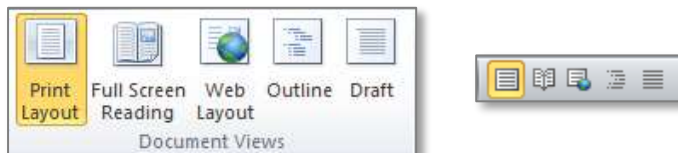


2. Creating your document

Viewing your document

While you are working on a document, you can view it in different ways. Each view is appropriate for certain tasks or situations.

You can change views from the **Document Views** group on the **View** tab, or from the status bar at the bottom of the screen.



The most useful views are:

Print Layout

Shows how the document will look when printed. This is normally the default view.

In this view, you will not be able to see formatting marks such as page breaks and section breaks unless you display them (see below).

Draft

Shows the structure of a document, such as page and section breaks. It simplifies the layout and can speed up text entry.

You will not be able to see headers and footers, page numbering, footnotes and images.

Displaying formatting marks

If you are working in Print Layout view, it is often useful to be able to see formatting marks. It can help you identify problems with your layout, and also helps ensure that you don't delete essential formatting by mistake. To display the marks, click the

Show/Hide  button  in the **Paragraph** group on the **Home** tab.

The most common formatting marks are:

| | |
|------------------|--|
| Space characters | Inserted when you press the space bar, and represented by a raised dot, for example, <i>space·between·words</i> . |
| Paragraph marks | Paragraph breaks, represented by ¶. You will see one at the end of each paragraph. Note that a 'paragraph' can be any length, even as little as a single word. |
| Line breaks | Line breaks are inserted by holding down Shift and pressing Enter , and represented by a right-angle arrow ↵. |
| Tabs | Inserted when you press the Tab key, and represented by an arrow →. |