



## Court Services and Information Technology's

### E-Tip of the Week

#### Where is Word's Reveal Codes feature? (Word 97/2000/2002/2003)

If you're comfortable with WordPerfect but now you need to use Word, you'll likely miss WordPerfect's Reveal Codes feature. Because Word and WordPerfect apply formatting to text very differently, they have different ways of revealing formatting codes. There are, however, a couple of tricks that can help you see some of the code applied to your Word documents.

There's a Show/Hide button on the Standard toolbar that reveals every paragraph mark, space, return, etc. Also, you can press [Shift][F1] and click on any text to reveal much of that text's formatting. If you have more WordPerfect-Word questions, select Help | WordPerfect Help from the menu bar. The resulting Help For WordPerfect Users dialog box addresses numerous questions that will smooth your transition to Word.

Thank you,

Court Services

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