Microsoft®
Word:mac 2011

Product Guide

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Introduction

Whether you are new to Microsoft® Word for Mac or a Word expert, you might have some expectations for what you'll find in this new version. From faster, easier ways to accomplish everyday tasks, to new technologies that simplify working with others across platforms and help you take your results to a new level, Word for Mac 2011 (Word 2011) has the tools you need.

- **Familiar**. Get things done more quickly and easily, with familiar tools that enable you to get started right away and create the beautiful, professional-quality documents you want.

- **Compatible**. Share content seamlessly with others on both Mac and Microsoft Windows. You can even edit the same document at the same time.

- **Professional.** Access your documents when and where it's convenient for you — online and on the road — rather than being tied to your computer.[1]

Welcome to Word 2011 — our most intuitive, compatible, and powerful release yet.

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[1] Requires Microsoft SharePoint® Foundation 2010 for enterprise or, for personal and small business use, a free Windows Live® ID to save and access files via Windows Live SkyDrive®.

WWord 2011 At-a-Glance

Create incredible content

Today's documents range from simple letters and lists to essays, complex reports and marketing materials that used to require a professional print shop. But one thing is common to all of them — your documents represent your ideas. That's why you want them to be more than just words on paper.

Take a glance at just a few of the many new and improved tools in Word 2011 that are designed to help you create professional, polished documents more easily than you might imagine.

Get easier access to the right tools, at the right time

New and improved features can help you be more productive, but only if you can find them when you need them. Fortunately, Word 2011 gives you familiar, intuitive tools that enable you to work the way you want.

- The new **ribbon** in Word 2011 puts the commands you need at your fingertips so you can focus on the end product, not how to get there. Get exactly the tools you need, when you need them.

- The new **Word Document Gallery** gives you easy, organized access to a wide range of professionally designed and online templates, your custom templates and your recently opened documents. Start customizing a built-in template with just a couple of clicks and preview your results before you create the document.

- Read or write without distraction using the new **Full Screen view**. Maximize your viewing space while keeping key tools easily accessible.

Create visually compelling documents

Whether good or bad, the colors, effects, and graphics in documents always get noticed. So, if you're not a graphic designer and you don't have a lot of time to spend on the appearance of your documents, how can you create a customized, well-crafted look? Word 2011 provides an array of new and improved features that help you look like a design genius and help your documents make the right statement every time.

- With the improved **Publishing Layout view**, create many document types that used to require a desktop publishing expert. Familiar Word features make it easy to create exactly what you need, such as a new brochure for your business, a family newsletter, or a program for the school play.

- Simplify complex layouts with new **dynamic reordering**. Get an instant, 3-D view of all layers on your Publishing Layout view page, and simply drag to reorder objects.

- New and improved **picture editing** features — including a new background removal tool and advanced correction, color and cropping features — enable you to quickly fine-tune the pictures in your documents without the need for additional photo-editing programs.

- Explore additional options for creating great documents with even more professionally designed, customizable **templates and Office themes**, as well as a wide selection of additional **SmartArt graphics** — including many new layouts for organization charts and picture diagrams.

Give your text the power to jump off the page

Effective document design is about helping you convey your important information. So when you need your text to be as powerful as your images, Word 2011 offers flexible and easy-to-use tools that give new life to your words.

- Apply impressive **text effects** — such as gradient fills and reflections — directly to the text in your document, as easily as applying bold or underline.

- Put a creative flourish on your documents by getting more from the fonts you use every day. New and improved **typography** features give you access to ligatures, stylistic sets, and more in both OpenType® and TrueType fonts.

Save time and simplify your work

No matter what type of documents you create, you want to focus on your content, not the tasks associated with creating and managing documents. Word 2011 delivers new and improved tools that simplify and save time at every step.

- New **visual styles** keep you in control of your document formatting. Color-coded style guides show you where paragraph styles are applied throughout your document; and direct formatting guides instantly highlight text that contains formatting not included in the active style.

- Use new and improved **Find and Replace** tools, including a quick-access Search box on the Standard toolbar, automatic highlighting of search results in the document, and a summary of search results right on the Search pane of the Sidebar.

Work more easily with others

You may need to share documents with colleagues, classmates or friends, or perhaps you need to work with others on a team project. Regardless, the complications and delays that can arise when sharing or working together on content can be frustrating to say the least. That is, until now. Word 2011 makes waiting your turn a thing of the past and gives you new and improved tools that make sharing your work simple and hassle-free – across platforms or across continents.

- **Edit the same document, at the same time**, as other people in other locations.[2] You can even initiate a conversation instantly as you work, directly from Word.[3]

Work how, when, and where you choose

Like most of us, your ideas, deadlines, and work emergencies might not always occur conveniently when you are at your desk. Fortunately, Word 2011 gives you the power to get things done when and where you want.

It's easy to take your Word 2011 documents with you and stay on top of things when you're on the go.

- **Microsoft Word Web App** enables you to view a high fidelity version of your documents and make light edits using some of the same familiar formatting and editing tools that are in Word 2011, from virtually any computer with a Web browser.[4]

- Keep your documents accessible when and where you need them by saving them to a Windows Live® **SkyDrive**® folder or a Microsoft **SharePoint**® 2010 site directly from within Word. (For an introduction to SkyDrive or SharePoint, check out windowslive.com/skydrive or sharepoint.com.)

Whether you're marketing your business, revising your term paper, planning the next big fundraiser with a volunteer team, or getting things done on the run, Word 2011 makes it easier to get what you need done more quickly, with more flexibility, and with better results.

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[2] Simultaneous editing (co-authoring) requires SharePoint Foundation 2010 for enterprise use or, for personal and small business use, a free Windows Live ID to save and access files via SkyDrive.

[3] Viewing presence information and initiating an IM, voice, or video conversation from within Word 2011 requires either Microsoft Messenger for Mac 8 or Microsoft Office Communications Server 2007 R2 with Microsoft Communicator for Mac 2011. Your computer must have an installed microphone for voice calls and an installed video camera to use the video capabilities in Messenger for Mac or Communicator for Mac.

[4] Microsoft Office Web Apps require an appropriate device, Internet connection, supported browser, and either SharePoint Foundation 2010 for enterprise or, for personal and small business use, a free Windows Live ID to save and access files via SkyDrive. There are some differences between the features of Office Web Apps and the Office for Mac 2011 applications.

Word 2011: A Closer Look

Create incredible content

New and improved tools give you the power to more easily create professional-quality content. An updated, familiar environment helps you get started right away. And seamless cross-platform compatibility enables you to work with confidence, knowing that the documents you create will look great when you share them with others who work on Mac or on Windows.

New! Ribbon

Get the commands you need when and where you want them. The new ribbon, available across the Microsoft Office for Mac 2011 applications, gives you easy access to more commands so you can focus on the end product rather than how to get there.

The ribbon brings together features formerly spread across several locations, such as the Elements Gallery and Formatting Palette, to give you a streamlined and more flexible work experience. It's designed to help you access and use the full range of features that Word provides — so that you can get more done in less time. For example, page layout options are now at your fingertips on the Layout tab. Get all of the page layout tools you need — previously located in the Formatting Palette as well as the Document and Page Setup dialog boxes — in one convenient location.

- The standard tabs that you see on the ribbon are organized to display commands relevant to a given task, so that you can get to what you need more quickly.

- The ribbon also provides contextual tabs to give you exactly the tools you need, when you need them. For example, when you click in a table, the additional Table Layout tab appears on the ribbon, as shown in Figure 1, with a broad range of table structure and formatting options.

- The standard tabs also change contextually based on your active view, to give you quick access to the best tools for the active task:

- For example, when working in Print Layout view, the ribbon includes the Document Elements and Review tabs for easy access to features that are commonly required in linear documents like business letters and reports.

- In Publishing Layout view, some tabs include unique options to put more design tools at your fingertips. For example, the Home tab in Publishing Layout view includes a Typography group. And in the Themes group on the Home tab, you see separate font and color menus in addition to the Themes gallery.
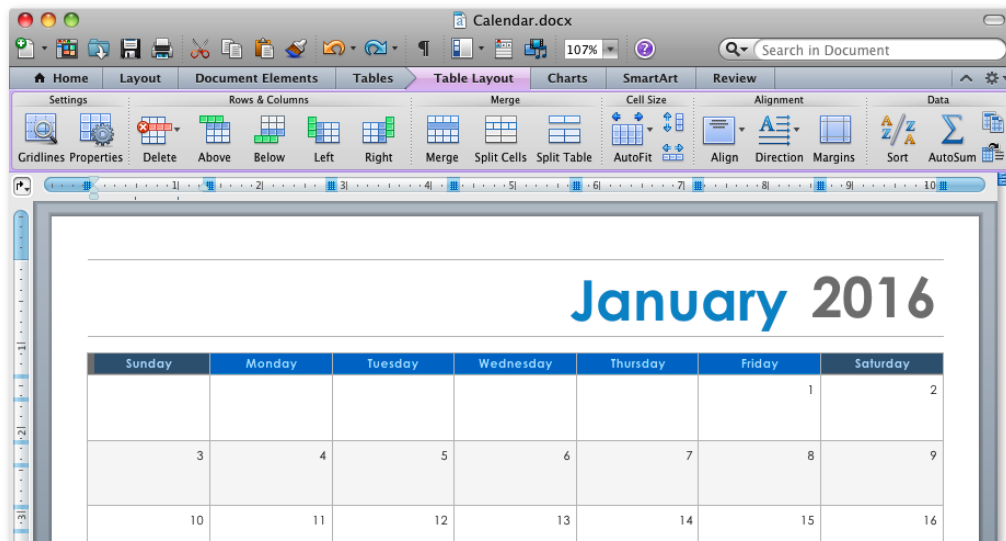
Figure 1: Contextual tabs, such as the Table Layout tab shown here, automatically become available when you need them.

Quick Tips:

- You can easily configure the ribbon to display only specific tabs or to rearrange the order in which tabs appear. On the right edge of the ribbon, click the gear icon ⚙▾ to access Ribbon Preferences or Customize Ribbon Tab Order.

- Click any tab name (such as Home or Themes) to minimize or expand the ribbon. Or, click the carat icon ⌃ on the right edge of the ribbon, to minimize or expand the ribbon.

- The purpose of the ribbon is to give you fast, familiar, and easier access to more features – not to make you change the way you work. With that in mind, Office 2011 provides the menus and core toolbars that you may know from earlier versions.

New!
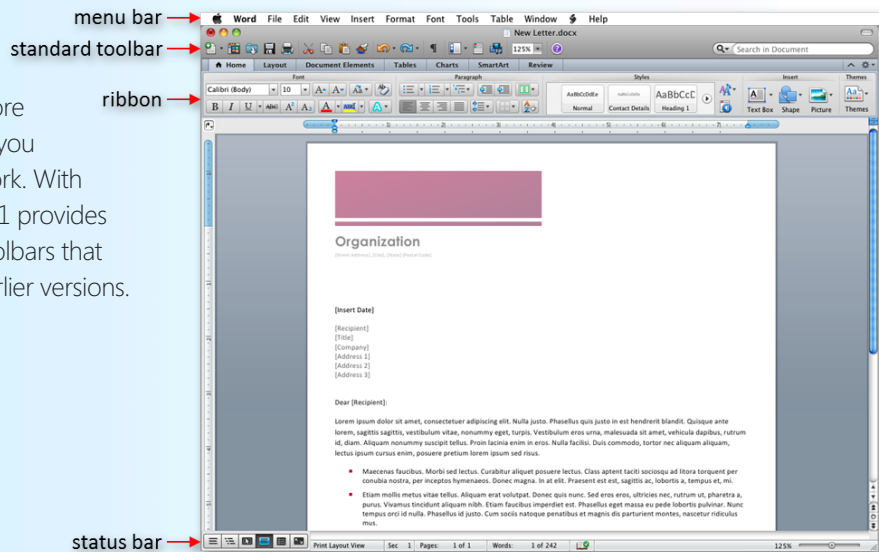
Word Document Gallery

The new Word Document Gallery makes it a snap to access all of the documents and templates you need and to customize templates in virtually no time. You get access to the full range of built-in, professionally designed Word templates along with multi-page previews and new instant customization tools. Additionally, you can access templates hosted online, your own custom templates, and your recently-opened documents from this one central location.

- Move your mouse pointer from left to right over previews of built-in templates to preview all pages of that template.

- Use the new customization pane to change the fonts and colors for the selected built-in template before you create your document, and preview your changes across all pages of the template.

- Access the full range of Word templates that are hosted online by Microsoft, both professionally designed and community-submitted content. Browse online content by category, search by keyword, and then create your document with just a couple of clicks — no cumbersome downloads, browsers, or third-party tools required.

- Access your recent documents by date, along with an indicator of how many documents are available for each date range.
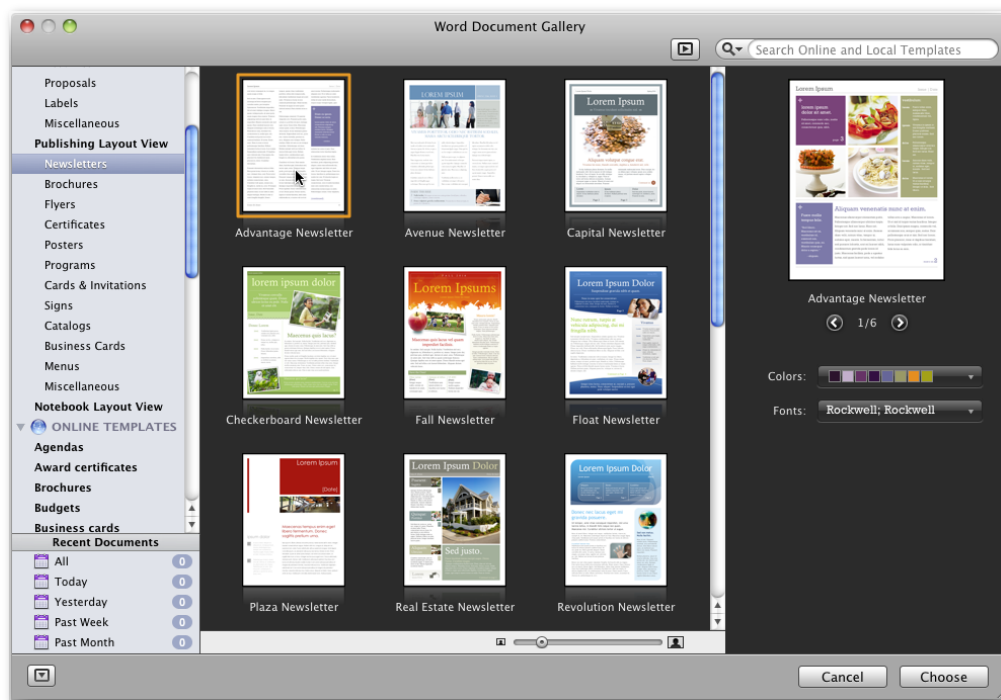
Figure 2: Get multi-page previews, instant customization, and online template access in the new Word Document Gallery.

Quick Tip: Keyboard users can press Command+Shift+P to access the Word Document Gallery. In the gallery, customize your view with buttons to show or hide recent documents and the customization panel ⬇, as shown in Figure 2.

Full Screen view

Work without distractions by maximizing your viewing area while keeping essential writing and reviewing tools quickly accessible. The new Full Screen view provides contextual tools for either reading or writing content with a clutter-free workspace that makes it easy to focus on the task at hand.

- Select Write or Read mode for access to exactly the tools you need.

  - Write mode provides a toolbar with basic formatting features as well as options including access to reviewing tools, the Toolbox and the Media Browser.

  - Read mode provides a thumbnail pane and scroll controls across the top of the screen for quickly paging through the document, along with viewing options such as number of pages and whether or not to view document markup.

Figure 3: The same document shown with Write and Read options in the new Full Screen view.
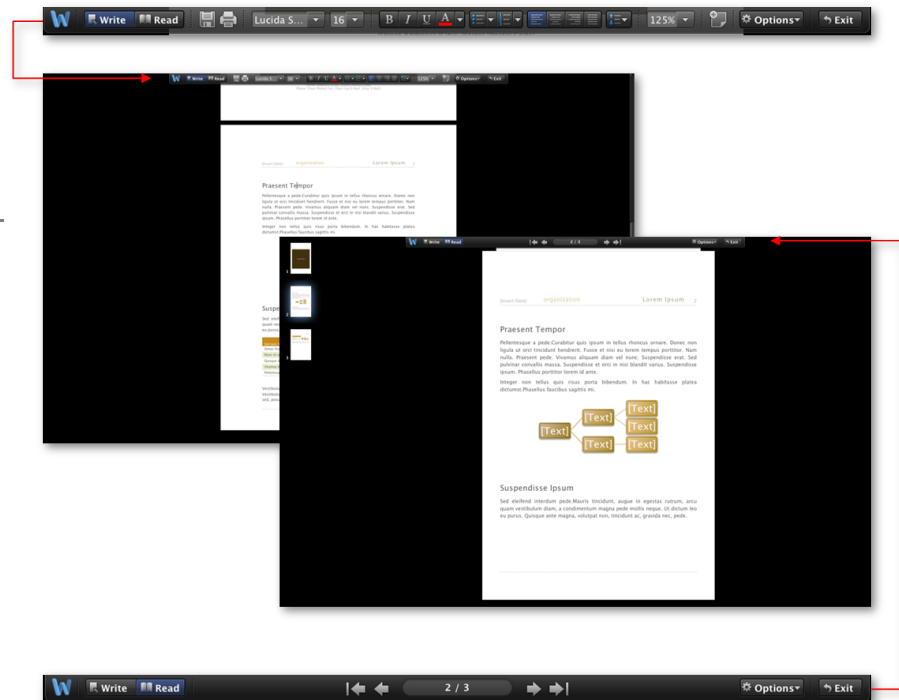
Quick Tips:

- Customize the look of your workspace with an array of background options as well as dynamic page turning effects for reading mode. Access these tools under the Options command that appears on the bar across the top of the screen in Full Screen view, as shown in Figure 3.

- When you click the Options command you also see a Find option. Click Find to open a toolbar that enables you to search for document text when working in either Read or Write mode.

Media Browser

The Media Browser, available across Office for Mac 2011, gives you easy access to all of the media you need in your documents from one centralized, searchable pane. The Media Browser combines objects formerly available from the object palette of the Toolbox with access to your media folders and libraries. Just drag to insert images, audio, or movies as well as a wide selection of Clip Art, shapes, and the full library of symbol characters.

Figure 4: Easily find and insert photos, audio, movies, and more from the new and improved Media Browser in Word 2011.
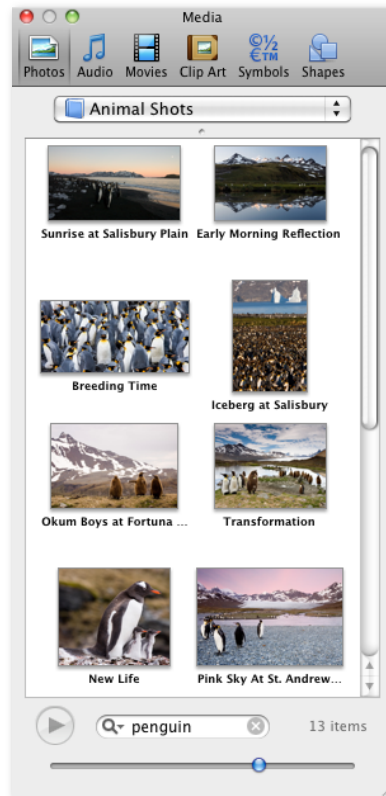
- Access your iPhoto libraries and iTunes playlists directly from the Photos and Audio tabs. You can also access movies and iMovie projects that you save to the Movies folder, right from the Movies tab.

- Search for photos, audio, movies, and shapes by keyword.

- Simply drag the zoom slider in the browser to customize your view for larger previews or to preview more objects at one time.

- Explore a broad range of Clip Art, including more than 100 images with alpha channels that enable the graphic to fit seamlessly into your document, as shown here.

Quick Tips:

- Click the play button beside the search box on the Photos, Audio, and Movie panes to preview selected objects.

- Right-click (or hold the Control key and click) objects in the Media Browser for additional options, such as to open an image in iPhoto or to copy a shape, Clip Art image or symbol.

Sidebar

The improved Sidebar in Word 2011 (formerly called the Navigation Pane) transforms the document navigation user experience, giving you quick and consolidated access to several tools for managing long documents.

Using the Sidebar in Print Layout view, you can do the following:

- Browse headings on the Document Map pane to quickly find your place within a document and just click to go to that location.

- Scroll through page thumbnails on the Thumbnails pane or click a thumbnail to move to that page.

- View a summary of tracked changes in the improved Reviewing Pane.

- Search for or replace document content and view a summary of search results in the new Search pane.
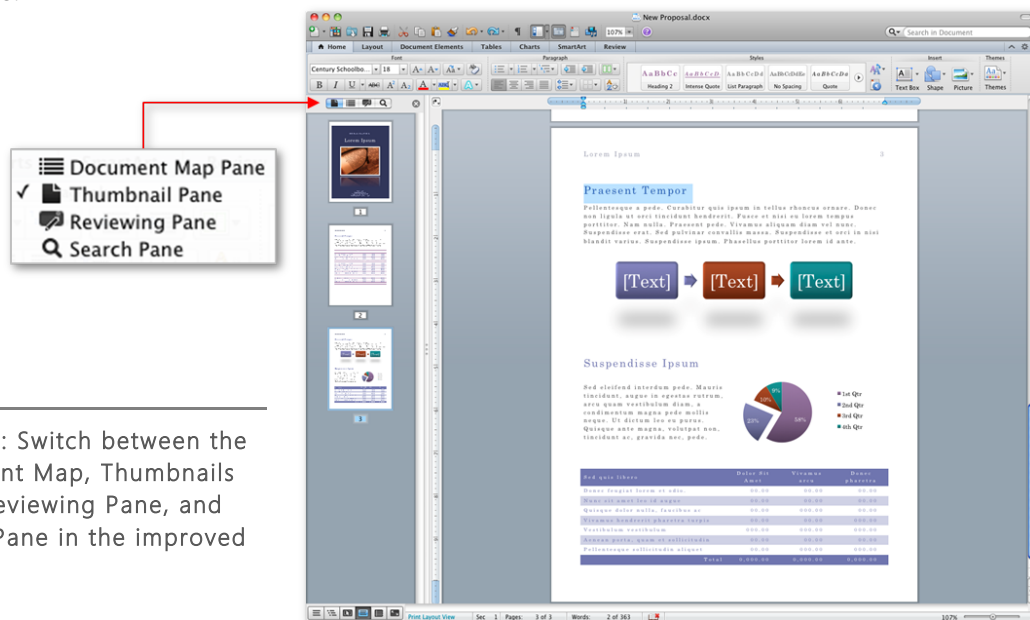
Figure 5: Switch between the Document Map, Thumbnails pane, Reviewing Pane, and Search Pane in the improved Sidebar.

Quick Tip: When working in Publishing Layout view, the Thumbnails pane of the Sidebar is available to quickly browse or move between pages. Drag pages up or down in the Sidebar in Publishing Layout view to easily rearrange them. And, when your document contains multiple masters, you see a dividing line in the Thumbnails pane to clearly identify where a new master begins.

Publishing Layout view

The improved Publishing Layout view makes it easy to create extraordinary, professional documents by combining a rich desktop publishing environment with familiar Word features that you already know. When you need to create complex layouts – such as brochures, newsletters, or unique shapes and layouts such as CD labels or invitations – you have a customized workspace designed specifically for the task.

- Dynamic guides appear as you drag shapes, images, or text boxes on screen to show you when alignment with the page or other objects is precise. You can also create static guides that help you segment a page and show positioning at a glance, just by dragging down or right from the rulers.

- Easily switch between the content layer and the master using the tabs on the bottom-right corner of the document window.

- Just drag or drop an image or other object over a text box and text dynamically wraps to the object.

- Temporarily drop objects on the pasteboard (the area to the left and right of the active page) to keep content handy while designing and still keep the page clean.

- Get tools on the ribbon and menus specifically designed for the types of documents you create in Publishing Layout view. For example, the options to insert a new page, a duplicate page, or a new master are available from the Insert menu or the Layout tab. Or, get quick access to new and improved typography tools right on the Home tab.

Figure 6: Work in a dynamic layout environment in the improved Publishing Layout view.
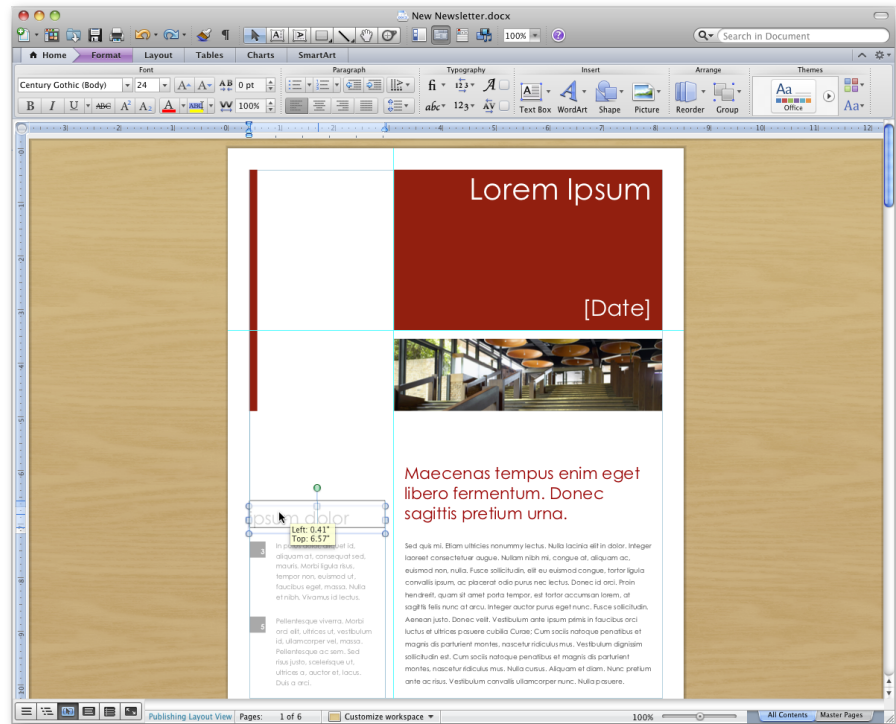
Quick Tips:

- Don't start from scratch! Dozens of professionally designed, fully customizable Publishing Layout view templates are available across many document types. In the Word Document Gallery, click Publishing Layout view to explore them all.

- Try to click something on a Publishing Layout view page and can't access it? It's probably on the master layer. Fortunately, the master is easy to access using the tabs at the bottom-right corner of the document window. You can also check to see if the object you need is on the content or master layer using the new dynamic reordering tool described in the following section.

- It's easy to share the documents you create in Publishing Layout view with users of Word 2010 or Word 2007 for Windows. When you open a Publishing Layout view document in Microsoft Word for Windows, you see the document in Print Layout view with your formatting and page layout respected. Although several Publishing Layout view features are exclusive to Word for Mac, you and those you share with can view, edit, and print your publishing layout view documents in Word for Windows with excellent fidelity. In fact, if you have set text to wrap dynamically around objects when creating the file in Publishing Layout view, that wrap is retained when you view the document in Word for Windows and you can even edit text within the wrap area.

- Want to create Publishing Layout view templates for yourself and others to use? See the Insider Tips & Tricks section of this guide for tips that will help make your templates as easy to use as they are to create.
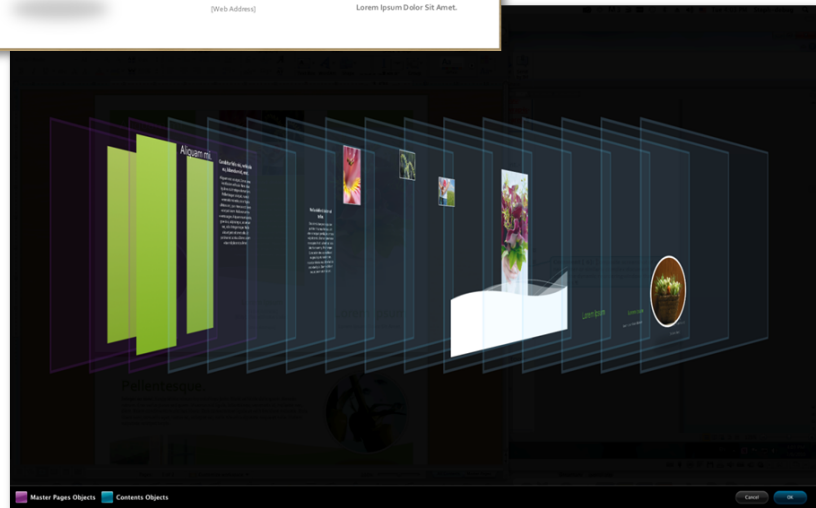
Dynamic reordering

Think outside the box with an instant 3-D visualization of all layers in your Publishing Layout view document. This stunning new feature, also available in Microsoft PowerPoint® for Mac 2011 (PowerPoint 2011), lets you see and rearrange ordering for all of the objects on the page by simply dragging.

- Layer colors clearly indicate if objects are on the content or master layer.

- Drag to change the order of objects and then just press Return or click OK to set. Or, just press Escape to cancel your change and close the dynamic reordering view.

Figure 7: Get an instant 3-D view of all layers on your Publishing Layout view page.

Quick Tip: Use dynamic reordering to rearrange object order or just to view content position. This tool provides an easy way to stay on top of the formatting and layout in your Publishing Layout view document or template, including seeing at-a-glance when content resides on the master.

Picture editing tools

Word 2011 gives you the freedom to be your own graphic artist with a range of new and improved tools for working with images.

- Grab only what you want from your image and leave the rest behind with the new Remove Background tool.

- Perfect your pictures quickly with an advanced cropping tool that enables you to crop to a shape or to a selected aspect ratio, or to pan and zoom in on key image elements just by dragging and resizing the picture within the crop area.

- Explore new Sharpen and Soften correction tools along with improved Brightness and Contrast.

- Experiment with new color tools including Color Saturation and Color Tone, as well as an improved Recolor tool.

- Apply improved, customizable artistic filters, such as paint strokes, glass, pencil sketch, and pastels.
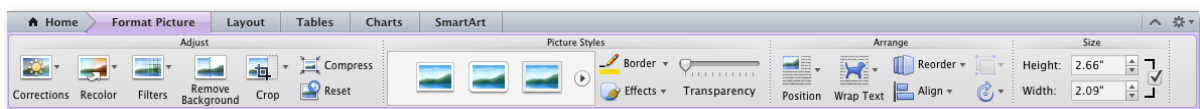
Figure 8: The Format Picture tab appears automatically whenever a picture is selected.

Quick Tip: The new Remove Background tool works intuitively, automatically adding or removing image elements when you drag your mouse pointer over part of the picture. When this feature is enabled, just drag your mouse pointer straight across the portion of the picture you want to add or remove from the image.

Note: The same new and improved picture editing tools are also available in PowerPoint 2011 and Microsoft Excel® for Mac 2011 (Excel 2011).

Compress pictures

Reduce file size for easier sharing with the new compress pictures functionality. This feature, also available in PowerPoint 2011 and Excel 2011, enables you to compress a selected image or all images in the document and provides a range of picture quality options for compression.
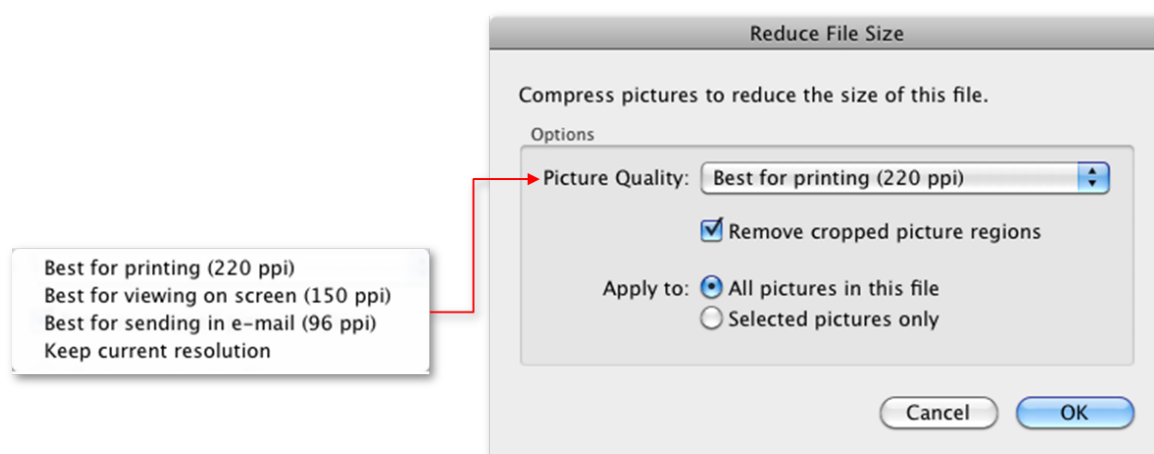

Figure 9: To access picture compression options, on the File menu click Reduce File Size.

Tables

Improved!

Format tables to more easily coordinate with your document and layout and manage tables more easily using the Tables tab in Word 2011.

- Explore table styles that coordinate with your active document theme, along with additional formatting options such as banded rows and columns.

- When your insertion point is in a table, get the contextual Table Layout tab where you can easily structure and manage your table from one central location, as shown in the image that follows.
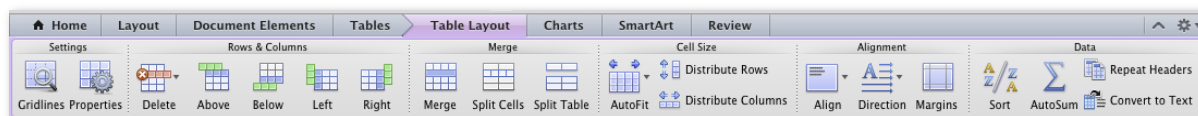

Figure 10: The Table Layout tab appears automatically when your insertion point is in a table.

Quick Tip: Right-click (or press Control+click) a table style in the Table Styles gallery on the Tables tab for options including the ability to modify the style, create your own, or set the style as the default for new tables.

Charts

Select from more intuitive galleries of charts on the new Charts tab, along with new Chart Quick Layouts, providing a range of options for your selected chart type with just one click. When you select a chart, the Chart Layout and Format tabs also become available to give you centralized, simplified access to all of the chart editing tools you need.

Excel charts were introduced as a native Word feature in Office 2008, and are improved in Word 2011 with easier access to a wider selection of charting tools.
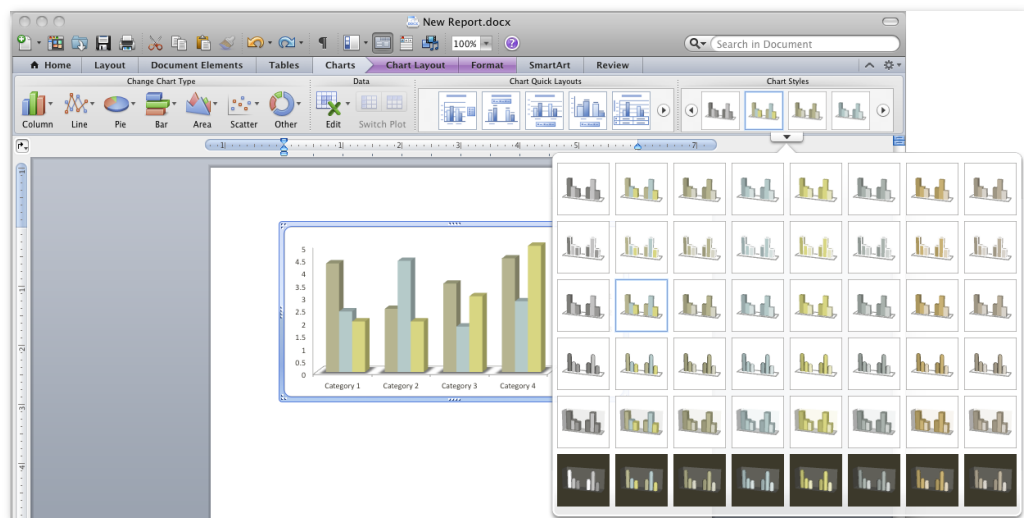
Figure 11: Create, format, and edit charts easily with quick access to all of the tools you need on the Charts, Chart Layout, and Format tabs.

Quick Tips:

- When a chart is selected, the Insert Chart group on the Charts tab automatically becomes the Change Chart Type group. Just click a different chart type to change the active chart.

- Save your customized chart as a chart template. To do this, on the Charts tab, in the Change Chart Type group, click Other and then, at the bottom of the gallery, click Save as Template.

Note: Excel charts are also natively available in PowerPoint 2011.

Additional Office themes

You want all your documents to have a consistent, professional look — but who has the time for all that formatting? You do, because Office themes enable you to apply a coordinated set of fonts, colors, and graphic effects to your entire document in just a couple of clicks.

Themes were introduced to Office for Mac in Office 2008 for Word, PowerPoint and Excel, enabling you to apply a consistent, professional look to all of your content. Office for Mac 2011 adds even more professionally designed, built-in themes. Customize or create your own themes for an effortless way to implement your own personal or business branding, or use the designs provided to quickly add impact to any content.
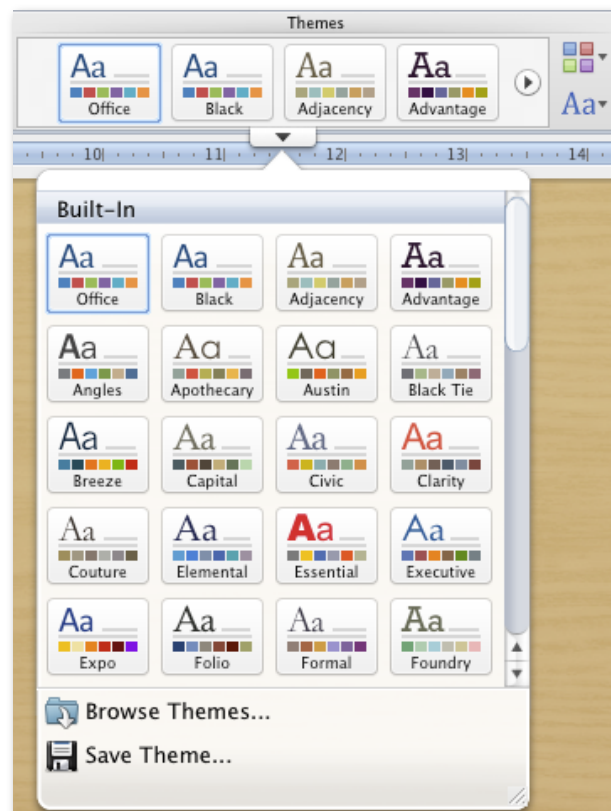

Figure 12: Access the Themes gallery on the Home tab.

Quick Tips:

- Word 2011 also includes many professionally designed templates that coordinate with Office themes. For example, in the Word Document Gallery, under the heading Publishing Layout view, you see newsletters and brochures that coordinate with the Advantage, Capital, Plaza, Revolution, and Spectrum themes as well as many others. Under Print Layout view templates, you see coordinated business forms such as memos and fax cover sheets, and stationery that coordinate with these same themes.

- When you select any built-in template from the Word Document Gallery, you can customize theme colors and fonts and preview your results on all pages of the template before generating your new document, as shown in Figure 13. Select from any built-in theme color or font set as well as custom theme colors and fonts that you save.

- You can save your own custom theme color set in PowerPoint 2011 and those colors automatically become available in Word 2011 and Excel 2011 as well. To do this, in PowerPoint, on the Themes tab, in the Theme Options group, click Colors and then click Create Theme Colors. You can also create your own custom theme font set. For help getting this done, see Insider Tips & Tricks later in this guide.

Figure 13: Customize theme fonts and colors for any built-in template, before you even create the document, in the Word Document Gallery.
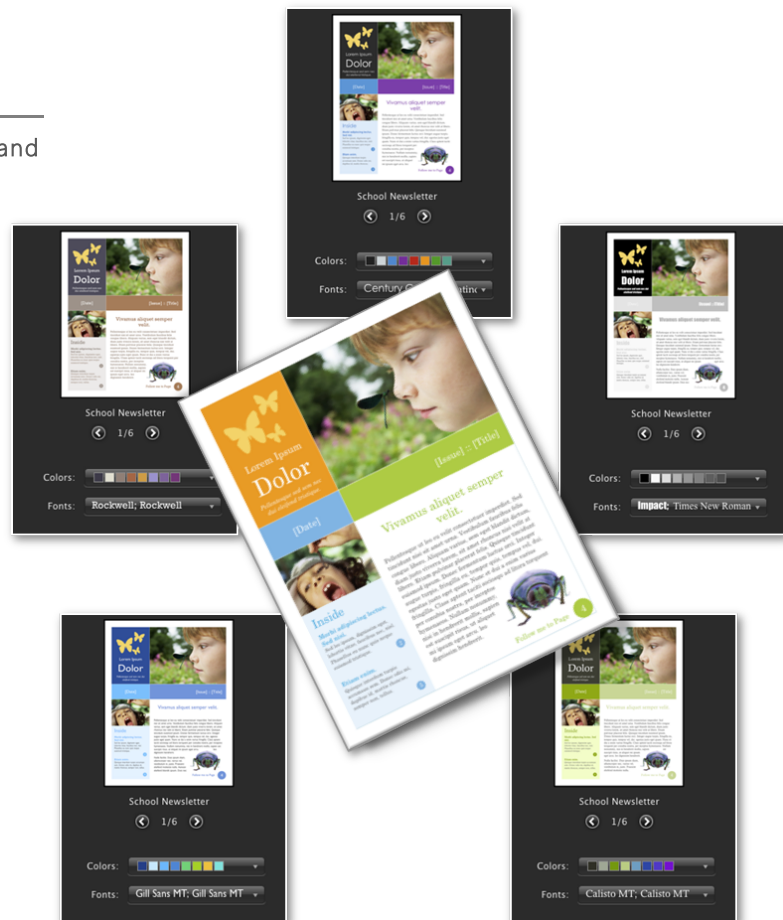
Additional SmartArt graphics

You know that a graphic can often help display your important points more effectively than just text. That's why it's so important to choose the right type of graphic for your content and make it look its best. Fortunately, Office for Mac 2011 adds dozens of additional SmartArt layouts for a total of more than 130 different diagrams that you can create as easily as typing a bulleted list.

These popular graphics, introduced to Office for Mac in 2008, make it possible for anyone to create truly impressive diagrams. SmartArt layouts range from lists to process, cycle, relationship, and other diagrams that can help you convey related ideas and non-linear concepts with greater visual impact.

The new layouts added in Office for Mac 2011 include additional organization charts, picture diagrams, and many more. You also get improved tools for working with picture diagrams, such as the ability to easily add or replace images from within the text pane or from within the diagram itself.
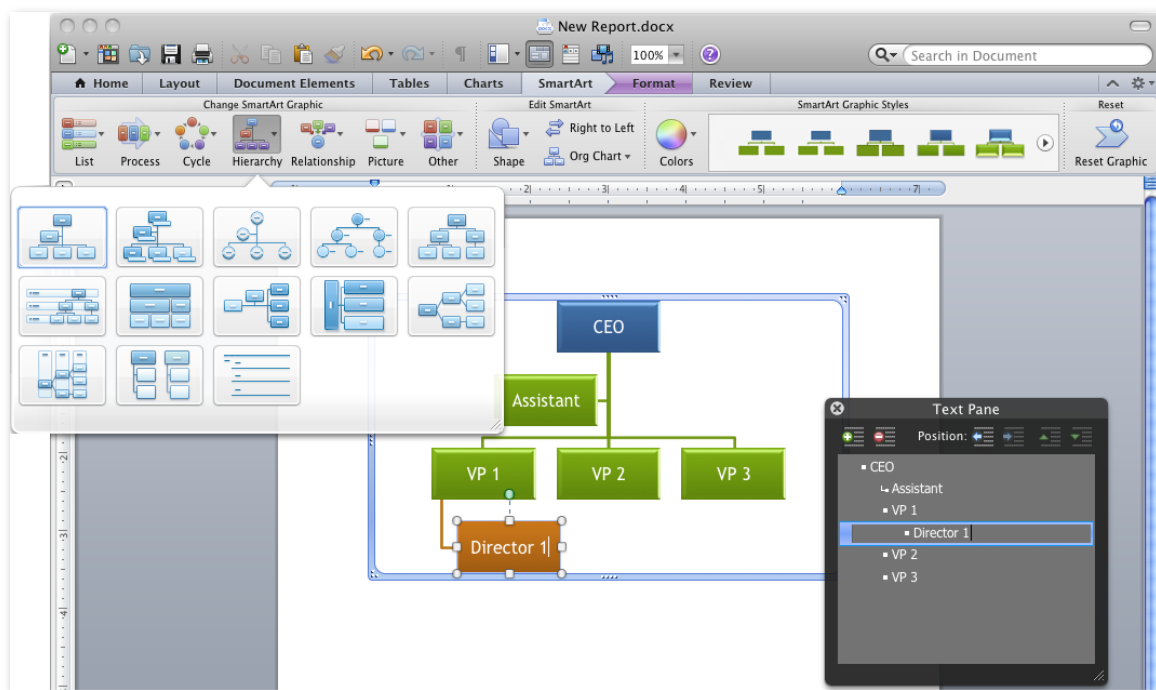

Figure 14: The SmartArt tab provides galleries of SmartArt layouts and formatting tools to help you quickly build the perfect diagram.

Quick Tips:

- When you insert or select a SmartArt graphic, the Format tab also becomes available to provide drawing object formatting tools that enable you to easily customize individual shapes and text within the graphic.

- When you insert a SmartArt graphic, a text pane automatically appears. Type in that text pane to populate shapes in your graphic with text, press Return to add new shapes, and use the Tab and Shift+Tab keys just as you do in a bulleted list, to promote or demote shapes or text within shapes.

- When you select a SmartArt graphic in your document, the Insert SmartArt Graphic group on the SmartArt tab shown above become the Change SmartArt Graphic group, as shown in Figure 14. Just select a different graphic and your graphic automatically updates to take on the new diagram layout while retaining your content.


Note: SmartArt graphics are also available in PowerPoint 2011 and Excel 2011.

Shapes and shape effects

Word 2011 provides full support for Office Art. That means you now have many of the advanced capabilities for working with shapes in Word that you have in PowerPoint and Excel. Select from additional shape types and enjoy more tools, timesavers, and formatting flexibility. For example, just select a shape and start typing to add text.

Additionally, you can apply the same formatting effects to shapes that you can apply to other graphics in your documents, such as bevels, reflections, and soft edges. As with SmartArt graphic styles and chart styles, shape styles now also coordinate automatically with your theme fonts, colors, and effects.

Figure 15: The Shape Styles group on the Format tab provides styles that automatically coordinate with your active document theme as well as a wide selection of effects.
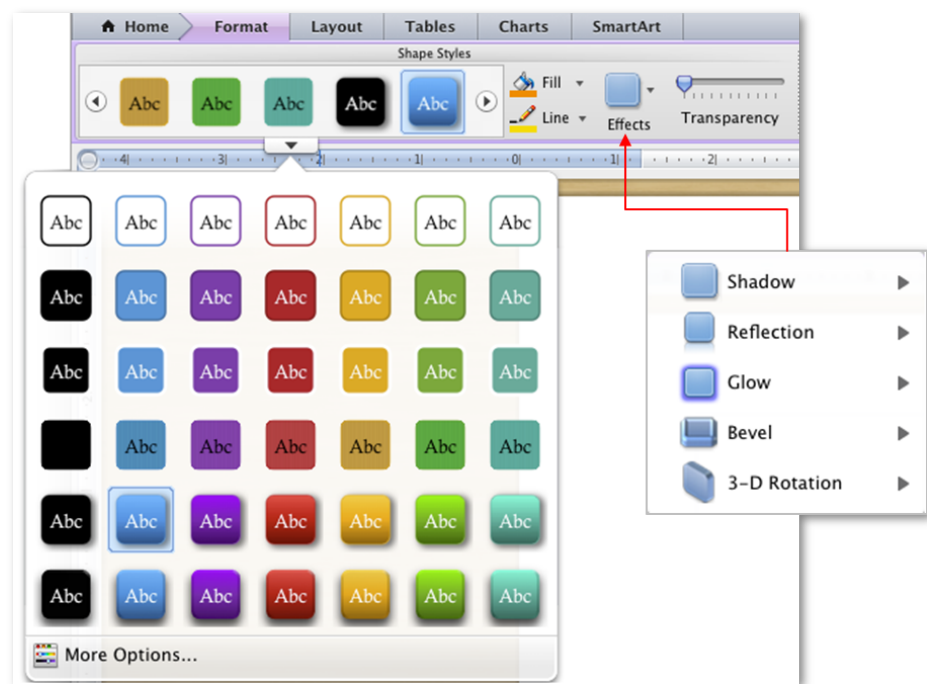
Quick Tip: Try new keyboard shortcuts for working with shapes. Select the shape and then use Shift+ the arrow keys on your keyboard to resize the shape (or press Ctrl+Shift+ the arrow keys to resize in smaller increments). Or, hold the ALT keys while you press left or right arrow keys to rotate a shape.

Equations

Word 2011 makes it easy to create and display math equations in your documents. Select from several pre-created equation types to help you get started — from simple formulas (such as $a^2+b^2=c^2$) to more complex mathematical constructs as shown in Figure 16 — or create your own equation from scratch using a rich set of intuitive tools.
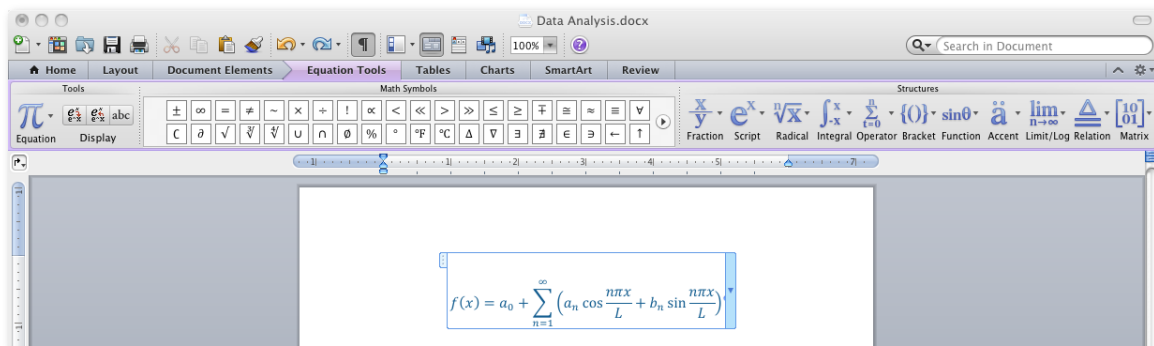
Figure 16: Use the Equation Tools tab to quickly and easily build professional-quality equations in your documents.

Quick Tip: To insert an equation, on the Document Elements tab, in the Math group, click the equation icon to insert a blank equation and access the Equation Tools tab. Or, click the arrow below that icon to select an equation from the gallery, since editing an equation similar to the one you want can be much quicker that creating that equation from scratch.

Text effects

You already use graphics and images to call attention to important content in your documents. Now, you can apply the same types of formatting that you use for those graphics and images directly to document text. Unlike WordArt from earlier versions of Word, you apply text effects to actual document text, so you can still edit and spell check that text and even add text effects to paragraph, character, list, or table styles.

Available text effects include gradient fills, custom shadows, reflection, glow, soft edges, bevels and more, as well as a range of preset gallery options that enable you to quickly apply a coordinated set of effects.

Figure 17: Access the Text Styles group shown here on the Format tab when your insertion point is in a text box. When working in Print Layout view, you can apply text effects to any text from the Home tab, in the Font group.
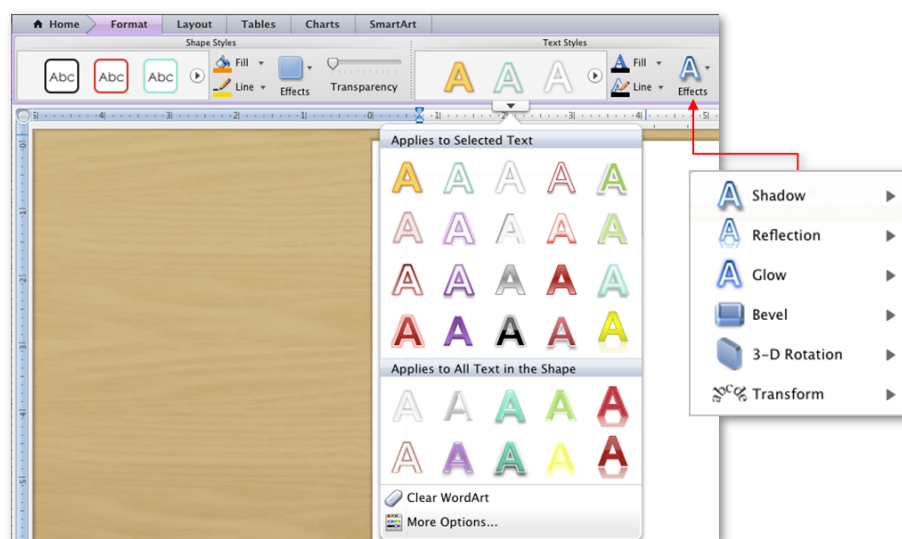
> Quick Tip: To customize the full range of text effects, on the Format menu click Font (or press Command +D) to open the Font dialog box and then click Text Effects to open the Format Text Effects dialog box. You can also access this dialog box through the Options command at the bottom of text effects galleries. For example, in Print Layout view, on the Home tab, in the Font group, click the text effects icon shown here and then point to Reflection. You see a gallery of several preset reflections as well as a Reflection Options command that opens the Text Effects dialog box.

Note: When you access the command labeled WordArt from the Document Elements tab in Word 2011, you now get an editable text box where you can use the same text effects discussed here. These same effects are also available to any text in PowerPoint 2011 and to text in graphics in Excel 2011. Text effects were introduced in PowerPoint and Excel in Office 2008 and are referred to as WordArt in those applications.

Typography

In Word 2011, it's easy to make an impact with your text by taking advantage of the typography capabilities in many OpenType and TrueType fonts. For example, explore the typography features in existing fonts such as Calibri®, Corbel®, and Cambria®. Or try Gabriola®, a new font in Office for Mac 2011 that offers a rich array of Stylistic Sets.

Word 2011 provides support for the following typography features:

- **Ligatures**: Improved in Word 2011 with more flexible options, ligatures give your document the look of professional typesetting by combining character pairs, as shown in Figure 18.

Figure 18: Standard ligatures applied to text in the Constantia® font.

- **Stylistic Sets**: Use stylistic sets to add flair to your documents, as shown in Figure 19.

Figure 19: Text in the Gabriola font, using stylistic sets 1, 4, and 7.
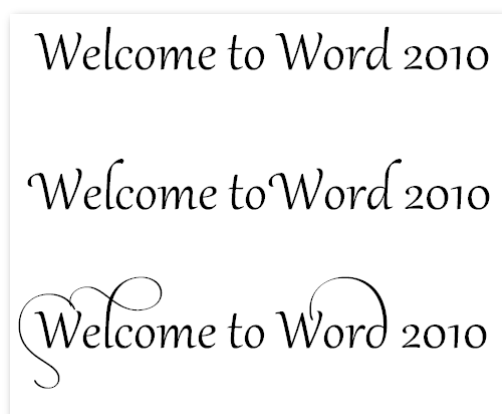
- **Alternate Number Forms and Number Spacing**: Control appearance and layout of numbers in your text using number forms and number spacing alternatives, as you see in Figure 20.

Figure 20: Number Forms and Number Spacing applied to text in the Cambria font.

Use the same font both for numeric data, such as 12345 and within text, such as 12345.

- **Kerning**: When you apply font kerning in Word, Word 2011 now uses the values in both OpenType and Apple Advanced Typography-supported fonts, when available, for a more precise result as specified by the font designer.

Quick Tips:

- The advanced typography features in Word use information from the font definition file to apply features such as stylistic sets and ligatures. So, if you try to apply typography features to your text and do not see changes, definitions for that feature may not exist in your selected font.

- Word 2010 for Windows also supports several typography features for OpenType fonts. However, support for these features in TrueType fonts is currently exclusive to Word for Mac 2011. If you are sharing your files with users of Word for Windows and want to help ensure that the typography formatting you use will look the same in Microsoft Word on Mac or Windows, in the Font dialog box, on the Advanced tab, clear the check box labeled Enable TrueType Typography Features.

Quick Styles

On the Home tab, when working in a Print Layout view document, the Styles group provides access to a gallery of quick styles for the active document along with Quick Style sets that enable you to change the look of text throughout your document with just a click.

- Access a gallery of paragraph and character styles for the document. Right-click any style in the gallery for options such as the ability to modify the style or remove it from the Quick Styles gallery.

- Click the Change Quick Styles button for a list of available styles sets. When you apply a style set, formatting for all styles included in that set change automatically. You can apply a built-in style set that includes several built-in styles such as heading styles 1 through 9. Or, save your own quick style set from the quick styles in your active document.
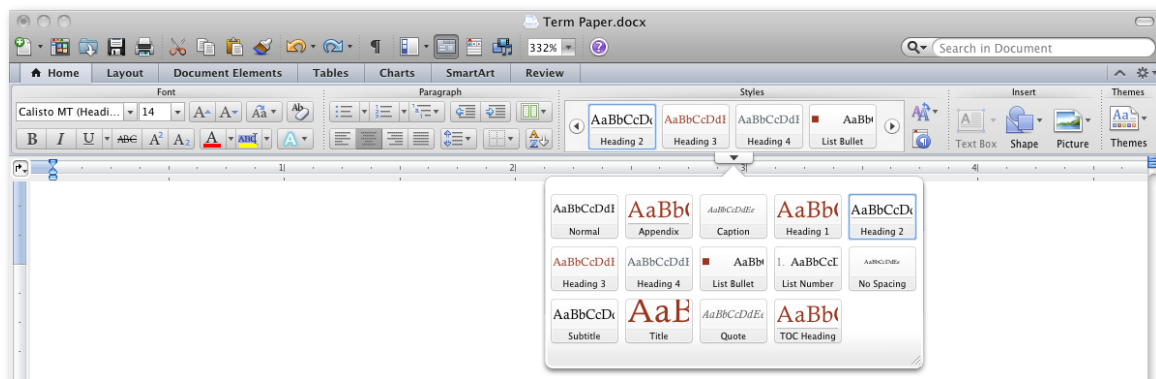
Figure 21: Quickly and easily access just the styles you need for your active document.

Quick Tip: Quick Styles are a great tool when creating a template for yourself or others to use, to provide easy access to just the styles that you want used in documents based on the template. You can add styles to the Quick Styles gallery in the Modify Style dialog box or from the dropdown list for the style in the Styles pane of the Toolbox. Access the Toolbox from the Standard toolbar. Or, in Print Layout view, on the Home tab, in the Styles group, click the manage styles icon shown here.

Visual styles

Stay on top of your document formatting effortlessly with new visual styles. Color-coded style guides clearly show you where styles are applied in your document. Direct formatting guides instantly highlight document text that does not follow the active paragraph style (such as where you bold a single phrase in a sentence).

Figure 22: When you enable style guides and direct formatting guides on the Styles pane as shown here, you immediately see all of your text formatting structure at a glance.
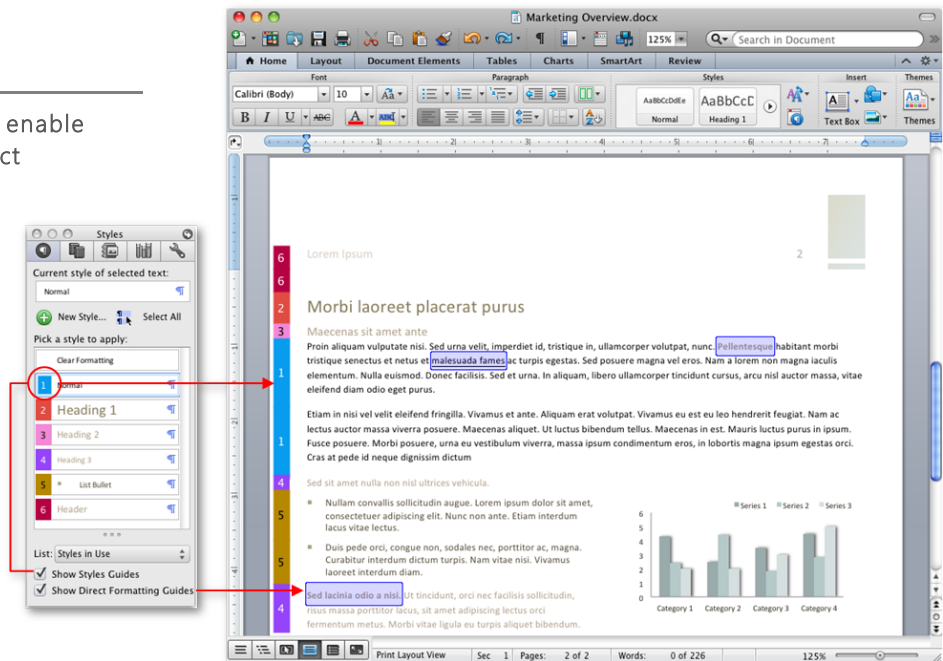
Quick Tips:

- When text formatting doesn't seem to behave – such as numbering that doesn't update correctly in a list or paragraphs that don't respond to style changes – it's often because the formatting was not applied in a way that leverages the full power of Word – such as using styles. A style saves you time and helps you create documents that look professional by enabling you to name a set of formatting. So, you can apply the full set of formatting with just one click or change that formatting everywhere it's applied in your document just by modifying the style.

  When you turn on style guides and direct formatting guides, you can quickly see if text that appears to be formatted with a particular style is in fact formatted as expected.

- To lengthen the Styles pane and see more of your available styles at once, as you see in Figure 22, drag the three dots that appear below the style list in that pane.

Find and Replace

The improved Find and Replace tools in Word 2011 give you a search box on the Standard toolbar and seamless integration in the improved Sidebar for a more powerful, flexible search experience. Word 2011 automatically searches as you type the term you're looking for in the search box, visually highlighting all matches.

- The new Search Pane in the Sidebar shows a quick preview of your text search matches — click any preview to jump to that point in the document.

- The thumbnails view filters to show you just the set of pages that contain a search result.

- The Search Pane on the Sidebar also gives you quicker, consolidated access to Find and Replace tools. For example, just click the dropdown arrow in the Search Document box for the option to search for a variety of special characters or object types, such as formatting marks or graphics.

- The familiar Find and Replace dialog box is still available for more advanced searches. To access this dialog box, on the Search pane, click the gear icon below the Find box and then click Advanced Find & Replace.

Figure 23: The improved Find and Replace tools show you a summary of search results in the Search Pane and automatically highlight matches throughout the document. Select a result preview in the pane to instantly move to that point in the document.
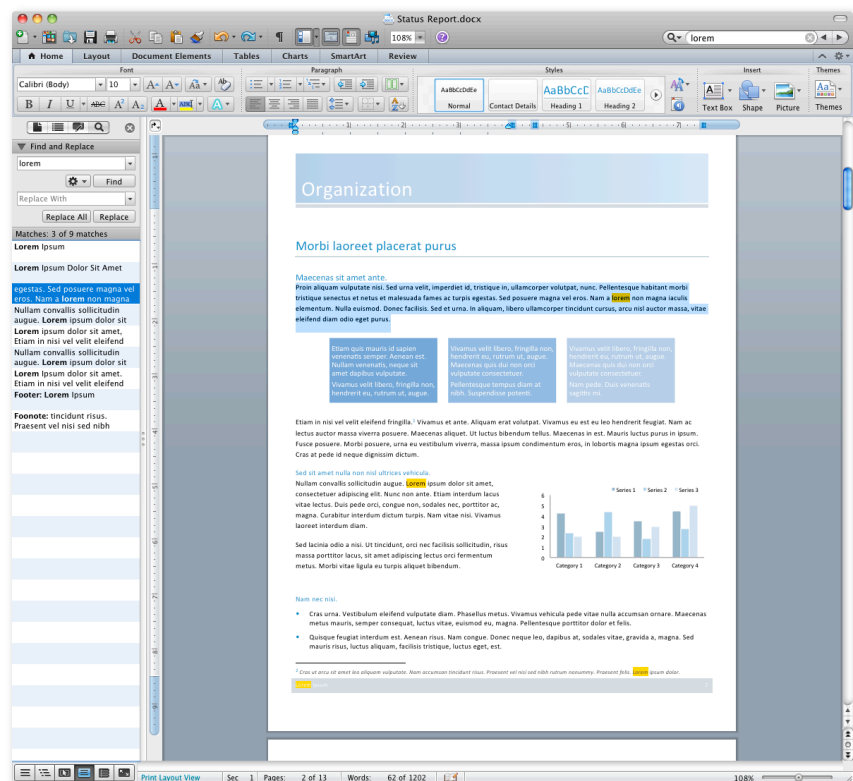
Quick Tips:

- Use the familiar Command+F shortcut to activate the Search in Document box on the Standard toolbar. To access the Search Pane, click the arrow beside the Sidebar icon on the Standard toolbar. Or, click the magnifier icon in the Search in Document box.
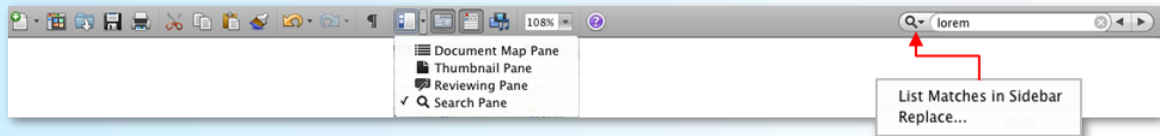

- Browse through your search results using the forward and
back buttons in the Search in Document box on the Standard toolbar or the familiar Mac keyboard shortcuts Command+G and Command+Shift+G.

Visual Basic for Applications (VBA)

Microsoft Visual Basic® for Applications (VBA) returns to Office 2011 to give advanced users more tools for automating repetitive tasks or extending Word functionality. For example:

- Record or write macros to save yourself time on repetitive or cumbersome tasks.

- Use the immediate window to get information from your document or apply settings with precision when creating themes and templates.

- Create add-ins with custom functionality to share with others.

Figure 24: Use the Visual Basic editor to write your own macros or to view your recorded macros.
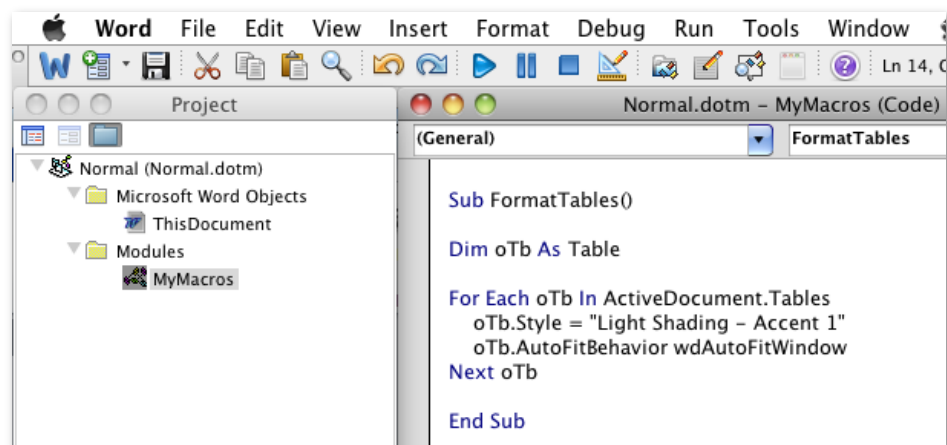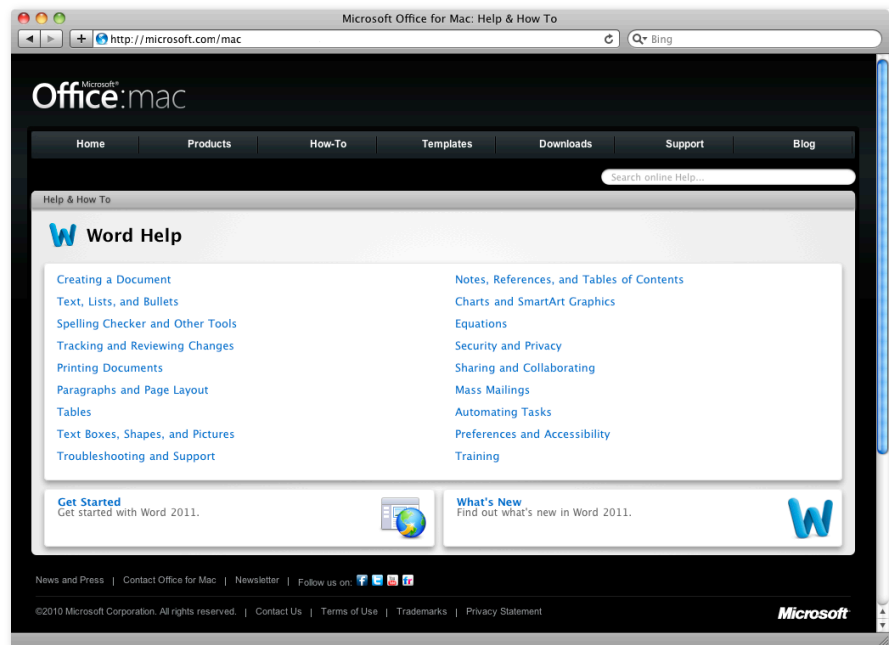
Quick Tips:

- If you're an advanced user of a recent version of Microsoft Office, you might be amazed at how familiar VBA language will seem and how easy it is to learn to use. That's because you already know a lot of VBA terminology just from working with program features such as paragraphs or tables. Explore the new VBA developer center at http://iheartmacros.com to help get started. While these resources focus on Office for Windows, many of them apply equally to Office for Mac. Also, check out the Insider Tips & Tricks in this guide for tips on what you can do with VBA and how to get started.

- When you want to save macros to a Word document or template, be sure to use the macro-enabled file formats. The default document file format, docx, cannot store macros (as denoted by the x at the end of the file extension). Instead, select the docm file format. When you expand the Format list in the Save As dialog box, you see two Office 2011 formats in which you can save macros: docm (macro-enabled document) and dotm (macro-enabled template). The built-in calendar templates available in Word 2011 use VBA to enable you to select the month and year for the calendar. To see them in action, on the File menu click New from Template (or press Command+Shift+P). In the Word Document Gallery, under the heading Print Layout view, select Calendars. Then, select a calendar and click Choose.

Help

Get started right away with video tutorials, take self-paced, easy-to-follow online tutorials, and access a wide range of help resources from one centralized online location. Office 2011 gives you more choices for fast answers that make it easy to get started or to take your work in Word to a new level.

- The welcome screen when you first start Word 2011 gives you one-click access to online video tutorials on a range of topics. Don't want to watch a video right then? On the Help menu, just click Welcome to Word at any time.

- Also on the Help menu, click Get Started with Word to open an online site where you'll see an array of resources.

- Or, click Word Help for the familiar help dialog box and the option to go online to explore the full range of help videos, self-paced tutorials and more.

Figure 25: Easily access an array of help resources from one central online location.

Quick Tip: Did you know that you can get answers to your Office for Mac questions from your peers, experts who volunteer their time, and folks on the Office for Mac product team? Check out the Office for Mac forums and search to see if someone else has already asked your question or post a question yourself. You can also check out the Office for Mac blog, where the product team frequently posts tips, tricks, and information about new and interesting features. Access both the forums and the blog from http://microsoft.com/mac.

Zoom

In addition to the zoom tool on the Standard toolbar and the Zoom dialog box available from the View menu, you can now use the new zoom slider that appears on the status bar at the bottom of the screen to quickly and easily get to exactly what you need to see. Just drag to change your zoom precisely to between 10% and 500%.

Figure 26: Find the new zoom slider on the Status bar, at the bottom-right corner of the screen.
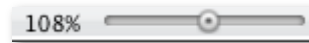
Work more easily with others

When you need to work with other people, you shouldn't have to worry about whether they work on Mac or Windows, or how you're going to share and manage your project. Fortunately, Office for Mac 2011 takes care of those details for you with seamless cross-platform collaboration tools that help you get exactly the results you want every time.

Co-authoring

Save time, simplify tasks, and improve your teamwork. Co-authoring capabilities in Word 2011 enable you to simultaneously edit the same document with colleagues or friends.[5] Automatically see who else is editing and where they are working in the document. You can even initiate a conversation with other editors instantly, right from Word 2011.[6]
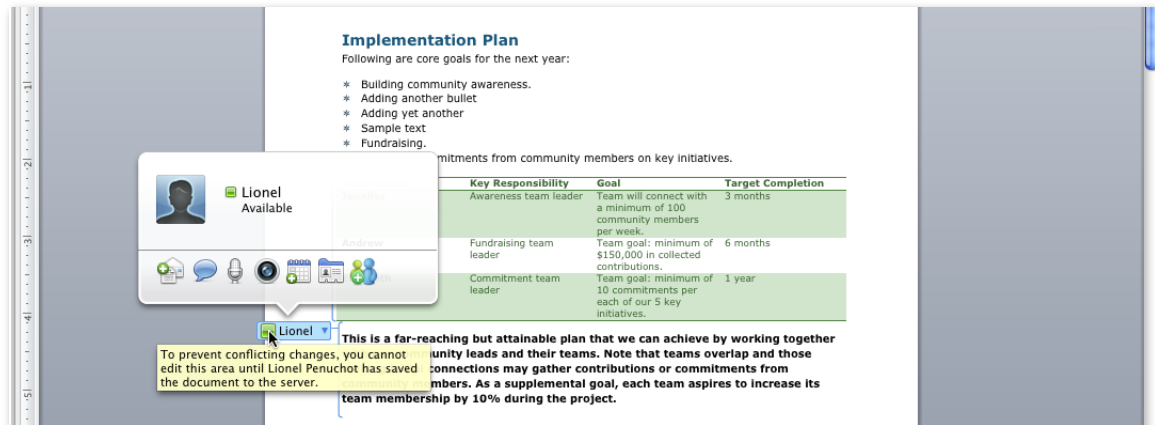

Figure 27: Clearly see where another editor is working in the same document and connect with them without leaving Word.

- Wherever you see the name of another editor, as shown in Figure 27, you see presence information that tells you the person's availability. Point to the person's name for a contact card from which you can begin a conversation.

- Just save the document to see changes from other editors as you work — changes by other authors are highlighted automatically so that you can easily see what's new. Your changes also become available to other editors each time you save.

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[5] Co-authoring requires SharePoint Foundation 2010 for enterprise or, for personal and small business use, a Windows Live ID to save and access files via SkyDrive.

[6] Viewing presence information and initiating an IM, voice, or video conversation from within Word 2011 requires either Microsoft Messenger for Mac 8 or Microsoft Office Communications Server 2007 R2 with Microsoft Communicator for Mac 2011. Your computer must have an installed microphone for voice calls and an installed video camera to use the video capabilities in Messenger for Mac or Communicator for Mac.

- View the names of all current editors at-a-glance from a pop-up list on the Status bar at the bottom of the screen.

- If another editor goes offline while they have the file open for editing, you can still access the document and make your changes. When that person is next online and saves the file, the changes they made are merged with yours and you can then see their changes.

Quick Tip: If you're in a small company or use Word 2011 for your home or school work, you can take advantage of co-authoring capabilities through SkyDrive. All you need is a free Windows Live ID to save and access your documents via SkyDrive so that you can edit them simultaneously with others. With Microsoft Messenger for Mac 8, you can also view availability of other document authors and start an instant messaging, voice, or video conversation directly from Word.

Corporate users in companies running SharePoint Foundation 2010 can use co-authoring within their firewall. If your company also uses Microsoft Communicator for Mac 2011, you can view presence information and initiate instant messaging, voice, or video conversations directly from Word.[7]

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[7] Viewing presence information and initiating an IM or voice call from within Word 2011 using Microsoft Communicator for Mac 2011 requires Microsoft Office Communication Server 2007 R2.

Rich presence and on-the-spot communication

Connect with your contacts without leaving Word 2011.

As shown in Figure 27, you see the presence icon ▣ for other current editors while in a co-authoring session in Word 2011.

When combined with Messenger for Mac 8 or Communicator for Mac 2011, you can view information about other current document editors and initiate contact instantly via their contact card, as shown in Figure 28.[8]
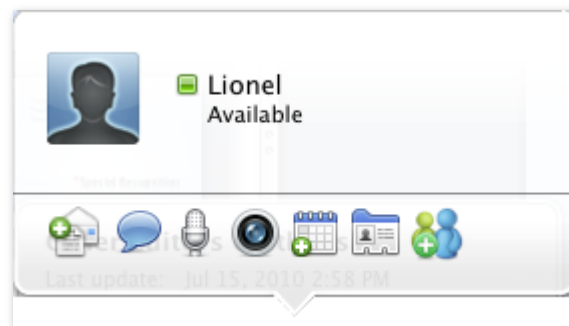

Figure 28: Click the presence icon where you see a person's name in a co-authoring session to view their contact card and initiate a conversation instantly.

Quick Tips:

- Microsoft Exchange users see calendar status on the top portion of the contact card and in the expanded details.

- For more information about available communication options, see the Messenger for Mac 8 and Communicator 2011 Product Guide.

- In addition to co-authoring, you can also see presence information for your contacts under the Share by Instant Message command on the Review tab. The contact card is not available from this location, but you see presence status for the person and can send the active document to them with just a click.

Note: Presence information and contact card are also available when using co-authoring in PowerPoint 2011. In Microsoft Outlook® for Mac 2011 (Outlook 2011), these features are available from many types of Outlook items, such as meeting requests and e-mail messages.

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[8] Viewing presence information and initiating an IM, voice, or video conversation from within Word 2011 requires either Microsoft Messenger for Mac 8 or Microsoft Office Communications Server 2007 R2 with Microsoft Communicator for Mac 2011. Your computer must have an installed microphone for voice calls and an installed video camera to use the video capabilities in Messenger for Mac or Communicator for Mac.

Information Rights Management (IRM)

Information Rights Management, now available across Mac Office 2011, enables Mac and Windows users to share sensitive documents more easily. Help protect your Word 2011 documents from unauthorized access and distribution, and enforce those restrictions even if that file leaves your company's secure network.[9]

Set permissions for individual users or groups.

Identify who can read the file as well as whether they can print, edit, or copy its contents.
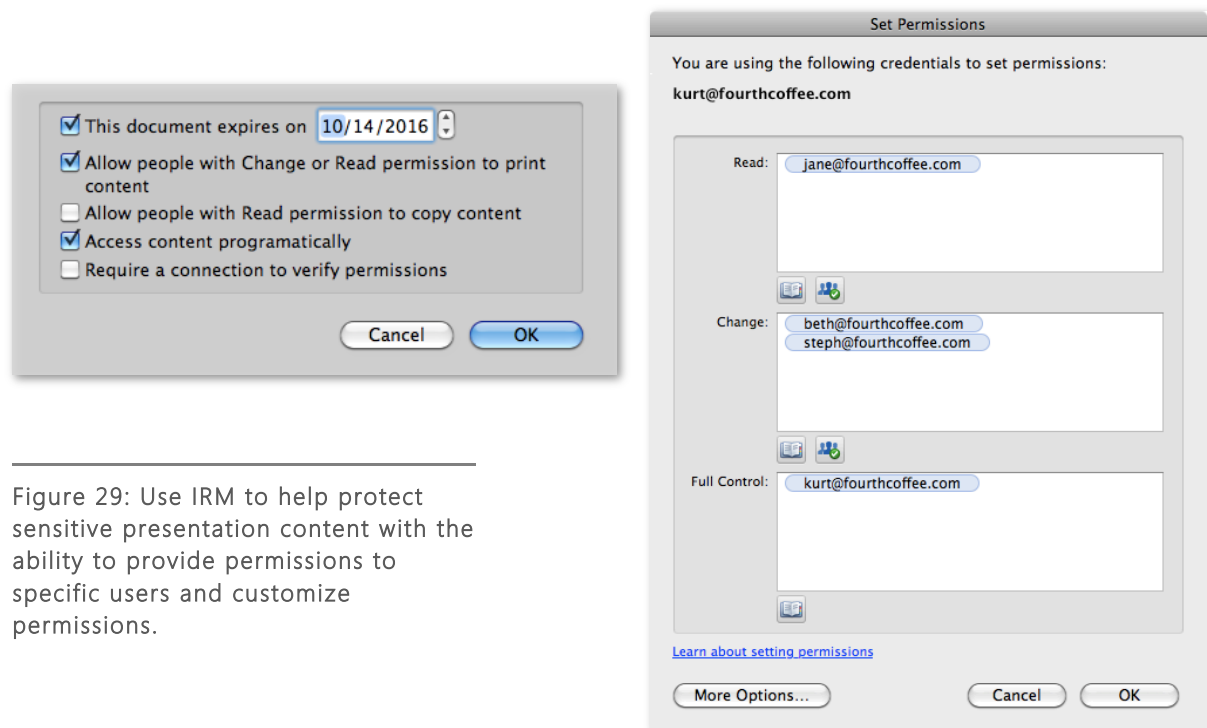
Figure 29: Use IRM to help protect sensitive presentation content with the ability to provide permissions to specific users and customize permissions.

Note: For Outlook 2011 email messages, IRM protection can also prevent users from forwarding the message to others.

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[9] Creating IRM-protected documents with Office for Mac 2011 requires the volume license edition of Office 2011, as well as a Rights Management server running Windows Server 2008 R2. SP1 Opening IRM-protected content to which you have been given access can be done from any edition of Office for Mac 2011 or from Office 2003 for Windows or later.

Compare Documents

When you need to compare multiple versions of a document, you can now get the full picture at-a-glance, with a rich set of customizable document comparison tools that are comparable to those that you see in Word 2010 for Windows.

- Track insertions and deletions as well as moves, formatting, and much more to see exactly the changes that were made along with who made which changes.

- Choose whether to view changes in the original or revised document, or in a new, separate document.

- Use the improved Reviewing Pane, available from the Sidebar, to see and quickly move through a summary and detailed list of changes.

- Use the Track Changes options in the Word Preferences dialog box to set formatting options for how your compared document appears.

Figure 30: Select options in the new Compare Documents dialog box to see exactly the comparison you want.

Quick Tip: The Merge Documents feature is also improved with similar tools to those in the new Compare Documents feature. Now, when you click Merge Documents on the Tools tab, you select two documents to merge along with a full set of comparison options for displaying changes between the documents.

Work how, when, and where you choose

It's easy to create great content when you can work when and where you choose, and work seamlessly with others regardless of the tools they use.

Word Web App

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, do you have what you need to get things done easily and effectively? Now you do.

Save your Word documents online and then access, edit, and share them from virtually any computer with an Internet connection.[10] Get high-fidelity online viewing for the rich documents that you create in Word 2011 and easily make light edits on the go using some of the same familiar tools that you know from Word.[11]
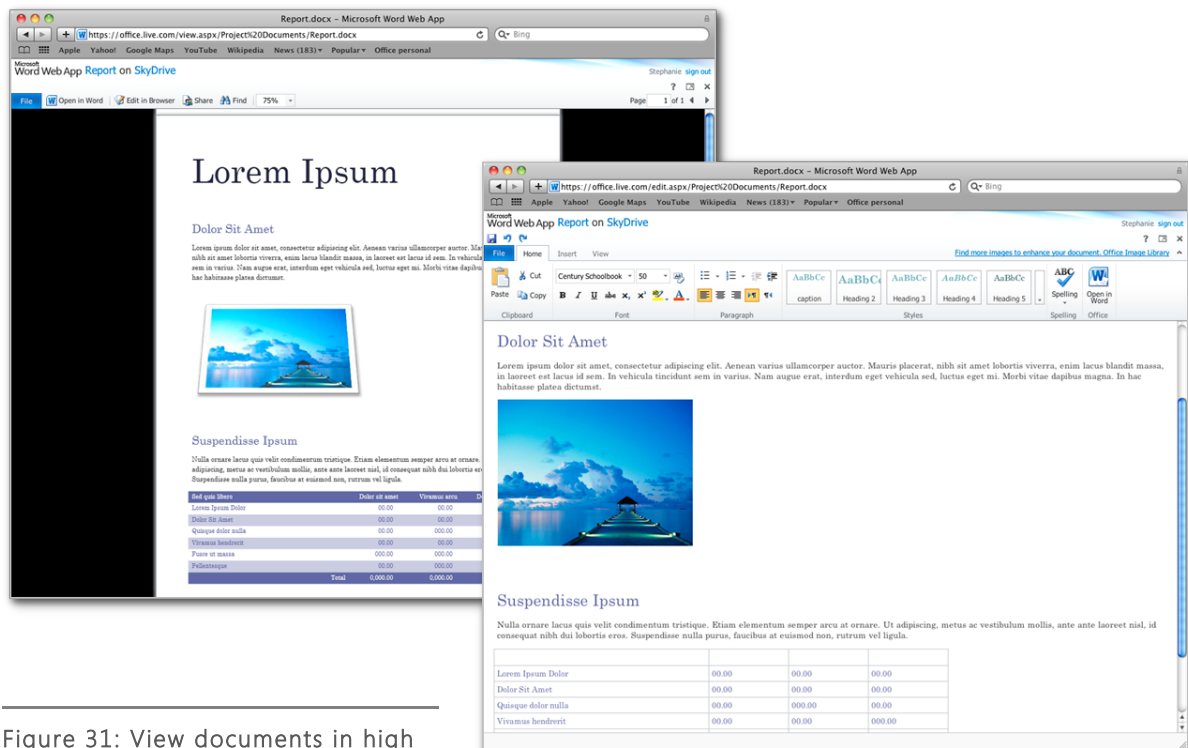
Figure 31: View documents in high fidelity (left) and easily make light edits (right) with Word Web App.

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[10] Office Web Apps require an appropriate device, Internet connection, supported Safari, Firefox, or Internet Explorer browser, and either SharePoint Foundation 2010 for enterprise or, for personal and small business use, a free Windows Live ID to save and access files via SkyDrive. There are some differences between the features of Office Web Apps and the Office for Mac 2011 applications.

[11] Microsoft Silverlight™ is not required but is recommended for best results when viewing Word documents in Office Web Apps.

- Copy text from your document or search for document text directly in Word Web App when in view mode. The search pane provides a linked summary of search results and automatic highlighting of search hits in the document, similar to the improved search experience in Word 2011.

- Use familiar formatting and editing tools that you know from Word, including AutoCorrect, spell-checking as you type, font and paragraph formatting, and styles.

- Insert pictures, tables, and even Microsoft.com Clip Art.

- Work with confidence. Can't see some of your formatting in edit mode? Just open the document in view mode or in Word 2011 on your Mac. Custom formatting, such as the picture style and table formatting shown in Figure 31, remains intact when you edit the file online using Word Web App.

Quick Tips:

- Word Web App makes it easy to share files with people who work on earlier versions of Microsoft Office for Mac or Windows, or even with those who don't have Microsoft Office installed on their computer.

- Use Word Web App to access and view documents that you save to a SharePoint 2010 site or a SkyDrive folder directly from your mobile device Office Web Apps provide mobile access to the Word documents and PowerPoint presentations that you save to SharePoint 2010 or SkyDrive, as well as to the Excel workbooks that you save to a SharePoint 2010 site.[12]

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[12] Word, Excel, and PowerPoint files can be viewed using Office Web Apps on many devices. Supported mobile viewers for Office Web Apps on SharePoint 2010 include Safari 4 on iPhone 3G and 3GS, Internet Explorer on Windows Mobile 5/6/6.1/6.5, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, Openwave 6.2, 7.0 and later. Supported mobile viewers for Office Web Apps on SkyDrive include Safari 4 on iPhone 3G, 3GS, and iPad, and Internet Explorer 7 on the upcoming Windows Phone 7. Viewing Excel files via a mobile browser is currently only available with Office Web Apps on SharePoint 2010.

Save to SkyDrive

Free yourself from your desk, get free online storage for accessibility and backup, and make it easier to work where you want, when you want and with whom you want.

All it takes is a free Windows Live ID to get 25GB of free online storage for your documents and photos. And when you store your documents on SkyDrive, you can access and edit them with Office Web Apps or edit them simultaneously with others who use Word for Mac 2011 or Word 2010 for Windows.

Now, you can save your Word documents to SkyDrive directly from Word 2011. To do this, on the File menu point to Share and then click Save to SkyDrive to login with your Windows Live ID. Need a Windows Live ID? Just click Get a Live ID in the sign-in dialog box shown in Figure 32. Or visit docs.live.com and click Sign Up.

Figure 32: Use your free Windows Live ID to save your documents to SkyDrive right from Word 2011.

Note: This feature is also available in PowerPoint 2011 and Excel 2011.

Save to SharePoint

If you work in an organization that runs SharePoint 2007 or later, you can now save your Word documents to your SharePoint sites directly from Word 2011.

Saving documents to SharePoint gives you easy access to your files from wherever you need to be. With SharePoint 2010, you can also simultaneously edit those documents with others on your team. And if your organization runs Office Web Apps, you can access and edit your SharePoint 2010 documents from virtually anywhere.

Saving your documents to a SharePoint site helps you work more easily in several ways, such as the following:

- Keep documents accessible to all team members, regardless of location.

- Access and restore previous document versions, and create and manage document workflows.

- Create team site and libraries to manage content and projects more effectively.

Figure 33: Save your document to a SharePoint site for enhanced document management tools and easy access from virtually anywhere.
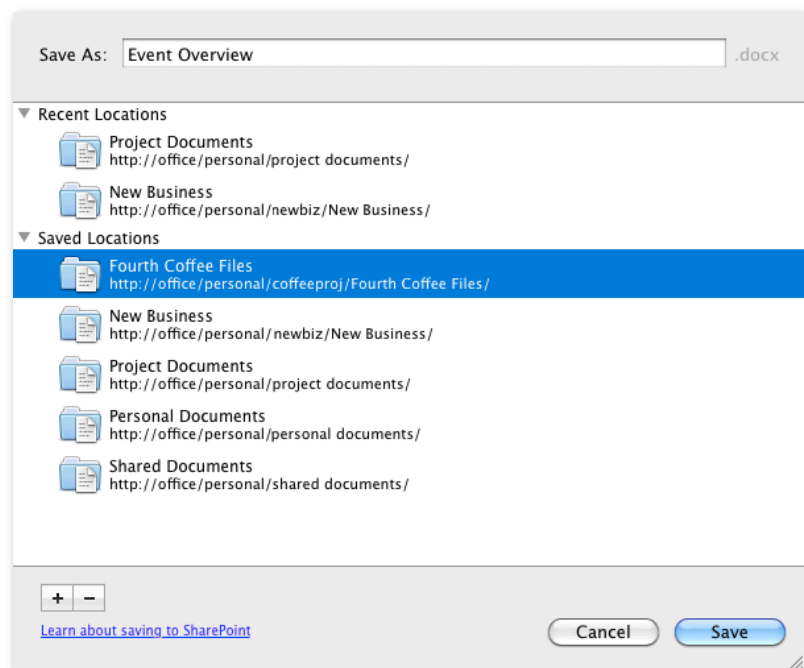
Note: This feature is also available in PowerPoint 2011 and Excel 2011.

WInsider Tips & Tricks

Are you the office, family, or class Word guru? Do you support, teach, or create documents and templates for other Word users? If you are a Word power user or just want to explore more of what you can do with Word 2011, check out the insider tips and tricks that follow.

- Easily format graphics across your Word 2011 documents

- Create easy-to-use templates with Publishing Layout view

- Customize documents and save time using Office Open XML

- Save time and get more from your documents using VBA

Easily format graphics across your Word 2011 documents

Do you want consistent, professional, eye-catching formatting and effects for all of the graphics in your Word 2011 documents? Getting there might be much easier than you think.

- The quick style galleries available on the Format tab, the SmartArt tab, and the Charts tab automatically coordinate with the colors, fonts, and graphic formatting effects of your active document theme.

You can customize and even create your own themes. So, if you like the graphic formatting effects that you see in one theme, apply that theme and then select theme colors and theme fonts (or create your own) and easily save the combination as a custom theme.

Create your own theme color set in PowerPoint 2011 and it automatically becomes available to you in the Theme Colors gallery in Word (and Excel) as well. To create your own theme font set, see the Office Open XML tips later in this section. To save the combination of colors, fonts, and effects that you apply to your active document as a custom theme, at the bottom of the Themes gallery, click Save Theme. Note: you cannot create a new theme color set in either Word 2011 or Excel 2011 – you can only do this in PowerPoint 2011.

Note: The Theme Colors and Theme Fonts galleries are available in Word 2011 in the Word Document Gallery when customizing built-in templates as well as on the Home tab, in the Themes group, when working in Publishing Layout view.

- Apply many of the same custom effects — such as shadows, bevels, and gradient fills — to text, shapes, SmartArt graphics, charts, and pictures in your Word 2011 documents. Word provides galleries of easy-to-use choices for formatting any of these content types. But, if you need to customize effects beyond what you see in the galleries, check out the format dialog box for each— such as the Format Picture dialog box shown here. Format Text Effects, Format Shape, Format Picture, and several chart element format dialog boxes give you the tools to customize effects such as multi-stop gradient fills and lines, bevels, lighting, reflections, and more.[13]
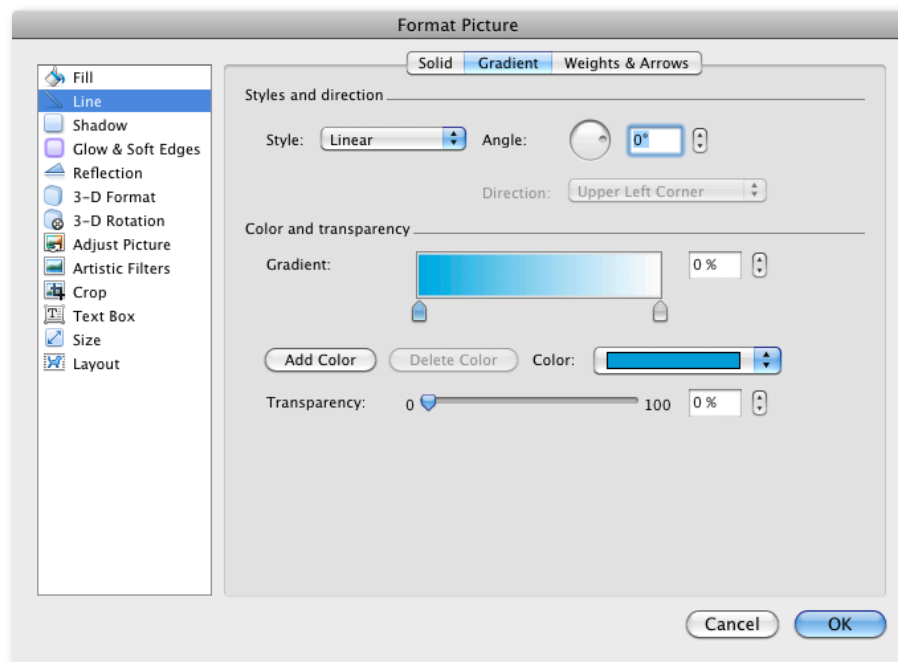
You can access the Format Shape, Format Picture, or the chart element format dialog boxes from the Format menu or from the shortcut menu you see when you right-click (or press Control+click). Format Text Effects is available when you right-click selected text or a text box. And, you see text effect options for chart text when you select the Format Text option from the right-click shortcut menu.

[13] In Excel charts, reflection effects are available when formatting text.

Create easy-to-use templates with Publishing Layout view

When you create a document, you want it to look great and be easy to edit. But when you create a template, you also need it to be flexible, easy to modify, and easy for others to use. With that in mind, the following tips will help you create templates that both look and behave like a professional:

- When you add pictures to a page, apply the picture placeholder setting so that users of the template can just drag a photo from the Media Browser or a file folder and drop it on the existing image to replace it. The placeholder setting keeps picture size proportionally intact and retains your picture formatting. To apply this setting, on the Format menu click Picture (or right-click and then click Format Picture). On the Layout tab of the Format Picture dialog box, click Advanced, and then click Placeholder.

  > Because the placeholder setting retains picture proportions, the height or width of your image may be resized if you replace it with a picture that has different proportions. But, using the improved Crop tool in Word 2011, you can easily revise that image to fit the space you need. On the Format Picture tab of the ribbon, click Crop. When you do, you can independently resize the image area or resize the image within the area, and view the entire image in shadow while you crop it. Dynamic guides automatically show you when the image is aligned to other objects on the page as you drag to crop, resize, or move, so it's fast and simple to get flawless results every time.

- Set text boxes as placeholders so that users can simply click into the text box to add their own text without changing the page layout. To do this, select the text box and then, on the Format menu click Shape (or right-click and then click Format Shape). On the Layout tab of the Format Shape dialog box, click Advanced, and then click Placeholder.

  > Setting a text box as a placeholder automatically turns off spelling and grammar for the placeholder text, so that users of your templates don't see a bunch of red and green underscores if you use Latinized text or something similar as placeholder text. When the user types into the text box, the placeholder setting is automatically removed and spelling and grammar automatically activate for their text.
  >
  > Also note that, when applying the placeholder setting to linked text boxes, you only have to apply the setting to the first text box in the chain. All forward-linked text boxes then automatically take on the setting.

- Master pages in Publishing Layout view correspond to the header and footer in Print Layout view documents and have many of the same features. For example, you can enable Different First Page or Different Odd & Even Pages for the masters in your template. When your active view is on the master page, you can access these options on the Layout tab of the ribbon.

> To make the template easy for others to use, add elements to the master page layer only when they need to repeat on multiple pages (such as header text or page numbers) or when you don't want the user to accidentally access or move the items while editing their document (such as for page design elements or complex designs that have multiple layers of graphics beneath content the user needs to edit).
>
> To easily tell what is on the master or the content layer, and to easily rearrange layers on the page or on the master (although not between the two), try the new dynamic reordering tool. On the Home tab, click Reorder for a 3-D view that shows you each object as an individual layer, lets you drag to reorder objects, and uses color-coding to show you clearly what is on the master or the content layer.

- Use guides both to help you lay out objects on the page and to help users where precise positioning is required for your template. For example, static guides are a great way to portion the page when creating a template that has multiple items per page (such as a sheet a business cards or postcards).

Dynamic guides and static guides are both available by default. Dynamic guides appear automatically as you drag to move objects on the page to show you when things are precisely aligned. And, you see a tooltip showing you the position of the object so that you know your result is precise before you release the object. To add a static guide, just drag from the left or top ruler. Guides also show you your position in your default unit of measure when you drag them.

> You can show or hide guides from the Layout tab, in the Guides group. In fact, find many great features on the Layout tab for simplifying your work in Publishing Layout view, such as a drop-down list of options to quickly add a page, new master, or a duplicate page.

With all of the great new features in Office for Mac 2011 and Word 2011, you never have to leave the Office 2011 programs to create the extraordinary documents you've always wanted. But, if you are an advanced user and you want to see just how far you can take the great content you create with Office 2011, you may want to check out what's going on under the hood of your documents.

The Office Open XML Formats are the file formats for your Office for Mac 2011 documents, and were first introduced on the Mac in Office 2008. A lot of the great functionality that you use in Office for Mac 2011 is built using the Office Open XML language — such as document themes and SmartArt. And, if you are an advanced Microsoft Office user, you may be amazed at the time you can save and the customizations you can do when you begin to explore Office Open XML.

You don't need to be a developer to learn and use the basics of Office Open XML. In fact, with just a few Office Open XML basics under your belt, you can customize formatting and save time on many tasks. Consider the following examples:

- You can use the Shape feature on the SmartArt tab of the ribbon to change the rectangles in your SmartArt graphic to ovals. It works great and may be exactly what you need most of the time. But when you add a new shape, it's still a rectangle. Would you like to change that shape in the SmartArt layout instead, so that anyone who edits the graphic gets the shape you want them to use? All it takes is one simple find and replace in Office Open XML.

- You are about to hand the courier that important proposal document when you learn that the client changed their logo last week. The logo appears dozens of times in the document and the clock is ticking. Wouldn't it be nice if you could paste the new logo once and Word would place it everywhere it needed to be, with formatting and positioning automatically retained? When you understand the core Office Open XML structure of your Word 2011 documents, you can — and you might even be able to do it without writing a single word of Office Open XML.

- You're creating a custom theme to apply your own branding to all of your Office 2011 documents. You easily create the custom color scheme in PowerPoint. But perhaps you want to use your custom font as the theme heading or body font, or you want to customize the effects that are applied to graphics in your theme (such as bevels, reflections or gradient fills). You can easily customize those things and more using Office Open XML. For example, do the following to create your own custom theme font set:

1. In Word 2011 Publishing Layout view, on the Home tab, in the Themes group, click Fonts. Or, in PowerPoint 2011, on the Themes tab, in the Theme Options group, click Fonts.

2. Explore the Fonts gallery to find the closest built-in font set to the custom font set you need. For example, if you want to create theme fonts that use your custom font for headings but Century Gothic for the body font, notice that the Apothecary theme already uses the body font you need.

3. In Finder, browse to: /Applications/Microsoft Office 2011/Office/Media/Office Themes/Theme Fonts. Then, copy Apothecary.xml (or whichever theme font set you found closest to the one you need).

4. Browse to /Users/[your user name]/Library/Application Support/Microsoft/Office/User Templates/My Themes/Theme Fonts and then paste the copied file.

5. Change the name of the file to the name that you want for your new theme font set. Then, right-click the file, point to Open With, and then click Other. Select Text Edit and then click Open.

6. Depending on which file you open, it may look like one of the two following images. Although they look very different, they contain the same required information.

The file on the left is formatted to show each line individually and contains a number of optional pieces of information (font script definitions for use with different languages). The file on the right allows the text to run in paragraph format (no line breaks) and contains only the required information plus a definition for one font script (Japanese in this case).

The required information where you need to make changes is shown with a red underscore in both images. This includes the name of the theme font set (the same name that you just gave the copied file), the name of the heading font you want to use (called the major font in the XML) and the name of the body font you want to use (called the minor font in the XML). Notice that the primary font names that you need to change for use with English text (as well as any Latin typeface language) appears in the XML tag named a:latin typeface.

7. Simply change the name of the theme font set at the top of the file, and then change the font name for the heading or body font to the font you want to use. Be sure to use the exact font name as you see it in the Font lists in Office 2011 programs.

   Note: If you want to edit, add or remove the font script definitions for other individual languages, you can. However, when making any edits in this file (or any XML file) take care not to delete or add characters that do not belong. For example, if you accidentally delete just one quotation mark or angle bracket while making your edits, the file will not work correctly. If you choose to delete font scripts for languages you don't need, be sure to delete the entire associated tag, with its surrounding brackets, and nothing else.

8. Save and close the file. When you next open Word 2011 (or PowerPoint or Excel 2011), you will see your new font set at the top of the Theme Fonts gallery.

These are just a few of many tasks that advanced Office for Mac 2011 users can easily accomplish using basic Office Open XML. Explore the resources that follow to help you get started with Office Open XML and for the steps you need to accomplish these tasks and more:

Note: The following resources were written for Office 2007 for Windows, but are also applicable to the tasks discussed here for Office for Mac 2011.

- Office Open XML I: Exploring the Open XML File Formats
- Office Open XML II: Editing documents in the XML
- Using Office Open XML to Customize Document Formatting in the 2007 Office System
- Getting More from Document Themes in the 2007 Office System with Office Open XML (if you're new to themes and Office Open XML, read this article before the one that follows)
- Creating document themes with the Office Open XML Formats
- Using Office Open XML to Save Time Without Writing Code

Save time and get more from your documents using VBA

You're not a programmer (and have no desire to be one). So why should you explore VBA? VBA is not just a programming language. It's also a very powerful feature of the Office for Mac programs you use every day, and it's designed to be used by advanced Office for Mac users like yourself.

VBA enables you to automate and extend the familiar features of your favorite Office for Mac programs, for more flexibility to help you create incredible, customized content. In fact, just because you already know how to use Word features — you already know much more VBA than you think. And you do not have to be a programmer to get a lot from VBA with very little effort. Consider the following examples:

- A change in your branding means that the formatting of every table on every page of your 100-page report needs to change. It's easy enough to make the formatting changes you need, but boring and time-consuming for sure when the same changes need to be applied to dozens of tables. Instead, write a simple VBA statement called a loop to automatically loop through all tables and change their formatting.

    Instead of hours of work, accomplish the same thing in a few minutes — and get better results because you know that no tables will be accidentally overlooked or inconsistently formatted.

This is just one of many examples of how to simplify your work using basic VBA.

- One easy way to get started with Word 2011 VBA is to record macros and then read and edit the code for the macros you record. When you record a macro, VBA records the actions you take in Word and then allows you to run that macro to execute those same actions again or in a new position. VBA writes the code for you but you can then read and edit the code just as if it was a macro that you wrote yourself.

    For easy access to recording or editing macros, enable the Developer tab on the Ribbon. To do this, click the gear icon on the top-right corner of the ribbon and then click Ribbon Preferences. Under Customize, scroll down in the list for the option to enable the Developer tab. You can then access the Developer tab when working in any Print Layout view document.
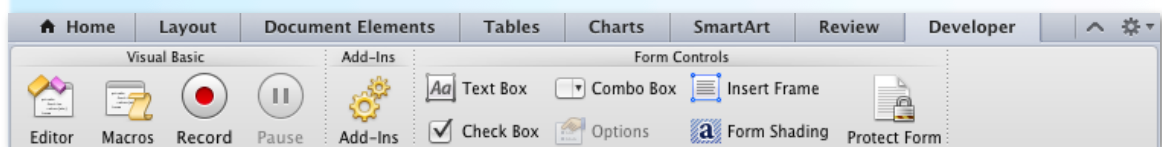
Explore the resources that follow to help you get started with VBA and for the steps you need to accomplish tasks, such as the table formatting example above, and many others. Note: The following resources were written for Office 2007 for Windows but are also applicable to the tasks discussed here for Office 2011.

- Chapter 21: (introduction to) VBA Primer (partial chapter excerpt from Advanced Microsoft Office Documents 2007 Edition Inside Out, for core VBA basics)

- Using VBA to Format Long Documents in the 2007 Office System in a Fraction of the Time (on using loops and conditional statements to cycle through your content)

- Extending Word 2007, Excel 2007, and PowerPoint 2007 with a Single Line of VBA Code

And don't forget to check out the VBA Developer Center on MSDN at http://iheartmacros.com. This site focuses on Office for Windows, but many of the resources you'll find there are also applicable to using VBA in Office for Mac 2011.

W Where to Find It

Create Incredible Content

	Features and Benefits	Where to Find
Improved!	Ribbon	▪ The ribbon appears below the menu bar and toolbar at the top of the screen. ▪ To minimize the ribbon, click the active tab name or press Command+Alt+R. To expand a minimized ribbon, click any tab. ▪ To customize how the ribbon displays, on the Word menu click Preferences (or press Command+,) and then click Ribbon.
New!	Word Document Gallery	▪ On the File menu click New from Template. You can also click the New from Template icon on the Standard toolbar or press Command+Shift+P.
New!	Full Screen view	▪ On the View menu click Full Screen.
Improved!	Media Browser	▪ On the Standard toolbar, click the Media Browser icon. Or, on the View menu click Media Browser.
Improved!	Sidebar	▪ On the View menu, point to Sidebar and then select Document Map, Thumbnails, Reviewing or Search to open the Sidebar to your preferred pane. Or, on the Standard toolbar, click the Show or Hide Sidebar icon.
Improved!	Publishing Layout view	▪ On the View menu, click Publishing Layout. ▪ Or, to create a new Publishing Layout view document, on the File menu click New from Template. Then, in the Word Document Gallery click Publishing Layout view. Note: Select from dozens of professionally-designed templates to help you get started – including newsletters, brochures, catalogs, and many others - or click Blank to start your own publication from scratch.

	Features and Benefits	Where to Find
New!	Dynamic reordering	▪ In Publishing Layout view, on the Home tab of the ribbon, in the Arrange group, click Reorder. ▪ When in 3-D reorder mode, drag layers forward and back to rearrange them. Press Escape to cancel your changes or Return to accept your changes and return to your document. **Note**: This command is available when two or more objects are on the active page or master.
Improved!	Picture editing	▪ Select as picture in your document. The Format Picture tab appears automatically when a picture is selected. Artistic Effects, Remove Background, Color, Correction, and Crop tools are located in the Adjust group. **Note**: To insert a picture, open the Media Browser to the Photos or ClipArt panes. Or, on the Home tab, in the Insert group, click Picture to insert a picture from your files or from ClipArt.
New!	Compress pictures	▪ On the File menu click Reduce File Size to access picture compression options.
Improved!	Tables	▪ On the Tables tab, in the Table Options group, click New for the option to insert a table. **Note**: When your insertion point is in a table, use both the Tables and Table Layout tabs to format and manage your table.
Improved!	Charts	▪ On the Charts tab, in the Insert Chart group, browse through the galleries of available chart types and click your preferred chart type to insert a chart in your document. **Note**: When your insertion point is in a chart, use the Charts, Chart Layout, and Format tabs to format, edit, and manage your chart.
Improved!	Themes	▪ On the Home tab, in the Themes group, click Themes.

	Features and Benefits	Where to Find
Improved!	SmartArt graphics	▪ Click the SmartArt tab for the Insert SmartArt Graphic group where you can browse through galleries of several diagram types and just click to insert the graphic of your choice. ▪ The SmartArt and Format tabs appear automatically whenever your insertion point is in a SmartArt graphic.
Improved!	Shapes and shape effects	▪ To view and insert available shapes, on the Home tab, in the Insert group, click Shapes. Or, in the Media Browser click Shapes to open the Shapes pane. ▪ To view and apply available shape effects, select a shape in your document. The Format tab appears automatically when a shape is selected. ▪ Explore the Shape Styles group on the Format tab for individual Shape Effects as well as Shape Styles that automatically coordinate with the colors, fonts and effects of the active document theme.
New!	Equations	▪ On the Insert menu, click Equation to insert a new equation. Or, in Print Layout view, on the Document Elements tab, in the Math group, click the arrow beside the equation icon for the option to insert a built-in equation or create your own.
New!	Text effects	▪ In Print Layout view: On the Home tab, in the Font group, click the Text Effects for a gallery of text effect Quick Styles as well as individual effect options. ▪ In Publishing Layout view: When a text box is active, text effect Quick Styles and individual text effect options are available on the Format tab, in the Text Styles group. **Note**: Additional text effects are available through the Text Effects dialog box. To access this dialog box, on the Format menu click Font (or press Command+D) and then click Text Effects.

	Features and Benefits	Where to Find
New!	Typography	▪ In Publishing Layout view, find the Typography group on the Home tab. ▪ Or, in both Publishing Layout view and Print Layout view documents, on the Format menu click Font (or press Command+D) and then click Advanced.
New!	Visual styles	▪ Open the Toolbox to the Styles pane. To do this, on the View menu, under the Toolbox heading, click Styles. Or, click the Toolbox icon on the Standard toolbar and then click the paragraph icon at the top of the toolbox. ▪ Access Show Style Guides and Show Direct Formatting Guides at the bottom of the Styles pane.
New and Improved!	Find and Replace	▪ To quickly search for document text, on the Standard toolbar, click in the new Search in Document box or press Ctrl+F to access that box. Matches are automatically highlighted in the document and the search box provides the option to scroll through results. ▪ For find and replace tools or advanced searches, open the Sidebar to the Search Pane and then click Find and Replace. Results are highlighted in the document and a summary of search results appears in the Search Pane. Click any result shown in that pane to instantly move to that point in the document. **Note**: Click the tools icon below the Search Document box in the Search pane for search options including Advanced Find & Replace which opens the Find and Replace dialog box.

	Features and Benefits	Where to Find
Improved!	VBA	▪ On the Tools menu, point to Macro. To record a macro, click Record New Macro. Or, click Visual Basic Editor to write or edit macros. To open the Visual Basic Editor, you can also press Alt+F11. **Note**: Quick access to the Visual Basic Editor and the macro recorder is also available from the Developer tab of the ribbon. To enable this tab, click the gear icon on the top-right corner of the ribbon and then click Ribbon Preferences. View the list of available ribbon tabs in this dialog box with the option to enable or disable each.
Improved!	Help	▪ On the Help menu, select Welcome to Word for quick access to several video tutorials. Or, click Get Started with Word to visit the Office for Mac help site for Office 2011, with a range of resources including tutorials, videos, and help topics.
Improved!	Zoom	▪ The new zoom slider is located on the Status bar at the bottom of the screen in Print Layout view or Publishing Layout view.

Work More Easily with Others

	Features and Benefits	Where to Find
New!	Co-authoring	▪ To see this feature, save your document to a SharePoint 2010 site or a SkyDrive folder, and then have someone else open the document for editing in either Word for Mac 2011 or Word 2010 for Windows while you are still in it.
		▪ You can automatically see where other editors are currently working in the document. You can also view a list of other editors on the Status bar at the bottom of your screen.
		Note: Your changes become available to other authors when you save the document. You also see changes made by other authors when you save. Access the option to block other editors from editing a selected portion of the document on the Review tab, in the Protection group.
Improved!	Rich presence and on-the-spot communications	▪ While in a co-authoring session, you see the presence status of other authors who are editing the document with you, such as green for available.
		▪ Click an editor's name or presence icon for a contact card from which you can initiate a conversation.
		Note: Viewing presence information and initiating an IM, voice or video conversation from within Word 2011 requires either Messenger for Mac 8 or Office Communications Server 2007 R2 with Communicator for Mac 2011. Your computer must have an installed microphone for voice calls and an installed video camera to use the video capabilities in Messenger for Mac or Communicator for Mac.

New!	Information Rights Management (IRM)	▪ On the Review tab, in the Protection group, click Permissions and then click Manage Credentials. Or, on the File menu, point to Restrict Permissions and then click Manage Credentials. Note: Creating IRM-protected documents with Office for Mac 2011 requires the volume license edition of Office 2011, as well as a Rights Management server running Windows Server 2008 R2. Opening IRM-protected content to which you have been given access can be done from any edition of Office for Mac 2011 or from Office for Windows 2007 or later.
Improved!	Compare documents	▪ On the Tools menu, point to Track Changes, and then click Compare Documents. Note: On the Word menu click Preferences and then click Track Changes to set options for how your document comparison appears, such as formatting to show insertions, deletions and moved content.
Improved!	Merge documents	▪ On the Tools menu, click Merge Documents.
New!	Send document by Instant Message	▪ On the Review tab, in the Share group, click Instant Message. Note: This feature requires Microsoft Messenger for Mac 8 or Microsoft Communicator for Mac 2011.

Work How, When, and Where You Choose

	Features and Benefits	**Where to Find**
New!	Access and edit your documents on the web	▪ You can view and edit Word 2011 documents that are saved to a SharePoint 2010 site or a SkyDrive folder using Word Web App. ▪ Visit http://office.microsoft.com/web-apps for information on how to get started with Office Web Apps. Note: To use Word Web App on SharePoint 2010, Office Web Apps must be installed.

	Features and Benefits	Where to Find
New!	Save to SkyDrive	▪ On the File menu, point to Share, and then click Save to SkyDrive. **Note**: Use of SkyDrive requires a free Windows Live ID and provides 25GB of online file storage. Sign-up for your Windows Live ID at <u>docs.live.com</u>.
New!	Save to SharePoint	▪ On the File menu, point to Share, and then click Save to SharePoint. **Note**: Requires SharePoint 2007 or later.

W Version Comparison

☐ Feature\Benefit Included   ■ Improved   ☑ New

Create incredible content

Get easier access to the right tools, at the right time

	2008	2011
Ribbon		☑
Get to the commands you need more easily with the new ribbon designed expressly for Office for Mac 2011.		
Word Document Gallery		☑
Access built-in as online templates, as well as your own custom templates and recently-accessed documents. Customize built-in templates and preview your results before you even create the document.		
Full Screen View		☑
Work without distractions in a view that maximizes your document area while keeping key tools easily at-hand.		

	2008	2011
Media Browser	☐	☑ ■

Get consolidated access to all of the media you need in your documents, from pictures and movies to shapes and symbols.

Note: In Word 2008, some elements of this feature were included on the Formatting Palette. The Media Browser window is new to Word 2011.

	2008	2011
Sidebar	■	■

Use the improved Sidebar (formerly called the Navigation Pane) to access the Document Map, improved Find and Replace tools, an improved Reviewing pane, or to view document thumbnails.

Create visually compelling documents

	2008	2011
Publishing Layout view	☑	■

Use the improved publishing layout view to easily create publication documents ranging from brochures and newsletters to business cards and invitations.

	2008	2011
Dynamic reordering		☑

View document layers in 3-D and drag to rearrange them.

	2008	2011
Picture editing tools	■	☑■

Advanced color, correction, and cropping tools, a
new background removal tool and professional-
quality artistic effects, help enable you to edit
pictures like a pro.

	2008	2011
Compress pictures		☑

Reduce file size for easier sharing and portability
by compressing the images in your documents.

	2008	2011
Tables	☐	■

Use improved table tools such as table styles that
coordinate with your active document theme, and
expanded table formatting options such as
banded rows and columns.

	2008	2011
Charts	■	■

Get additional tools for formatting and editing
charts, including Chart Quick Layouts and
expanded quick access options for editing many
chart elements.

	2008	2011
Office themes	☑	■

Select from a wide range of additional Office
themes to apply fonts, colors, and formatting
effects throughout your document in just a few
clicks.

	2008	2011
SmartArt graphics	☑	▪

Select from several new SmartArt layouts — including new organization charts and picture diagrams — to build professional graphics as easily as typing a bulleted list.

	2008	2011
Shapes and shape effects	☐	▪

Select from additional shape types and improved tools for working with shapes, such as the ability to select a shape and just start typing to add text. Additionally, get an array of advanced formatting effects — such as reflections, bevels, and improved shadows and gradients — as well as shape styles that coordinate with the same theme effects used for charts and diagrams.

	2008	2011
Equations		☑

Insert pre-created equations or create your own, and explore a rich set of equation editing tools.

Give your text the power to jump off the page

	2008	2011
Text effects		☑

Apply rich effects — such as bevels, reflections and gradient fills — directly to document text.

	2008	2011
Typography		☑

Take advantage of the ligatures, stylistic sets, and other typography features available in many OpenType fonts. Or apply advanced typography features such as stylistic sets and ligatures to TrueType fonts.

Save time and simplify your work

	2008	2011
Style and formatting guides		☑

Stay in control of your text formatting with color-coded style guides that show you where styles are applied throughout the document and direct formatting guides that instantly highlight text when it's formatted differently from the applied style.

	2008	2011
Find and Replace	☐	☑■

Use expanded Find capabilities in Word 2011, including an easy-access Search bar at the top of the screen, along with a Search Pane in the Sidebar for automatic hit highlighting and an easily accessible results list.

	2008	2011
VBA		■

Use VBA, again available across several Office 2011 applications, to save time, automate repetitive tasks, and create add-ins for yourself and others to use.

	2008	2011
Help	☐	■

Explore a range of videos to help you get started with Word 2011 as well as expanded help resources including tutorials, videos, and help topics.

	2008	2011
Zoom	☐	■

Use the new zoom slider on the Status bar at the bottom of the screen and just drag to zoom in or out on the active document content.

Work more easily with others

	2008	2011
Co-authoring		☑

Edit the same document at the same time with other people in different locations.

	2008	2011
Rich presence and on-the-spot communications		☑

Instantly initiate a conversation with others who are simultaneously editing a document with you, right from Word.

	2008	2011
Information Rights Management (IRM)		☑

Control access to your sensitive documents using enterprise-level document protection tools.

	2008	2011
Compare documents	☐	■

Use improved tools for comparing document versions, with expanded compare settings and markup options.

	2008	2011
Merge documents	☐	■

Quickly combine edits from multiple authors with improved document merge tools.

	2008	2011
Send by Instant Message	☑	☐

Send your document by instant message directly from Word 2011.

Work how, when, and where you choose

	2008	2011
Word Web App		☑

View and do lightweight editing of your documents online from virtually any computer with an Internet connection.

	2008	2011
Save to SkyDrive		☑

Save personal documents to a SkyDrive folder directly from Word, using your Windows Live ID.

	2008	2011
Save to SharePoint		☑

Save your documents to a SharePoint 2010 site directly from within Word 2011.

FAQ

About Microsoft Word 2011

1. What is Word 2011?
2. How can I use Word 2011?
3. What are some of the major updates to Word 2011 from earlier versions?

Word 2011 System Requirements & Compatibility

1. Are there special system requirements for running Word 2011?
2. Can I open previous versions of Word documents in Word 2011?
3. Can I open Word 2011 documents using previous versions of Word?
4. Do I need other products in order to use Word 2011 features?
5. Which browsers are supported for the new Word Web App?

Using Word 2011

1. Are there free Word 2011 resources and training available from Microsoft?
2. Can I customize Word 2011 based on how I use the product?
3. Can I access my documents when I am away from my primary computer?
4. How do I access Word 2011 documents from a Web browser?
5. What can I do with my Word 2011 documents in Word Web App?
6. How do I access Word 2011 documents from my phone?

Buying Word 2011

1. Which editions of Office for Mac 2011 will include Word 2011?
2. Will Word 2011 be available for standalone purchase?
3. Can I try Word 2011 before I buy it?
4. Is there a cost for using Word Web App?

Word 2011 Feature-Specific Questions

1. What is co-authoring in Word 2011 and what are the benefits of using it?
2. Which Office for Mac 2011 applications enable co-authoring?
3. What are the requirements for using co-authoring in Word 2011?
4. How does the new co-authoring capability in Word 2011 avoid editing conflicts?
5. Which fonts can be used with the new typography features?
6. What are text effects and what are the benefits of using them instead of WordArt in documents?

About Microsoft Word 2011

1. **What is Word 2011?**

   Word 2011 is our most intuitive, compatible, and powerful release yet of Word, the popular word processing software you may already know. Designed to provide you with the finest document formatting tools, Word 2011 helps you create better documents in less time and manage your documents more easily than ever. In addition, this release of Word gives you tools that make it easier than you might imagine to work with others across platforms or across continents, and to work when and where you choose.

2. **How can I use Word 2011?**

   Use Word 2011 to create documents that help your ideas shine. From the most basic letter to complex newsletters and brochures, take advantage of familiar and flexible tools that help you get the job done easily. You can also use Word 2011 to share content easily with others, such as by seamlessly editing documents at the same time as others on your team, whether they work on a Mac or on a PC.

3. **What are some of the major updates to Word 2011 from earlier versions?**

   Explore Word 2011: At-a-Glance.

Word 2011 System Requirements & Compatibility

1. **Are there special system requirements for running Word 2011?**

   Following are the recommended minimum system requirements for installing and running Office for Mac 2011:

Computer:	▪ A Mac computer with an Intel processor.
Operating System:	▪ Mac OS X version 10.5.8 or later.
Memory:	▪ 1 GB or higher recommended.
Hard Disk:	▪ 2.5 GB of available hard disk space.
	▪ HFS+ hard disk format (also known as Mac OS Extended or HFS Plus)
Web Browser:	▪ Safari 5 or later recommended.
Installation:	▪ DVD drive or connection to a local area network (if installing over a network).
Display:	▪ 1280 x 800 or higher resolution monitor.
Additional requirements (may vary based on your edition of Office 2011):	▪ Certain online functionality requires a Windows Live ID.
	▪ Certain features require Internet access (fees may apply).
	▪ Co-authoring and Broadcast Slide Show require Microsoft SharePoint Foundation 2010 (for enterprise) or a Windows Live ID (for personal or small business use).
	▪ Exchange support in Outlook for Mac 2011 requires connectivity to Update Rollup 4 for Exchange Server 2007 Service Pack 1 or later.
	▪ Access to files stored on a SharePoint site requires connectivity to SharePoint 2007 or later.
	▪ Communicator 2011 requires an account on Microsoft Office Communications Server 2007 R2.
	▪ The Photos, Audio, and Movies tabs of the Media Browser require (respectively) iPhoto 5 or later, iTunes 6 or later, and iMovie 3 or later.

2. **Can I open previous versions of Word documents in Word 2011?**

   Yes. Using the Open command on the File menu in Word 2011, you can open files that were created in Word 5.1 or later.

3. Can I open Word 2011 documents using previous versions of Word?

Yes, by using free Open XML file format converter for Mac, you can open documents in Word v. X or later that are saved to the Word 2011 default file formats. You also have the option in Word 2011 to save your documents to the file formats used by Word 97 through Word 2004.[14]

4. Do I need other products in order to use Word 2011 features?

None of the document creation or formatting tools in Word 2011 require other products. However, the following tools do have additional requirements:

- **Media browser:** The Photos, Audio, and Movie panes in the Media Browser integrate automatically with your iPhoto, iTunes, and iMovie libraries, respectively.

- **Co-authoring:** Requires either SharePoint Foundation 2010 for enterprise or, for personal and small business use, a free Windows Live ID to save and access files via SkyDrive.

- **See availability of other document editors and communicate with them instantly from within Word 2011:** Requires either Messenger for Mac 8 or Office Communications Server 2007 R2 with Communicator for Mac 2011.

- **Send document by instant message:** Requires Communicator for Mac 2011 or Messenger for Mac 8.

- **Information Rights Management (IRM):** Creating IRM-protected documents with Office 2011 requires the volume license edition of Office 2011, as well as a Rights Management server running Windows Server 2008 R2. Opening IRM-protected content to which you have been given access can be done from any edition of Office 2011 or from Office for Windows 2007 or later.

5. Which browsers are supported for the new Word Web App?

Supported browsers include Safari 4 or later for Mac, Firefox 3.5 or later for Mac, Windows, or Linux, and Windows Internet Explorer 7 or later for Windows.

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[14] Saving a Word 2011 document to the Word 97 – 2004 format or editing a Word 2011 document in an earlier version of Word will limit some functionality in the document. Additionally, certain document elements (such as SmartArt graphics) are automatically converted to pictures to preserve their appearance in some earlier versions of Word.

Using Word 2011

1. **Are there free Word 2011 resources and training available from Microsoft?**

   You can access numerous free, self-help resources on http://microsoft.com/mac. Resources range from how-to training and demos to obtaining answers from your peers and independent experts – such as the Microsoft Most Valuable Professionals — in the Office for Mac forums.

2. **Can I customize Word 2011 based on how I use the product?**

   You can customize many aspects of Word 2011, including the following:

   - **Configure how the ribbon displays.** On the Word menu, click Preferences and then click Ribbon.

   - **Customize menus, toolbars, or keyboard shortcuts.** Right-click in the toolbar area and then click Customize Toolbars and Menus.

   - **Set your preferences for a wide range of document and program behavior**, ranging from how proofing and AutoCorrect features behave, to how document content displays and prints and how to help protect your system and better secure your documents. Access all of these settings and many more in the Preferences dialog box. To do this, on the Word menu, click Preferences.

   - **Customize and create your own templates and reusable content.** You can customize formatting and layout for your documents and document content when you work in Word 2011. From customizing the Normal (default) template that contains your default page setup, font and paragraph formatting, to customizing built-in templates, Office themes, and styles, it's easy to make your documents your own. You can even customize built-in templates and preview customizations before you create your document, using the new Word Document Gallery. Get help for these features through the Help button on the right edge of the Standard toolbar in Word 2011, or on http://microsoft.com/mac.

3. Can I access my documents when I am away from my primary computer?

Using the new Word Web App, you can save your documents online and then access, view, edit, and share them from virtually any computer with an Internet connection. You can even access and view documents from your mobile device.[15]

4. How do I access Word 2011 documents from a Web browser?

Save your documents to a SharePoint 2010 site or a SkyDrive folder and then view and edit them using Word Web App.

5. What can I do with my Word 2011 documents in Word Web App?

View your Word 2011 documents with high fidelity, and search for or copy document content when viewing a document in Word Web App. When editing documents in Word Web App, use some of the same formatting and editing features you use every day in Word 2011, including automatic spell check, AutoCorrect, font and paragraph formatting, styles, and tools for working with tables and pictures.

6. How do I access Word 2011 documents from my phone?

Save your documents to a SharePoint 2010 site or a SkyDrive folder and then access and view them from your mobile device, using Word Web App.[16]

Buying Word 2011

1. Which editions of Microsoft Office for Mac 2011 will include Word 2011?

Word 2011 is available for purchase as part of all Office for Mac 2011 suites. To view a suite comparison for Microsoft Office for Mac 2011 so you can determine which suite is right for you, visit http://microsoft.com/mac.

2. Will Word 2011 be available for standalone purchase?

Yes.

3. Can I try Word 2011 before I buy it?

Yes. A trial version of Office 2011 will be available. Visit http://microsoft.com/mac for more information.

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[15] Web and mobile access require an appropriate device and an Internet connection. This functionality uses Office Web Apps, which require either SharePoint Foundation 2010 or a Windows Live ID, as well as a supported browser (for Web functionality) or supported mobile viewer (for mobile access). There are some differences between the features of Office Web Apps and the Office for Mac 2011 applications

[16] See the Requirements/Disclosures section of this guide for a complete list of supported mobile viewers for Office Web Apps.

4. **Is there a cost for using Word Web App?**

   Office Web Apps are available in two ways:

   - Businesses that have a volume license agreement for Office for Mac 2011 have access to install Office Web Apps on SharePoint 2010 in their organization.

   - Individuals can access Office Web Apps via SkyDrive, at docs.live.com, using a free Windows Live ID.

Word 2011 Feature-Specific Questions

1. **What is co-authoring in Word 2011 and what are the benefits of using it?**

   Co-authoring is an exciting new development in Word 2011 that enables you to simultaneously edit the same document with others who are working in different locations, using Word for Mac 2011 or Word 2010 for Windows. You no longer have to wait for one person to finish writing or editing their portion of the document before you can work on it.

2. **Which Office for Mac 2011 applications enable co-authoring?**

   Office for Mac 2011 enables co-authoring in Word 2011 and PowerPoint 2010. Co-authoring is also enabled in OneNote Web App and Excel Web App.

3. **What are the requirements for using co-authoring in Word 2011?**

   Co-authoring requires SharePoint Foundation 2010 for enterprise or, for personal and small business use, a free Windows Live ID to save and access files via SkyDrive.

4. **How does the new co-authoring capability in Word 2011 avoid editing conflicts?**

   The paragraph in a document where an author is currently editing is automatically locked to other authors. Authors can also block an area of the document to prevent other editors from making changes to it. If conflicts do occur, a conflict resolution dialog will assist you in accepting the changes you want.

5. **Which fonts can be used with the new typography features?**

   The new typography features support typography elements that are available in several built-in OpenType and TrueType fonts, such as Calibri, Cambria, Consolas, Constantia, Corbel, Candara, Gabriola, Segoe, and Zapfino. Additionally, you can use any OpenType or TrueType fonts you own which contain typography features supported by Word 2011, including ligatures, stylistic sets, number spacing, number forms, contextual alternates, and OpenType kerning.

Note that support for these typography features in OpenType fonts is compatible with Office 2010 for Windows. However, the ability to use typography with TrueType fonts is exclusive to Word for Mac.

6. **What are text effects and what are the benefits of using them instead of WordArt in documents?**

Text effects are advanced formatting effects, such as reflections, bevels, and gradient fills, which you can apply directly to your document text. Unlike the WordArt that was available in previous versions of Word, you apply text effects directly to document text, so text can still be edited and spell-checked. You can even include text effects in Word styles, such as your document's heading styles.

Note that the feature referred to as WordArt in Word 2011 is updated to use text effects rather than create a separate object for your text. When you use WordArt (available from the Insert tab), you get an editable text box with text effects applied.

W Requirements/Disclosures

Office Web Apps

Office Web Apps are online companions to Microsoft Office and require the following:

- **For enterprise businesses and institutions**: Requires SharePoint Foundation 2010.

- **For personal and small business use**: Requires a free Windows Live ID.

- **For use on computers**: Supported browsers include Safari 4 or later for Mac, Firefox 3.5 or later for Mac, Windows, or Linux, and Windows Internet Explorer 7 or later for Windows

- **For use on mobile devices**: Word, Excel, and PowerPoint files can be viewed using Office Web Apps on many devices. Supported mobile viewers for Office Web Apps on SharePoint 2010 include Safari 4 on iPhone 3G and 3GS, Internet Explorer on Windows Mobile 5/6/6.1/6.5, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, Openwave 6.2, 7.0 and later. Supported mobile viewers for Office Web Apps on SkyDrive include Safari 4 on iPhone 3G, 3GS, and iPad, and Internet Explorer 7 on the upcoming Windows Phone 7. Viewing Excel files via a mobile browser is currently only available with Office Web Apps on SharePoint 2010.

Co-authoring

Co-authoring for Word 2011 is the capability to simultaneously edit the same Word 2011 document with other people in different locations. This functionality requires the following:

- **For enterprise businesses and institutions**: Requires SharePoint Foundation 2010.

- **For personal or small business use**: Requires a free Windows Live ID to save and access files via SkyDrive.

Rich Presence and On-the-Spot Communication

Rich presence and integrated communication tools in Office for Mac 2011 enable you to view the availability of other document editors and communicate with your contacts without leaving Word 2011. These capabilities have the following requirements:

- Viewing presence information and initiating an IM, voice, or video conversation from within Word 2011 requires either Messenger for Mac 8 or Office Communications Server 2007 R2 with Communicator for Mac 2011.

- Your computer must have an installed microphone for voice calls and an installed video camera to use the video capabilities in Messenger for Mac or Communicator for Mac.

Colophon

This document was written in Word for Mac 2011 and Word 2010 for Windows. It was laid out entirely in Word 2011 using both Publishing Layout view and Print Layout view.

The TrueType fonts Segoe® and Segoe Light are the primary fonts used.

Screenshots were taken with Grab and Snapz Pro X. Other art was done in PowerPoint for Mac 2011, PowerPoint 2010 for Windows, or directly in the final document, in Word 2011.

The final version of this document is distributed in PDF format, created from within Word 2011.

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