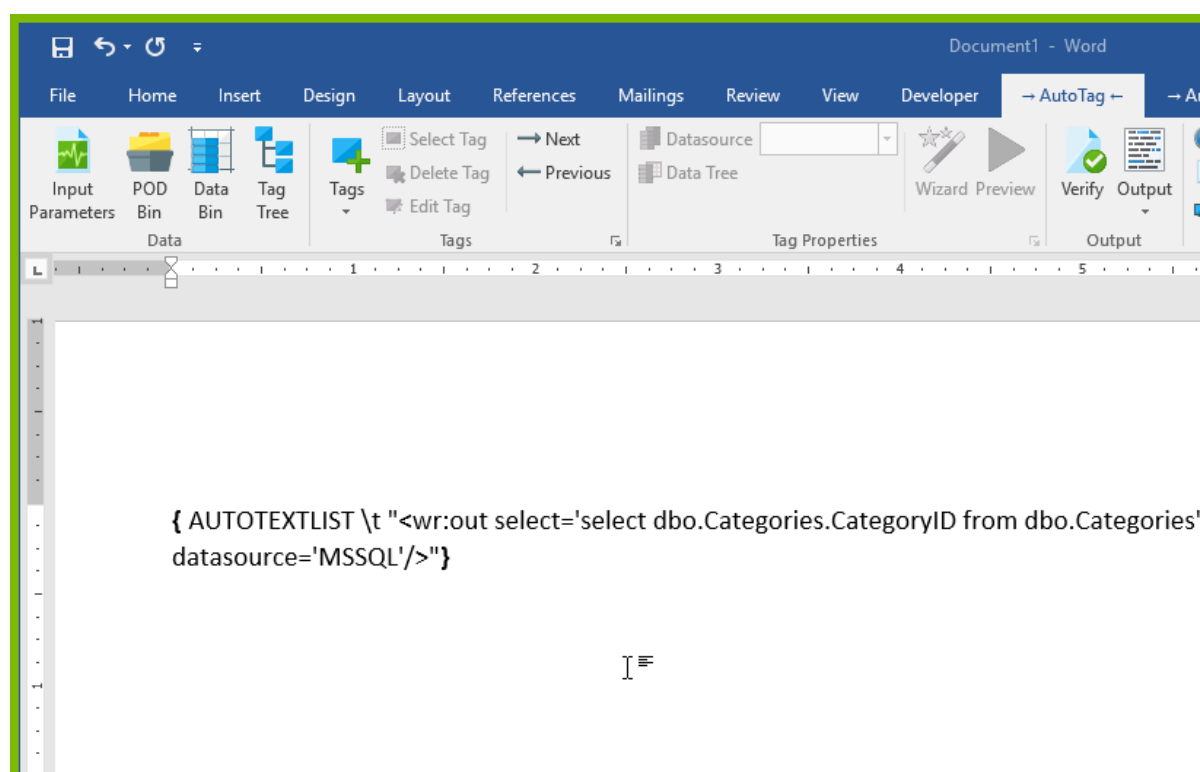


How Do I Show or Hide Microsoft Word Field Codes?

Microsoft Word can embed special items in Word documents called *field codes*. Fields in Microsoft Word are used as placeholders for data that might change in a document, and for creating form letters and labels in mail-merge documents. These kinds of fields are also called field codes, and they are different from the type of fields that are used to enter information, such as on a form.

Accidentally turning on field codes can be a nuisance while creating Word templates. When this happens, all of the Tags in your Word template will appear like this:



For Word 2007 and later, just press the key combination **Alt+F9**.

For earlier versions of Word, follow these steps:

- Open the document where the field codes are displayed.
- Press **Alt+F9** to turn off field codes currently on the page. To turn off a field code for a specific field, click on the field and press **Shift+F9** instead.
- Click the Office button and select "Word Options" to turn off field codes by default.
- Select the "Advanced" tab in the "Word Options" window.
- Scroll to the "Show document content" section. Deselect "Show field codes instead of their values" and click "OK."