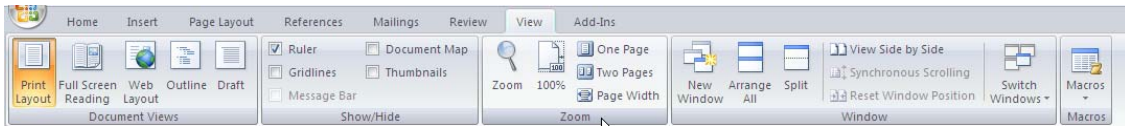


# ZOOM

## Ribbon, View Tab, Zoom Group



### Zoom Group of commands

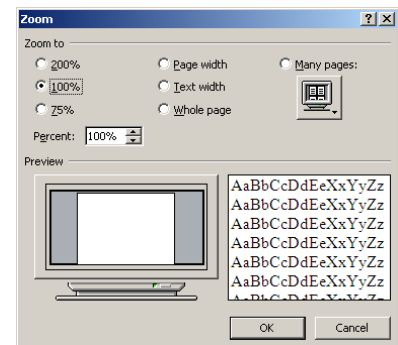
Lets you zoom in to get a closer view of a page or zoom out to see more of the document at a smaller size.

### Page Width Button

Expands the document to the width of the window.

### Zoom Button

Launches the Zoom dialog box where you have more options for zooming in and out. You can enter a percentage number in the percent box



### Tip ↻

#### Zoom options



Click and drag the Zoom Slider at the bottom right of the screen.

*Or*

Hold down the **Ctrl** key on the keyboard, and roll the wheel in the middle of the mouse. The page will zoom in and out.