Pagination breaks   Breaks can be page, column or section:

·······························Page Break·····························

················ Column Break ················
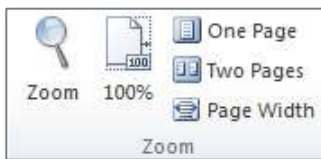
Section Break (Next Page)

Note: Formatting marks only display on-screen – they will not appear in your printed document.

Zooming in and out

You can change how much of your document you can see on the screen by using the *Zoom* slider on the status bar:

100% ⊝————▽————⊕

You can also choose a setting from the *Zoom* group on the *View* tab:

Note: If you have changed the zoom setting, and then saved the document, it will always open in that setting, but **only** if you have made other edits.