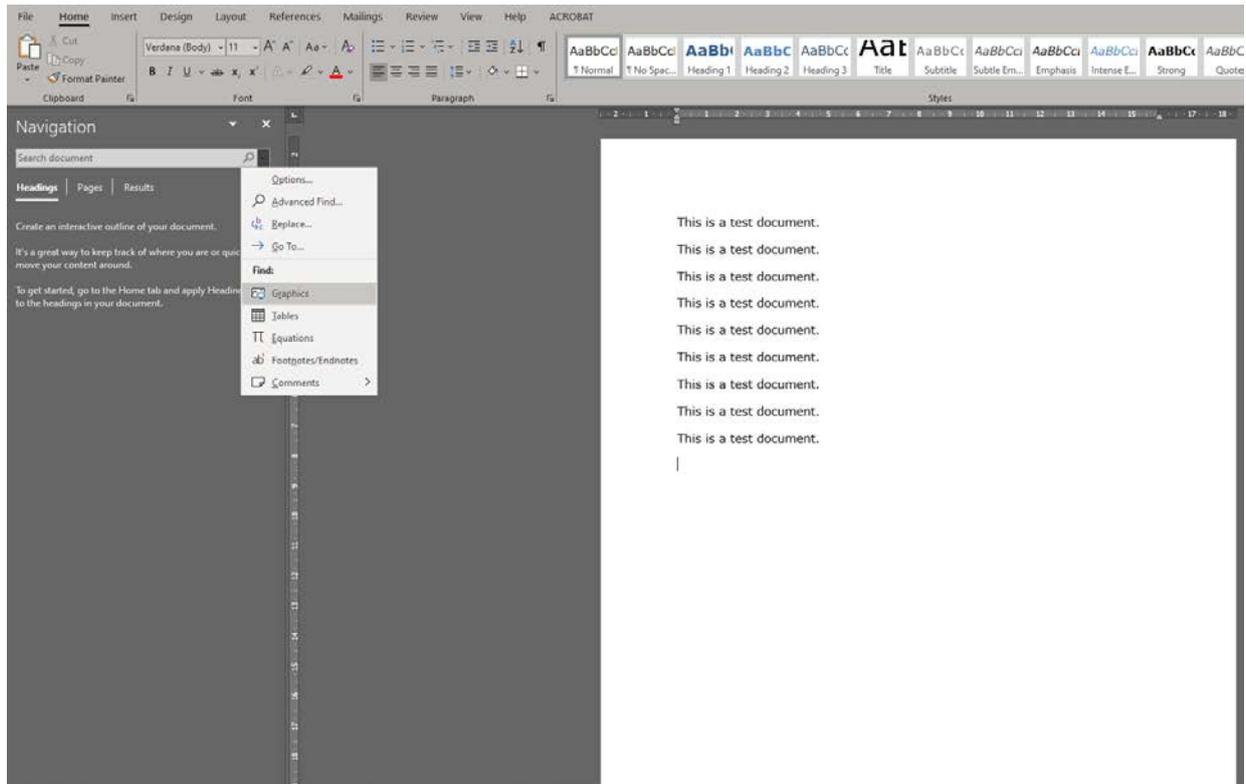


EXAMPLE 10 How to Find Hidden Shapes

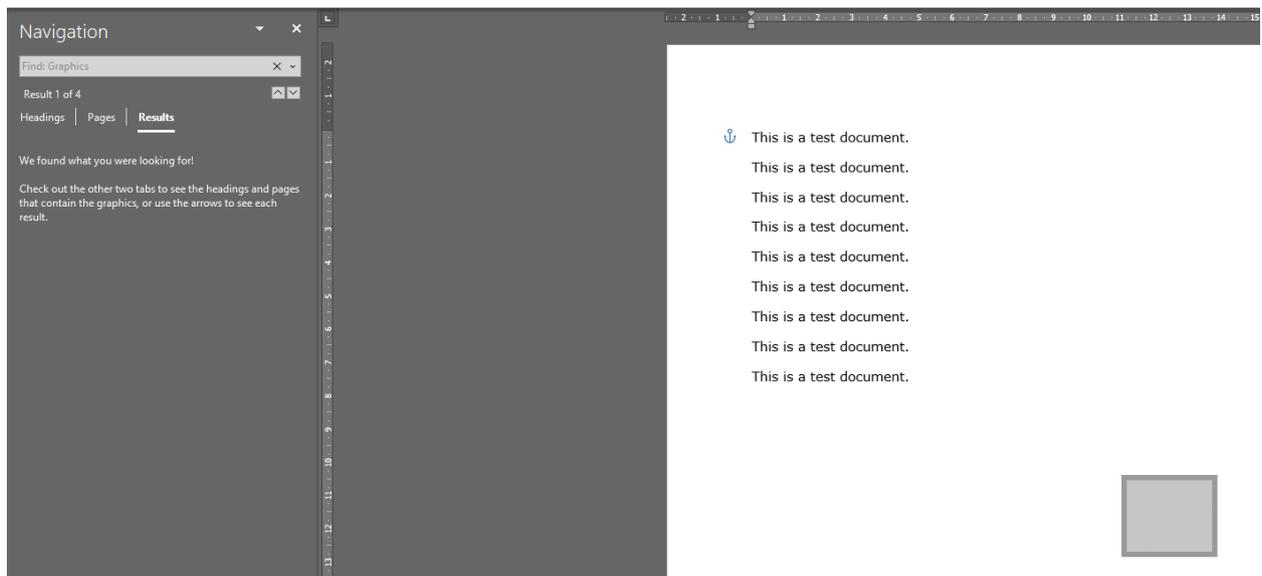
Open up the Navigation pane, either using the ribbon (View → Show → Navigation Pane) or with Ctrl+F on the keyboard.

As shown in the figure below, there are no shapes visible in the text.

Once this is open, click the small arrow next to the 'Search document' field.



Select 'Graphics' from the menu. This will search the document from top to bottom and will highlight each shape individually.



As shown on the navigation panel, there are 4 results, found for graphics, and 1 square has been flagged up. This can then be deleted. Using the up and down arrows adjacent to 'results', the remaining shapes can be found and deleted.

Where there are a number of designated figures present, the 'pages' or 'headings' option can be useful to see where the shape is, in relation to the information given by the Excel Quality Check Sheet.