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