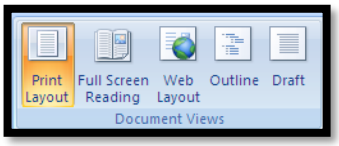
Need to Know IT

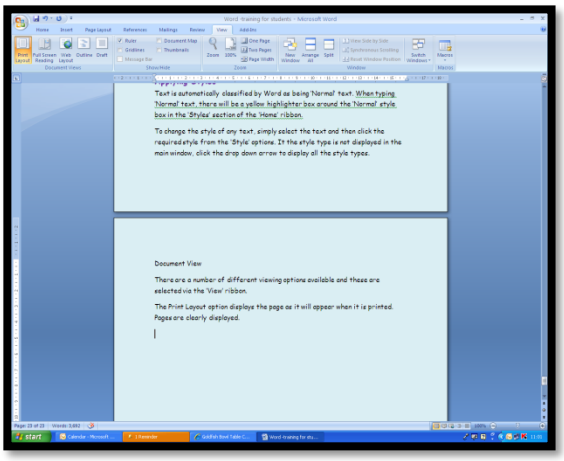
Document View

A number of different viewing options are available and these are selected via the '**View'** ribbon.

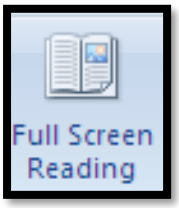


Print Layout

The 'Print Layout' option displays the page as it will appear when it is printed.

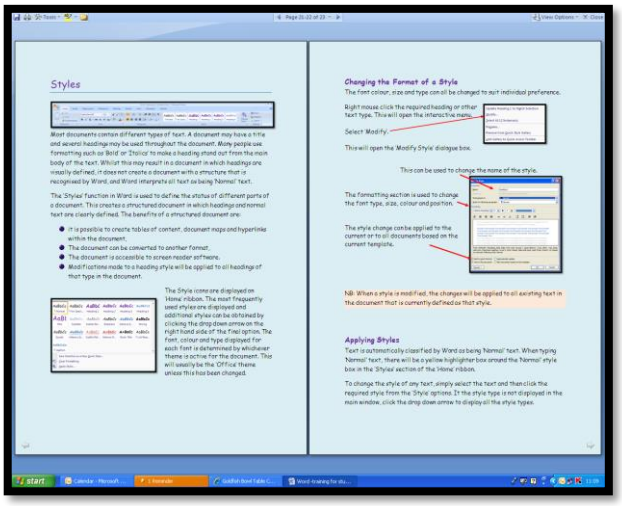


Full Screen Reading



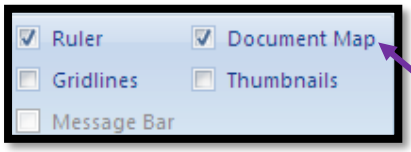
Full screen reading maximizes the use of the screen and displays 2 pages side by side.

Full screen reading must be closed to return to the 'Print Layout' view. Click the 'Close' symbol in the top right hand corner of the screen.



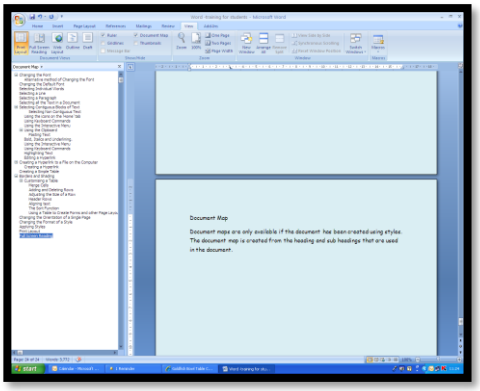
Document Map

Document maps are only available if the document has been created using 'Styles'. The document map is created from headings and sub headings used in the document.



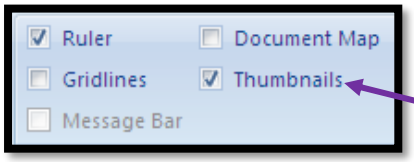
To view the document map, select the 'View' ribbon.
Click the 'Document Map' box to select.

When the document map is displayed, the screen is divided into 2 sections with the map on the left hand side. Clicking on a heading in the document map will display the corresponding place in the document.



Thumbnails

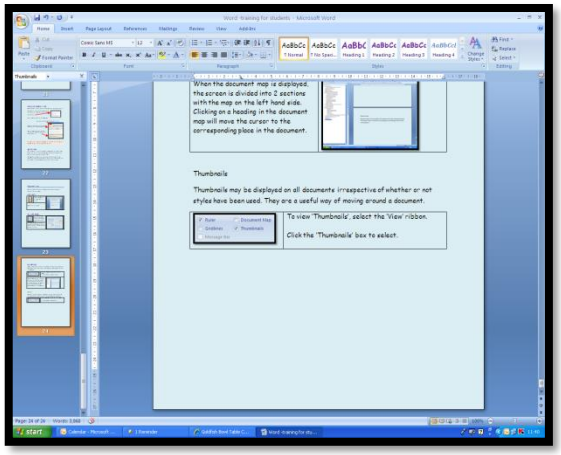
Thumbnails show a miniature version of each page in a document. They are displayed on the left hand side of the document and are available irrespective of whether or not styles have been used. They are a useful way of moving around a document.



To view 'Thumbnails', select the 'View' ribbon.

Click the 'Thumbnails' box to select.

When the 'Thumbnails' option is used, the screen is divided into 2 sections with the thumbnails on the left hand side. Clicking a thumbnail will move the document to the page that corresponds to the thumbnail.



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