

Microsoft Word 2003

Lesson 7: Viewing and Printing

Objectives:

By the end of this section you will be able to:

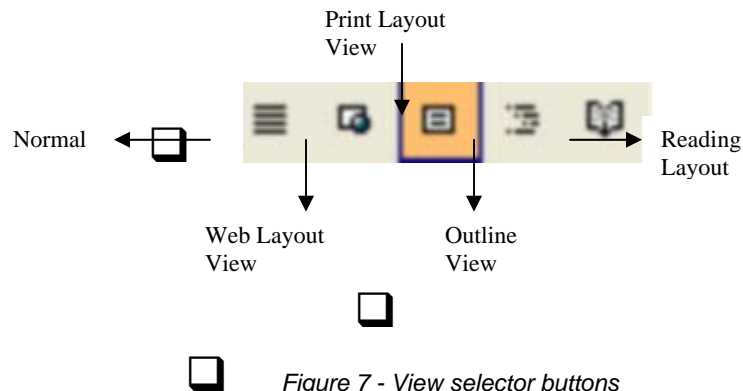
- Use different views
- View multiple documents
- Preview documents
- Print documents

Viewing Your Document

This section concentrates on the different ways a Word document can be viewed.

Word provides several different ways a document can be viewed on screen. The view that you choose depends on the type of document that you are creating, and whether speedy performance or exact layout is important to you.

You can switch between different views using the view buttons at the bottom left corner of your screen (seen below) or by choosing View from the menu bar and then selecting the appropriate view from the list.



Normal View

This view shows the document being viewed or edited as a scrolling list. Page breaks are represented as dotted lines across the screen. Normal view doesn't display graphics or inserted objects but it is the quickest view for editing and review purposes as it uses less memory. It is therefore a good view to use when working on long documents.

☞ To switch to Normal View:

Mouse



- Click on the first view selector button (Normal view).

Or

Menu

- Choose View from the menu bar and click the Normal option.

Print Layout View

Page Layout View shows the current document exactly as it will be printed out on paper. This is very useful for reviewing the layout of a document and checking if the “white spaces” (i.e. margins, blank lines) look right. Graphics can be seen in Page Layout view so therefore it is a good view to use when inserting pictures and diagrams. However, there is a performance overhead – it uses more memory than Normal view and so with large documents, Word may take longer to update changes.

To switch to Print Layout View:

Mouse



- Click the third view selector button (Print Layout).

Or

Menu

- Choose View from the menu bar and click the Page Layout option

Web Layout View

Web Layout View shows your document as it would look if you published it to the Web or an intranet. In this view, you can see backgrounds, AutoShapes, and other effects that are commonly used in Web documents or documents that you view on the screen.

To switch to Web layout view:

Mouse



- Click on the second view selector button (Web Layout).

Or

Menu

- Choose View from the menu bar and click the Web Layout option

Outline View

In Outline View, Microsoft Word simplifies the text formatting to help you focus on the structure of your document. Outline view looks very different from other views. The text appears with symbols down the left-hand edge and an extra toolbar is displayed.

Word indents each heading according to its level. The indentations appear only in outline view; Word removes the indentations when you switch to another view.

When reorganising long documents, outline view gives the user tools for quickly repositioning large blocks of text and promoting and demoting heading levels where appropriate. You can also view a document fully expanded, showing headings and their detail text, or collapsed (headings only).

The structure of the document seen in Outline View is controlled by heading styles used in the document. The use of heading styles is covered in later Word courses and is therefore not dealt with in this manual.

☞ To switch to Outline view:

Mouse



- Click the fourth View Selector button.

Or

Menu

- Choose View from the menu bar and choose the Outline option.

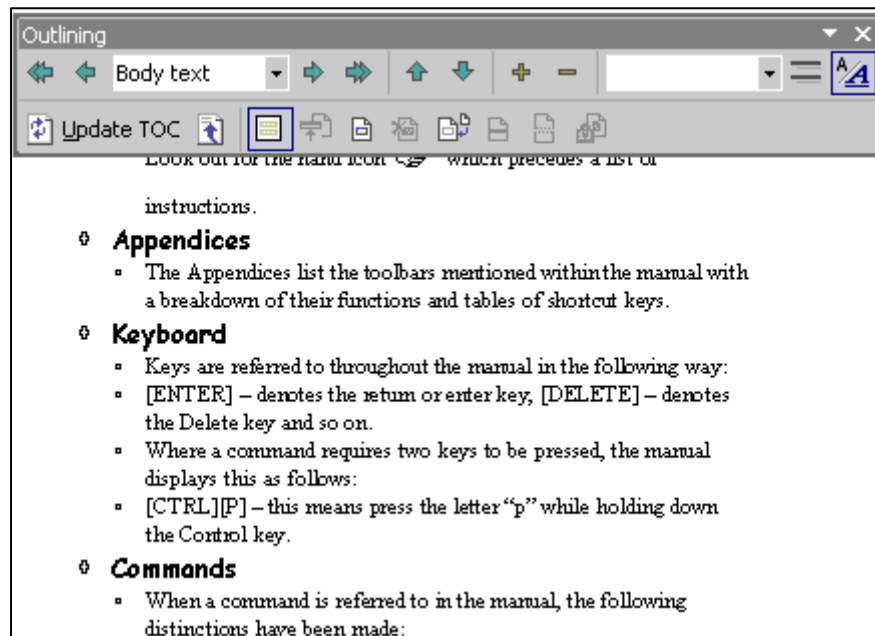


Figure 8 - Outline View

Document Map

The Document Map is a separate pane that displays a list of headings in the document. Use the Document Map to quickly navigate through the document and keep track of your location in it. When you click a heading in the Document Map, Word jumps to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map. You can show or hide the Document Map at any time.

☞ To switch to the Document Map:

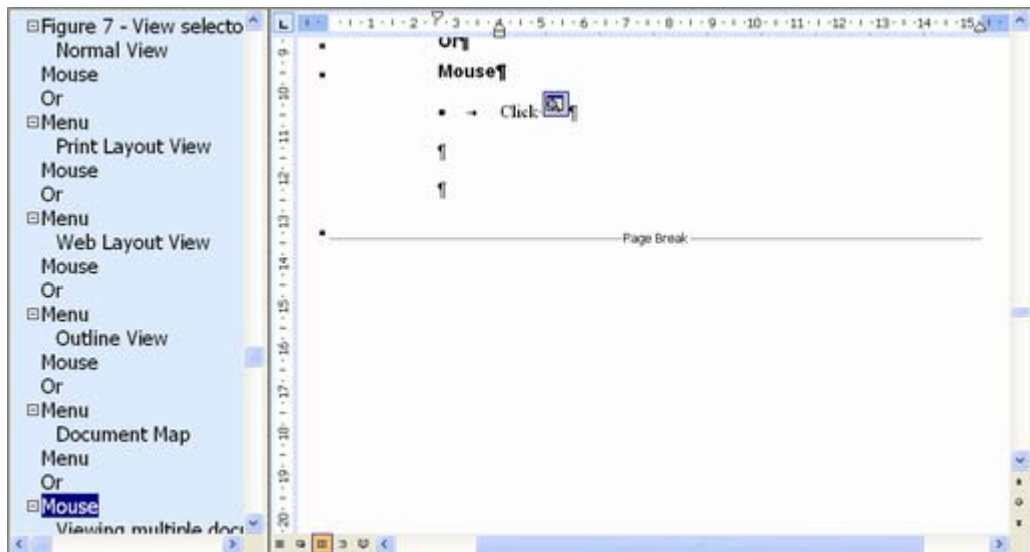
Menu

- Click Document Map on the View menu.

Or

Mouse

- Click 



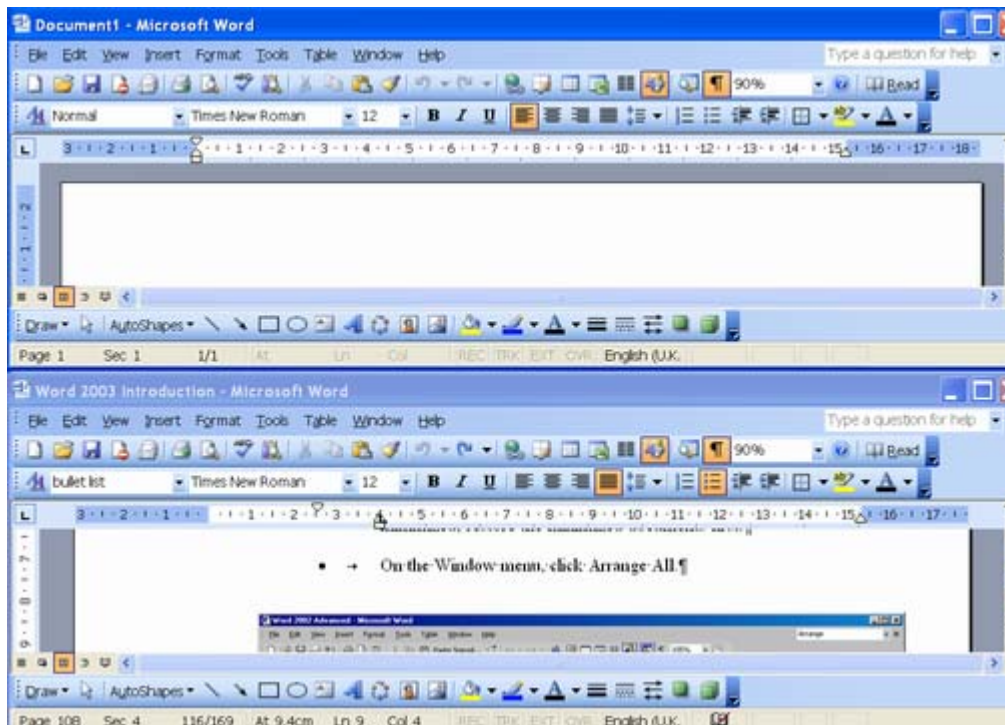
Viewing multiple documents

In Word, you can view all open documents on the screen at the same time by arranging them top to bottom on the screen.

☞ To view more than one document:

Menu

- If the Microsoft Word documents you want to arrange are minimized, restore the minimized documents first.
- On the Window menu, click Arrange All.



Note: To revert back to one document view again on full screen, simply maximise one of the windows.



Figure 9 - Arranged documents

Printing

The open document can be printed in its entirety, or alternatively you can print individual pages or ranges of pages. Word gives you the ability to choose which pages you want to print, or if you need to be even more specific, you can print only the selected items.

Before sending any document through to the printer, it is always a good idea to preview what the hard copy will look like so that you can rectify any problems before printing it.

Print Preview

This is another way that you can view your document. When you are in print preview, Word gives you a special toolbar for changing the number of pages per screen, zooming in and out and so on. If you spot mistakes as you are previewing a document, you can even edit in print preview.

☞ To access print preview:

Mouse

- Click the Print Preview  button from the standard toolbar.

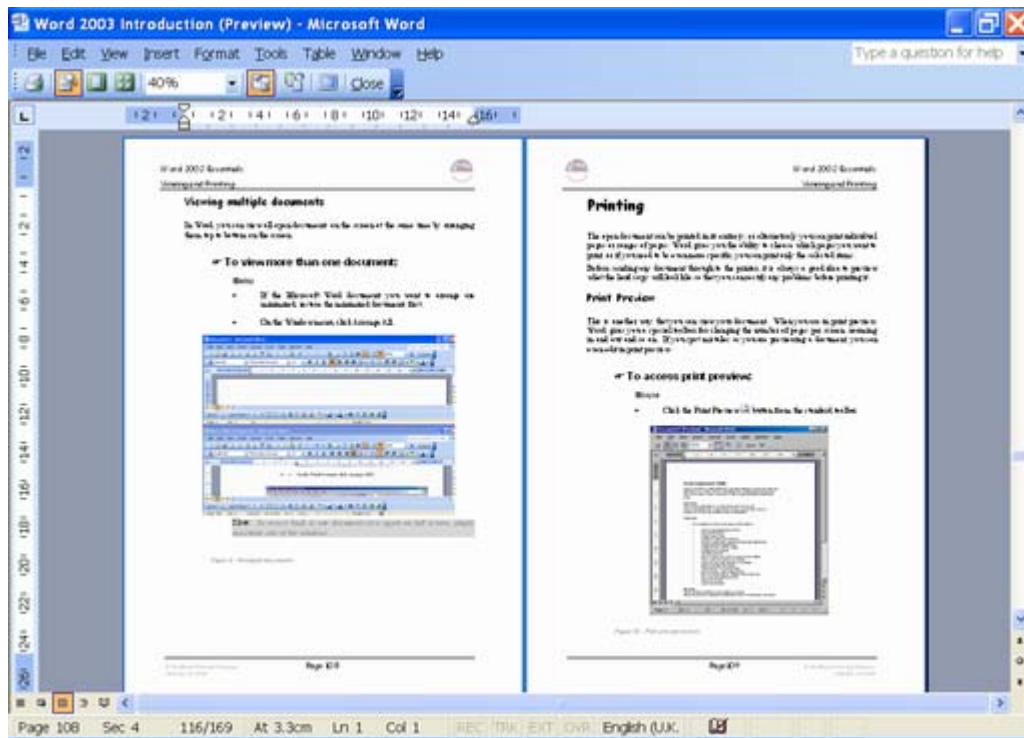


 Figure 50 - Print preview screen



- Click the Next page or Previous page buttons to scroll backwards and forwards through your document's pages.

Or

Keyboard

- Press [PAGE UP] or [PAGE DOWN].

The Print preview toolbar

The print preview toolbar only appears when you are in Print preview. It gives you useful tools for changing such things as magnification and how many pages you can see on one screen. The button functions are described in detail below:



☞ To close the Print Preview:

Mouse

- Click the button marked Close from the Print preview toolbar.

OR

Keyboard

- Press [ESC] on the keyboard.

Magnification

When you are in Print preview, Word automatically changes your mouse pointer into a magnifying glass that you can use to zoom and out on particular areas of the currently displayed page.

☞ To change magnification:

Mouse

- In the Print preview screen position your mouse over the area that you want to zoom in on and click.
- To zoom out, click the mouse a second time.

☞ To print the document:

Mouse

- From the Print preview toolbar click the print button. You will see an icon appear on the status bar showing a working printer indicating that your file is being dispatched to the printer.

Edit from the Print preview screen

Print preview is generally used to view how the document will look when it is printed. However, because you may spot mistakes that you want to correct as you are viewing the document Word has built in the ability to edit from within the Print preview.

To edit a document in Print preview:

Mouse

- In the Print preview window, move to the page that you want to edit.
- Click the Magnifier button from the toolbar. This will change your mouse pointer from a magnifying glass into an “I” beam.
- Click the “I” beam to anchor the cursor where you want to make the changes.
- When you have finished editing, switch the Magnifier back on by clicking the button once again.

Pages per screen

You can preview your document page by page in the Print preview screen or you can see several pages at once.

Change the number of pages viewed:



Mouse

- From the Print preview screen, click the Multiple pages button.
- Drag your mouse over the grid to select the number of pages you want to see. When you release the mouse, your Print Preview screen will change to reflect your choice.

Or



- Click the One page button to show only a single page in the Print preview.

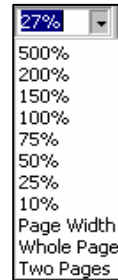
Zoom

Word will automatically scale your document to fit in the preview screen depending on how many pages you selected to view. You can change the scale with the Zoom drop down list which offers you different percentages. Choosing Page Width would ensure that the width of the page fits in to the preview screen, whereas Whole page would fit both the width and the height. Two pages would show consecutive pages side by side.

☞ To change the Zoom:

Mouse

- From the Print preview screen, click the drop down list arrow to the right of the current zoom percentage box.
- Select the required option by clicking it. Word will change the preview according to your choice.



View ruler

The ruler is useful if you are editing in the Print preview screen as it allows you to change the position of tabs and indent markers. However, it does use up space so if you want to maximise the scale of the page within the preview window, you would have more room if you switched the ruler off.

☞ To toggle the ruler on and off:

Mouse



- From the Print preview screen click the View ruler button to switch the ruler off.
- Each time you click the button, the ruler will toggle on or off.

Shrink to fit

If only a small amount of text appears on the last page of a short document, you may be able to reduce the number of pages by clicking Shrink to Fit in print preview. This feature works best with documents that contain only a few pages, such as letters and memos. In order to shrink the document, Word decreases the font size of each font used in the document.

☞ To shrink to fit:



Mouse

- From the print preview screen, click the Shrink to fit button.

Note: You can undo a Shrink to Fit operation by clicking Undo Tools Shrink to Fit on the Edit menu. However, after you save the document and close it, there is no quick way to restore the original font size.

Full screen

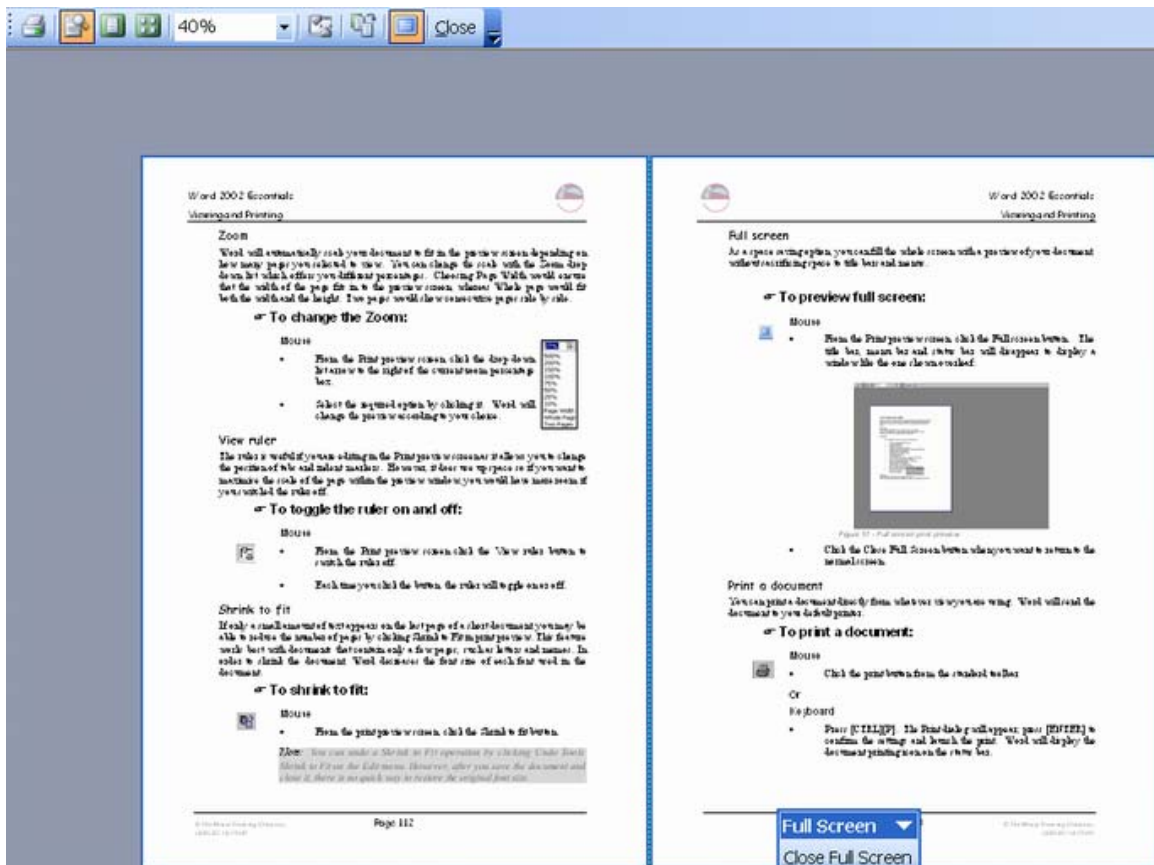
As a space saving option, you can fill the whole screen with a preview of your document, without sacrificing space to title bars and menus.

☞ To preview full screen:



Mouse

- From the Print preview screen, click the Full screen button. The title bar, menu bar and status bar will disappear to display a window like the one shown overleaf:
- Click the Close Full Screen button when you want to return to the normal screen.



Print a document

You can print a document directly from whatever view you are using. Word will send the document to your default printer.

To print a document:



Mouse

- Click the print button from the standard toolbar

Or

Keyboard

- Press [CTRL][P]. The Print dialog will appear; press [ENTER] to confirm the settings and launch the print. Word will display the document printing icon on the status bar.

Print part of a document

The print button from the toolbar will always send one copy of the whole of the current document to the printer. You may only need to print pages 1 and 2, or you may want to be even more specific and print just one paragraph. To do any of these, you need to access the Print dialog.

To print a specific page or range of pages:

Mouse

- Choose File from the menu bar and then Print.

Or

Keyboard

- Press [CTRL][P].
- The following dialog box will appear:

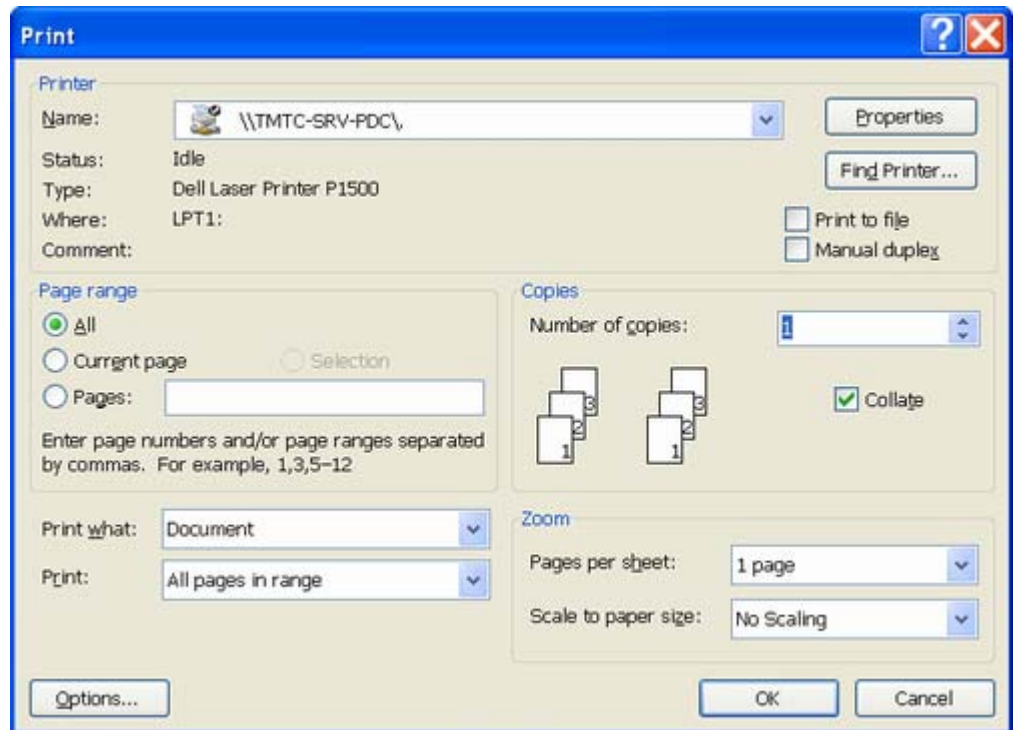


Figure 51 - Print dialog

- In the **Page Range** section of the dialog, click the **Pages** option button. A cursor will appear in the text box to the right.
- Type in the page number that you want to print, or tell Word the range of pages (e.g. 1-6). If your pages are not consecutive, you can enter them separated by commas (e.g. 1,10,13).
- Click the **OK** button to launch the print.

To print the current page:

Mouse

- Position the cursor somewhere on the page you want to print.



- Choose File, Print to access the Print dialog.
- Click the **Current Page** option button in the **Page Range** section of the dialog.

- Click **OK** to launch the print.

☞ To print the selection:

Mouse

- Select the text you want to print.
- Choose File, Print to access the Print dialog.
- Click the **Selection** option button in the **Page Range** section of the dialog.
- Click **OK** to launch the print.

Copies

By default, Word will print one copy of the item you have sent to print. You can print multiple copies by changing the Print dialog settings. When you print multiple copies of a document, Word lets you choose whether the copies are collated (Word prints each whole document before it starts on the next copy) or uncollated (Word prints however many copies you have requested of each page).

☞ To print multiple copies:

Mouse

- Choose File, Print to access the Print dialog.



- In the **Copies** section of the dialog, use the up and down arrows to the right of the **Number of copies** text box to set the number of copies you require.
- Set the **Collate** check box by clicking in it to change the current setting.
- Click **OK** to launch the print.

Cancel a print

If you accidentally send something to print and need to cancel it, you can do so by double-clicking on the document printing icon that appears on the status bar.

