




Paragraph Formatting & Page Layout

What you will find in this section:

-  Adjusting the zoom
-  Viewing your document in different ways

-  Keyboard shortcuts to speed up your work

Zoom Control

You can 'zoom in' to get a close up view of your document or 'zoom out' to see more of the page at a reduced size. Zooming does not change the printed size.

Using the Zoom Slider to change the zoom

1. Click and drag the slider to increase or decrease the zoom level

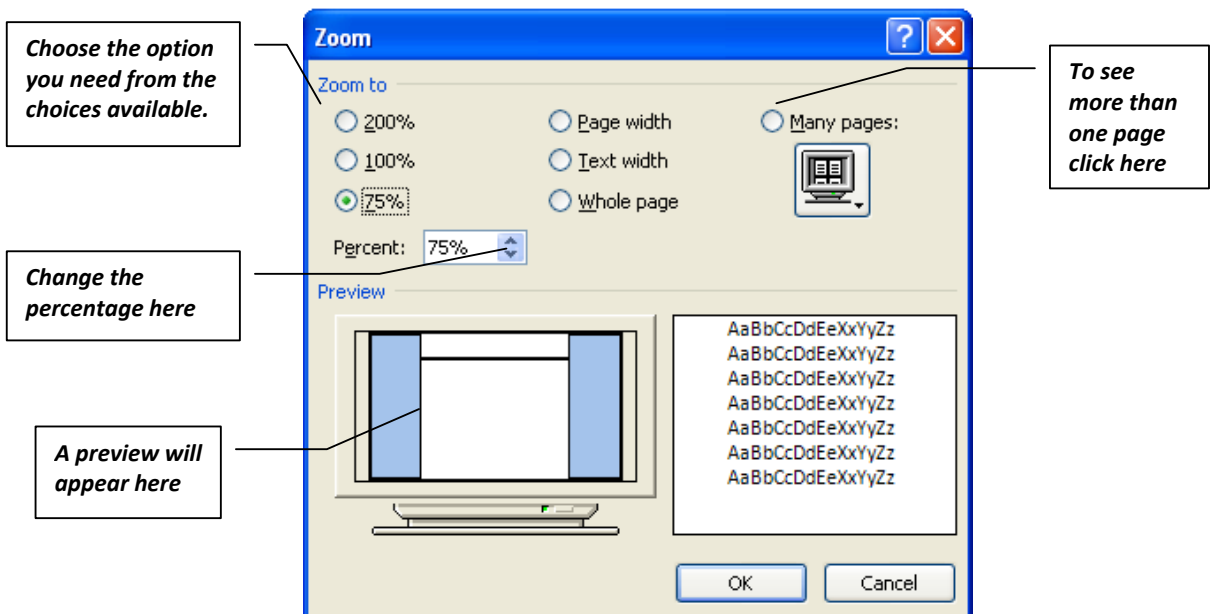


Using the View Tab to change the zoom

1. Click on the View tab



2. Click on Zoom

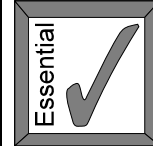


The screenshot shows the Zoom dialog box with the following callouts:

- Choose the option you need from the choices available.** Points to the 'Zoom to' section with radio buttons for 200%, 100%, 75%, Page width, Text width, Whole page, and Many pages.
- To see more than one page click here** Points to the 'Many pages' radio button and the corresponding icon.
- Change the percentage here** Points to the 'Percent: 75%' spin box.
- A preview will appear here** Points to the 'Preview' section, which includes a monitor icon showing a zoomed document and a text box containing 'AaBbCcDdEeXxYyZz' repeated six times.

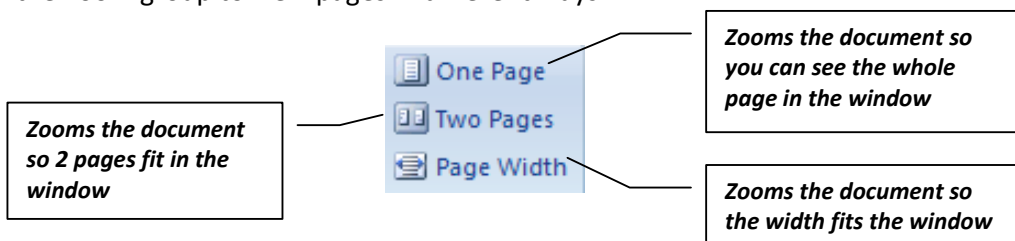
3. Click in the circle next to the zoom level you require
Or
Change the percentage box with the up and down arrows
4. Click OK

Each view has its own zoom
Outline View, Web Layout View, Print Layout View, Draft View and Print Preview all have a separate zoom control.



Using the Zoom to view different page layouts

In addition to changing the percentages of the views, you can also use the icons within the Zoom group to view pages in different ways.

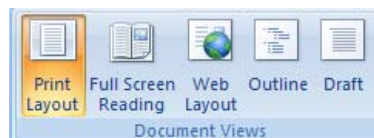


Different Views of Your Document

Word 2007 has different ways of looking at your document depending on which task you are carrying out. Each view allows you to concentrate on a different aspect of your work.

Changing the view with the View Tab

1. Click on the View Tab
2. Click on the view you require within the Document Views group



Changing the view with the icons

Click on the icon required from the bottom left of the screen

