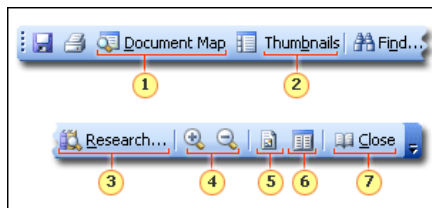


# Reading Layout

adapted from Microsoft.com

(For ease of reading - does not accurately show what document will look like when printed.)

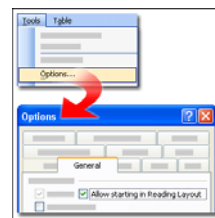


When you are in reading layout view, the **Reading Layout** toolbar opens with a number of helpful buttons that you can use, such as the **Save**, **Print**, and **Find** buttons. But there are also some specialized buttons, some of which you'll see in the practice session:

- 1 Document Map:** Displays all the headings in a document on the left side of the window, so that you can easily find a particular area of the document.
- 2 Thumbnails:** Displays several pages of the document on the left side of the window in thumbnail format.
- 3 Research:** Opens the **Research** task pane at the right side of the window, so that you can look up information as you work through the document.
- 4 Increase and Decrease Text Size:** Two buttons that give you the ability to make the text larger or smaller for reading purposes only, without changing the font size.
- 5 Actual Page:** Lets you see what the document would look like if you printed it. This is similar to print layout view.
- 6 Allow Multiple Pages:** Lets you look at two pages side by side, as you do when you read a book. This setting is on by default, but it does depend on your window size.
- 7 Close:** Gets you out of reading layout view—just click this button.

The **Reviewing** toolbar, for tracking changes, is also open by default in reading layout view.

You can stop reading layout view from opening automatically.



To read documents in reading layout view, you click the **Read** button  on the **Standard** toolbar or, on the **View** menu, click **Reading Layout**.

If you open a Word document from an e-mail attachment or from a Web site based on Microsoft® Windows® SharePoint™ Services, it will automatically open in reading layout view. This is a default setting, which you can switch off if you want to. (On the **Tools** menu, you'd click **Options**, and then clear the **Allow starting in Reading Layout** check box on the **General** tab.) You can always turn reading layout view back on for individual documents by clicking the **Read** button or the **Reading Layout** command mentioned above.