



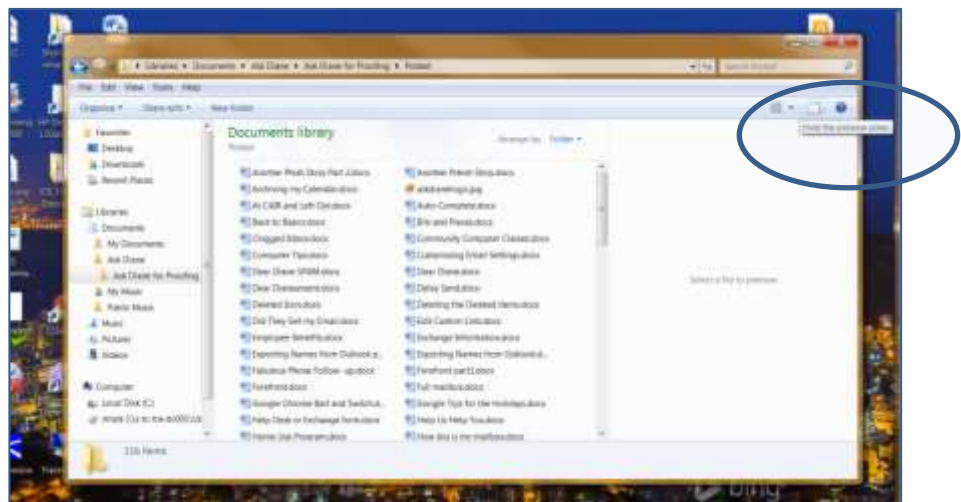
Diane,

I just received a new computer and it has Windows 7 loaded on it. When I look at a list of word documents I wonder if there is a way to preview the document instead of having to open it and read what it contains. I have a lot of documents to sort through. Is there any way to speed this up?

Wading through Words

Dear Wading,

One of the very cool features of Windows 7 is how you can preview Word and Dear Excel documents and even .PDF's.



Notice in my documents library I have the preview pane selected. If I click on any file (document) it will show up in the preview pane.

Here it is with one of the files selected.

See how it shows up on the right and now I can preview what document I am looking at and get enough information to determine if it is the one I want.

Hope this helps!

