

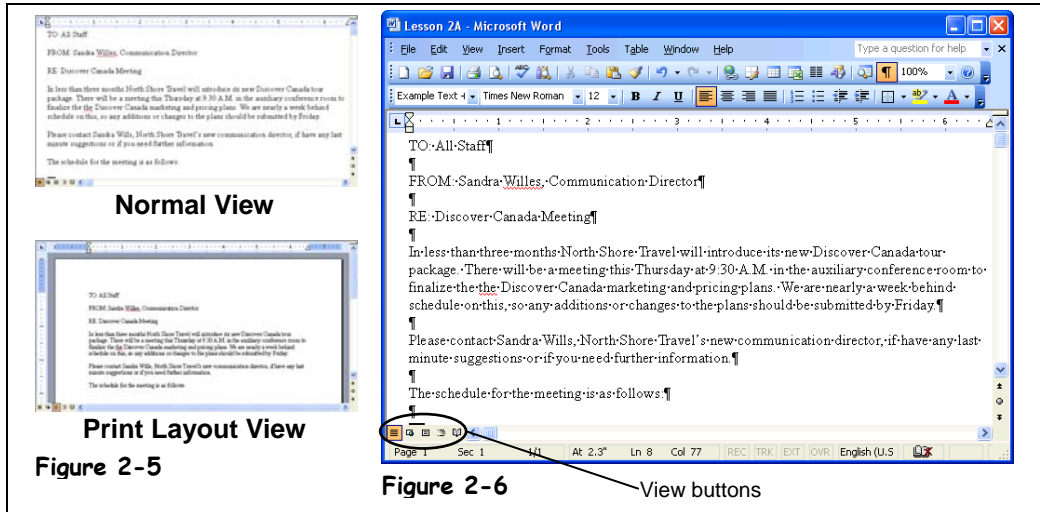
Lesson 2-3: Viewing a Document

Figure 2-5

The same document in both Normal view and Print Layout view.

Figure 2-6

Displaying hidden characters in a document and document view buttons.



Normal View button

Other Ways to Switch to Normal View:

- Select **View** → **Normal** from the menu.



Outline View button

Other Ways to Switch to Outline View:

- Select **View** → **Outline** from the menu.



Print Layout View button

Other Ways to Switch to Print Layout View:

- Select **View** → **Print Layout** from the menu.

Word can create a variety of different types of documents: letters, brochures and flyers—even Web pages! When you work on various types of documents, you may find that you need to change how you view the document on the screen. Word offers several different ways to view the computer screen:

- **Normal View:** This view is good for most simple word-processing tasks, such as typing, editing, and formatting. This view does not display advanced formatting, such as page boundaries, headers and footers, or floating pictures.
- **Web Layout View:** You will work in Web Layout view when you are creating a Web page or a document that is viewed on the Web. In Web Layout view, you can see backgrounds, text is wrapped to fit inside the window, and graphics are positioned just as they are in a Web browser.
- **Print Layout View:** This view displays your document as it will appear when printed and is best for working in documents with images. Print Layout view uses more memory and can be slower on older computers.
- **Outline View:** Displays your document in classic outline form. Work in Outline view when you need to organize and develop the content of your document.
- **Reading Layout:** This view is optimized for reading. Only necessary toolbars appear, making room for enlarged text and navigational tools.

In this lesson, you will learn how to use these view modes; zoom in or out of a document; and display characters you normally don't see, such as spaces, paragraph marks, and tabs.

If you closed the “Lesson 10A” document in the previous lesson, you should be looking at the “Canada Meeting Memo” document—the document you’ll use for this lesson.

1. If necessary, find and open **Lesson 2A** from your Practice folder and save it as **Canada Meeting Memo**.

The first view we’ll see is Normal view.

2. Click the **Normal View button**, located on the bottom Horizontal scroll bar, as shown in Figure 2-6.

The document window changes to Normal view. Normal view optimizes the layout of a document to make it easier to read on the screen.

3. Click the **Outline View button on the Horizontal scroll bar.**

The document changes to a rather confusing-looking Outline view. Outline view is useful for creating outlines and long documents. It shows the headings of a document indented to represent its level in the document's structure. Outline view makes it easy to move quickly through a document, change the relative importance of headings, and rearrange large amounts of text by moving headings. We'll discuss how to actually use Outline view in an upcoming chapter.

4. Click the **Reading Layout button on the Horizontal scroll bar.**

The document changes to Reading Layout view. This view is great for when you are required to do a lot of reading in Word. The use of window space is maximized so that only necessary toolbars are shown, and the text is larger, making it very easy to read.

5. Select **View → **Print Layout** from the menu.**

The document window changes to Print Layout view. Print Layout view displays your document as it will appear when you print it. Computer gurus sometimes refer to Print Layout view as a WYSIWYG view (pronounced Whiz-E-Wig and stands for What You See Is What You Get). Print Layout view is probably the best view to use when working on documents, especially if your computer has a large monitor and high (800 x 600 pixels or better) resolution.

Sometimes it is useful to see characters that are normally hidden, such as spaces, tabs, and returns.

6. Click the **Show/Hide button on the Standard toolbar.**

The hidden characters, or characters that normally don't print, appear in the document. Paragraph marks appears as ¶'s, tabs appear as →'s, and spaces appear as ·'s. Notice the Show/Hide button on the Standard toolbar is highlighted orange, indicating that all the hidden characters in the document are visible.

7. Click the **Show/Hide button on the Standard toolbar.**

The hidden characters disappear. They're still there—you just can't see them.

Sometimes it is helpful to make a document appear larger on the computer's screen, especially if you have a small monitor or poor eyesight.

8. Click the **Zoom list arrow on the Standard toolbar and select **100%**.**

The document appears onscreen at a magnification level of 100%.

9. Click the **Zoom list arrow on the Standard toolbar and select **Page Width**.**

The document zooms out to a level optimal for viewing the page width of the document. This zoom level is an ideal setting for working with documents if you are working with a high resolution (800 x 600 pixels or better) and/or a large monitor.

You can also view a document in full screen mode, dedicating 100% of the screen to viewing the document.

10. Select **View → **Full Screen** from the menu.**

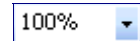
All the familiar title bars, menus, and toolbars disappear and the document appears in full screen mode. Full screen mode is useful if you want to view your document as a sheet of paper onscreen, but the disadvantage is that the Word tools—the toolbars and status bar—are not readily available. You can still access the menus, even though you can no longer see them, by clicking the mouse at the very top of the screen.

11. Click the **Close Full Screen button floating over the document.**

The full screen view closes and you are returned to the previous view.



Show/Hide button



Zoom list

Quick Reference

To Switch between Views:

- Click the View button on the horizontal scroll bar for the view you want.

Or...

- Select **View** from the menu bar and select the view you want.

To Display/Hide Hidden Characters (Tabs, Spaces, and Paragraph Marks):

- Click the **Show/Hide button** on the Standard toolbar.

To Change the Zoom Level of a Document:

- Select the zoom level from the **Zoom list** on the Standard toolbar.

Or...

- Select **View** → **Zoom** from the menu, select the zoom level you want, and click **OK**.

To View a Document in Full Screen Mode:

- Select **View** → **Full Screen** from the menu.