

FIGURE D-20: Print tab showing a preview of the letter

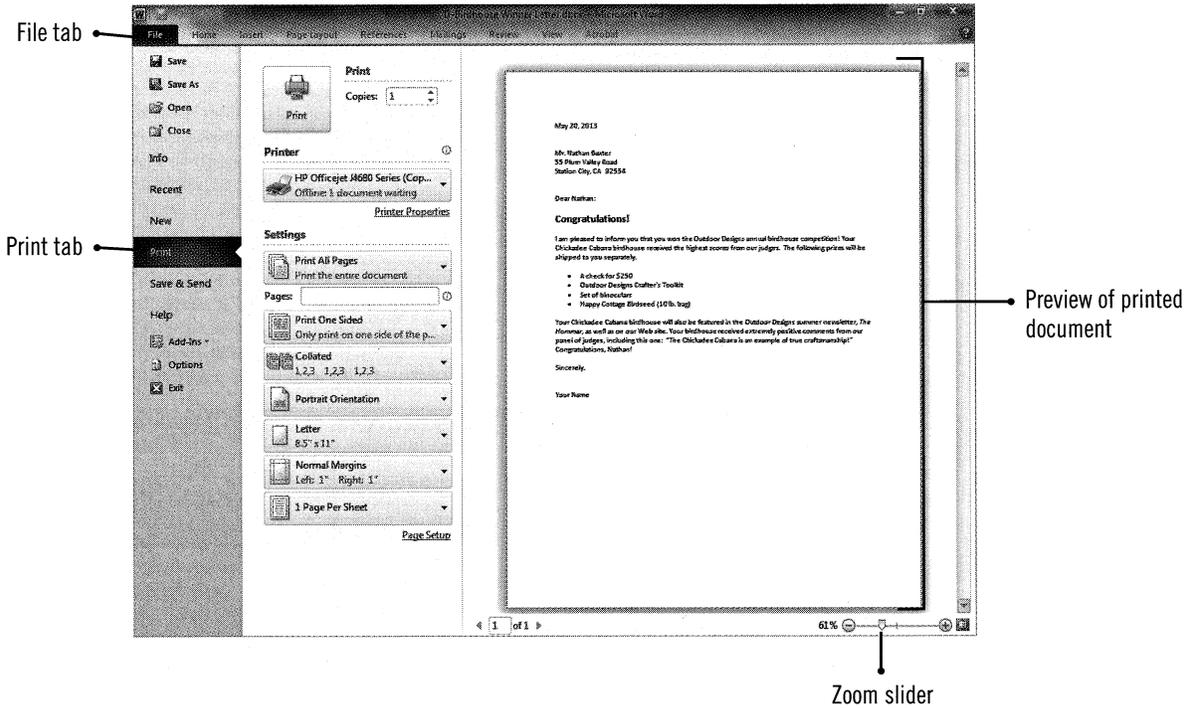


FIGURE D-21: Previewing the final letter

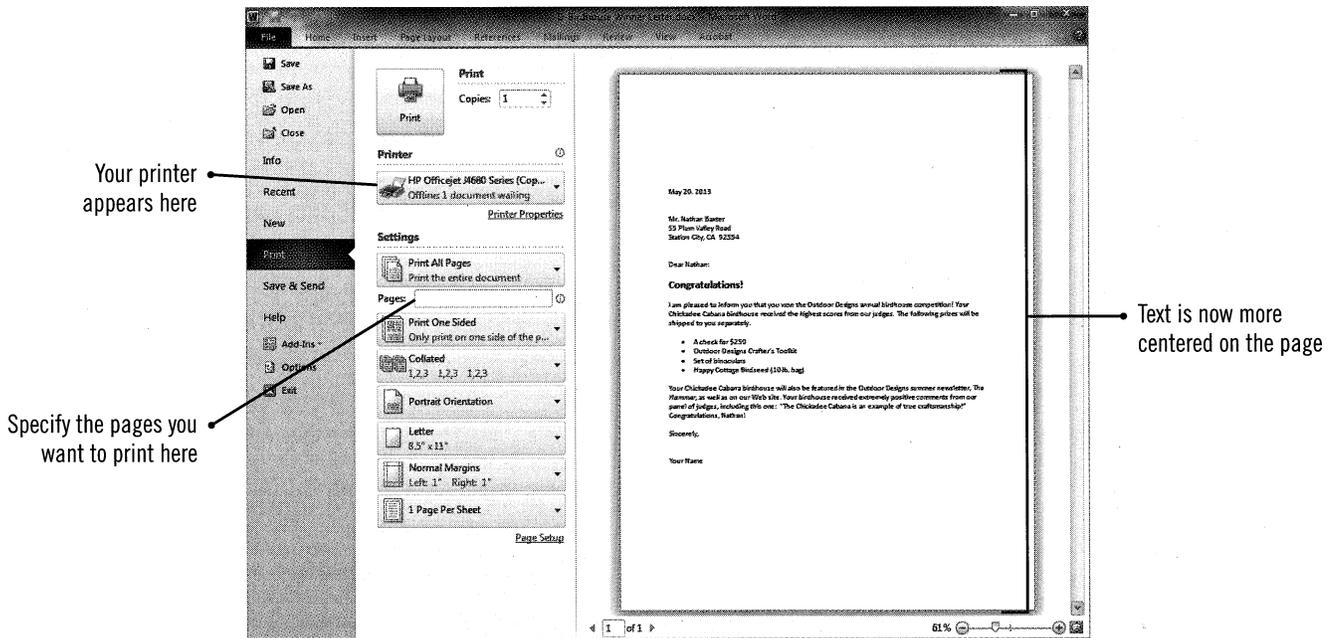


TABLE D-3: Available views in Word

view	button	how it displays a document	use for
Print Layout		Shows all elements of the printed page	Previewing the layout of printed page
Full Screen Reading		Optimized for onscreen reading	Reading documents on a computer screen
Web Layout		As it would appear as a Web page	Creating a Web page
Outline		Shows only the headings in a document	Reviewing the structure of a document
Draft		Does not show all page elements	Typing, editing, and simple formatting