

## Sample Microsoft Word Document

This document was created with Microsoft Word, and is intended to demonstrate some of the features of Quick View Plus. Here are some commonly used features<sup>1</sup>:

### Character Formatting

Many character formatting options are supported. **Bold**, *italic*, underline, double underline, ~~strikethrough~~, <sup>superscript</sup>, <sub>subscript</sub>, (hidden text), and colored text are supported both as individual attributes and through styles.

### Paragraph Formatting

Quick View Plus supports a wide array of paragraph formatting features, including tab stops, paragraph alignment, paragraph indents, borders and shading (demonstrated here) , and paragraph spacing.

### Interface Features

There are several keyboard and mouse features to make viewing word processor documents even easier and quicker with Quick View Plus. Some examples are listed below:

CTRL-UP/DN Scroll up/down

CTRL-LEFT/RIGHT Left/right one word

CTRL-HOME/END Beginning/End of document

In normal or draft modes, there is a line selection margin at the left side of the window. Clicking and dragging here will select text one line at a time.

Hyperlinks to bookmarks, to other files or even to bookmarks within other files are supported, and implementation of this feature is customizable.

### Page Layout

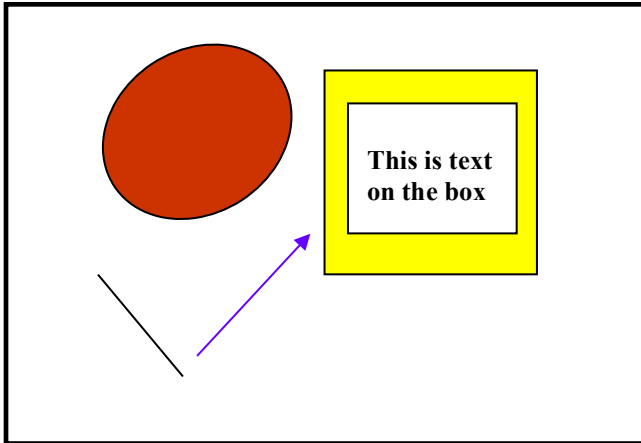
Numerous page layout features are supported by Quick View Plus, including page borders and gutters, page size and orientation, headers and footers, footnotes and endnotes, newspaper columns and balanced columns.

**See the next page for drawing support. Note how Quick View Plus handles the page layout change from landscape to portrait.**

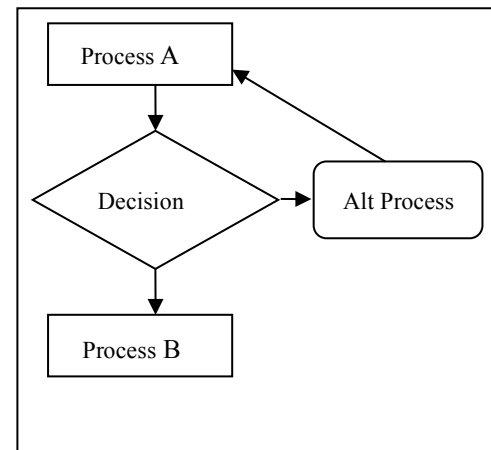
### Canvas Object Feature (in Columns)

The two drawings below demonstrate the new canvas object feature in Office XP. It also shows how Quick View Plus supports columns.

In the first drawing, the 4 objects are placed on a single canvas that is inserted on the page<sup>1</sup>. There is a thick border around the canvas.



The second drawing is a sample flow chart with a hairline border.



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<sup>1</sup> This is a footnote.

## Text Wrapping Feature

This is an  
View Plus  
around a  
this is the  
text wraps



example of how the Quick  
allows the text to flow  
graphic image. In this case,  
“through” option where the  
around an object.

**This is an example of how the Quick View Plus allows the text to flow around a graphic image. In this case, this is the “behind text” option where the text flows in front of the object.**



This is an example of how the Quick View Plus allows the text



to flow around a graphic image. In this case, this is the “top and bottom” option where the text flows above and below an object.

This is an example of how the Quick View Plus allows the text to flow around a graphic image. In this case, this is the

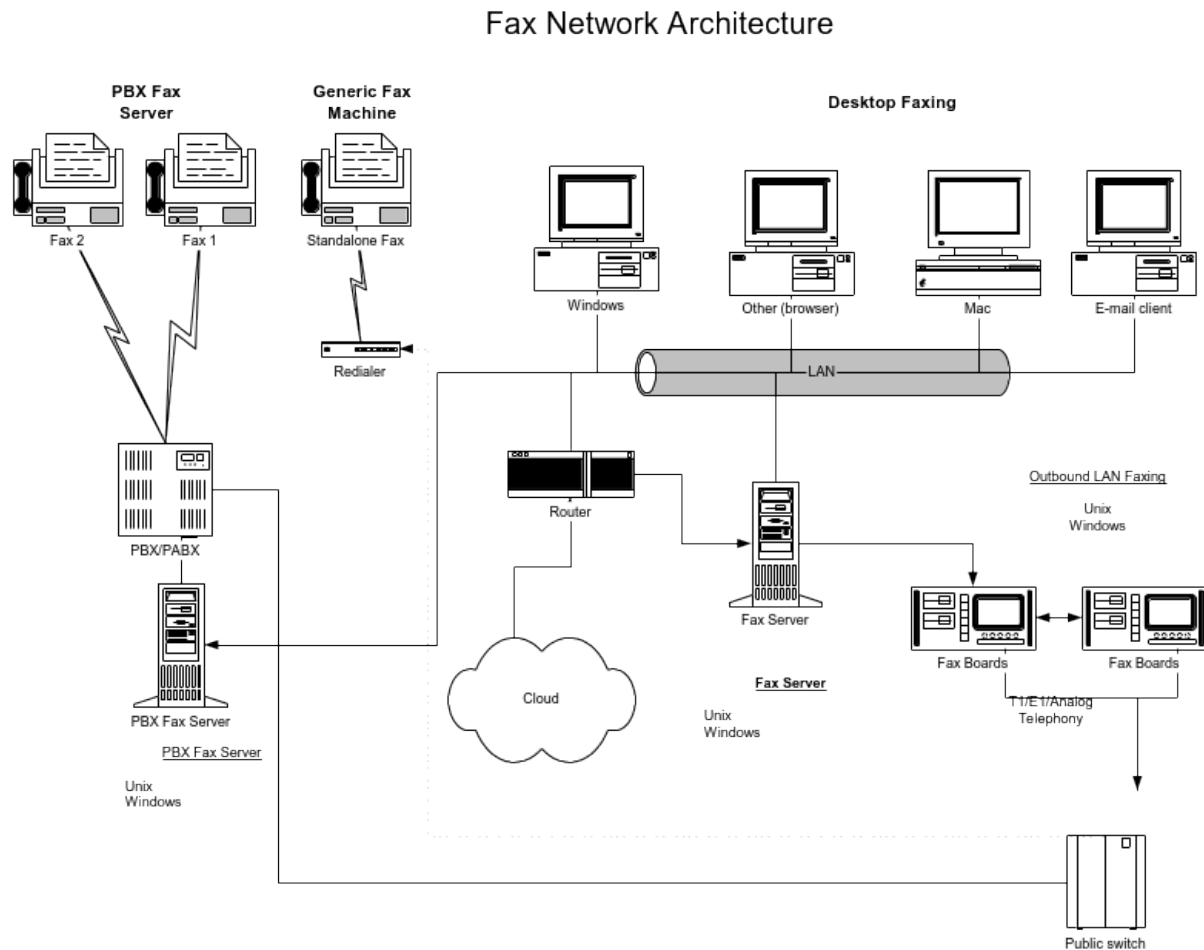


“square” option where the text wraps around an object, so that the graphic appears to have been dropped in the middle of the associated text. This is additional text to more fully demonstrate exactly how the feature looks in Quick View Plus, with the

text wrapping above and below the image.

## Viewing external files

This is a Visio drawing inserted as an object into MS Word



<sup>1</sup> This is an endnote that appears at the end of the document used to reference sources.