

VIEW A PUBLICATION

There are three basic ways to view publications in Publisher: Whole/Full Page, Page Width, and Two Page Spread. The default view is Whole Page. It is also possible to zoom in and out on a publication. These options are described in this document.

Full Page

- ❖ Shows the entire current page.
- ❖ Shows the margins for each page.
- ❖ To change to this view from a different view,
 - Click the **View** option on the **Menu Bar**.
 - Click **Zoom** from the list of choices.
 - Select **Whole Page** from the cascading menu that appears.
 - It is also possible to go to the **Whole Page** view by pressing **Ctrl + Shift + L** on the keyboard.

Page Width

- ❖ Zooms in on the publication page while still displaying the left and right margins
- ❖ Provides a view that is slightly larger than zooming 50%
- ❖ Can easily scroll up and down the page using the vertical scrollbar
- ❖ To place a publication in this view, complete the following steps:
 - Click the **View** option on the **Menu Bar**.
 - Click **Zoom** from the list of options.
 - Select **Page Width** from the cascading menu that appears.
- ❖ It is also possible to change to **Whole Page** or **Page Width** view by clicking the **Zoom** drop-down arrow on the **Standard** toolbar. This is the box with a percentage in it.

Two-Page Spread

- ❖ Makes it possible to examine facing pages in a publication.
- ❖ Particularly useful when it is necessary to make sure that frames and objects are balanced and arranged appropriately
- ❖ Any publication that opens has facing pages, such as a greeting card or brochure.
- ❖ When using this view, remember that the first page of a publication does not have a facing page.
- ❖ To view a publication in this view, complete the following:
 - Click **View** on the **Menu Bar**.
 - Select the **Two-Page Spread** selection, to place a check mark beside this option.
 - To return to the single page view, select **View** from the **Menu Bar** and click **Two-Page Spread** to remove the check mark.

Using the Zoom Feature

Publisher provides the capability to zoom in and out of a publication page using a range from 10% to 800%. This makes it easier to edit or otherwise fine-tune items such as text boxes and pictures.

To **Zoom In** or **Zoom Out** on the current page, follow these steps:

- ❖ Select **View** on the **Menu Bar** and then click **Zoom**.
- ❖ Select the **Zoom** percentage from the cascading menu.
- ❖ It is also possible to change the **Zoom** percentage by doing one of the following:
 - Click the **Zoom** drop-down arrow on the **Standard** toolbar (box with percentage in it).
 - Press the **F9** function key on the keyboard.