

Viewing “Hidden Text” Instructions in the M-CAAP

The M-CAAP is an interactive Microsoft Word document that allows evaluators to use open text fields to write their report, with all word processing features available to them (such as bold, italic, underline, bullet points, tab, indent, etc.). The “boilerplate” text is locked, however, and evaluators will not be able to make changes to the locked text. Entries can only be made in the open text fields.

Instructions for completion are provided throughout the M-CAAP as “hidden” text. This means that the evaluator will see the text, but these instructions will not print out or appear in the printed copy of the evaluation report. However, because the instructions are provided as “hidden” text, they remain hidden until the evaluator switches on “view hidden text,” in which case it shows on the screen for the evaluator to see, although still does not print out.

Unfortunately, making hidden text visible to the evaluator is a setting evaluators have to set on their own computers. Hidden text will otherwise remain hidden and invisible to the evaluator, and instructions will thus not be seen on the computer screen.

Here’s how to switch on, or make visible, hidden text, thus showing the instructions. Again, even though the evaluator will now be able to see the instructions they will not appear in the printed report.

These steps are for Microsoft Word 360, and may be slightly different in different versions of Microsoft Word. Using Word 2016 and earlier is described below.

1. Click on the File button at the top left corner of the screen
2. Click on “Options,” which appears at the bottom of the menu that opens
3. Click on “Display”
4. Place check mark in the “Hidden Text” option
5. Do **not** switch on “Print Hidden Text” (or the instructions will appear in the printed report)
6. Instructions will now appear in red, with small wavy lines beneath the text. This is hidden text that will not appear in the printed copy.
7. To view the report without the hidden text instructions, follows steps 1-4 and uncheck the Hidden Text box. The instructions will become hidden/invisible.

This will be a little different for Microsoft Word 2016 and earlier versions, but essentially the same.

- The main difference is that the “File” button in the top left corner of the screen is an Office button/icon.
- Click on that, and then find and click on “Word Options.”
- After that, it’s the same process as Word 360 (above).