

# Word 2013 Tip Sheet



**New to Word 2013? This document gives  
the answers to common Word 2013 questions**

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### What happened to clipart?

Clipart is now online. To access ClipArt, go to Insert - Illustrations and click Online Pictures. Search for your desired image in Office.com and click enter. This gives you access to free images that are open to the public (in other words, you don't need rights to the images).

### Where is the Ruler Icon?

The Ruler Icon was discontinued, but you can turn on your Ruler by going to the View Tab and checking Ruler in the Show Group.

### Where is Watermark?

Click the Design Tab and Watermark is on the far right of the Ribbon in the Page Background group.

### When I open a Word Document that I received as an attachment, it opens in Reading Mode. Why does it do this and how can I disable it?

Reading Mode protects your computer from viruses. If you're careful to open only attachments you were expecting or requested, you can disable Reading Mode with these steps:

1. Go to File - Options - and click General in the left column.
2. In Start Up Options, UNCHECK Open email attachments and other uneditable files in reading view.
3. Click Trust Center in the left column
4. Select Protected View in the left column
5. Under Protected View, clear all check boxes

### What is Compatibility Mode?

Older documents open in Compatibility Mode. Convert the document to the newer version of Office by clicking File - Info - and Convert. When you save the document, it will save in the new version.

### Why do green lines appear when I insert items into a Word document?

The green lines are Alignment Guides that help you line up pictures, charts and diagrams.

### What is Simple Markup in Track Changes? Is that new?

Yes. Simple Markup is a "cleaner view" of your document but still displays comments and changes made by others and shows who made the comments. To get full Track Changes, click the red line next to the changed text.

### What is the WELCOME BACK Pop Up for?

Click Welcome Back to return to where you left off. This is especially useful when working on longer documents.

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**I Want to do a Save As for a Document I started in Office 2013 to save in the Cloud but I'm confused by the Save As Screen. How Do I Know what to pick?**

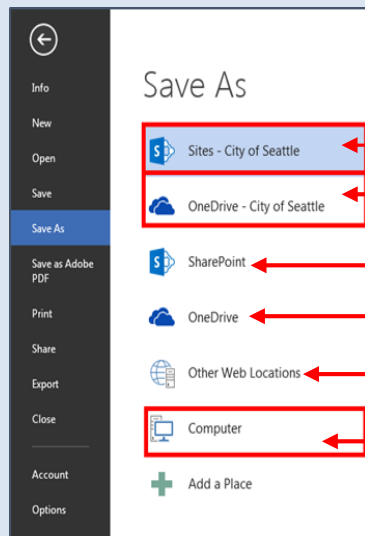
**You're right. When you click the File Tab in Word or Excel 2013, you'll see more Save As options.**

You have more locations to save your documents, depending on if you store your work locally on your Home or Shared Drive or store your work in the Cloud in OneDrive or SharePoint.

**Save documents in ONLY THREE MAIN PLACES as noted in the Red Boxes below:**

1. **SITES – CITY OF SEATTLE:** This is the City's SharePoint Online site and where SharePoint Online Team sites are located
2. **ONEDRIVE - CITY OF SEATTLE:** This is your secure storage area for City documents – think of it like a Home Drive in the Cloud that only you can access
3. **COMPUTER:** This is saving to your network Home or Shared Drive

**Below is a quick explanation of the different options:**



**Sites – City of Seattle:** Opens a list of your SharePoint Online Team Sites.

**OneDrive – City of Seattle:** Opens the directory to **your** City-assigned Personal Cloud Storage.

**SharePoint:** Opens a list of SharePoint 2010 sites you have accessed.

**OneDrive:** Goes to a “public” OneDrive available to general public. **Do not store City business here.** Requires a Microsoft login. City credentials will not work.

**Other Web Locations:** Opens a list of other internal web pages recently opened. Generally not relevant for City users.

**Computer:** Opens the window with your local PC, network home or shared Drives.

**My Ribbon disappeared. How do I get it back?**

You inadvertently clicked a Caret - or Toolclip at the far right of the Ribbon. This feature gives you more space to read or work in your document. To get your Ribbon back, click a Tab to display the full Ribbon. To get it back permanently, right after you displayed the Ribbon, click the Pin the Ribbon icon. When clicked, the Ribbon stays put and the icon reverts back to a caret.

**I heard we can now edit PDFs. Is that true?**

Yes. In your PDF document, go to File - Edit with Word.

**What is the Design Tab in the Ribbon?**

The Design Tab bundles formatting and page background tools into one place for easy access.