

The *Editor* offers several ways to change the screen view of your work. This chapter will show you how to:

- Change the view level
- Display the previous view
- Save and Recall views
- Redisplay the current view
- Display a full screen image
- Display selected objects using outlines only
- Move around from page to page
- Change the grid and rulers.

View Level Options

The view level is the scale at which your document is displayed on the screen. It determines how much of your document work area is visible at one time. Objects are displayed larger or smaller on the screen depending on the view level, but the objects' actual sizes are unchanged.

The *Editor* has four preset viewing levels and an interactive zoom command.

The preset levels are: Actual Size, Current Page, All Pages, and Full Screen.

The interactive Zoom In command lets you zoom in repeatedly on a portion of your document, or zoom the maximum amount in one step.

Changing the Viewing Level

To change the view level:

1. Pull down the **View** menu.
2. Choose the desired view level.

The *Editor* adjusts the display to the new view level.

or

If you choose Zoom In, the Zoom In cursor appears, allowing you to designate an area to zoom in on.

Actual Size View

At the Actual Size view level, objects on the screen are approximately the same size as they are on the printed document; a two-inch square will measure two inches on the screen.