



WordPerfect: Document appears too small on screen but prints correctly

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms

Document appears too small on screen but prints correctly. The file may only take up part of the screen width, or may be difficult to read because the text is too small on the screen.

Cause

The Zoom setting in WordPerfect requires adjustment. This setting allows the user to adjust how large text appears on the computer screen independent of how it prints.

Resolution

1. Open WordPerfect
2. Click View > Zoom
3. Set it to "Page Width"
4. Click OK
5. If this does not provide the desired size, repeat steps 1-4, changing step 3 to other options.

NOTE:

This process will not affect document formatting, layout or printing.
