

Change the View

Depending on what you are doing in an application, you might need to select a different view. For example, to see what a Word document will appear when printed, switch to Print Layout view.

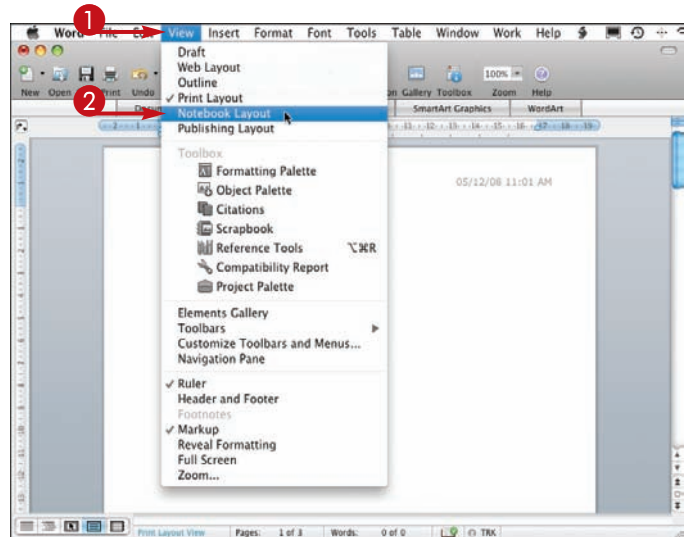
You can also change the view by choosing a different magnification. For example, choose a higher magnification to zoom in on a document.



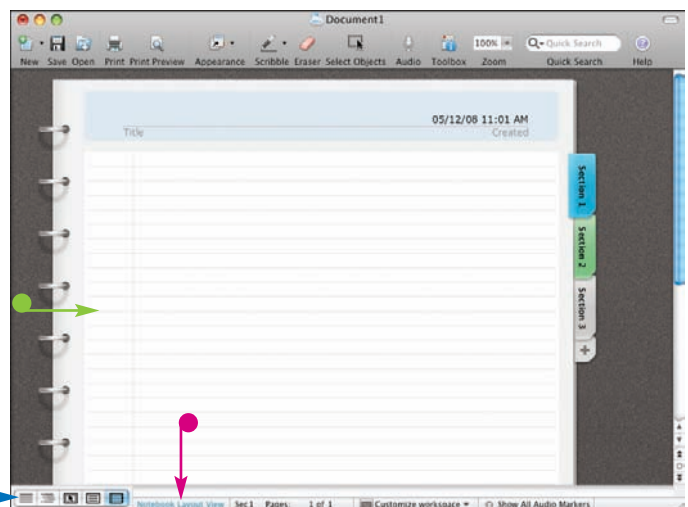
Change the View

SELECT A VIEW

- 1 Click **View**.
- 2 Click the view you want to use.

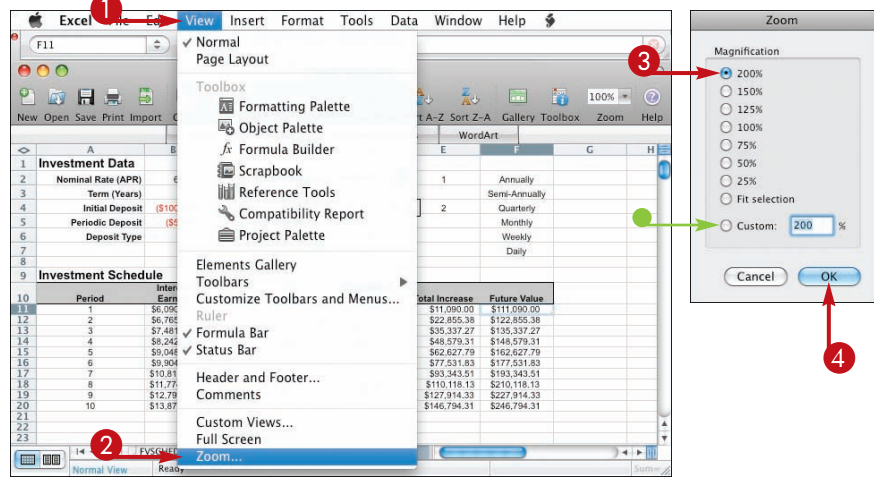


- The application switches to the new view.
- The application displays the name of the current view in the status bar.
- You can also change the view by clicking the view buttons.



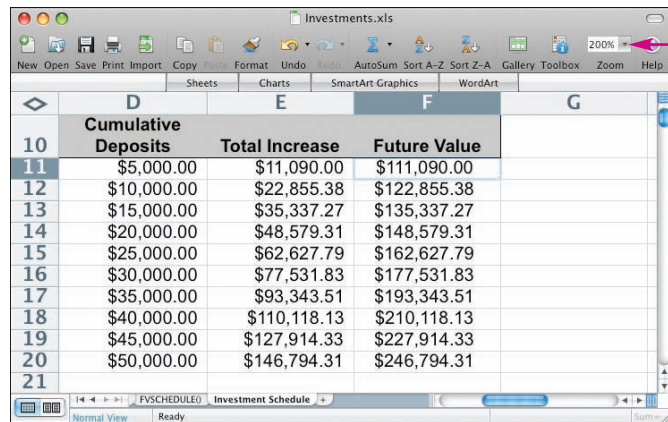
CHANGE THE ZOOM MAGNIFICATION

- 1 Click **View**.
 - 2 Click **Zoom**.
- The Zoom dialog appears.
- 3 Select a magnification option (○ changes to ●).
- You can also select the **Custom** option (○ changes to ●) and then type the magnification value.
- 4 Click **OK**.



The application redisplay the document using the new magnification.

- You can also use the **Zoom** control in the Standard toolbar to set the magnification.



What's the difference between the various Word views?

Draft	Displays the document without images for faster viewing.
Web Layout	Shows how the document appears when viewed in a Web browser.
Outline	Displays a document as an outline where you can collapse and expand sections based on the headings in the document.
Print Layout	Shows how the document appears when printed.
Notebook Layout	Displays the document using a notebook metaphor that enables you to add and edit data using different notebook tabs.
Publishing Layout	Displays the document in a mode that enables you to apply publication templates for things like newsletters and brochures.