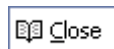


## Turn off reading layout view

Do one of the following:

- Return to print layout or normal view: On the **Reading Layout** toolbar, click **Close**



**Note** You can also press ESC or ALT+C to exit reading layout view.

- Prevent reading layout view from opening automatically when you receive a Word document in e-mail: On the **Tools** menu, click **Options**, click the **General** tab, and then clear the **Allow starting in Reading Layout** check box.

[+ See Also](#)

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