

# TABLE OF CONTENTS

**TABLE OF CONTENTS** ..... 1

**INTRODUCTION** ..... 2

**NORMAL, WEB LAYOUT, PRINT LAYOUT, READING LAYOUT, OUTLINE** ..... 3

    DEFINITIONS ..... 3

    WHY WOULD YOU USE THIS? ..... 3

    STEP BY STEP ..... 3

    ALTERNATIVE METHODS ..... 6

**RULER** ..... 7

    WHY WOULD YOU USE THIS? ..... 7

    STEP BY STEP ..... 7

**DOCUMENT MAP** ..... 8

    DEFINITIONS ..... 8

    WHY WOULD YOU USE THIS? ..... 8

    STEP BY STEP ..... 8

    ALTERNATIVE METHODS ..... 10

**THUMBNAILS** ..... 11

    DEFINITIONS ..... 11

    WHY WOULD YOU USE THIS? ..... 11

    STEP BY STEP ..... 11

**HEADER AND FOOTER** ..... 12

    WHY WOULD YOU USE THIS? ..... 12

    STEP BY STEP ..... 12

**FOOTNOTES (VIEW)** ..... 15

    DEFINITIONS ..... 15

    WHY WOULD YOU USE THIS? ..... 16

    STEP BY STEP ..... 16

    ALTERNATIVE METHODS ..... 16

**FULL SCREEN** ..... 17

    DEFINITIONS ..... 17

    WHY WOULD YOU USE THIS? ..... 17

    STEP BY STEP ..... 17

**ZOOM** ..... 19

    WHY WOULD YOU USE THIS? ..... 19

    STEP BY STEP ..... 19

    ALTERNATIVE METHODS ..... 20

©2005 The University of Akron

These materials were developed and are owned by the University of Akron. All rights reserved.

These materials may not be reproduced in whole or in part without the express written permission of The University of Akron

## **Introduction**

This manual will detail most of the menu options found in the Word 2003 menu View. The View menu options discussed in this manual are:

- Normal, Web Layout, Print Layout, Reading Layout, Outline
- Ruler
- Document Map
- Thumbnails
- Header and Footer
- Footnotes
- Full Screen
- Zoom

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.

**Note:** The Task Pane and Toolbars options are not discussed in this manual. Please see the Introduction to the Word 2003 Series manuals for how to use these options.

## Normal, Web Layout, Print Layout, Reading Layout, Outline

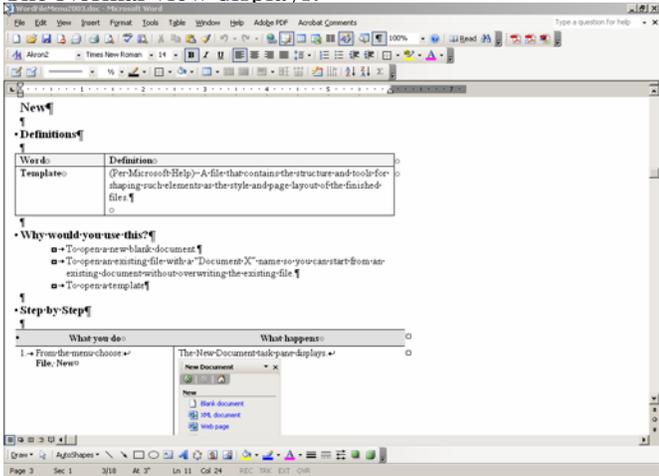
### Definitions

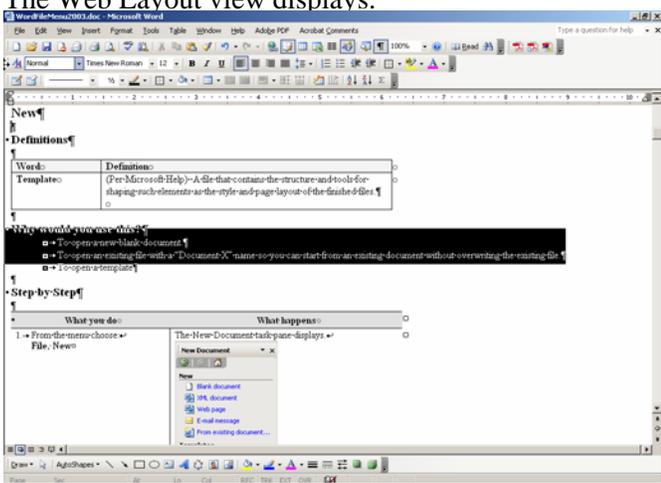
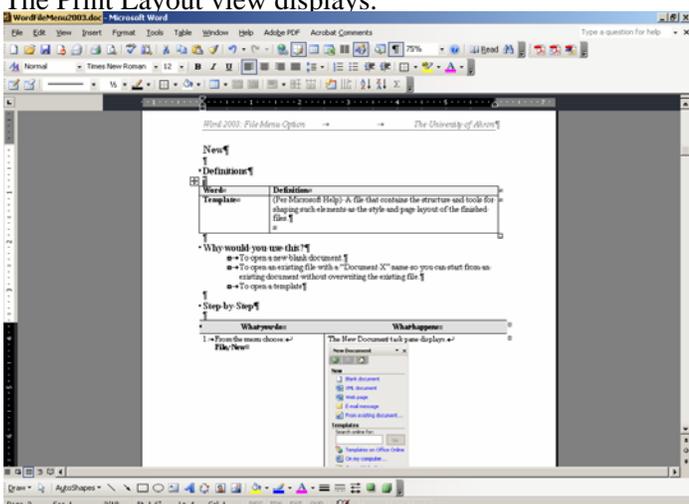
Word	Definition
Normal View	Shows the page with simplified layout for easy typing, editing and formatting. Not all capabilities are available with rulers.
Web Layout View	Shows how the document will look as a web page.
Print Layout View	Shows how the items in your document will be positioned on the printed page. The rulers are present.
Reading Layout View	Shows the document in a manner that is optimal for reading. This view does not display the document in a way the document is formatted for printing.
Outline View	Shows the structure of a document and you can move, copy, and reorganize text by dragging headings. Styles must be used consistently for this view to work successfully.

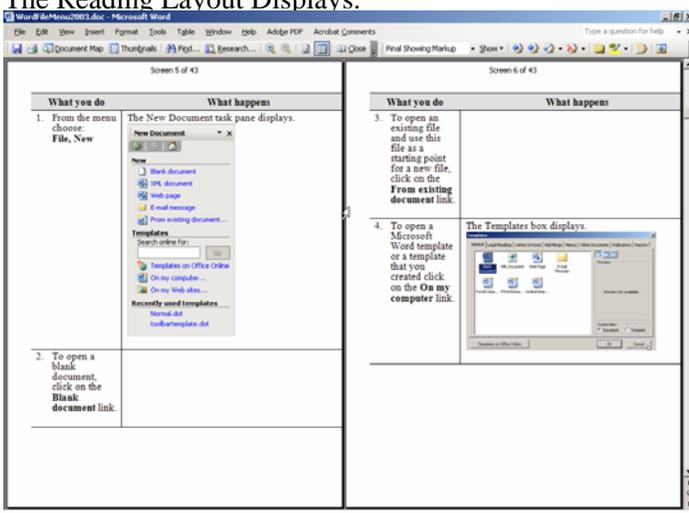
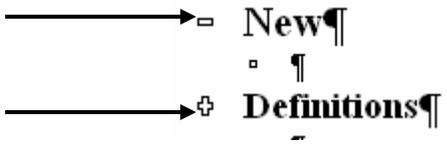
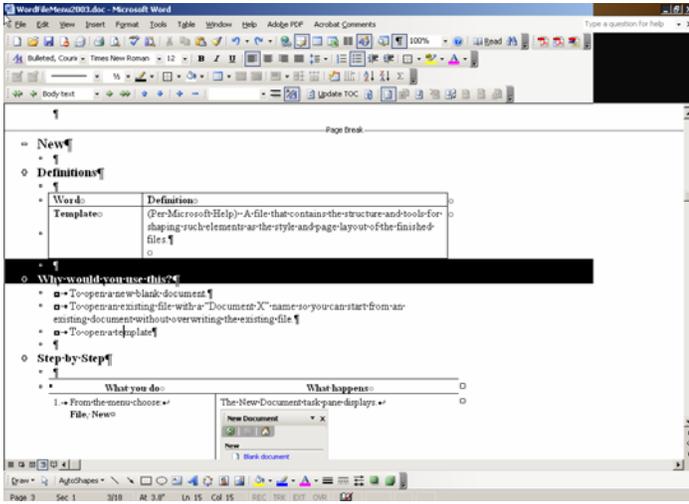
### Why would you use this?

- You would use the different views to tailor your working window to meet your needs for the specific document and task.
- 

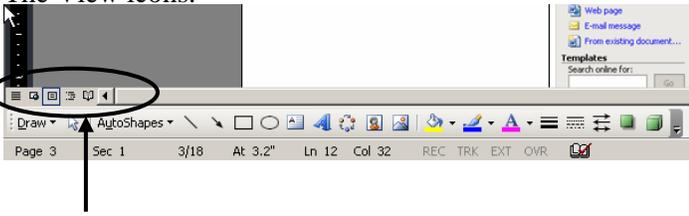
### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Normal</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>■ You cannot use the Drawing toolbar in this view.</li> <li>■ The headers and footers are not visible in this view.</li> <li>■ Page breaks appear as dotted lines.</li> </ul>	<p>The Normal view displays.</p> 

What you do	What happens
<p>2. From the menu, choose: <b>View, Web Layout</b></p>	<p>The Web Layout view displays.</p> 
<p>3. From the menu choose: <b>View, Print Layout</b></p>	<p>The Print Layout view displays.</p> 

What you do	What happens
<p>4. From the menu choose: <b>View, Reading Layout</b></p> <p>Reading Layout is new in Word 2003. You may have noticed if you open an attachment in Outlook, this is the default view. To turn this option off go to <b>Tools, Options</b>. Go to the General tab and uncheck the option for <b>Allow starting in Reading Layout</b>.</p>	<p>The Reading Layout Displays.</p> 
<p>5. From the menu choose: <b>View, Outline</b></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>You can use the expand and collapse buttons in the left margin.</li> </ul> 	<p>The Outline view displays.</p> 

### Alternative Methods

What you do	What happens
<p>1. An alternative method to using the menu would be to use the <b>View</b> buttons in the bottom left corner of the window.</p> <p>If you rest the cursor over each icon, a screen tip will display with the view name.</p>	<p>The View icons.</p>  <p>The screenshot shows the Microsoft Word 2003 interface. In the bottom-left corner, there is a row of icons for switching views: Print, Print Range, Print Range Selection, and Print Range Selection. These icons are circled in black. An arrow points to the 'Print' icon. The status bar at the bottom shows 'Page 3', 'Sec 1', '3/18', 'At 3.2"', 'Ln 12', 'Col 32', and 'REC TRK EXT OVR'. The 'Draw' and 'AutoShapes' menus are visible above the status bar.</p>

## Ruler

### Why would you use this?

- To get an idea of where you are on a page in terms of measurements.
- To set tabs and indents.
- To change the margins.
- Adjust column widths.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Ruler</b></p> <p>This is a toggle selection. If there is a checkmark next to the selection the rulers will be visible.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>■ The horizontal ruler is only visible in print layout, normal, and web layout views.</li> <li>■ The vertical ruler is only visible in print layout view.</li> </ul>	
<p>2. If the rulers do not appear after you select this option, go to the menu option: <b>Tools, Options</b></p> <p>On the View tab, check (or uncheck if you want one or both removed) <b>Vertical Ruler</b>.</p>	

## Document Map

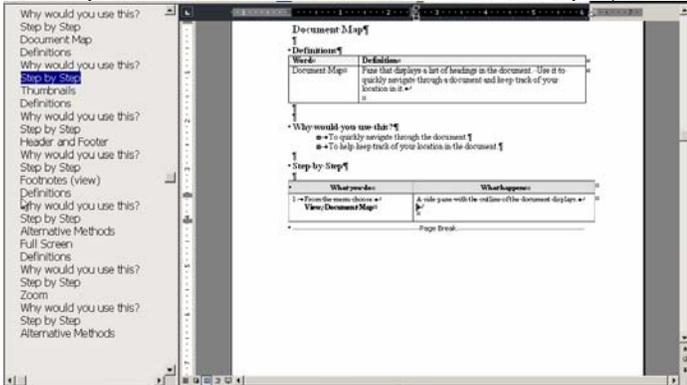
### Definitions

Word	Definition
Document Map	Pane that displays a list of headings in the document. Use it to quickly navigate through a document and keep track of your location in it.

### Why would you use this?

- To quickly navigate through the document.
- To help keep track of your location in the document.

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Document Map</b></p>	<p>A side pane with the outline of the document displays.</p> 
<p>2. The location you are currently at in the document will be highlighted.</p> <p>To go to a different location in the file, click on it in the side pane.</p> <p><b>Note:</b> You need to utilize Word Styles for the Document Map to provide an outline of the document.</p>	

3. To turn the Document Map off, choose from the menu (again) View, Document Map.
-

### Alternative Methods

What you do	What happens
1. To turn on Document Mapping, you can click on the <b>Document Map</b>  icon found on the Standard toolbar.	
2. To turn off Document Mapping, you can click on the <b>Document Map</b>  icon again.  This is a toggle button.	

# Thumbnails

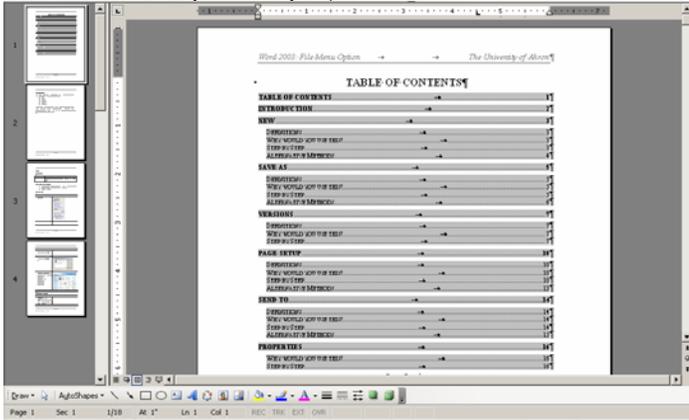
## Definitions

Word	Definition
Thumbnails	(Per Microsoft Help) Small renderings of each page in your document, displayed in a separate pane. Thumbnails give you a visual impression of the content of each page.

## Why would you use this?

- To get a glimpse of the entire document as you are working.
- To quickly jump to a page by visually identifying it.
- 

## Step by Step

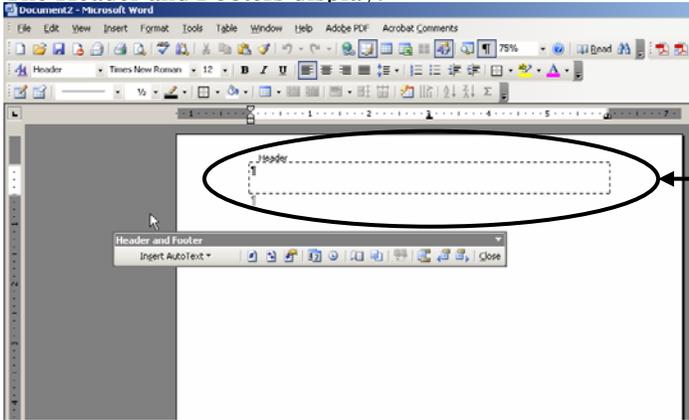
What you do	What happens
4. From the menu choose: <b>View, Thumbnails</b>	<p>The Thumbnail pane displays.</p> 
5. You can use the vertical scroll bar to the right of the pane to move through the document via thumbnails.	
6. You can quickly jump to any page in the document by clicking on the thumbnail.	
7. This is a toggle option. To turn the Thumbnail view off, reselect it from the menu.	

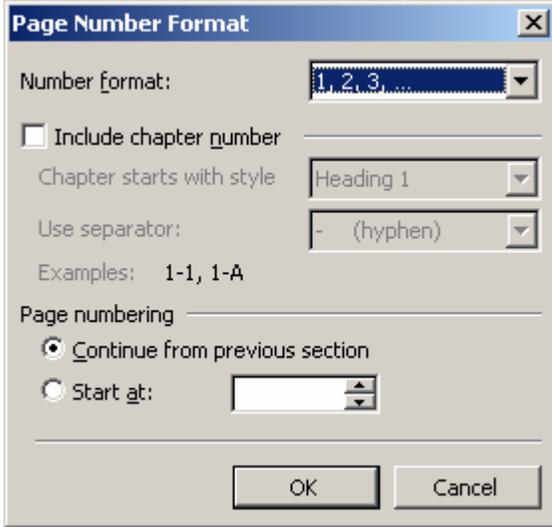
## Header and Footer

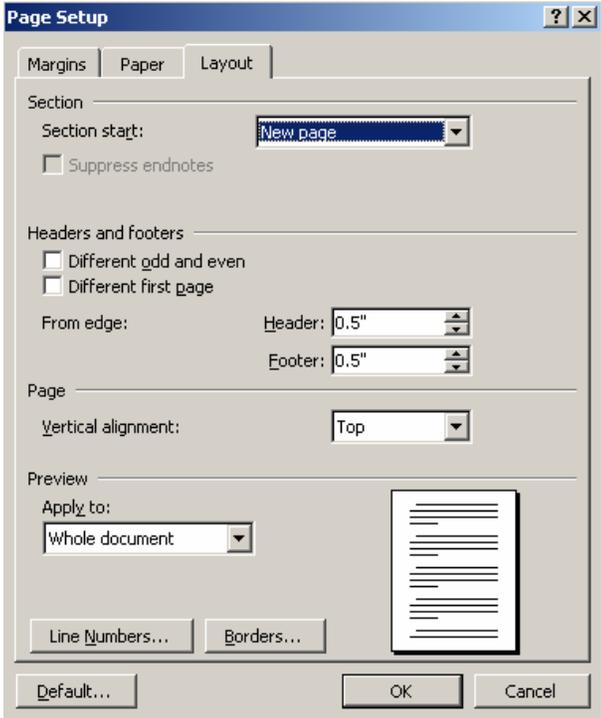
### Why would you use this?

- To add a document name to the file in the top or bottom margin.
- To add a date to the document in the top or bottom margin.
- To add page numbers to a document in the top or bottom margin.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Header and Footer</b></p>	<p>The Header and Footers display.</p> 
<p>2. The header and footer sections of the document are available for entry.</p> <p>The Header and Footer toolbar appears as well.</p>	
<p>3. You can enter text into the header and footer areas.</p> <p>The <b>Tab</b> key will move you from a Left tab, to a Center tab, and then to a Right tab.</p>	
<p>4. To insert a page number, click on the <b>Insert Page Number</b>  icon on the toolbar.</p>	

What you do	What happens
<p>5. To format the page number, click on the <b>Format Page Number</b>  icon.</p>	<p>The Page Number Format box displays.</p> 
<p>6. You can format the page number on this box.</p> <p>You can also force Word to start the page number at a number other than 1. You would do this if you set the option for a different first page. To do this, you want to click in the radio button for <b>Start at</b> and then enter the page number you want started on this page.</p>	

What you do	What happens
<p>7. On the Header and Footer toolbar, you can click on the <b>Page Setup</b>  icon.</p> <p>On the Layout tab you can click on the options for <b>Different odd and even</b>. This is a great option if you are going to be printing the document as a manual. This option will give a “mirror effect” with the header and footers.</p> <p>You can also select the option for <b>Different first page</b> which will allow you to have a different (or not any) headers and footers on just the first page of the document.</p> <p>Other helpful options on this box are the Header and Footer (<b>From edge</b>) fields. You can make the header and footers closer to the edge or further from the edge.</p>	<p>The Layout tab.</p> 
<p>8. Later, you can edit a header and/or footer by double clicking on the text. This will open the header and footer areas for editing as well as the Header and Footer toolbar.</p> <p>You can also use the menu option of <b>View, Header and Footer</b> to open the areas for editing.</p>	

## Footnotes (view)

### Definitions

Word	Definition
Footnote	A footnote provides an explanation for specific text in the document and it appears at the bottom of the page that the specified text is found. A footnote consists of a reference mark and note text. The reference mark is typically a number and the reference mark then matches the number next to the footnote at the bottom of the page.

Here is an example of a footnote:

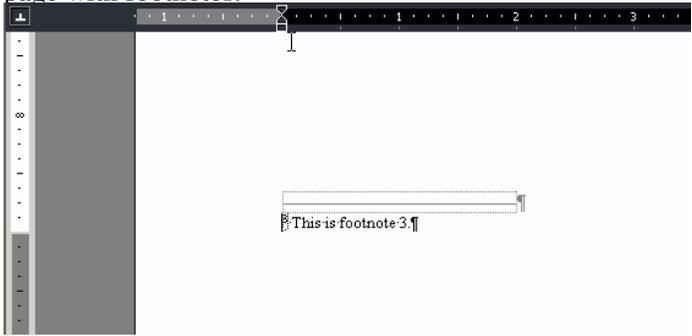
This is an example of what a footnote would look like in a document. This will be a basic example so you can see visually what to look for.

Footnote: A footnote is a marking that will allow you to add comments, notes, or references to something in the document.

**Why would you use this?**

- ▣ To provide an additional explanation for something in the document.
- ▣ To add comments for specific text in a document.
- ▣ To provide references for a specific text in a document.
- ▣

**Step by Step**

What you do	What happens
<p>1. From the menu choose: <b>View, Footnotes</b></p>	<p>The cursor goes directly to the footnotes on the closest page with footnotes.</p> 
<p>2. To find out how to create footnotes, see the manual for the <b>Insert</b> menu options.</p> <p>Adding footnotes can be done by using the menu option of <b>Insert, Reference, Footnote</b>.</p>	

**Alternative Methods**

What you do	What happens
<p>1. You can directly go to any footnote, by scrolling to the bottom of a page with the footnote and double-clicking over the footnote number.</p>	

## Full Screen

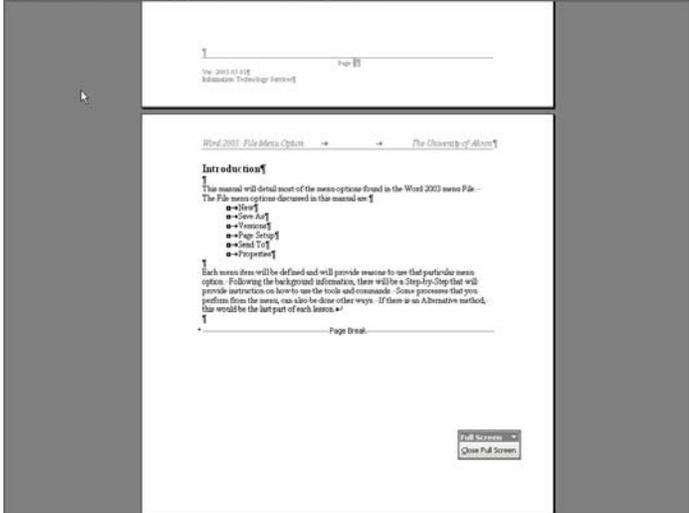
### Definitions

Word	Definition
Full Screen	Shows you the document in the entire screen area. This view removes the toolbars and menu.

### Why would you use this?

- To start off a presentation or training session with a title or introduction slide.
- To view your document without the toolbars and menus.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Full Screen</b></p>	<p>The window appearance adjusts:</p> 

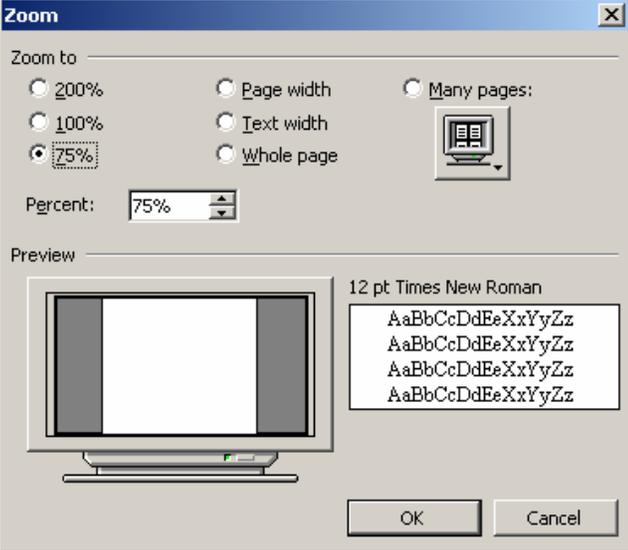
What you do	What happens
<p>2. There is a Full Screen floating toolbar available.</p>  <p>You can click on the <b>Close Full Screen</b> button to return to the previous view.</p> <p>You can also click on the <b>Esc</b> key to return.</p>	
<p>3. If you need to access the menu, move the cursor over the top of the window (where the menu would be) and it will appear. In the Full Screen view, it is hidden.</p>	
<p>4. You may want to adjust the <b>Zoom</b> before doing this. This will allow you to see the maximum amount of information in this view.</p>	

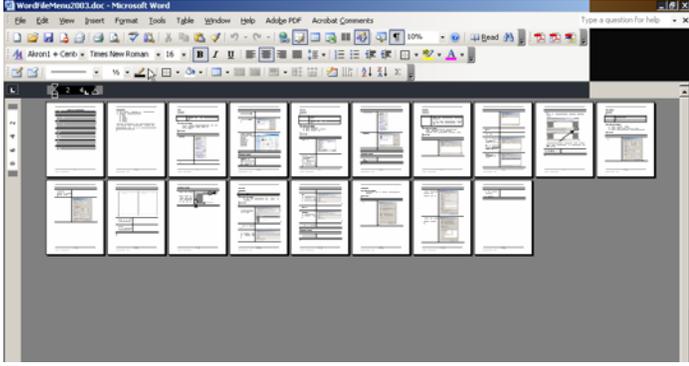
## Zoom

### Why would you use this?

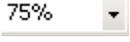
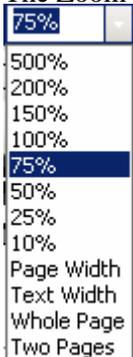
- To see more or less of your document while you are working.
- To view the document in thumbnails.
- 

### Step by Step

What you do	What happens
<p>1. From the menu choose: <b>View, Zoom</b></p>	<p>The Zoom box displays.</p> 
<p>2. You can adjust the zoom of the page by 200%, 100%, 75%, Page width, Text width, Whole page, or Many pages.</p> <p>You can also put in a manual number in the <b>Percent</b> field.</p>	

What you do	What happens
<p>3. Click on the <b>OK</b> button to return.</p>	<p>The page with the new zoom. This is an example of Many pages.</p> 

**Alternative Methods**

What you do	What happens
<p>1. Click on the drop down arrow for the <b>Zoom</b> toolbar button.</p> 	<p>The Zoom drop down expands.</p> 
<p>2. Scroll down and make a selection.</p>	
<p>3. You can also manually enter a number in the <b>Zoom</b> field and press the <b>Enter</b> key.</p>	