

Word for Mac Preview



Quick Start Guide

This new version of Word is thoughtfully designed for your Mac. Use this guide to learn the basics.

Get quick access to tools and commands

See what Word for Mac can do by clicking through the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar

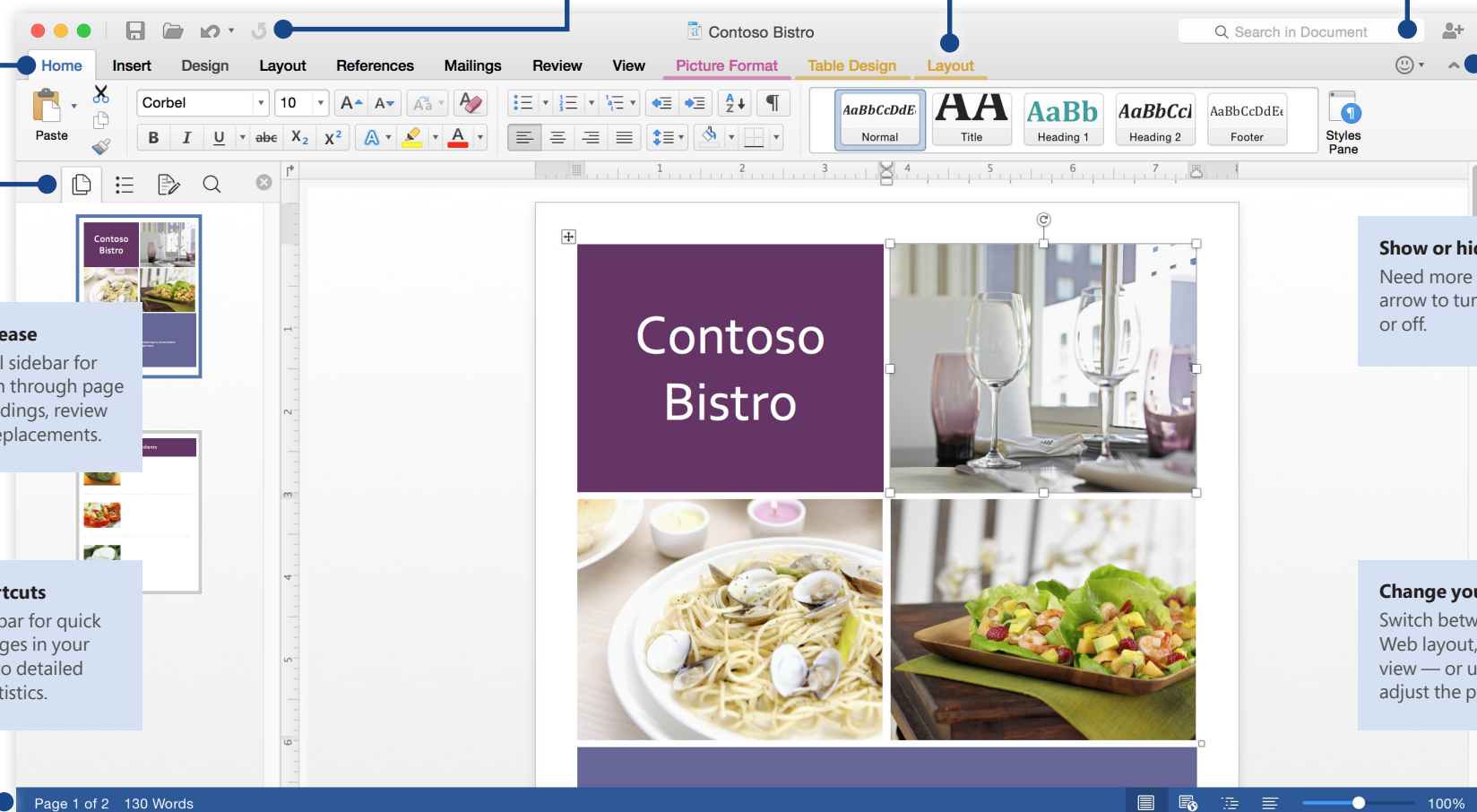
Keeps popular commands right at your fingertips.

Discover contextual commands

Select tables, pictures, and other objects in your documents to reveal additional tools.

Search your documents

Start typing in the Search box to instantly find what you're looking for.



Navigate with ease

Use the optional sidebar for quick navigation through page thumbnails, headings, review comments, or replacements.

Status bar shortcuts

Click the status bar for quick access to the pages in your document and to detailed Word Count statistics.

Show or hide the ribbon

Need more space? Click the arrow to turn the ribbon on or off.

Change your view

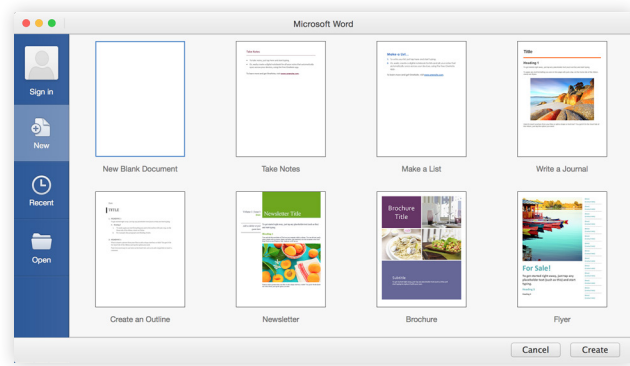
Switch between Print layout, Web layout, Outline, or Draft view — or use the slider to adjust the page zoom level.

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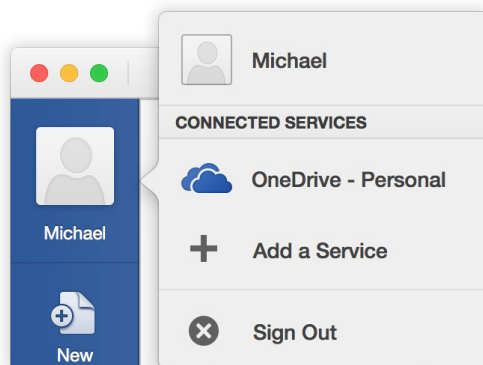
Create something

Start with a **New Blank Document** to get right to work. Or save yourself a bunch of time by selecting a template that closely resembles what you need, and then customizing it to your liking.



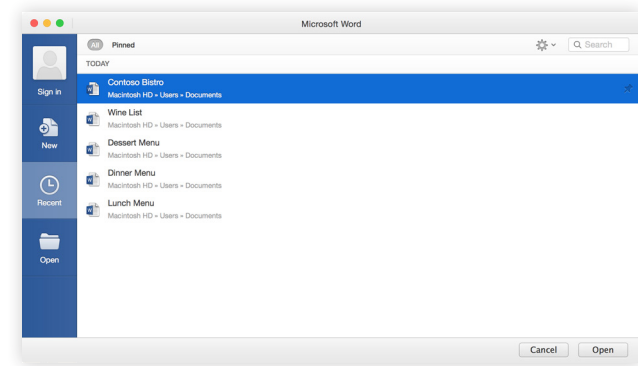
Stay connected to your files

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere and on any device through seamless integration between Office for Mac, OneDrive, OneDrive for Business, and SharePoint.



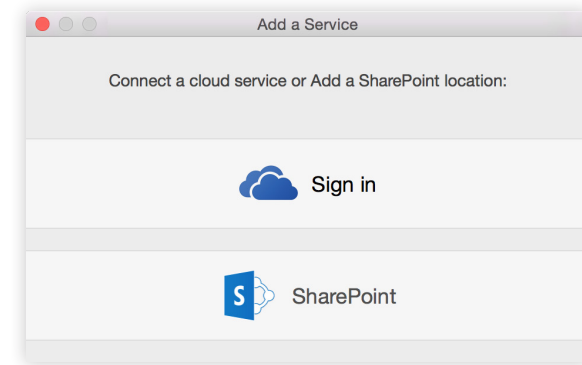
Find your recent files

Whether you only work with files stored on your Mac or you roam across various cloud services, click the folder icon on the Quick Access Toolbar near the top left of the app window to go directly to your recently used documents and pinned files.



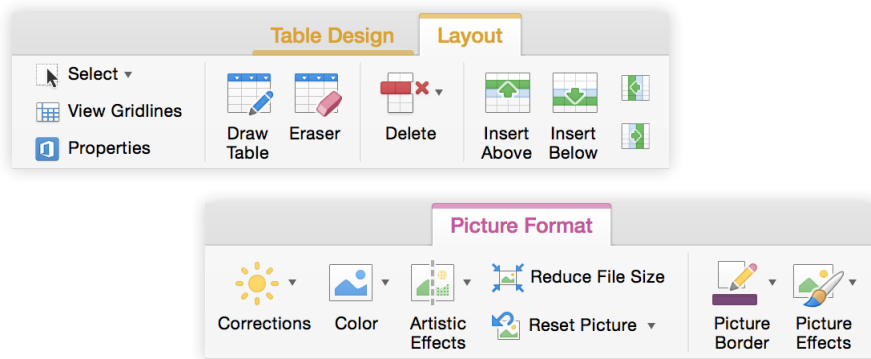
Add cloud services

Depending on how you prefer to work, you can easily add additional cloud services or SharePoint accounts from your organization by clicking **File > Open** and then clicking **Add a Service**.



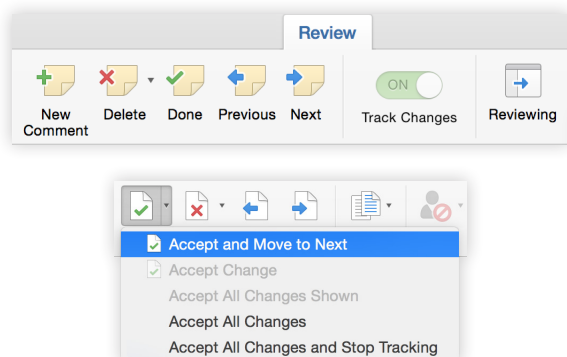
Discover contextual tools

You can display additional ribbon commands by selecting specific items in your document. For example, click within a table to reveal the **Table Design** and **Layout** ribbon tabs, or click an inserted picture to reveal the **Picture Format** ribbon tab.



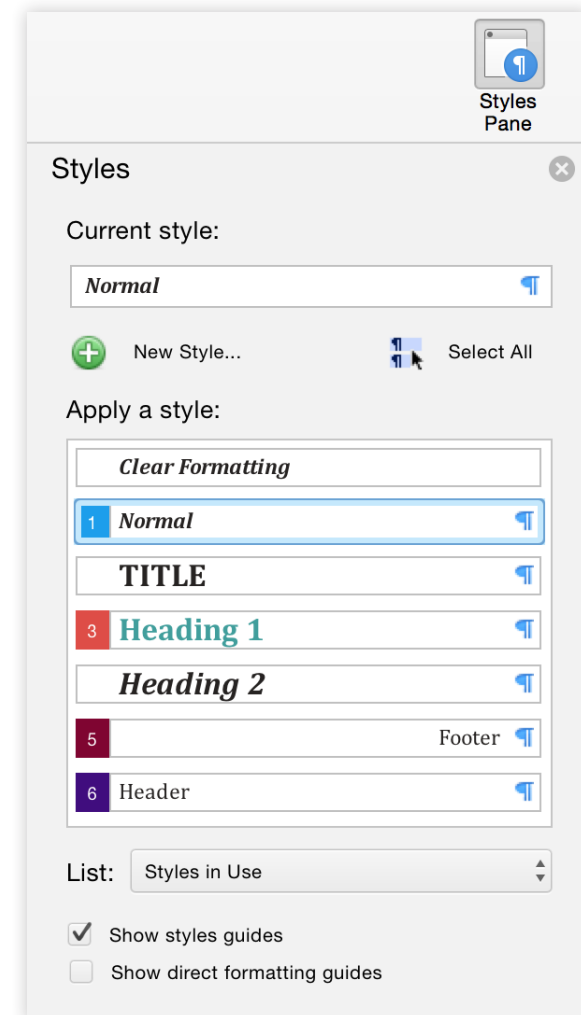
Review and track changes

Whether you just want to check spelling, keep your word count in check, or fully collaborate with other people, the **Review** tab unveils essential commands to track and manage all of the changes made to your documents.



Format documents with style

On the **Home** tab, click the **Styles Pane** button to visually create, apply, and review formatting styles in your current document. You can filter which styles to show, and you can turn on and off the optional style and formatting guides.

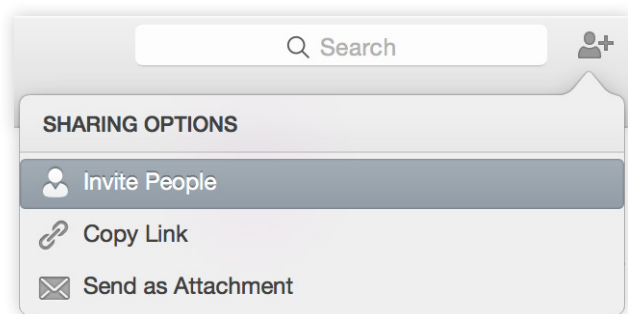


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Share your work with others

Click the **Sharing Options** button in the top right to invite other people to edit your current document, to copy a link to the file's cloud location, or to send a copy of the document as a file attachment from your preferred email service.



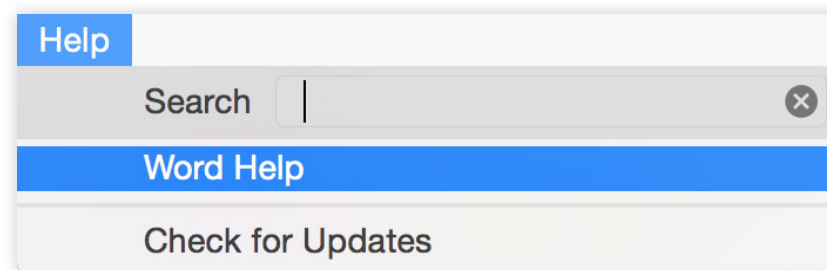
Get other Quick Start Guides

Word is just one of the newly designed apps in the new Office for Mac. You can download the free Quick Start Guides for all of the other Office apps by visiting www.office.com.



Get help with Word

On the toolbar, click **Help** to search for or browse support resources. We haven't yet finalized the documentation for Office for Mac Preview, so let us know how we can improve by using the feedback form at the bottom of each of our Help articles.



Send us your feedback

Love Word for Mac? Got an idea for improvement? We want to hear from you! Click the smiley icon in the upper right to send your thoughts directly to the development team. Thanks for participating in the Office for Mac Preview.

