Chapter

1

Read Documents in Word

The various views in Word 2010

# Read a document

* Click the **View** tab in the **Document Views** group, click **Full screen reading**.



## Page through the document

You can use any of the following options to move from page to page in a document:

* Click the arrows in the lower corners of the pages.
* Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the keyboard.
* Click the navigation arrows at the top center of the screen.

 Tip

Click **View Options**, and then click **Show Two Pages** Knopafbeelding to show two pages, or screens, at a time.

## Move one screen at a time

1. Click **View Options**, and then click **Show Two Pages** Knopafbeelding to show two pages, or screens, at a time.
2. Press CTRL+RIGHT ARROW, or CTRL+LEFT ARROW to move one screen at a time.

## Adjust the view of the document

Click **View Options**, and then do one of the following:

* First, make sure that the **Show Printed Page** option under **View Options** is not selected. To display the text in a larger size, click **Increase Text Size**. To display more text on the screen, click **Decrease Text Size**.
* To display the page as it would appear when you print it, click **Show Printed Page**.
* To display two pages at the same time, click **Show Two Pages**Button image.

## Jump to a screen

* To jump to the first or last screen of the document, press HOME or END.
* To jump to a specific screen, type the screen number, and then press ENTER.

## Jump to a section of the document

You can use the **Browse the pages in your document** tab in the Navigation Pane to find the section of the document that you want to jump to.

1. If the Navigation Pane is not visible, click **Page x of x** at the top center of the screen, click **Jump to a page**, and then click **Navigation Pane**.
2. Do one of the following:

* To jump to any heading in the document, click the **Browse the headings in your document** tab, and click any heading. This option is unavailable if your document has no headings defined.
* To jump to a particular page, click the **Browse the pages in your document** tab, and then click the thumbnail image for that page.

# Mark up a document

In Full Screen Reading view, you can highlight content, track your changes, add comments, and review changes.

## Highlight content that you want to remember

1. On the title bar, click the arrow next to **Text Highlight Color**.
2. Click the highlight color you want to use.
3. Select the text or graphic that you want to highlight.

 NOTES

* To turn off highlighting, click **Text Highlight Color**, and then click **Stop Highlighting**, or press ESC.
* To change the highlighter color, click the arrow next to **Text Highlight Color**, and then click the color that you want.

## Track changes in the document

1. To allow typing in the document, click **View Options**, and then click **Allow Typing**.
2. Click **View Options** again, point to **Track Changes**, and then click **Track Changes**.
3. Make the changes that you want.

## Add comments

* On the title bar, click **Insert Comment**.

# Find or look up words and phrases

## Find or replace a word or phrase

1. Click **Tools**, and then click **Find**.
2. In the **Find what** box, type the text that you want to search for, just as you would in any other view in Microsoft Word.
3. If you want to replace the text that you find in the document with some other text, click the **Replace** tab, and then, in the **Replace with** box, type the replacement text.

 NOTE   To use **Replace**, you must click **View Options**, and then click **Allow Typing**.

## Look up or translate a word, or find more information about it

1. Select a word or phrase in the document.
2. Click **Tools**, and then click **Research**.

 NOTE   To select a particular type of research material — such as a dictionary, translation dictionary, encyclopedia, or thesaurus — choose a research service in the **Research** task pane.

# Turn off Full Screen Reading view

* Click **Close** in the upper-right corner of the screen, or press ESC.