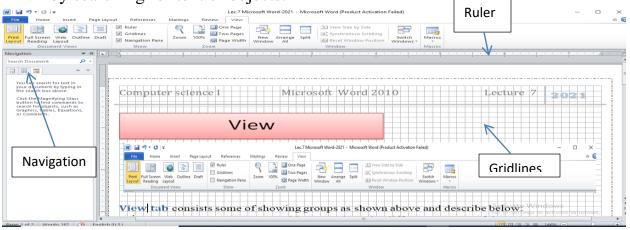
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- **4 Document Views Group:** this menu show the different Layouts of document on screen:
 - 1. **Print Layout:** view the document as it will appear on the printed page.
 - 2. **Full Screen Reading:** view the document in full reading view in order to maximize the space available for reading or commenting on the document.
 - 3. Web Layout: view the document as it would look as a Web page.
 - 4. **Outline View:** view the document as an outline and show the outlining tools. Click on **Outline** a new window will appear with its tab called "program tab".
 - 5. **Draft View:** view the document as a draft to quickly edit the text. Header and Footer will not be visible.

Show Group: this function used to show the Ruler, Gridlines, and Navigation Pane when you choose them.

- ▶ Ruler: view the ruler used to measure and line up objects in the document.
- ➢ Gridlines: turn on gridlines to which you can align objects in the document.
- Navigation Pane: opened to navigate through the document by heading, by page, or by searching for text or objects.



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