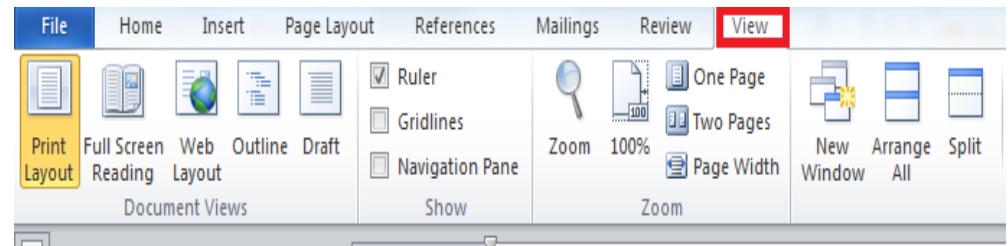
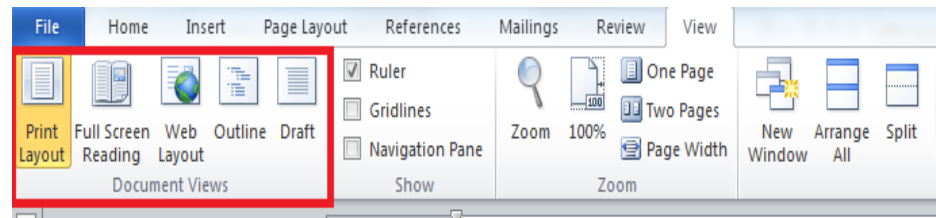


changing the document view

- To change the document view, **left click** on the view tab.



- There are 4 choices you can left click on under **Document Views**.
- They are **Print Layout**, which allows you to view the document as it would look if it were printed.
- **Full Screen Reading** will allow you to view the document as if it were a book.
- **Web Layout** will allow you to view the document as if it were a website.
- **Outline** allows you to view the document as an outline and work with words outlining tools.
- **Draft** allows you to view the document as a draft for text editing.



- Once in the view, you can use the left keyboard arrow to page backwards and the right keyboard arrow to page forwards.
- When you wish to close the view and return to your document left click the close button in the upper right hand corner.

