

A sample pdf document

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page and text box designs that complement each other. For example, you can add a matching cover page, header and sidebar. Click Insert, then choose the elements you want from the different galleries.

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Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you finished – even on another device.

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