

Full Screen Reading View

Full Screen Reading view is optimized for reading a document on the computer screen. In Full Screen Reading view, you also have the option of seeing the document as it would appear on a printed page.

READ A DOCUMENT

On 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:

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


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

MOVE ONE SCREEN AT A TIME

1. Click **View Options**, and then click **Show Two Pages**  to view 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

1. Click **View Options**, and then do one of the following:
2. To display the text in a larger size, click **Increase Text Size**.
3. To display more text on the screen, click **Decrease Text Size**.
4. To display the page as it would appear when printed, click **Show Printed Page**.

TIP To display two pages at once, click **Show Two Pages** .

JUMP TO A SCREEN

1. To jump to the first or last screen of the document, press HOME or END.
2. 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 Document Map or the Thumbnails pane to find the section of the document that you want to jump to.

1. If the Document Map or the Thumbnails pane are not visible, click **Jump to a page or section in a document** at the top center of the screen, and then click **Document Map** or **Thumbnail**.
2. Do one of the following:
 - To jump to any heading in the document, click that heading in the Document Map.
 - To jump to a particular page, 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. Click **Reading Tools**, and then click **Text Highlight Color**.
2. Select the text or graphic that you want to highlight.

To turn off highlighting, click **Reading Tools**, click **Text Highlight Color**, and then click **Stop Highlighting**, or press ESC.

To change the highlighter color, click **Reading Tools**, 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

Place the insertion point where you want to add the comment, click **Reading Tools**, and then click **New Comment**.

FIND OR REPLACE A WORD OR PHRASE

1. Click **Reading 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 Office 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.

LOOK UP OR TRANSLATE A WORD, OR FIND MORE INFORMATION ABOUT IT

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

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.