# OUTSIDE IN®
## VIEWER TECHNOLOGY

# Sample Microsoft Word Document

This document was created with Microsoft Word, and demonstrates Outside In Viewer Technology, the industry's most powerful and versatile file viewing technology. See the rest of the document for some commonly used features, best viewed in the "preview" mode (right click for context menu)[i].

## Character Formatting

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

## Paragraph Formatting

Outside In Viewer Technology 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 Outside In Viewer Technology. 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 Outside In Viewer Technology, including page borders and gutters, page size and orientation, headers and footers, footnotes and endnotes, newspaper columns and balanced columns.
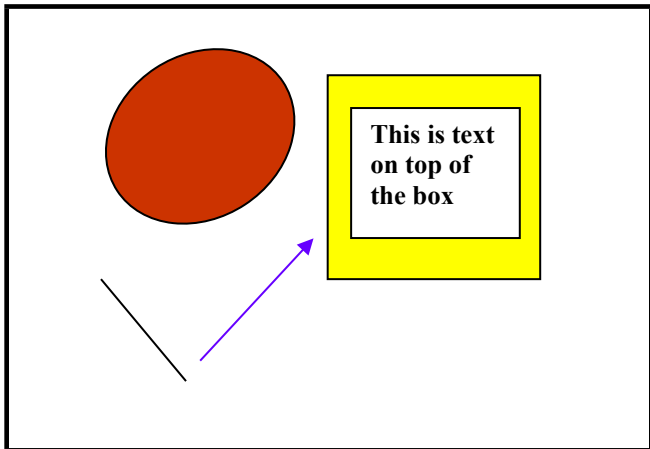
**See the next page for drawing support.  Note how Outside In Viewer Technology handles the page layout change from landscape to portrait.**
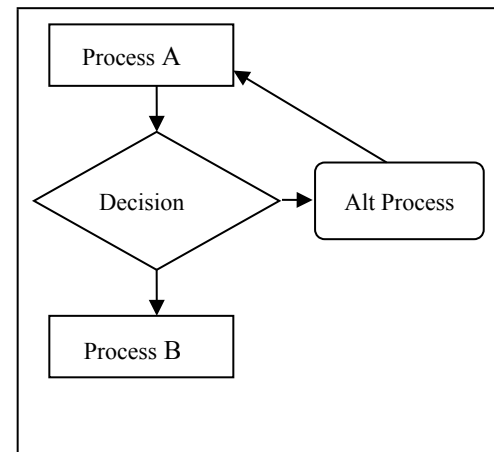
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## Canvas Object Feature (in Columns)

The two drawings below demonstrate the new canvas object feature in Office XP. It also shows how Outside In Viewer Technology supports columns.

In the first drawing, the 4 objects are placed on a single canvas that is inserted on the page[1].  There is a thick border around the canvas.

**This is text on top of the box**

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

Process A

Decision

Alt Process

Process B

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## Text Wrapping Feature

This is an example of how the Outside In Viewer Technology allows the text image. **Be sure "preview"** document, then this case, this is the text wraps to flow around a graphic **that you are in the mode** (right click the select view/preview). In the "through" option where around an object.

 **This is an example of how the Outside In Viewer Technology allows the text to flow around a graphic image.  Be sure that you are in the "preview" mode (right click the document, then select view/preview). 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 Outside In Viewer Technology allows the text to flow around a graphic image.  **Be sure that you are in the "preview" mode** (right click the document, then select view/preview). In this case, this is the "top and

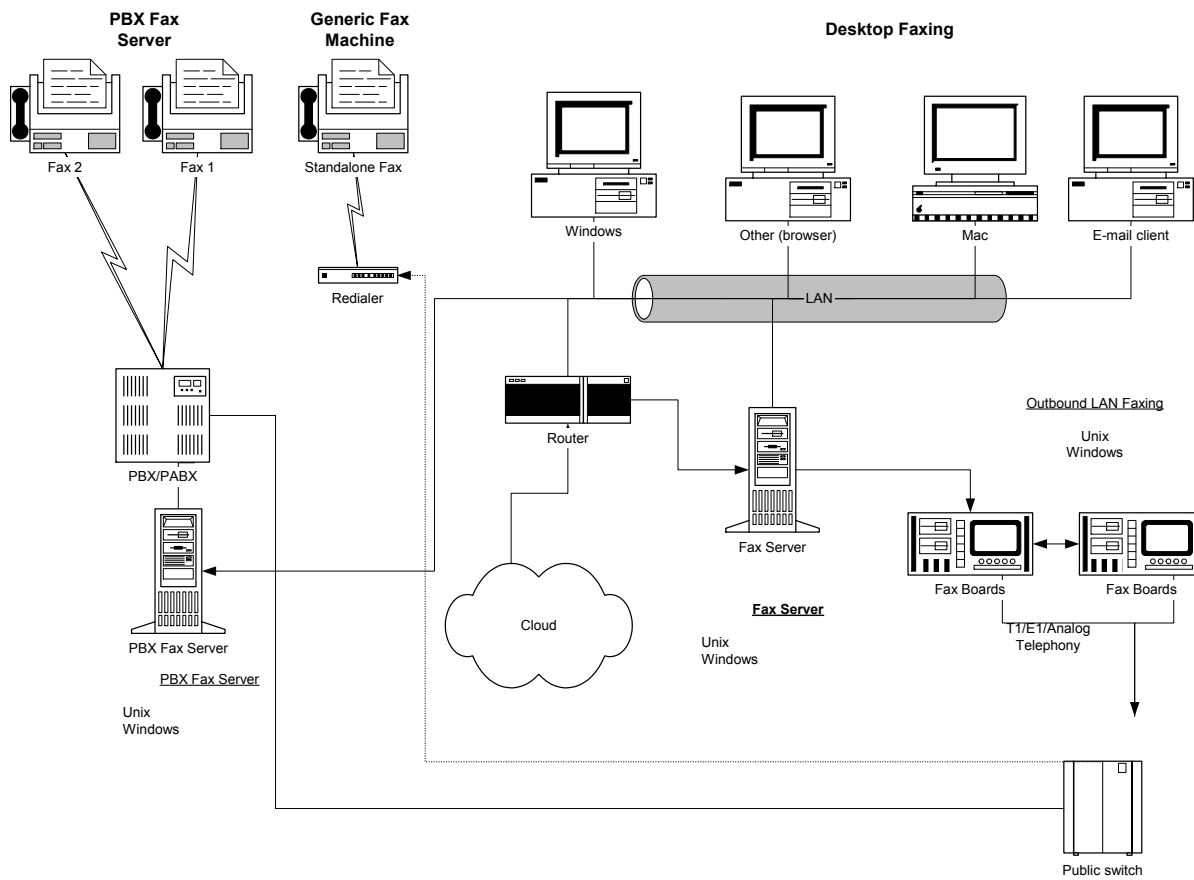bottom" option where the text flows above and below an object.

This is an example of how the Outside In Viewer Technology allows the text to flow around a graphic image. **Be sure that you are in the "preview" mode** (right click the document, then select view/preview). 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, with the text wrapping above and below the image.

# Viewing external files

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

Fax Network Architecture

**PBX Fax Server**

Fax 2  Fax 1

**Generic Fax Machine**

Standalone Fax

**Desktop Faxing**

Windows  Other (browser)  Mac  E-mail client

Redialer

LAN

PBX/PABX

Router

Outbound LAN Faxing

Unix
Windows

Fax Server

Fax Boards  Fax Boards

PBX Fax Server

**Fax Server**

Unix
Windows

T1/E1/Analog
Telephony

PBX Fax Server

Unix
Windows

Cloud

Public switch

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i This is an endnote that appears at the end of the document used to reference sources.