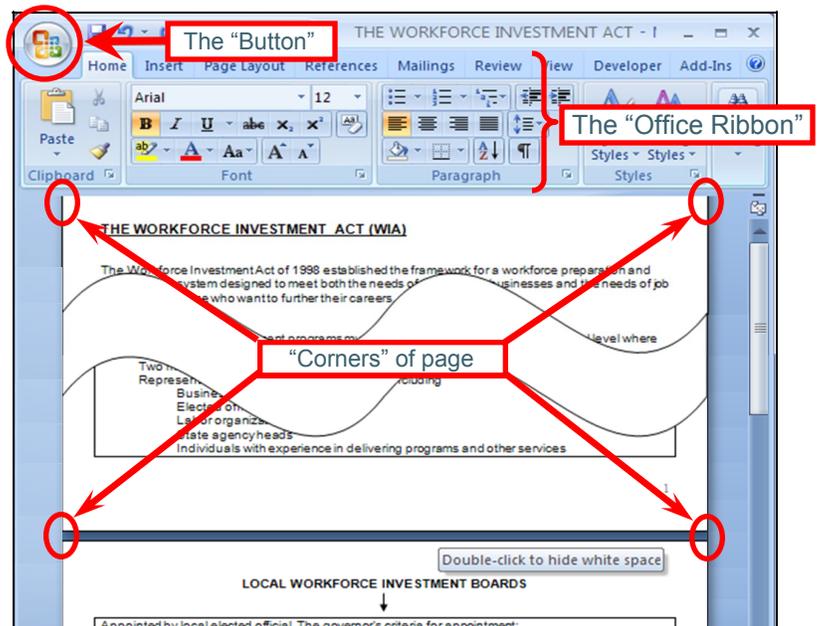


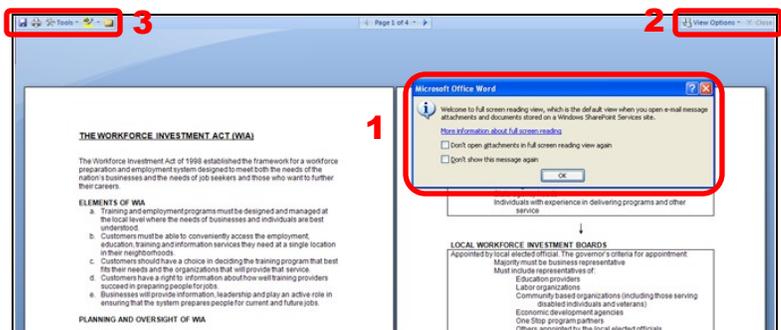
Full-Screen Reading View, Part 1: Features, and Changing the Opening View of Documents

This short guide will show some features of the opening view of Word documents when launched from e-mail (or SharePoint sites), the “Full-Screen Reading View” (F-SR View). The advantages and features of this default setting will be covered below. However, some users prefer other views, particularly when editing documents. So, we’ll also show you how to change Word settings so that documents do *not* open up in F-SR View, or change the view of individual documents, without making global changes in your preference.

1.) New and existing Word documents generally open in the “Print Layout” view, which displays the document on screen the way it would appear if printed out – as at right – complete with “space” depicted around each page. Also, the presence of the **Office Button** and **Office Ribbon** provide all the tools needed for easy modification of the document in many ways.

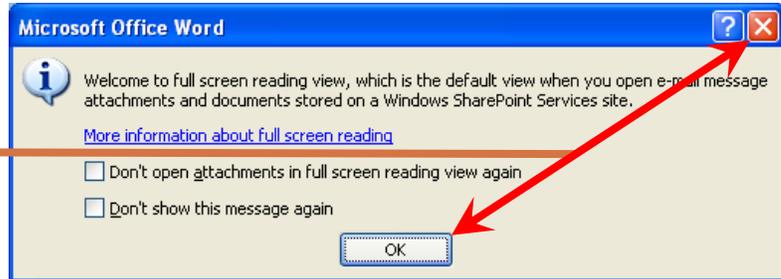


2.) By contrast, the default setting for opening Word documents from e-mail attachments is the “Full-Screen Reading View”, at right, which is optimized for reading on a computer screen. To that end, the default setting for this view **(a)** uses the entire screen (“Full Screen”); **(b)** suppresses page margins to magnify the text; and **(c)** presents two pages at the same time. (The premise is that one would be primarily *reading* the document, and possibly reviewing and annotating it, either by means of highlights or comments on the text — though there is a provision for allowing typing, to edit the document.)



We’ll be looking at the options that are available to you when Word documents open in this view, by exploring the contents of the boxes numbered in red in the above illustration.

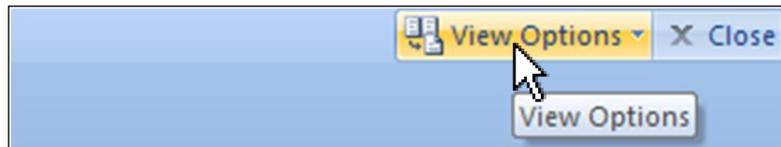
3.) **Box 1:** This opens by default with the Full-Screen Reading View (F-SR View). To delete the box itself, click on either the red **X** or **OK** buttons... or simply press **Enter** (the cursor focus is initially on the **OK**).



Note that the two check boxes above give options of rejecting this View in the future, or simply not showing the advisory message again. If that's what you want, check one or both of these boxes before clicking on **OK**.

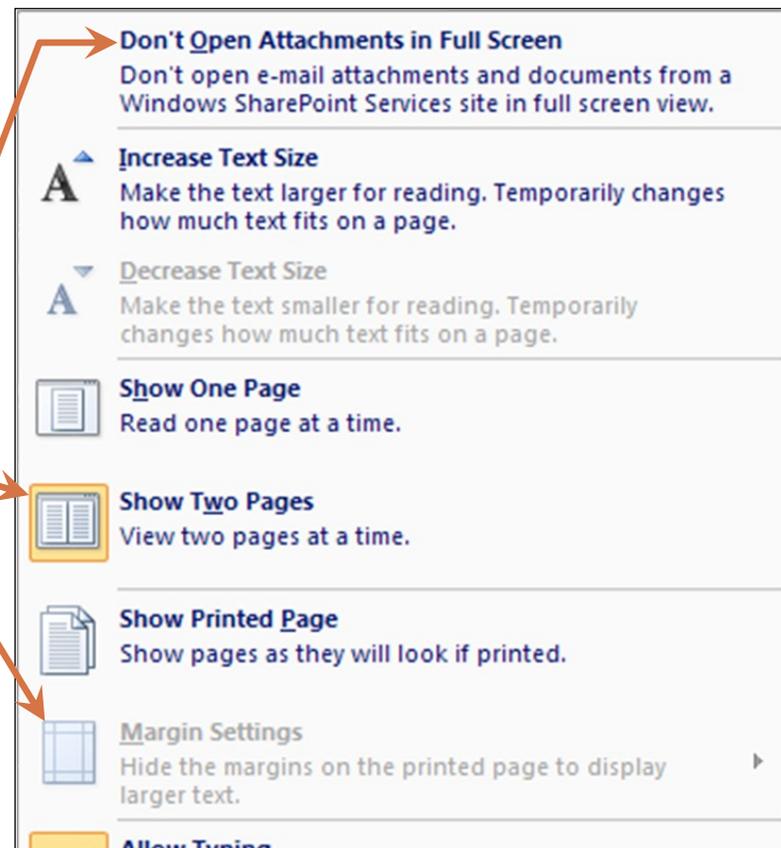
Clicking on [More information about full screen reading](#) takes you to an online Microsoft Word Help site with detailed information on how best to utilize the F-SR View.

4.) **Box 2:** This screen shot shows the upper right corner of the F-SR View screen. The **Close** button does not close the document itself, only the F-SR View. The document then reverts to a Print Layout View.



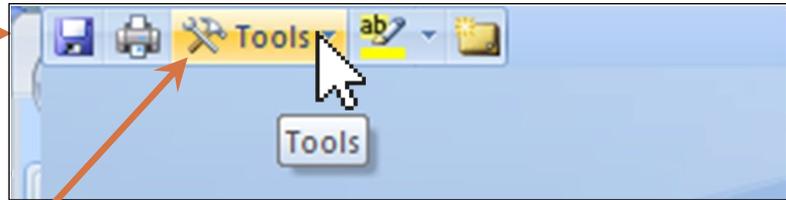
Clicking the **View Options** button results in display of the menu box at right. Clicking on any option causes that change to be made to the document, and the menu box to close.

- The first option has the same effect as the upper checkbox covered in 3.)
- The highlighted icon under **Show Two Pages** indicates this is the default option.
- The grayed-out icon for **Margin Settings** likewise indicates that this option is already in effect, as a default.

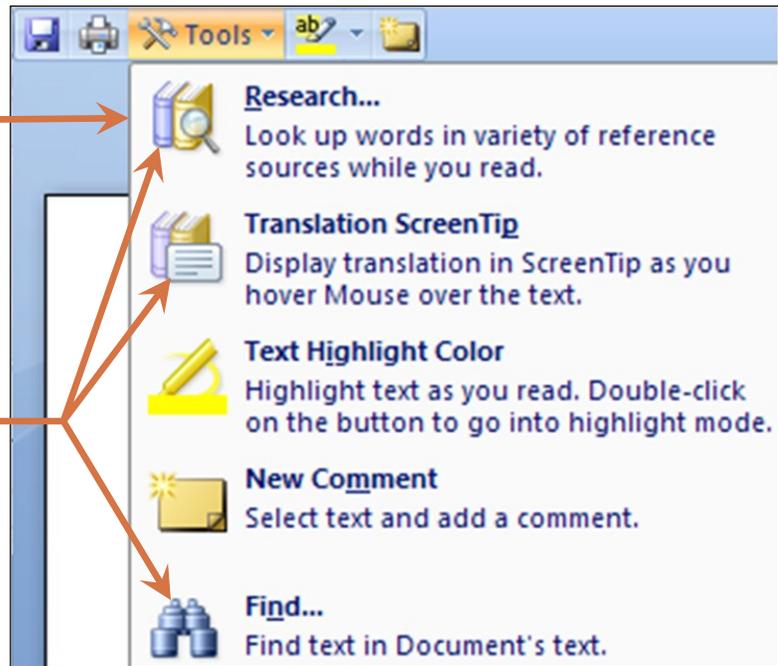


Any changes made here will carry over to the next F-SR View.

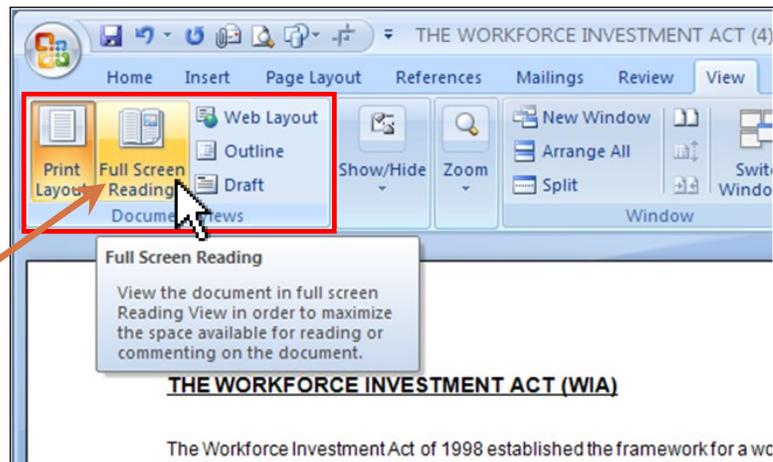
5.) **Box 3:** This screen shot shows the upper left corner of the F-SR View screen. Besides the **Save** and **Print** icons on the left, you also have **Highlight Text** and **New Comment** icons on the right. Clicking the **Tools** icon in the middle expands that section, as shown here:



The expanded menu repeats the **Text Highlight** and **New Comment** options, plus adds **Research**, **Translation** and **Find...** (text search) tools for use in the F-SR View.



6.) After changing to Print Layout, or any other view, you can restore a document to the F-SR View easily, by going to the **Document Views** section of the **View** tab of the **Office Ribbon**, and clicking on the **Full Screen Reading** icon.



7.) Finding your way around in a document is greatly enhanced in the F-SR View, with features which differ from those available in the Print Layout View. These differences are covered in the next Quick Guide, **Full-Screen Reading Guide, Part 2: Navigating through the Document.**