Required! Built with the Microsoft Office Add-ins Technology! Easy to Use! -- 300+ handy add-ins for your Excel!

http://www.addthis.com/website-tools/overview?utm_source=AddThis%20Tools&utm_medium=image&utm_campaign=Marketing%20Tool%20Logo

Yes please! (<https://www.extendoffice.com/download/kutools-for-excel.html>)