

View layout

Click the corresponding icon to change between single-page, multiple-page, and book layout views (Figure 10). You can edit the document in any view. Zoom settings interact with the selected view layout and the window width to determine how many pages are visible in the document window.

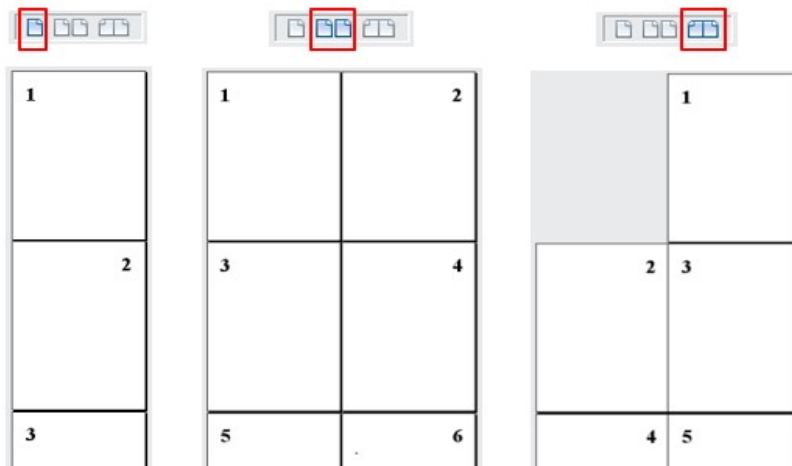


Figure 10: View layouts: single-page, multiple-page, book

Zoom

To change the view magnification, drag the Zoom slider, or click the + and – signs, or right-click the zoom level percent to pop up a list of magnification values from which to choose. Zoom interacts with the selected view layout to determine how many pages are visible in the document window.



Context (right-click) menus

Context menus provide quick access to many menu functions. They are opened by right-clicking on a paragraph, graphic, or other object. When a context menu opens, the functions or options available will depend on the object that has been selected. This can be the easiest way to reach a function, especially if you are not sure where the function is located in the menus or toolbars.

Dialogs

A dialog is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to specify how to carry out an action.

In most cases, you can interact only with the dialog (not the document itself) as long as the dialog remains open. When you close the dialog (usually, clicking **OK** or a similar button saves your changes and closes the dialog; clicking **Cancel** closes the dialog without saving any changes), then you can again work with the document.

Some dialogs can be left open as you work, so you can switch back and forth between the dialog and your document. An example of this type is the Find & Replace dialog.