

What's new in Word 2013?

Provided by
Work Smart

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With Word 2013, you can do more with your docs: pop in an online video, open a PDF in Word and reuse the content, or align pictures and diagrams with minimal fuss. The new Read Mode is clean and distraction free—and it works great on tablets. Teaming up is better too, with connections to SkyDrive® Pro and streamlined review features like Simple Markup and Reply Comment.

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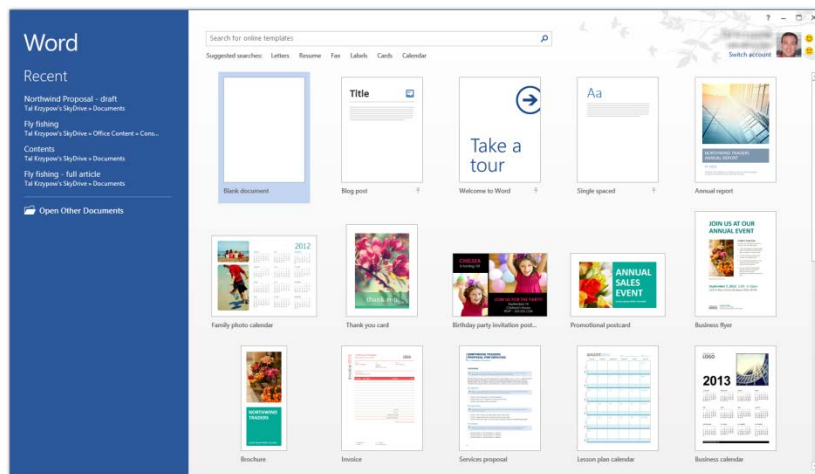
More Work Smart content: <http://microsoft.com/microsoft-IT>

Polish

With Word 2013, you can create beautiful and engaging documents, and you can work with more media types—like online videos and pictures. You can even open and edit PDF files. Word also provides numerous other enhancements like a new **Design** tab, alignment guides, and a new picture editing and formatting pane that you can use to add flair to your documents.

Start with a template

When you open Word 2013, you can see a list of your recently viewed documents, so you can get back to where you left off in no time. If you want to create a new document, you're offered a choice of great new templates to help get you started. If you'd rather not use a template, just tap or click **Blank document**.



Open and edit PDF files from Word

You can open a PDF file like you would any other document. With PDF Reflow, the content reflows in Word as if the document was created in Word. Paragraphs, lists, tables, and other elements behave just like you would expect in Word. The original PDF file remains untouched unless you choose to **Save As PDF** under the same name.

To open and edit a PDF file:

1. Click **File**, and then click **Open**.
2. Locate the file, and then double-tap or double-click to open it.
3. To edit the file, on the **View** tab, click **Edit Document**.

NOTE The document might not have perfect page-to-page correspondence with the original. For example, pages may break at different locations. The conversion works best with mostly textual documents.

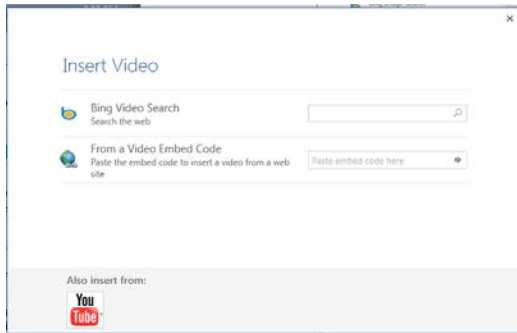
Watch online videos from Word

You can insert an online video into your document and then watch the video right in Word without leaving the document, so you can stay focused on the content. You can add online videos directly from YouTube without saving the videos to your computer first.

You can also insert online pictures directly from Flickr and other online services without saving the images to your computer first.

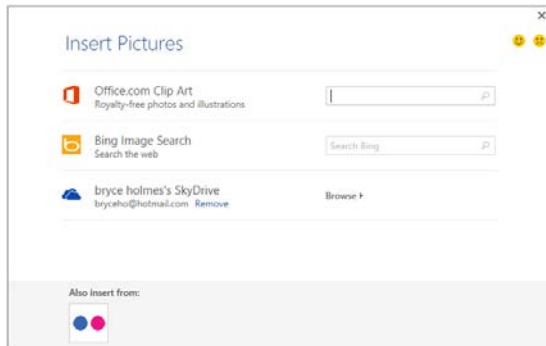
Insert an online video

1. On the Insert tab, tap or click Online Video.
2. In the Insert Video dialog box, select a source for your video.



Insert an online picture

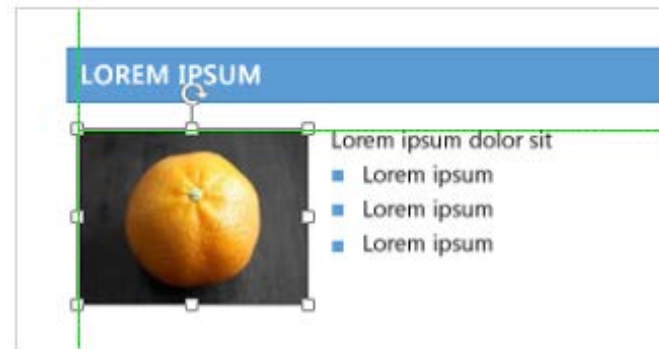
1. On the Insert tab, in the Illustrations group, tap or click Online Pictures.
2. In the Insert Pictures dialog box, choose a source for your picture. To insert a picture from Flickr, tap or click the link at the bottom of the dialog box.



NOTE You can also insert online pictures into Excel® 2013 and PowerPoint® 2013 documents.

Use alignment guides to line up objects

New alignment guides provide visual cues that you can use to easily line up and snap charts, photos, and diagrams into place. Alignment guides appear as horizontal or vertical lines that pop up when the image is aligned with the margins of a paragraph.



To use alignment guides:

1. Tap or click the image you want to align.
2. Drag the image until an alignment guide pops up (close to the top or side margins of a paragraph, or the center of the paragraph).
3. Release the image.

Get a live preview with Live Layout





With the new Live Layout, you get a live preview as you resize, move, and update photos, videos, and shapes.

Access design features in one place

With the new **Design** tab, you can access in one place all of the design features you use to make your documents look great. You can use the **Design** tab to explore themes, change colors, resize and switch fonts, add effects, adjust page borders, add paragraph spacing, and more.

Use the new formatting pane to format shapes and images

In Word 2013, picture editing and formatting tools are centralized in a new formatting pane, so you can edit or format images and shapes more easily than before. The redesigned user interface enables you to work faster by eliminating extra clicks and steps. To use the picture editing and formatting pane:

1. Right-click the photo or image you want to edit.
2. In the drop-down menu, tap or click **Format Picture**.
3. Tap or click one of the four icons: **Fill & Line** , **Effects** , **Layout & Properties** , or **Picture** .

NOTE You can also access the picture editing and formatting pane in Excel 2013, Outlook® 2013, and PowerPoint 2013.

Use improved building blocks

You can choose from a whole new set of cover-page and header/footer styles to give your document polish.

Enjoy

Get absorbed in Word documents right from your screen with a clean and comfortable reading view.

Minimize distractions with Read Mode


Enjoy reading with a view that displays documents in easy-to-read columns on the screen. Editing tools are removed to minimize distractions, but you still have access to handy reading tools such as **Define**, **Translate**, and **Search with Bing**. You can also copy, comment, and highlight within the document.

View a document in Read Mode

1. In the document you want to read, tap or click the **Read Mode** button at the bottom right of the screen.



When you tap or click the **Read Mode** button, columns are resized automatically to fit your screen and fewer menu items are displayed.

2. To move between pages, swipe right or left, or tap or click the left or right arrows on the left and right sides of the screen. You can also use the left and right arrows keys on the keyboard.
3. To edit the document, tap or click the **Print Layout**  button, or tap or click the **View** tab and select a different view.



NOTE If you want even fewer distractions, tap or click the Full Screen Mode button in the upper right corner of the screen to remove all buttons and menus.

Zoom in on objects

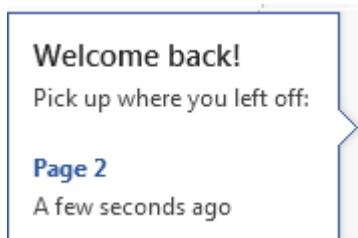
Double-tap with your finger or double-click with your mouse to zoom in and make tables, charts, and images in your document fill the screen. To zoom in further, tap or click the arrow in the upper right corner. After viewing the information, tap or click outside the object to zoom out and continue reading.

Pick up where you left off

When you close a document, Word automatically bookmarks your most recent position in the document. If you take a break from reading, when you reopen your document, you can pick up where you left off. If you are signed in to Office, Resume Reading works even if you reopen the document from a different computer or other device.


To pick up where you left off in a document:

1. When you reopen a document from any device (assuming the document was closed anywhere other than on page 1), the following Resume Reading callout is displayed.



2. Tap or click the callout to scroll automatically to where you left off. If you want to begin reading at the top of your document, just ignore the callout.

NOTES

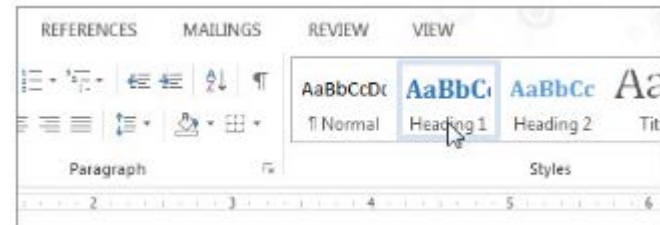
- The callout minimizes to a bookmark icon  after a few seconds. Click the icon to scroll automatically to where you left off.
- You can also use the Resume Reading feature in PowerPoint 2013.

Expand and collapse text

When you're working on a long, complicated document, you can collapse everything except where you want to focus. Or, if you think you might be overloading your readers with information, you can display summaries and leave it to your readers to open the details if they want.

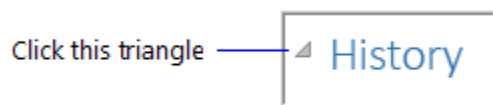
Make part of a document collapsible

1. Add a heading using one of Word's built-in heading styles.



After applying a heading style, you'll see a small triangle when you move your cursor over the heading.

2. Tap or click the triangle to expand or collapse the body text and subheadings below it.



NOTE To collapse or expand all of the headings in your document, right-click the heading, tap or click Expand/Collapse, and then tap or click Expand All Headings or Collapse All Headings.

Use a dictionary, translate text, or search the web

Word 2013 provides one-click access to dictionary, translation, and web search services. This enables you to get the information you need without breaking the flow of the document you're reading or writing.

Define a word

1. Highlight the word or phrase you want to define.
2. Right-click the selection.
3. Tap or click Define.
4. Sign in if prompted.

Translate a word or phrase

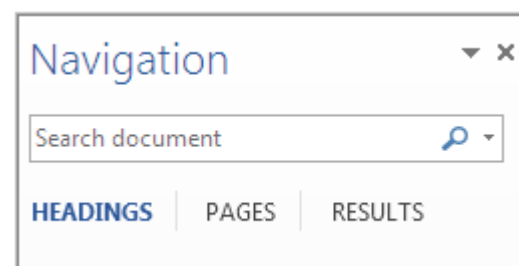
1. Highlight the word or phrase you want to translate.
2. Right-click the selection.
3. Tap or click Translate.
4. Sign in if prompted.

Search the web

1. Highlight the word or phrase you want to search for.
2. Right-click the selection.
3. Tap or click Search with Bing.
4. Sign in if prompted.

Improved Navigation Pane

With the improved Navigation Pane, you can see at a glance where you are in your document.



- When you tap or click **HEADINGS**, just the headings of your document are displayed. You can tap or click a heading to go to that point in the document.
- If you tap or click **PAGES**, you see a thumbnail of each page in your document. You can tap or click the thumbnail to go to that page.
- Use the Search box to look for text, comments, and even pictures. When you tap or click **RESULTS**, you see the results of your most recent search.

Work together

With the new Word and SkyDrive Pro, it's easy to share your work-related files and collaborate in the cloud. Word 2013 also provides new tools to help you keep track of revisions and comment on each other's work.

Save and share files in the cloud

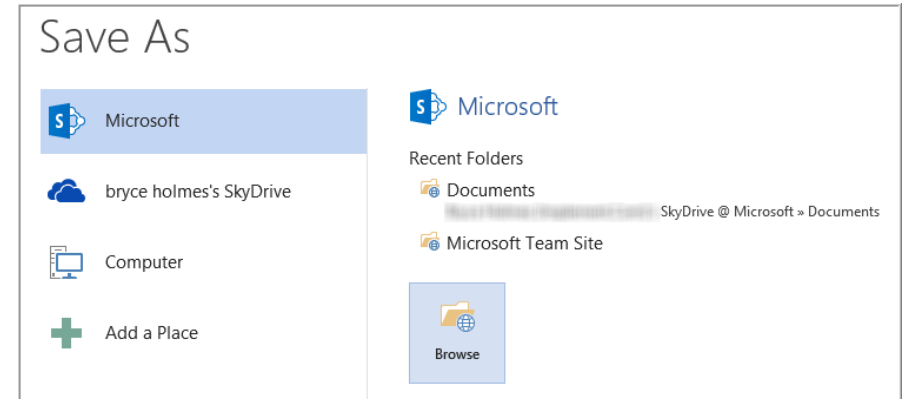
You can save directly to SkyDrive Pro from Word. With your documents stored in the cloud, you can access them anytime you're online. It's also easier to share documents stored in the cloud. You can even work together with colleagues on the same file at the same time.

CAUTION Do not use your personal SkyDrive (use SkyDrive Pro instead) to share business documents. Your personal SkyDrive is a consumer service and is not intended for confidential business information. Also, do not store HBI or PII content to SkyDrive Pro.

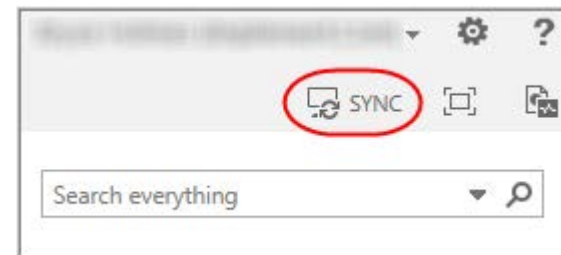
Save a document on SkyDrive Pro

1. Tap or click File, and then tap or click Save As.

2. Under Save As, select the SkyDrive Pro location you desire.



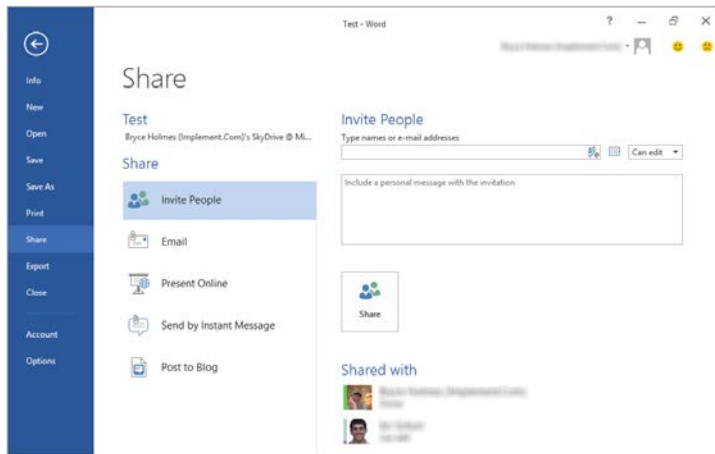
NOTE After you save files on SkyDrive Pro, you can create a local cache of the files for offline usage with one click by clicking the Sync button. The Sync button appears in every document library. The local folder will always sync with the online library when you regain connectivity.



Invite people to share a document saved on SkyDrive Pro

After you save a document on SkyDrive Pro, you can invite people to share the document. You can even set up permissions (view or edit) for the document from Word.

1. In Word, open the document that you want to share.
2. Tap or click File, and then tap or click Share.
3. Under Share, tap or click Invite People.



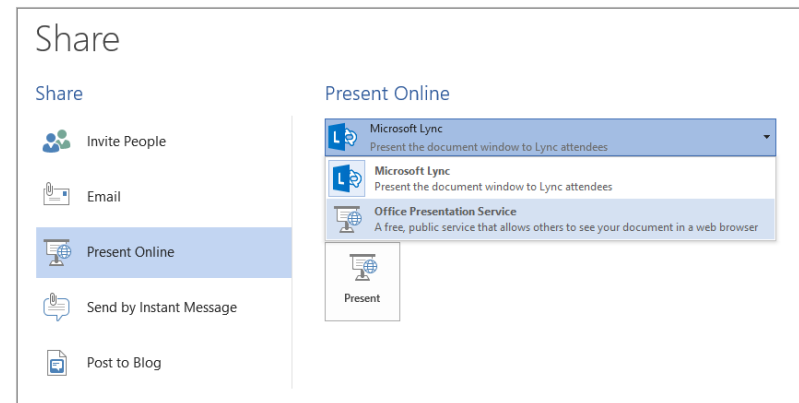
4. On the right side of the screen, under Invite People:
 - Share the document with people by entering their names or email addresses.
 - Select Can edit or Can view to set permissions for the document.
 - Enter a message to include with the invitation (optional).
5. Tap or click Share.

NOTE If you haven't saved the document before you start this procedure, Word walks you through the process of saving to SkyDrive Pro before you invite people.

Present a document online using the Office Presentation Service

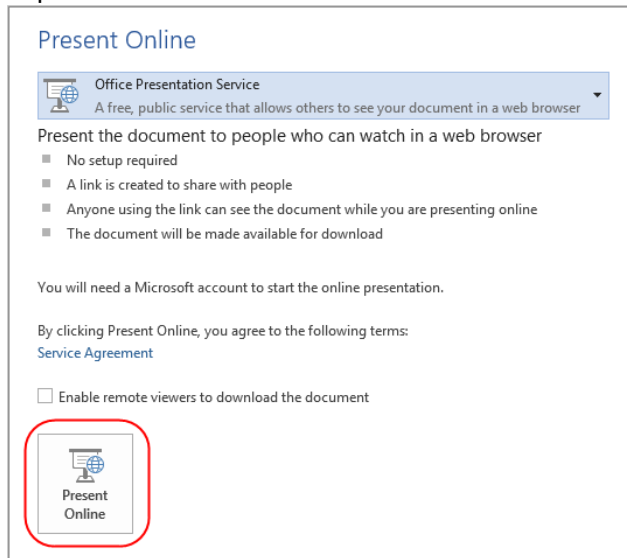
You can present a document from Word using the Office Presentation Service, a free public service that allows others to follow along in their web browser. No setup is required.

1. In Word, open the document you want to share.
2. Tap or click File, tap or click Share, and then tap or click Present Online.
3. Under Present Online on the right side of the screen, tap or click the down arrow next to Microsoft Lync, and then tap or click Office Presentation Service.



4. If you want attendees to be able to download a copy of the document, select the **Enable remote viewers to download the document** check-box.

5. Tap or click **Present Online**.



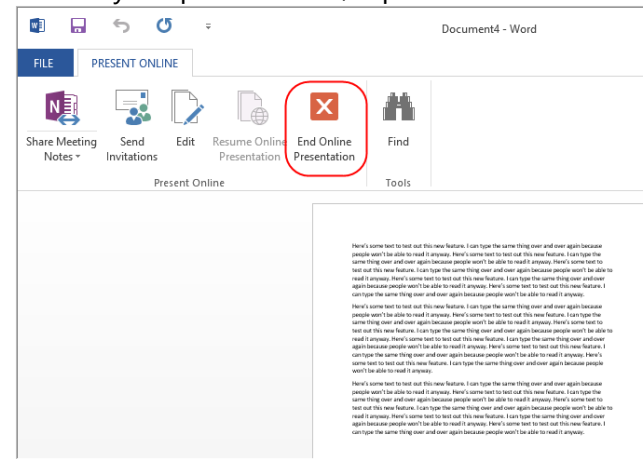
6. To send your meeting invitation to attendees, tap or click one of the following options in the Present Online dialog box:

- **Copy Link.** After copying it, paste the link somewhere others can access it.
- **Send in Email** to send in Outlook.
- **Send in IM** to send in Lync®.

7. When you're ready to present your document, tap or click **START PRESENTATION**.

8. When your audience clicks the online presentation link you provide them, the document will be presented in their browser. As you scroll through the document on your PC, the same view will be presented in their browser, so you can walk them through the document.

9. To end your presentation, tap or click **End Online Presentation**.

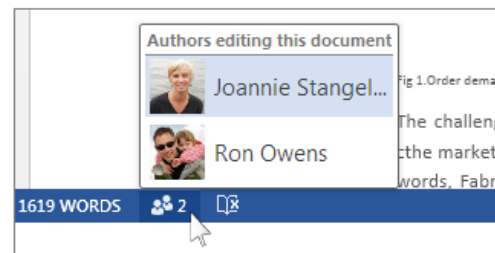


Once the online presentation ends, the document will no longer be available in your audience's browser for viewing or downloading.

Work together on the same document

After you post your Word document to SkyDrive Pro, everyone on your team can open it and make changes—even at the same time. You or anyone else can work on it in Word Web App or Word desktop app by clicking **Edit Document** at the top of the screen.

When someone else opens the document, Word alerts you and puts a notification in the status bar. Tap or click the notification to see who is working with you.



You can also tell where other people are working on the document.



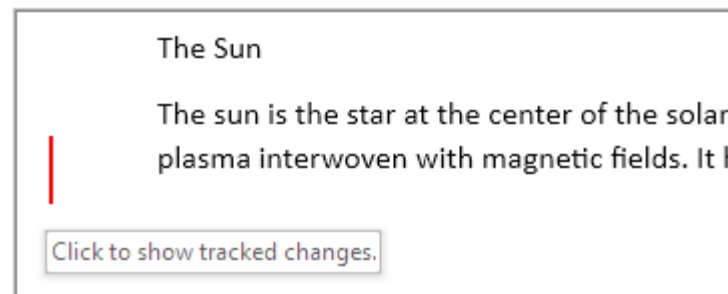
Every time you save the document, your edits become available to the other people who are working on it. They see your edits as soon as they save their work. And any changes they've made appear on your screen with a green background. The background goes away the next time you save, and it doesn't appear when you print the document.

Editing is first-come, first-serve. When you start to change text, that paragraph is locked and no one can overwrite your changes. But if someone starts to edit at the exact same time, or if someone works on the document while they're offline, Word shows you any conflicts the next time you save and offers to resolve them. You can choose which changes you want to keep.

Simplify marked-up documents

Simple Markup, the new default revision view, provides a clean, final view of your marked-up documents, but you still see indicators where comments and changes have been made.

Just tap or click the change hints—the red revision mark indicator on the side of the paragraph—to toggle the entire document to All Markup (showing all revisions), and then tap or click the indicator again to toggle back to Simple Markup for easy reading.



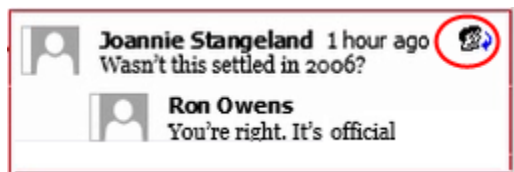
Reply to comments and mark them as done

In Word 2013, comments have a reply button. You can debate and easily track comments right next to the relevant text. Replies are displayed in the same Comments pane in chronological order. This makes it easy to see who has replied to whom and when. And when a comment is addressed and no longer requires attention, you can mark it as done. The comment will be grayed out but the conversation will still be there if you need to revisit it later.

The comment also shows a picture of the person who added the comment. You can tap or click the picture to access that person's contact card, or to start an instant message, send email, or place a call.

Reply to a comment

1. In the Comments window, tap or click the Reply button.



2. Enter your comment, and then press ENTER when you're done.

TIP You can also right-click a comment, and then tap or click New Comment to reply to a comment.

Mark a comment as done

1. Right-click the comment.
2. Tap or click Mark Comment Done.

Lock tracking

1. You can require a password to turn Track Changes off to ensure that all changes to your document are being tracked.
2. Tap or click the Review tab.
3. Tap or click the down arrow next to Track Changes.
4. Tap or click Lock Tracking.

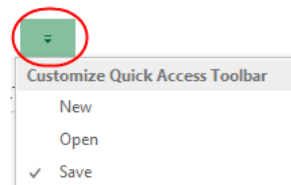
Touch

Word 2013 is designed for touch as well as mouse and keyboard, so you can use your fingers and hands to tap, pan, and swipe your way through your documents on touch-enabled Windows 8 and Windows 7 computers or other devices.

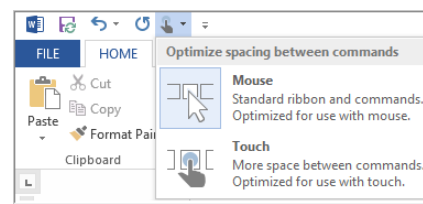
If you want to enlarge the space between buttons on the ribbon to make it easier to select options with your fingers, you can also use the new Touch/Mouse Mode button. You can add the Touch/Mouse Mode button to the Quick Access Toolbar so that you can switch back and forth between Touch and Mouse modes.

Add the Touch/Mouse Mode button to the Quick Access Toolbar

1. Click the down arrow on the Quick Access Toolbar.



2. Tap or click Touch/Mouse Mode.
3. Tap or click the Touch/Mouse Mode button on the Quick Access Toolbar, and then select the mode you want.



Even without switching to Touch mode, by merely touching the screen, Word will adapt the user interface for touch input. For example, a long tap on selected text will bring up a touch-oriented context menu instead of the standard right-click menu.



For more information

Microsoft IT Showcase

<http://microsoft.com/microsoft-IT>

What's New in Microsoft Office Professional Plus 2013?

http://itweb/v7/Work%20Smart/12IN_0033_Office%202013%20All%20Up.xps

Word 2013 Quick Start Guide

<http://office.microsoft.com/en-us/support/word-2013-quick-start-guide-HA103673715.aspx?CTT=1>

Basic Tasks in Word 2013

<http://office.microsoft.com/en-us/word-help/basic-tasks-in-word-2013-HA102809673.aspx?CTT=1>

Make the Switch to Word 2013

<http://office.microsoft.com/en-us/word-help/make-the-switch-to-word-2013-RZ102925062.aspx?CTT=1>