21 Decidir Reader

Deciding What Your Reader Sees First

The Initial View pane of the Document Properties dialog lets you modify the Initial View settings. Change the options to control what your readers see when they open your document:

- Choose File > Document Properties > Initial View to display the document view settings.
- 2. Choose a Show option based on the document's contents and how the reader uses the document (Figure 3.9).

Show:	Page Only	-
	Page Only	_
	Bookmarks Panel and Page	
	Pages Panel and Page	
	Layers Panel and Page	

igure 3.9 Use the Document Options pane to select different vays of displaying your document.

 In a long document, you typically use a bookmark structure as a way to link content in various locations, so provide readers with the Bookmarks Panel and Page view when they open the document (Figure 3.10).

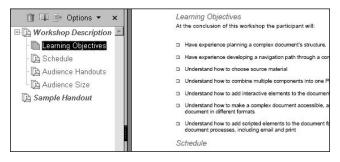


Figure 3.10 Display bookmarks to help readers navigate a long or complex document.

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• In an image-based document, such as a slideshow, you can use the Pages Panel and Page view; your reader can easily browse the document using the thumbnail views of the pages (Figure 3.11).



Figure 3.11 With image-heavy documents, it's often easier to browse using small page images or thumbnails.

• In **Figure 3.12**, a drawing with several layers displays using the Layers Panel and Pages view.

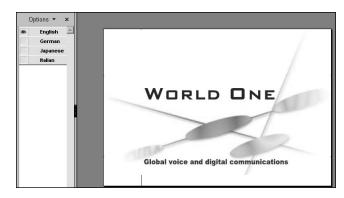


Figure 3.12 You can set the display to show layers in a document.

 In addition to a default, there are four ways to display the document's pages. Choose an option from the Page Layout pulldown list (Figure 3.13).



Figure 3.13 Choose from several page layout options.

The set of page layout options are the same as those found on the status bar below the Document pane. Unless your document's security settings prohibit it, your readers can choose their own page display using the status bar icons (**Figure 3.14**).



Figure 3.14 Select from the same page display options on the status bar.

Select an option from the Magnification pull-down list (Figure 3.15).

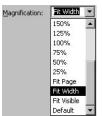


Figure 3.15 You can choose from numerous magnification presets.

• As with the page layouts, the reader can control magnification from the document using the controls on the status bar (**Figure 3.16**).



- Choose an option depending on the document's content. With most text documents, Fit Width is a common option. The reader sees the entire width of the document and can scroll through vertically to see the rest.
- Use magnifications carefully. A large image is often best presented at full size, and the reader can zoom in for a closer look. In **Figure 3.17**, the left side shows the Full Page magnification; the right side shows a page at 400 percent. The full page identifies the content clearly, while the magnified view can't be identified at all. Although you may want

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Here are some reasons for choosing specific page layouts:

- Choose Single Page if your document is broken into specific content and each topic starts on a new page—for example, technical manuals.
- Choose Continuous if the information covers several pages, with some topics starting on new pages and others using continuous pages. Many business documents fall into this category; you can control how readers move through the document using bookmarks or other types of navigation.
- Choose Facing if the information is laid out in a book format; eBooks are a typical example.
- Choose Continuous-Facing for eBooks or other two-page spreads.

Make Your Content Pop!

Removing access to menus and commands, as in step 6 in the tip, isn't necessarily a bad thing. When screen space is an issue, or if you want your content to jump out at the reader, hiding the menu bar and toolbars helps draw more attention to your document. But be careful when you decide to do this-the next time the document opens you can only use shortcut keys to control the program. Make sure you provide other types of controls from the document, such as links

to use a high magnification for impact (the zoomed version does look rather exotic), make sure to use a high-resolution image. The example's image becomes guite pixilated at the magnification shown.



Figure 3.17 Set magnification according to your content. A full page screen is usually easier on the eyes than extreme magnification.

5. Choose an option that defines how the window will open (Figure 3.18). Again, the purpose of the document determines which option you'll choose.

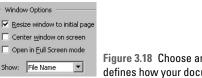


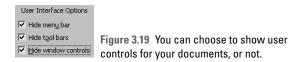
Figure 3.18 Choose an option that defines how your document will open.

If you are using a full-page layout, pick the Resize option to show your entire page with the document window fitted around it. This produces the most professional-looking layouts.

Note

Choose either the document name or the filename for displaying at the top of the program window. It's a small detail, but contributes to a more polished piece of work. After all, what is more descriptive—"Exotic Blooms" or "ebss050503"? To use a document name, be sure to add the descriptive content on the Description pane of the Document Properties dialog.

6. The final options deal with displaying user controls (Figure 3.19). Removing access to menus and commands can make it impossible for your reader to navigate through your document.



Saving, Exporting, and Printing