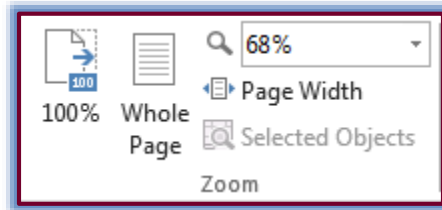


VIEW A PUBLICATION

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%

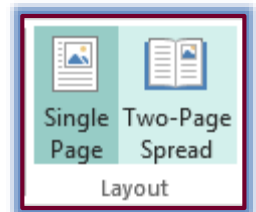
- ☞ This option is used to Zoom the document to 100% of its original size.
- ☞ To change to this view from a different view:
 - ☞ Click the **View Tab**.
 - ☞ In the **Zoom Group**, click the **100%** button.

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).

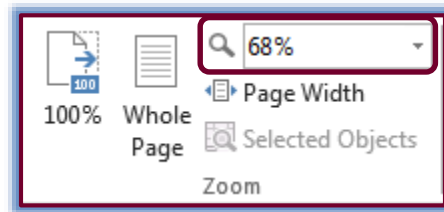


Using the Zoom Feature

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.

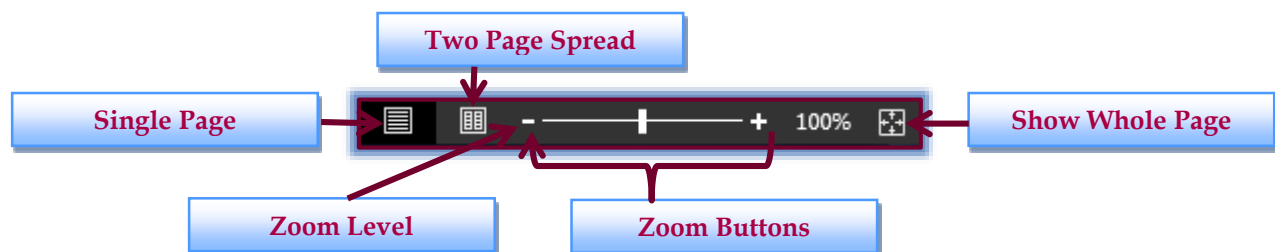
To **Zoom In** or **Zoom Out** on the current page, follow these steps:

- 1. Click the **View Tab**.
- 2. In the **Zoom Group**, click the **Zoom** list arrow (see illustration).
- 3. Select one of the options from the list.



Zoom Buttons

- 1. These buttons appear at the bottom of the Publisher window.
- 2. 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.