

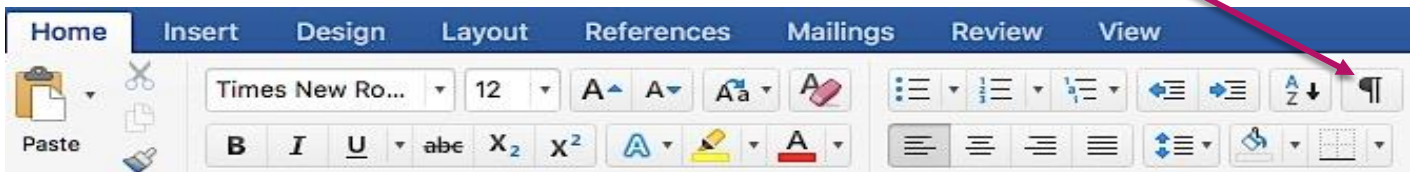
REVEAL FORMATTING IN WORD

What's in it for me?

Show the formatting marks in Word to see what layout options have been used. Format symbols show spaces, tabs, paragraph marks, page breaks, section breaks, column breaks and index entries. You can also reveal formatting details on select text.

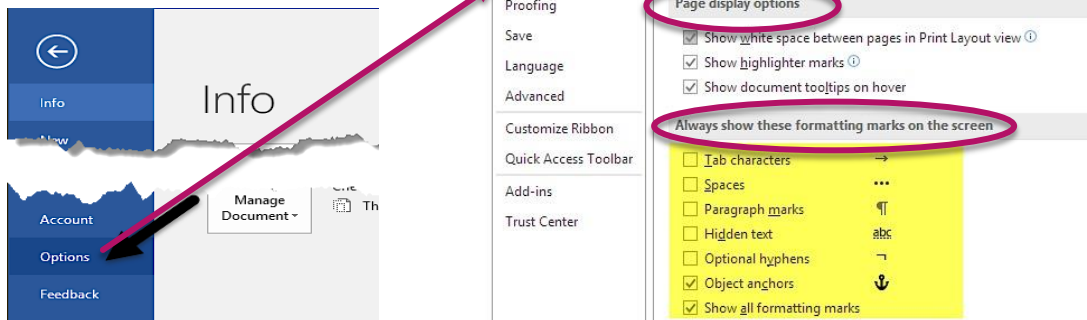
How to do this?

Use the **Show/Hide** toggle button in the **Paragraph** group on the **Home** ribbon.



You can set specific formatting marks to show or not in the global Word options.

1. Go to **File**
2. Go to **Options**
3. Select the **Display** category



4. Select formatting symbols you want to view
5. Click **OK**

To see the type of formatting used in text, (font, line spacing, alignment, indent etc.), **SHIFT + F1**. to open the **Reveal Formatting** 1 pane to the right of the Word screen, then click on any text in your document to see the formatting details. Each type of formatting has a hyperlink 2 to the formatting dialog 3 which you can access, and change select formatting.

