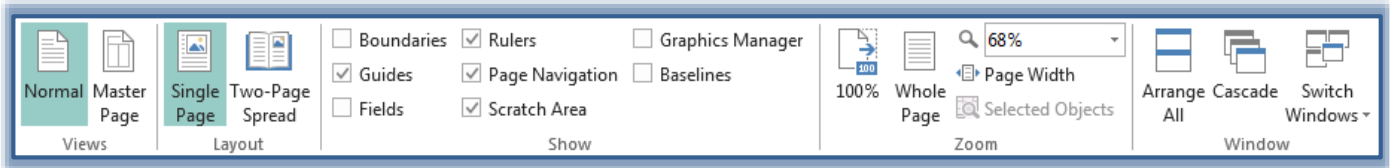


## Publisher-View Tab

When working with Publisher, this tab is used to view the publication in different formats. It is also used to view the Master Pages for the publication, or to decide whether to display the rule within the window. This document lists each of the groups and buttons on the ribbon for this tab. A description of each of the buttons on the ribbon is also provided.



| Groups/Buttons          | Description  |
|-------------------------|--|
| <b>Views Group</b>      |  |
| <b>Normal</b>           | This is the default view for all Publisher publications. It is used to view and edit the main pages of a publication.  |
| <b>Master Page</b>      | This is a background page that can be applied to one or more pages of a publication. The page contains elements, such as headers, footers, margin guides, and column guides that can be applied to multiple pages. |
| <b>Layout Group</b>     |  |
| <b>Single Page</b>      | To view each page of the publication separately, click this button. This is the default page type when a blank publication is created.   |
| <b>Two-Page Spread</b>  | Click this button to view facing pages of a publication at the same time. This is a printing convention that represents leading and trailing pages in a bound or folded project.                                   |
| <b>Show Group</b>       |  |
| <b>Boundaries</b>       | This option is used to show the boundaries of text boxes and other publication objects such as shapes and pictures.  |
| <b>Guides</b>           | Use this option to show adjustable drawing guides to which objects can be aligned in the publication.  |
| <b>Fields</b>           | Select this option to view which objects in the publication are fields.  |
| <b>Rulers</b>           | Place a check mark in the check box for this option to display the horizontal and vertical ruler in the Publisher window. These rulers are used to line up objects in a publication.                               |
| <b>Page Navigation</b>  | This option is used to display the Navigation Pane. This pane displays an image of each page in the publication.   |
| <b>Scratch Area</b>     | To display objects or parts of objects that are located outside the boundaries of the publication, select this option.   |
| <b>Graphics Manager</b> | Click this button to show the Graphics Manager Pane. This pane is used to review and manage the images in the publication.   |
| <b>Baselines</b>        | This option is used to display the baselines in the publication. Baselines are used to align objects to the baselines of text in the publication.  |

| <b>Groups/Buttons</b>   | <b>Description</b>   |
|-------------------------|--|
| <b>Zoom Group</b>       |  |
| <b>100%</b>             | Click this button to zoom the publication to 100 percent of the normal size.   |
| <b>Whole Page</b>       | Use this button to zoom a page so the entire page fits within the Publisher window.  |
| <b>Zoom</b>             | To specify the zoom level for viewing the publication in the Publisher window, click this button. The Zoom dialog box will display where zoom levels may be specified. |
| <b>Page Width</b>       | This button is used to zoom the publication so that the width of the page matches the width of the window.   |
| <b>Selected Objects</b> | Click this button to zoom the selected object so that it fills the window.   |
| <b>Window Group</b>     |  |
| <b>Arrange All</b>      | Click this button to tile the open windows on the screen side-by-side.   |
| <b>Cascade</b>          | Use this button to tile the open windows so that they overlap vertically on the screen.  |
| <b>Switch Windows</b>   | Click this button to switch from one window to another window. A list of the open windows will display when the button is clicked.                                     |