







Viewing a Word 2003 Document

In Word 2003 there are several different ways to view a document. To change a View in Word 2003 click **View** on the Menu Bar and select the View that is to be used. It is also possible to change the View of a document by clicking one of the View buttons located on the left-hand side of the horizontal scroll bar. The different views are described in the table below.

View		Explanation
Normal		<ul style="list-style-type: none">➤ This view presents the cleanest screen approach for routine document creation and editing.➤ It shows all character and paragraph formatting, but not graphics, headers and footers, and so forth.
Web Layout		<ul style="list-style-type: none">➤ This view is used to view and edit Web pages in Word.➤ It handles the proper frame wrapping of text that are required by Web pages➤ It displays graphics in their proper orientation for a Web page.➤ It more accurately reflects the Web page, as it will appear in a browser window.
Print Layout		<ul style="list-style-type: none">➤ This option is used to view the document exactly the way it will print.➤ It shows any details, such as headers and footers, graphics, etc.➤ It shows where page breaks occur.
Outline View		<ul style="list-style-type: none">➤ This option provides true expandable and collapsible views of the document in outline form.➤ It is possible to write from an outline.➤ It shows the structure of the document.
Reading Layout		<ul style="list-style-type: none">➤ The toolbars, status bars, and menus will be hidden to provide more screen area for the document.➤ Only the Reviewing and Reading toolbars will be displayed.➤ To return to the preceding view, click the Close button on the toolbar.
Print Preview		<ul style="list-style-type: none">➤ This button is found on the Standard toolbar, not on the Views Bar.➤ It shows how the document will appear on paper.➤ Documents may be displayed as one page or multiple pages.