***New in Word 2013***

**Fact Sheet**

# Reading Mode

This view allows users to flip through documents like a book, without Word toolbars as distractions. This is a handy tool for tablet users.

# Bookmarks

Bookmarks are placed where you last read. So when you reopen a document, you can continue where you left off.

# Edit text in PDFs in Word

You can edit PDF documents directly in Word. This is a feature many have requested in the past.

# Simple Markup Tracking

If you’ve worked with Word’s Track Changes in other versions of Word, you’ll note there’s a new feature called Simple Markup. It’s a cleaner version showing proposed changes. The traditional view of track changes is still there if you choose to view All Markup.

# Inserting Online Pictures and Video

Besides inserting pictures from your computer, you can also search online using the Bing search engine. You can also insert online videos directly into Word documents.

To learn these new features, attend a one-day training seminar the week of November 10. For complete details and registration materials, call Jo Bill at 1-888- 555-3467, ext. 4471.