

Viewing a Document

There are several ways to change how a document's contents are displayed on a screen using Document views. You can also zoom in or out to view more or less of the page at a time, and display hidden document content.

Document views

- Click the **View** tab on the Ribbon and click the button of the view you want to use in the Document Views group.

The document's contents are shown in the selected view.

➤ **Other Ways to Change Document View:**

Click the button for the view you want to use in the status bar of the document window.

Word offers several different document views:

- **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.
- **Full Screen Reading view:** This view is optimized for reading. Only necessary toolbars appear, making room for enlarged text and navigational tools.
- **Web Layout view:** Use 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.
- **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.
- **Draft 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.

Exercise

- **Exercise File:** AcadiaProposal2-5.docx
- **Exercise:** View the document in Word's different views. Zoom in to 200 percent, zoom out to 75 percent, then zoom to two pages. Display the document's hidden characters and hide them again.

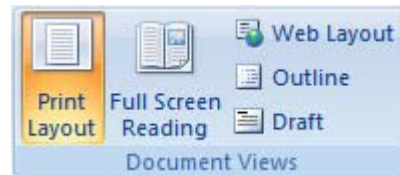


Figure 2-13: The Document Views group under the View tab on the Ribbon.

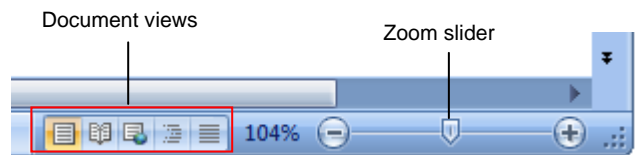


Figure 2-14: Document views and zoom on the status bar.

Zoom

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. It can also be helpful to zoom out so that you can see how the whole document looks.

- Click and drag the **Zoom** slider on the status bar to the percentage zoom setting you want.
 - **Other Ways to Zoom:**
Click the **View** tab on the Ribbon and click the **Zoom** button in the Zoom group. Or, click the **One Page, Two Pages**, and **Page Width** buttons in the Zoom group.



Figure 2-15: The Paragraph group.

Display and hide hidden characters

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

1. Click the **Home** tab on the Ribbon and click the **Show/Hide** button in the Paragraph group.
2. Click the **Show/Hide** button in the Paragraph group.
 - **Other Ways to Display or Hide Hidden Characters:**
Press **<Ctrl> + <*>**.

The hidden characters, or characters that normally don't print, appear in the document. Paragraph marks appear 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.

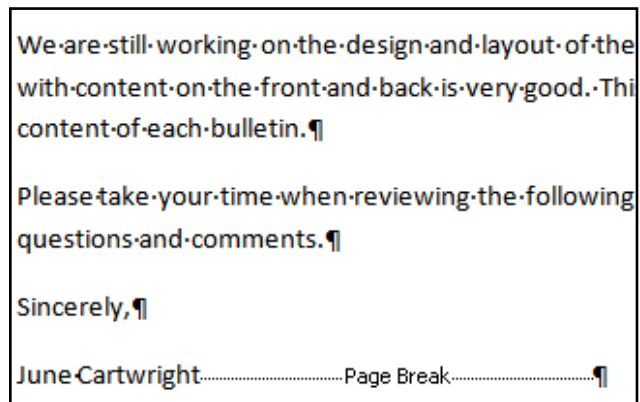


Figure 2-16: Displaying hidden characters.