

## Document Views

Within the Microsoft Word program, there are five different ways that a document can be displayed. These ways are described in the table below. To access these views, click the **View Tab**. In the **Document Views Group**, select one of the views.



It is also possible to change the views by clicking the **Views** buttons on the right side of the **Status Bar**. The illustration above shows the buttons that are available on this bar.

View	Description
<b>Print Layout</b>	To see how the document will look when it is printed, click this View button. This view will show the Headers and Footers, Clip Art, Word Art, or other formatting applied to the document.
<b>Read Mode</b>	To read the document in full screen reading mode, click this button. This mode will show the document in pages side by side. Any images added to the document will also display. To exit from Read Mode, click the <b>Print Layout</b> or <b>Web Layout</b> button on the <b>Status Bar</b> .
<b>Web Layout</b>	This View will display the page as it will look if saved as a Web Page. Not all of the images will display the same as they do in Print Layout View. It may be necessary to adjust the image locations. This is a good option to choose when a document is to be saved as a Web Page.
<b>Outline</b>	To see an outline of the pages in the document, click this View button. Word Art, Clip Art, and other special features will not display. Just the text of the document will display.
<b>Draft</b>	Click this button to view the document as a draft to quickly edit the document. Items such as Headers, Footers, and Images will not display when in this view.