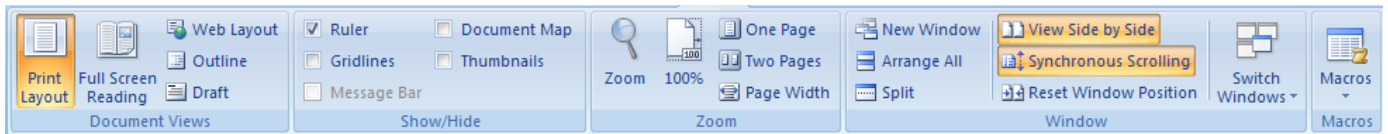


VIEWS TAB

This tab is used to display a document in different ways within the Microsoft Word window. The illustration below shows the Views Tab groups and buttons. The table describes what each of the buttons on this tab can be used for.



Group/Button	Description
Document Views Group	
Print Layout	To see how the document will look when it is printed, click this View button. This view will show the Headers and Footers, Clip Art, Word Art, or other formatting applied to the document.
Full Screen Reading	To read the document in full screen reading mode, click this button. This mode will show the document in pages side by side. The font for the document will enlarge making it easier to read the document. Any images added to the document will also display.
Web Layout	This View will display the page as it will look if saved as a Web Page. Not all of the images will display the same as they do in Print Layout View. It may be necessary to make adjustments to the image locations.
Outline	To see an outline of the pages in the document, click the View button. Word Art, Clip Art, and other special features may not display. Just the text of the document will display.
Draft	Click this button to view the document as a draft to quickly edit the document. Items such as Headers and Footers will not display when in this view.
Show/Hide Group	
Ruler	The ruler is used to change tabs and margins. Click the check box for this option to display the ruler in the Word window.
Gridlines	Gridlines are used to align objects within a document. Clicking the check box will turn this feature on.
Message Bar	This option display security alerts when there is potentially unsafe, active content in a document. Check the help system for additional information on this feature
Document Map	Click the check box for this option to show a structural view of the document. This information will appear in a frame on the left side of the window.
Thumbnails	To view small images of each page in the document, click the check box for this option. This information will appear in a frame on the left side of the window.

Group/Button	Description
Zoom Group	
Zoom	Click this button to open the Zoom dialog box. This dialog box can be used to set the zoom level for the document.
100%	To view the document at 100% of the normal size, click this button. This is the default view for documents.
One Page	To view one page of the document, click this button. This will reduce the view of the document to approximately 49% of the normal size.
Two Pages	To view two pages of the document at a time, click this button.
Page Width	When this button is clicked, the document view will change so that it displays in the whole Word window.
Window Group	
New Window	To create a new window with a view of the current document, click this button. This means that an additional view of the document will be displayed.
Arrange All	When more than one document has been opened in Word, this view will show all the open documents in a tile format. This makes it possible to view all the documents at one time.
Split/Remove Split	This button is used to split the current document into two windows so that material from other parts of the document can be displayed at the same time.
View Side by Side	To view open documents side by side, click this button.
Synchronous Scrolling	When a document window has been split, this button is used to move both screens through the document at the same time.
Reset Window Position	This button is used to reset the position of two documents that are displayed side by side so that they share the window equally.
Switch Windows	To switch to another window that is currently open, click this button.
Macros Group	Click this button to record a macro or to view other macros. Macros are small programs that record the steps taken in a document to perform a specific task, such as sending a document to print.