

## How to Use the Word Forms in This Digital Product (Macintosh)

The contents of the word-processing forms included in this digital product match those of the forms provided in the print version of the manual. The headnotes, boxes, and clause numbers and titles found in the print version—which serve as instructions—are converted into red, hidden text in the Word forms. This red, hidden text is intended to be used temporarily to ensure a complete, fully edited form is prepared. These forms also include bracketed text, which requires an action such as choosing a portion of text or substituting text.

Below are brief topics of interest on using the forms. Note that the procedures outlined in this document might differ somewhat from those necessary for use with other versions of Word.

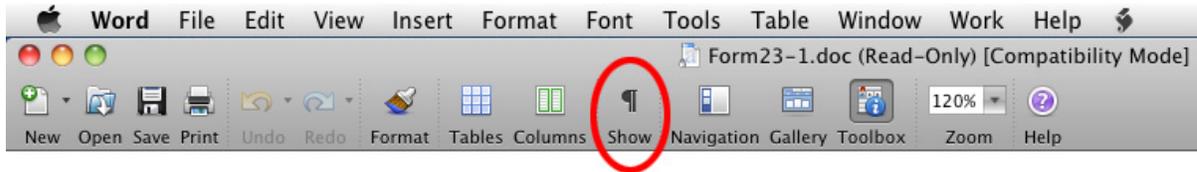
- [View the instructions](#) (the red, hidden text).
- [Search for bracketed text](#).
- [Delete the instructions](#).
- [Remove metadata](#).

**IMPORTANT:** Note that unless you delete all the instructions in a form once you've completed editing it, those instructions are still part of your document. The fact that they are not visible on your screen or on your printout does not mean that they are no longer present in your electronic file. **You must delete the instructions** if you want them permanently gone from your document.

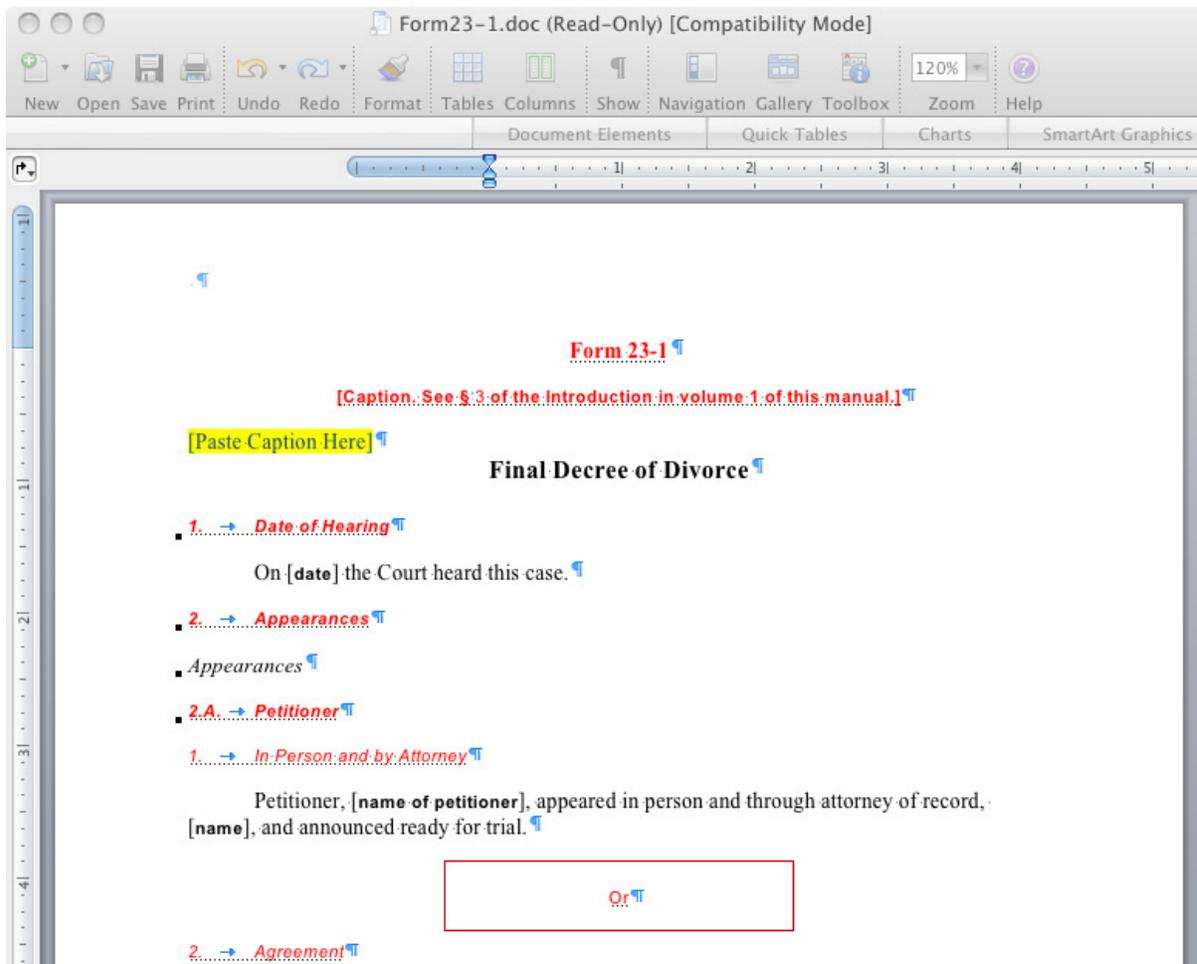
## View the Instructions

Set up your Word program to show hidden text using one of the following methods:

Method 1: On the Word toolbar, click the Show/Hide Nonprinting Symbols button.

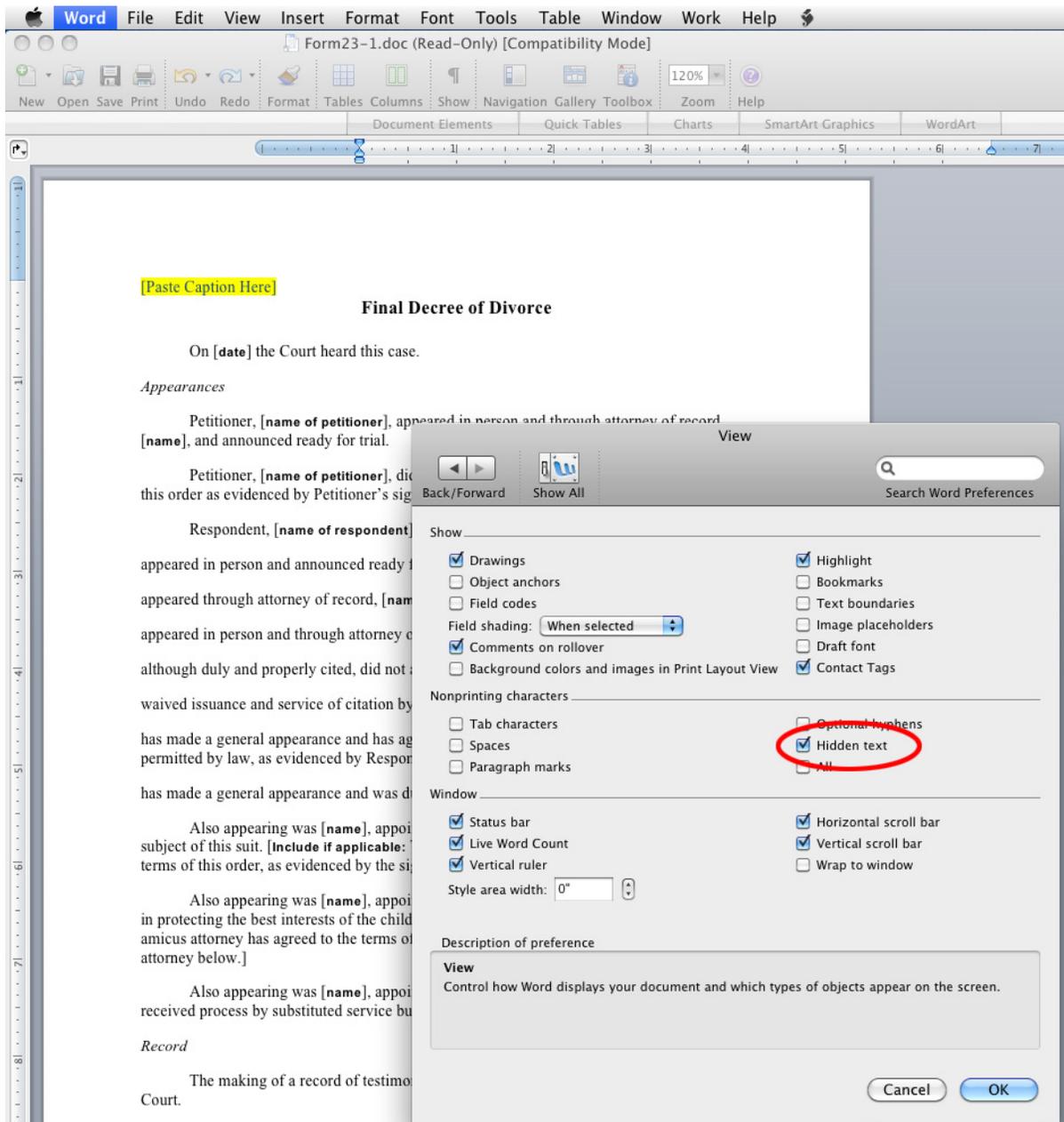


Clicking this button should toggle between showing and hiding all nonprinting symbols in the document.



Method 2: If you prefer to see only the hidden text and not all the other nonprinting characters, do the following:

1. Ensure that the toolbar's Show/Hide Nonprinting Symbols button is toggled to the default option of **hiding** all nonprinting symbols.
2. From the Word menu, select Preferences > View and, in the View window that opens, in the "Nonprinting characters" section, check the box for "Hidden text."



## **Search for Bracketed Text**

Search for brackets to locate and edit all instances of bracketed text.

1. In an active document, launch the Find utility (from the menu bar, select Edit > Find, or press the Command key + F).
2. Place the cursor in the “Find what” field and type a bracket.

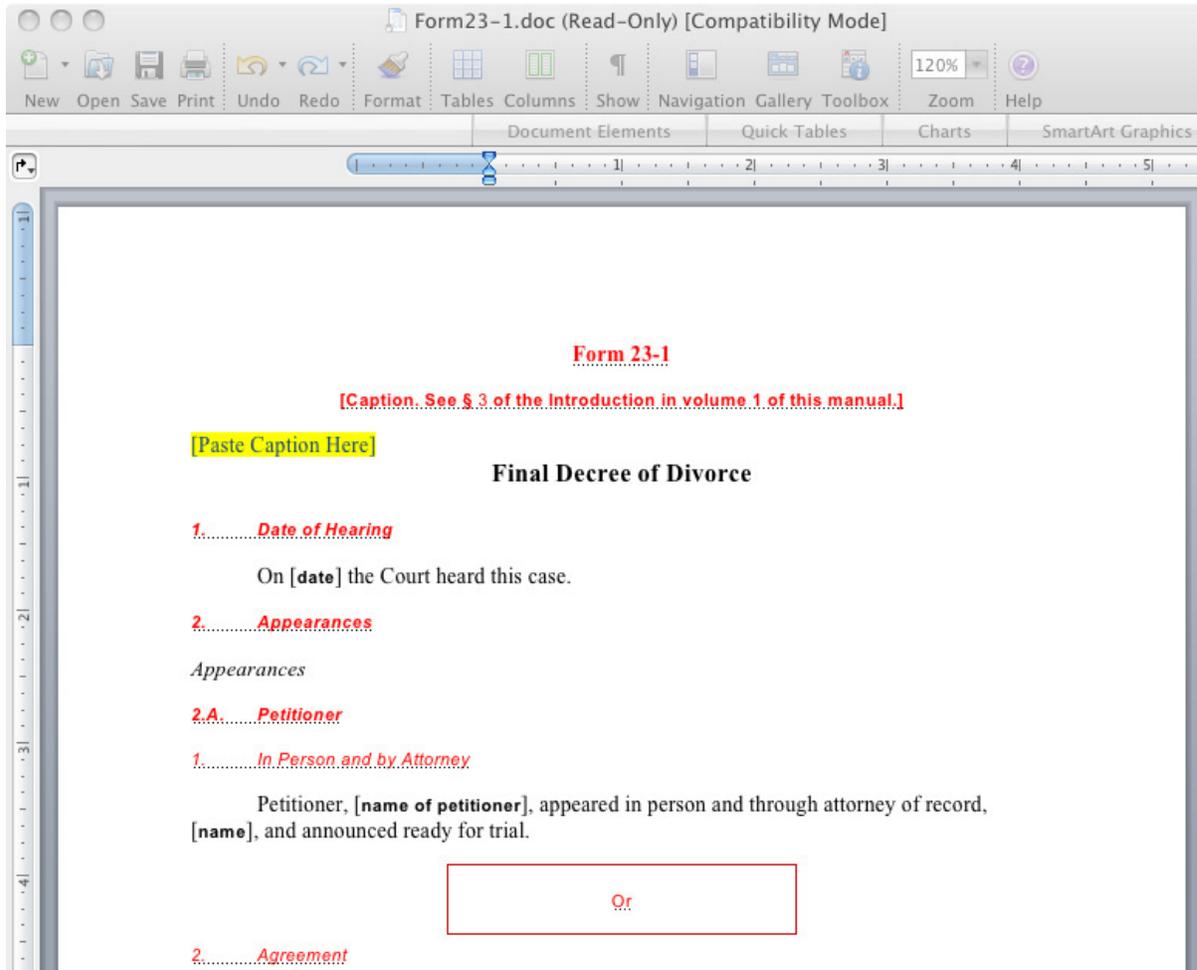
If desired, check the “Highlight all items . . .” box to highlight all instances of a bracket in the document.

3. Navigate through the document and substitute or select text as necessary.

## Delete Instructions

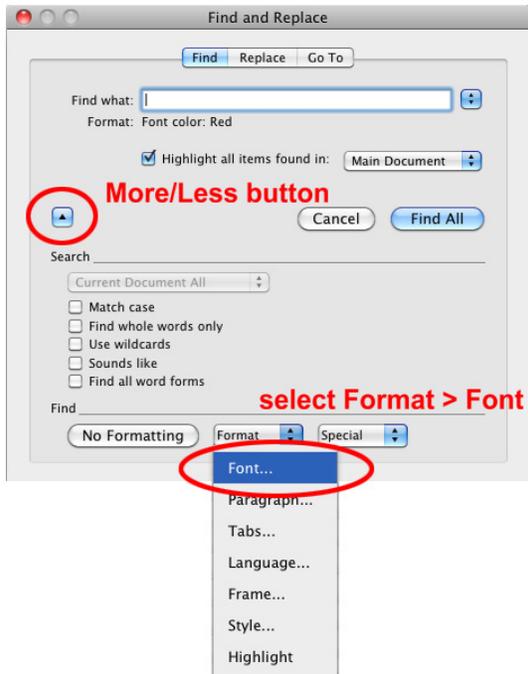
To delete all red, hidden text from the document, follow the instructions below.

1. Ensure that the document is set to [view instructions](#).

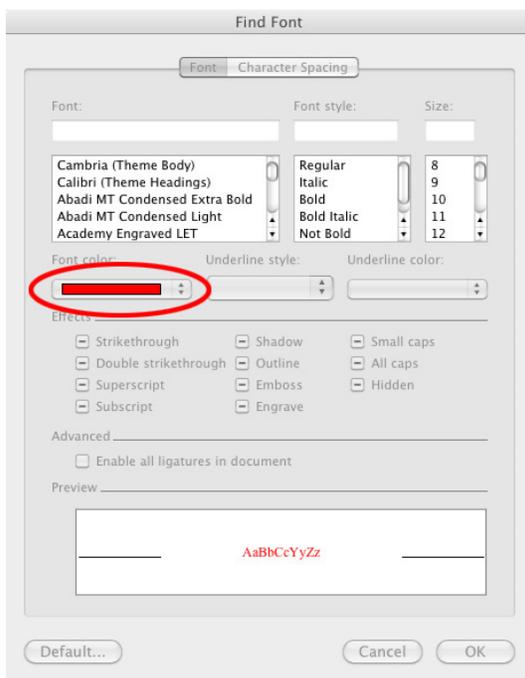


2. Launch the Find and Replace utility (from the menu bar, select Edit > Find, or press the Command key + F).

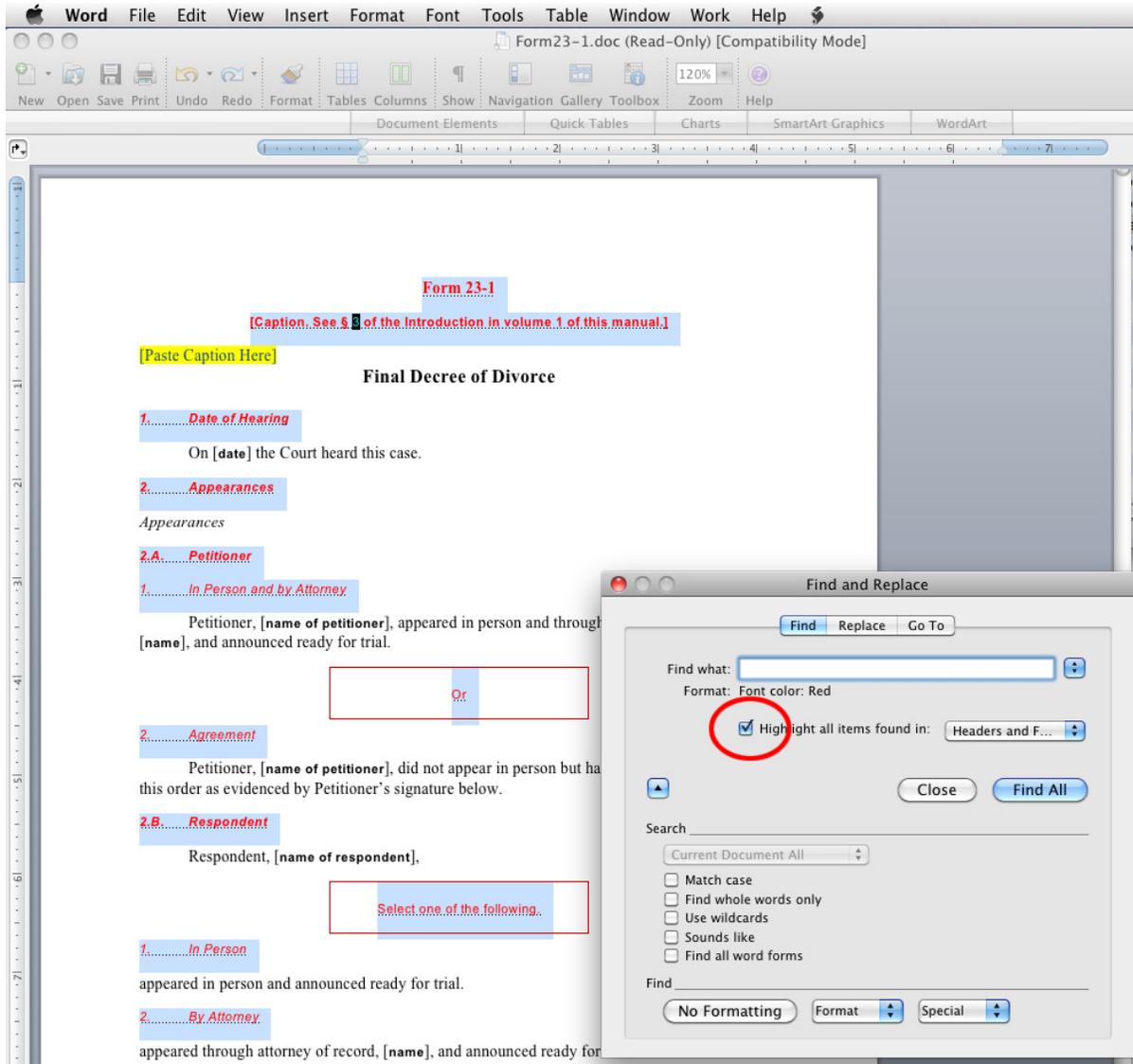
3. With the cursor in the Find and Replace window's "Find what" field, in the advanced options section (if necessary, click the More/Less button to show the advanced options), select Format > Font.



4. In the Find Font window that opens, select the font color red.



5. Click OK in the Find Font window, and in the Find and Replace window, check the “Highlight all items . . .” box to ensure the correct shade of red was selected. All of the document’s red instruction text should become highlighted.



- Click the Find and Replace window's "Replace" option. Leave the "Replace with" field blank, and click the Replace All button.



All red, hidden text in the document should be deleted as a result.

**CAUTION:** Although TexasBarBooks does not use red-colored text in its Word forms for anything other than hidden instructional text, if the document has been subsequently modified by the user to color any other text red, this procedure will delete that text as well.

## Remove Metadata

To remove author information and hidden text before filing files electronically, follow the instructions below.

1. To remove author information—
  - a. from the Word menu, select Preferences > Personal Settings > Security > Privacy options;
  - b. check the “Remove personal information from this file on save” box; and
  - c. save the document.
2. To remove hidden text—
  - a. follow the separate instructions in this document to [show hidden text](#);
  - b. follow the separate instructions in this document to globally [delete all instructions](#) set as red hidden text; and
  - c. if any hidden text remains from other sources, manually delete that text as desired.

**CAVEAT:** Although the above steps should remove the most basic author data and the form instructions from the Word forms, electronic files contain all manner of metadata. It’s wise to familiarize yourself with the types of data stored by any software you use in the types of files you plan to share and reasonable measures available to remove that data before sharing.