Reviewing Hidden Content during Native Review

Introduction
When conducting a native file review it is important to note that certain files can have hidden content. These are features of certain software platforms that allow a user to hide data for ease of use, security across parties, etc. Epiq has the ability to flag files with those attributes and provide a warning message in Relativity so the reviewer is made aware of the hidden content.

The following document provides general instructions in a “step by step” format for different scenarios a reviewer may come in contact with. An example of the popup message that will appear when a document has hidden content is shown here in Figure 1. Different types of content will trigger different messages, providing the reviewer with an explanation of the type of hidden content the document has.

Excel Autofilter

Office 2003 as the native application:
- To remove a filter applied to one column in a range or a list, click the arrow next to the column, and then click All.
- To remove filters applied to all columns in a range or list, point to Filter on the Data menu, and then click Show All.
- To remove the filter arrows from a range or list, point to Filter on the Data menu, and then click AutoFilter.

Office 2007 as the native application:
- To clear a filter for one column in a multicolumn range of cells or table, click the Filter button on the heading, and then click Clear Filter from <Column Name>.
- To clear all filters in a worksheet and redisplay all rows, on the Home tab, in the Editing group, click Sort & Filter, and then click Clear.
Excel Comments

Office 2003 as the native application:
- On the View menu, click Comments.
- To review each comment, do one or more of the following:
  - To view in sequence, starting from the selected cell, click Next Comment on the Reviewing toolbar.
  - To view in reverse order, click Previous Comment.

Office 2007 as the native application:
- On the worksheet, click the first cell that contains a comment that you want to review.
- To review each comment, on the Review tab, in the Comments group, click Next or Previous to view comments in sequence or reverse order.

Excel Hidden Columns

Office 2003 as the native application:
- Do one of the following:
  - To display hidden rows, select the row above and below the rows you want to display.
  - To display hidden columns, select the column adjacent to either side of the columns you want to display.
  - On the Format menu, point to Row or Column, and then click Unhide.

Office 2007 as the native application:
- Do one of the following:
  - To display hidden rows, select the row above and below the rows that you want to unhide.
  - To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide.
  - To display the first hidden row or column on a worksheet, select it by typing A1 in the Name Box next to the formula bar.
  - You can also select it by using the Go To dialog box. On the Home tab, under Editing, click Find & Select, and then click Go To. In the Reference box, type A1, and then click OK.
  - Lastly, on the Home tab, in the Cells group, click Format.
  1. Under Visibility, point to Hide & Unhide, and then click Unhide Rows or Unhide Columns.
  2. Under Cell Size, click Row Height or Column Width, and then type the value that you want in the Row Height or Column Width box.

Excel Hidden Rows

Office 2003 as the native application:
- Do one of the following:
To display hidden rows, select the row above and below the rows you want to display.
To display hidden columns, select the column adjacent to either side of the columns you want to display.
On the Format menu, point to Row or Column, and then click Unhide.

**Office 2007 as the native application:**
- Do one of the following:
  - To display hidden rows, select the row above and below the rows that you want to unhide.
  - To display hidden columns, select the columns adjacent to either side of the columns that you want to unhide.
  - To display the first hidden row or column on a worksheet, select it by typing A1 in the Name Box next to the formula bar.
  - You can also select it by using the Go To dialog box. On the Home tab, under Editing, click Find & Select, and then click Go To. In the Reference box, type A1, and then click OK.
  - Lastly, on the Home tab, in the Cells group, click Format.

1. Under Visibility, point to Hide & Unhide, and then click Unhide Rows or Unhide Columns.
2. Under Cell Size, click Row Height or Column Width, and then type the value that you want in the Row Height or Column Width box.

**Excel Hidden Worksheets**

**Office 2003 as the native application:**
- On the Format menu, point to Sheet, and then click Unhide.
- In the Unhide sheet box, double-click the name of the hidden sheet you want to display.

**Office 2007 as the native application:**
- On the Home tab, in the Cells group, click Format.
- Under Visibility, click Hide & Unhide, and then click Unhide Sheet.
- In the Unhide sheet box, double-click the name of the hidden sheet that you want to display.

**Excel Protected Worksheets**

**Office 2003 as the native application:**
- Switch to the protected worksheet.
- On the Tools menu, point to Protection, and then click Unprotect Sheet.
- If prompted, enter the protection password for the worksheet.

**Office 2007 as the native application:**
- On the Review tab, in the Changes group, click Unprotect Sheet. The Protect Sheet option changes to Unprotect Sheet when a worksheet is protected.
- If prompted, type the password to unprotect the worksheet.
Excel Very Hidden Worksheets

Office 2003 as the native application:
- Hit “alt” and F11 to launch Microsoft Visual Basic. Set the visibility to -1 xlSheetVisible

Office 2007 as the native application:
- Hit “alt” and F11 to launch Microsoft Visual Basic. Set the visibility to -1 xlSheetVisible

PowerPoint Hidden Slides

Office 2003 as the native application:
- Reset a hidden slide to be viewed in a slide show
- On the Slides tab in normal view, select the hidden slide you want to make visible again.
- The hidden slide icon appears with the slide number inside, next to hidden slides in the Slides tab.
- On the Slide Show menu, click Hide Slide.
- View a hidden slide during a slide show
  - Right-click any slide during a slide show, point to Go to Slide.
  - Numbers in parentheses indicate hidden slides.
  - Click the slide you want to view.

Office 2007 as the native application:
- Reset a hidden slide to be viewed in a slide show
- On the Slides tab in normal view, select the hidden slide you want to make visible again.
- The hidden slide icon appears with the slide number inside, next to hidden slides in the Slides tab.
- On the Slide Show menu, click Hide Slide.
- View a hidden slide during a slide show
  - Right-click any slide during a slide show, point to Go to Slide.
  - Numbers in parentheses indicate hidden slides.
  - Click the slide you want to view.

Word Comments

Office 2003 as the native application:
- If markup is not already displayed in your document, click Markup on the View menu.
- **Note:** Clicking Markup on the View menu will display or hide all markup in the document. When you display all markup, all types of markup will be selected on the Show menu.

Office 2007 as the native application:
- On the Review tab, in the Tracking group, click Balloons.
- Click Show All Revisions Inline to show deletions with strikethroughs and comments inline.
Word Hidden Text

Office 2003 as the native application:
• Select the text you want to change.
• Do one of the following:
  o To apply the color most recently used for text, click Font Color on the Formatting toolbar.
  o To apply a different color, click the arrow next to Font Color, and then select the color you want.

Office 2007 as the native application:
• In Office Word 2007, you can use the formatting options on the Mini toolbar to quickly format text. The Mini toolbar appears automatically when you select text. It also appears with the menu when you select text and then right-click.
  o Select the text that you want to change, and move your pointer to the Mini toolbar that appears with your text selection.
  o Click Font Color, and then select the color that you want.

Word Revisions

Office 2003 as the native application:
• If markup is not already displayed in your document, click Markup on the View menu.
• Note: Clicking Markup on the View menu will display or hide all markup in the document. When you display all markup, all types of markup will be selected on the Show menu.

Office 2007 as the native application:
• On the Review tab, in the Tracking group, click Reviewing Pane to view the summary at the side of your screen. To view the summary across the bottom of your screen instead of on the side of your screen, click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal.
• To view the number of each type of change, click Show Detailed Summary.

Combinations
• In the event that a document contains multiple hidden styles the display will look like the following: