There are four basic ways to view publications in Publisher: Whole Page, 100%, Page Width, and Two Page Spread. The default view is Whole Page. It is also possible to zoom in and out on a publication. These options are described in this document.

Whole Page
- This option is used to show the entire current page.
- It shows the margins for each page.
- To change to this view from a different view:
  - Click the View Tab.
  - In the Zoom Group, click the Whole Page button (see illustration).

100%
- This option is used to zoom the document to 100% of its original size.
- To change to this view from a different view:
  - Click the View Tab.
  - In the Zoom Group, click the 100% button.

Page Width
- To zoom in on the publication page while still displaying the left and right margins, select this option.
- This provides a view that is slightly larger than zooming 50%.
- It makes it easy to scroll up and down the page using the vertical scrollbar.
- To change to this view from a different view:
  - Click the View Tab.
  - In the Zoom Group, click the Page Width button.

Two-Page Spread
- This option makes it possible to examine facing pages in a publication.
- It is particularly useful when it is necessary to make sure that frames and objects are balanced and arranged appropriately.
  - Any publication that opens has facing pages, such as a greeting card or brochure.
  - When using this view, remember that the first page of a publication does not have a facing page.
- To change to this view from a different view:
  - Click the View Tab.
  - In the Layout Group, click the Two Page Spread button (see illustration).
Using the Zoom Feature
Publisher provides the capability to zoom in and out of a publication page using a range from 10% to 800%. This makes it easier to edit or otherwise fine-tune items such as text boxes and pictures.

To Zoom In or Zoom Out on the current page, follow these steps:
- Click the View Tab.
- In the Zoom Group, click the Zoom list arrow (see illustration).
- Select one of the options from the list.

Zoom Buttons
- These buttons appear at the bottom of the Publisher window.
- They are used to change to a different view or to Zoom In or Zoom Out on the publication.

NOTE: The F9 function key on the keyboard can also be used to zoom in and out in a publication.