ProductivI.T.y – For Internal Use Only
[?] [X]

WHAT's New?

Edit Text of a Document in Print Preview

Print preview displays the complete look of your document when it is printed...

But did you know that you can edit your document in Print Preview and retain the updates when you return to the Normal view?

Read below to know more about this feature.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: **ict-process@pjlhuillier.com**

<Back   Next>

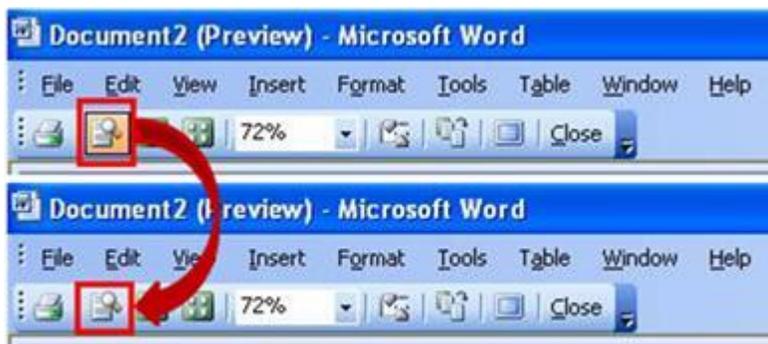*Missed an issue? Click here to visit the ProductivI.T.y section in MyLink for back issues.*

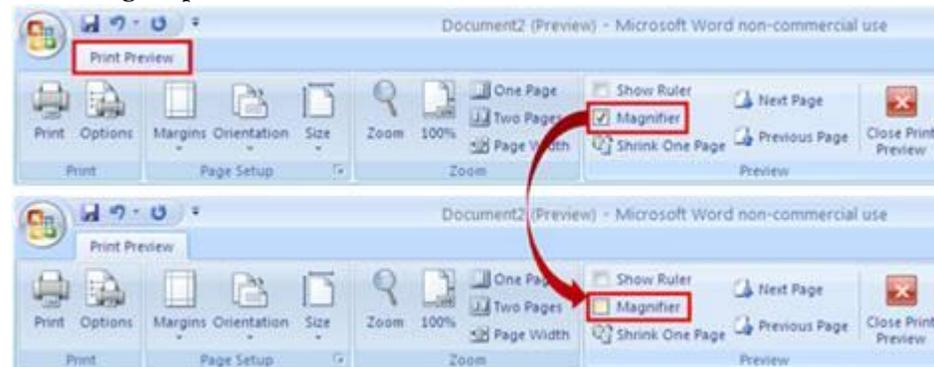OK   Cancel

How to Edit Text of a Document in PRINT PREVIEW	
MS Word 2003	MS Word 2007
In the **Print Preview toolbar**, click the **Magnifier icon** .	In the **Print Preview toolbar**, uncheck the **Magnifier checkbox** in the **Preview group**.

This will **disable** the magnifier tool and change the mouse pointer to an **insertion point marker** (or **I-beam**), similar to what you use and see in Normal view.

When the pointer changes **from a magnifying glass to an I-beam**, you can now make your changes to the document.

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries a vast range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

Most traditional communications media including telephone, music, film, and television
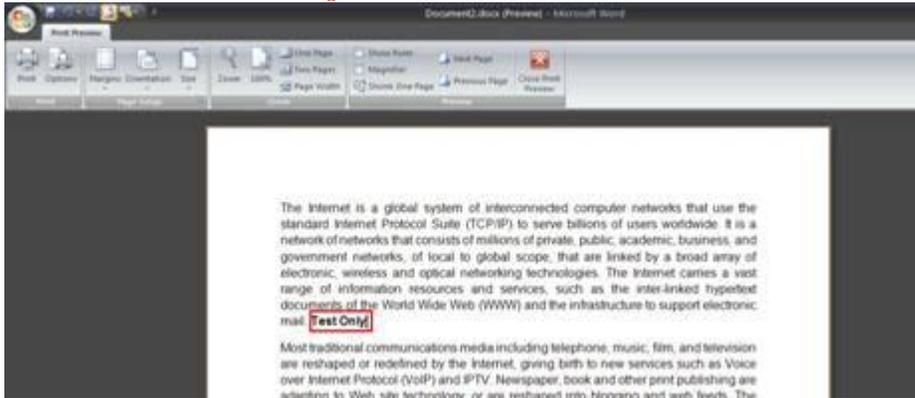
The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries a vast range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.
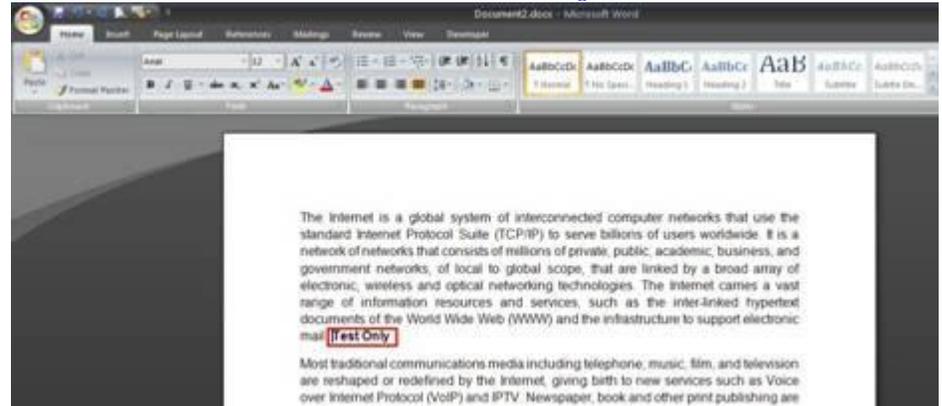
Most traditional communications media including telephone, music, film, and television

When you close the Print Preview, updates on your document are retained when you return to the Normal view.

Updates in Print Preview   **Normal View after Update**

When you are in a Print Preview and you are about to print your document but need to edit a part of your document, instead of shifting back and forth between the Normal view and Print Preview, try editing in the Print Preview! Though simple, when accumulated, might save a lot of your time.