

## Creating Assignment Directions and Writing Prompts

### Using Hidden Text in *Microsoft Word*

While writing, students often benefit from reminders of assignment directions or well-placed teacher prompts.

1. Draft your assignment using Microsoft Word, noting areas where you could provide support in the form of directions or prompts for students.
2. Once your document is completed, highlight the directions or prompts that you want hidden.
3. Click on the **Format** menu. Then select **Font**. In the **Effects** area of the dialogue box, select **Hidden** and then click **OK**.
4. The selected text will disappear from your document. It's still there, just hidden from view.
5. To see hidden text, select the **Show/Hide** icon.



This toggles hidden text on and off. Show this tool to your students before they use the document. You may find it helpful to make hidden text bold or a different color to help students recognize that it is not intended to be a part of their final document.

Note: As a default, hidden text does not print.