
2. **“View” buttons** (Print is at left; Draft is at right) – Easily switch between Print and Draft views. Draft view (above) displays the left-side Style Area with the style for each page element. (To set the Style Area: *File* | *Options* | *Advanced* | find *Display* section | set *Style Area Pane width* to 1” | OK.)

3. **“Zoom” scroll bar** – A fast way to view pages/text larger or smaller. 10% zoom (shows up to 40 pages at a time) provides a bird’s eye view to locate and go directly to a page. Click to put your cursor on the desired page and zoom out again to normal size.

4. **Browse Object menu** – Instead of scrolling, jump through a document by elements (headings, tables, images, comments, etc.). Click the small circle, select a menu item, and click the double arrows to browse/jump up or down.

5. **Split Window** – Click and drag down the small horizontal line (or *View* | *Split*) to see two parts of your document at once. Useful when writing on one page and viewing data in another place.

6. **Styles menu** – In the Styles section at top, click the small arrow at bottom right to display the Styles menu. Use and modify styles (headings, body text, bibliography, etc.) and create new ones.

7. **Multilevel list** – Change your document’s headings to numeric format (1, 1.1, 1.1.1, etc.)