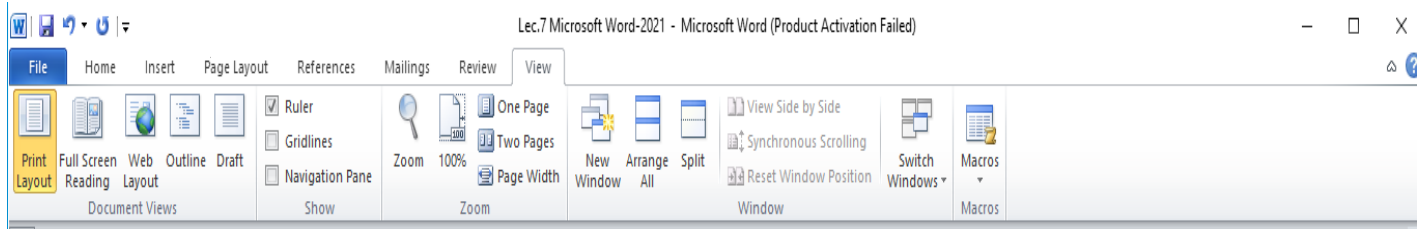
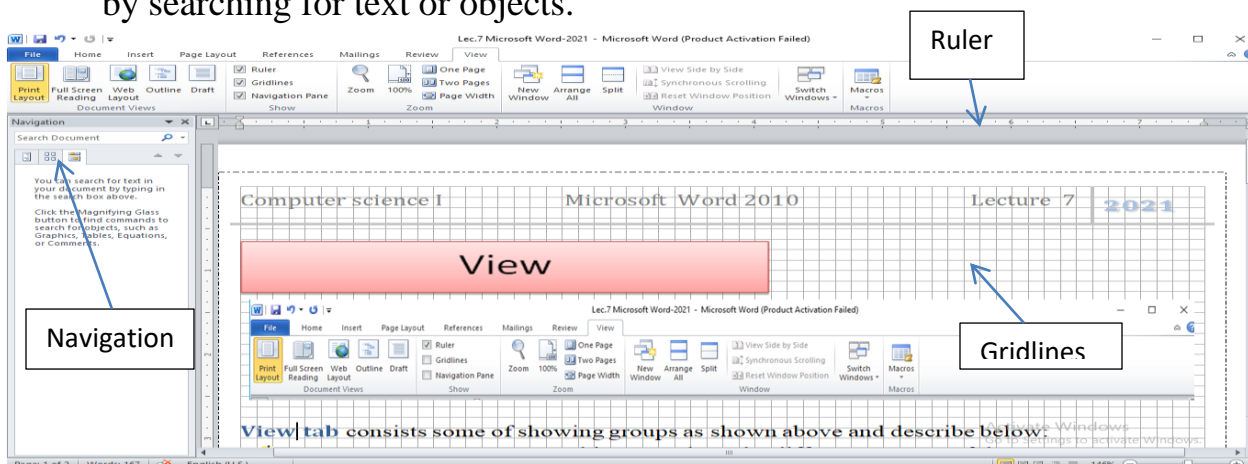


# View



**View tab** consists some of showing groups as shown above and describe below:

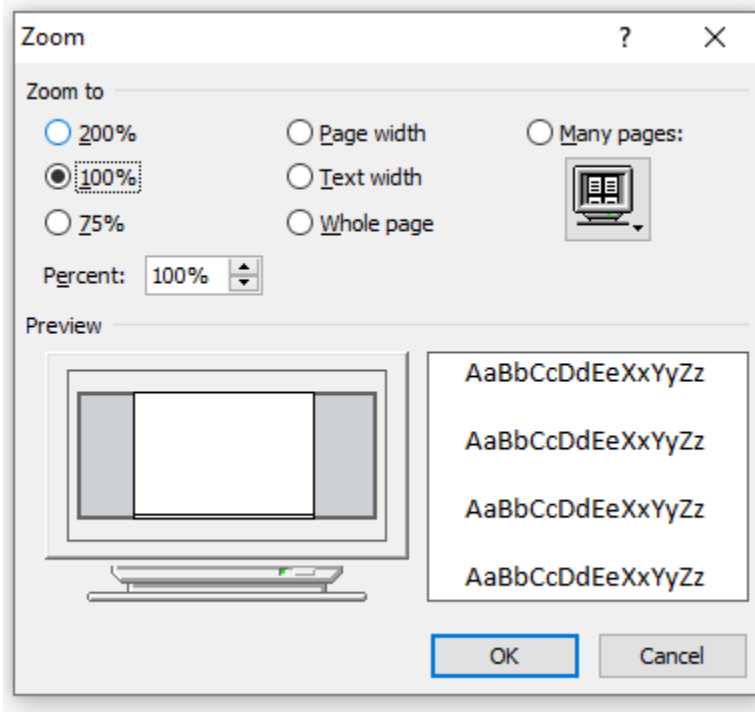
- ✚ **Document Views Group:** this menu show the different Layouts of document on screen:
  1. **Print Layout:** view the document as it will appear on the printed page.
  2. **Full Screen Reading:** view the document in full reading view in order to maximize the space available for reading or commenting 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.



**Zoom Group:** this allows you to zoom document in different forms.

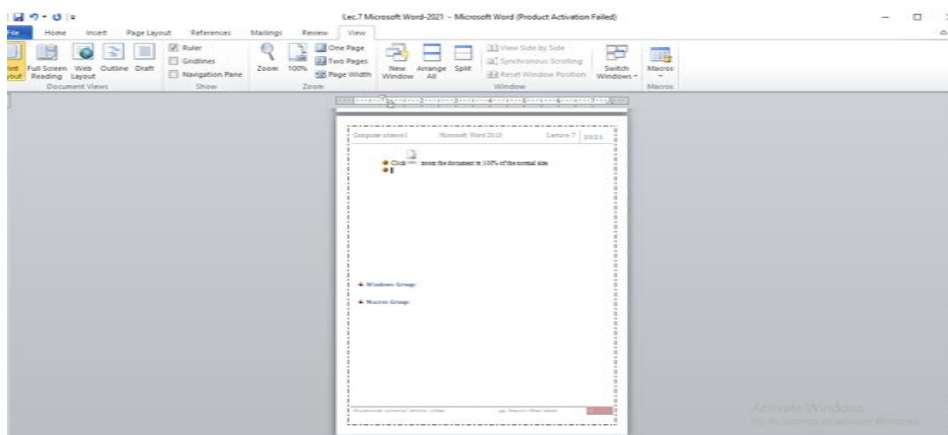


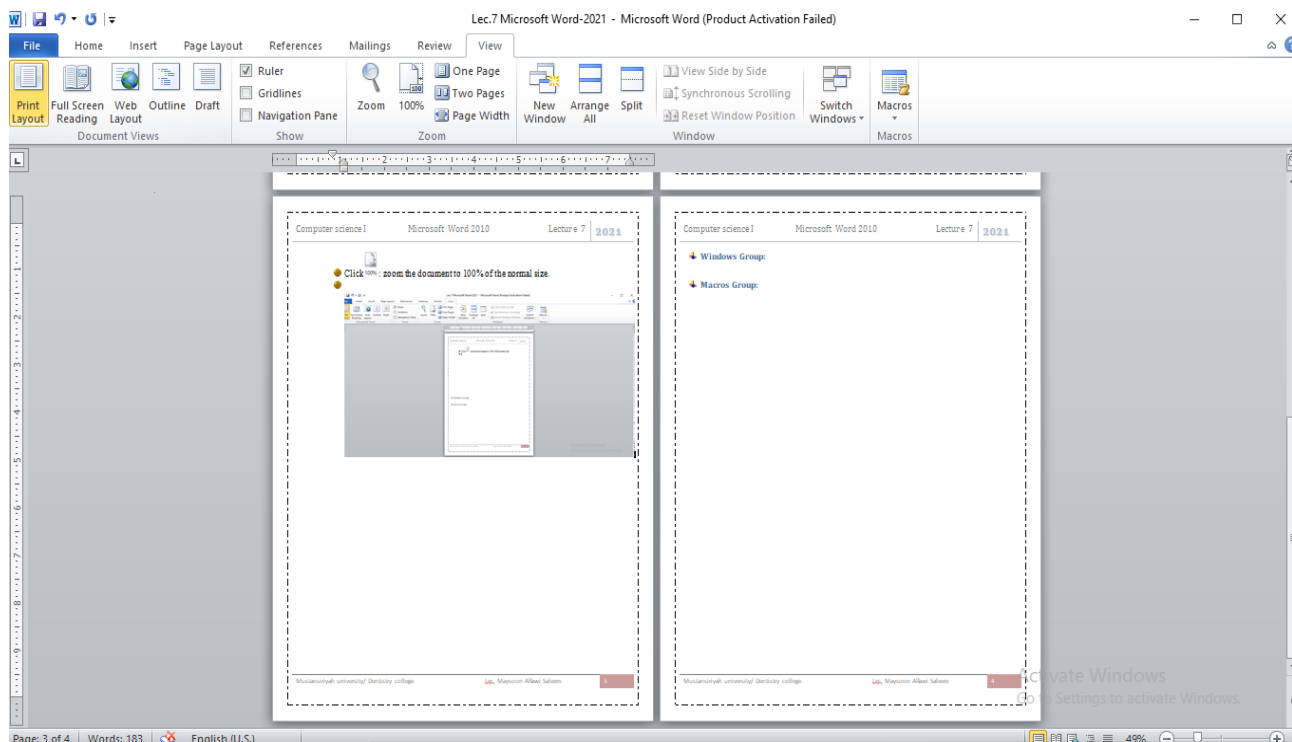
Click on Zoom icon the following menu will appear.




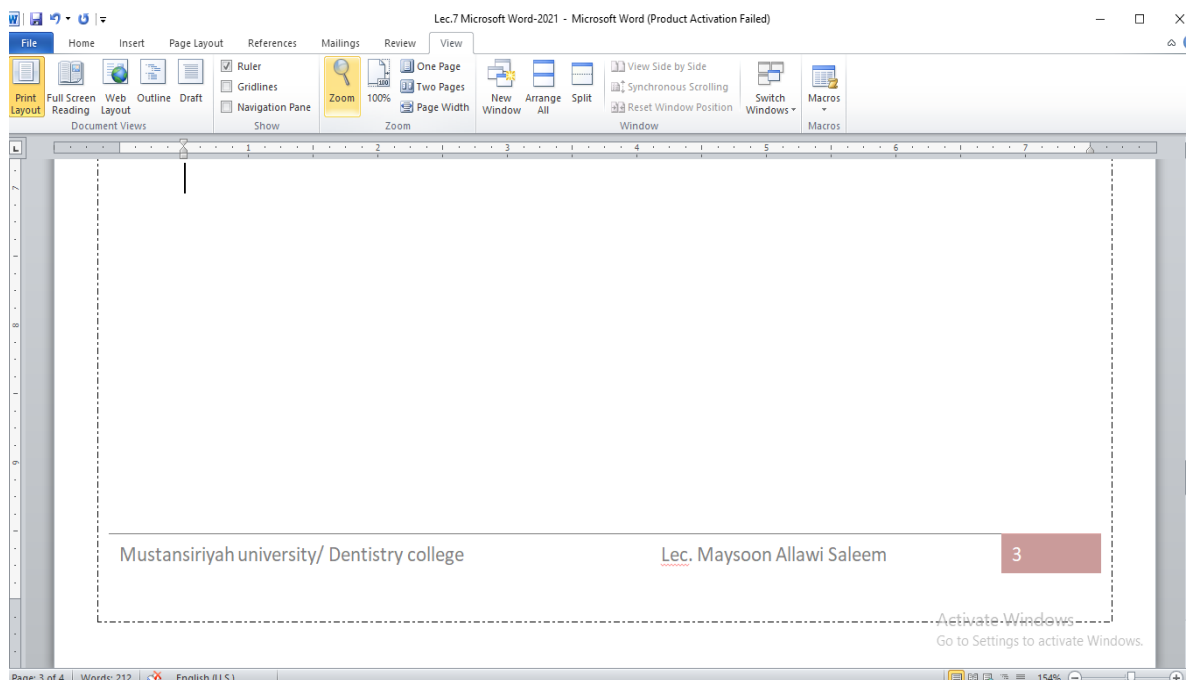
Click 100% : zoom the document to 100% of the normal size.

Click on one page or two pages to show pages as below:





Click  **Page Width** : Zoom the document as that the width of the page matches the width of the window.



### + **Window Group:** consists of the following :

- **New Window:** Open a new window containing a view of the current document.
- **Split:** Split the current window into two parts so that you can view different sections of the document at the same time. After Split you can remove split.



- **Switch Windows:** Switch to a different currently open windows.

### + **Macros Group:** View Macros here to record a macro or to access other macro options.

