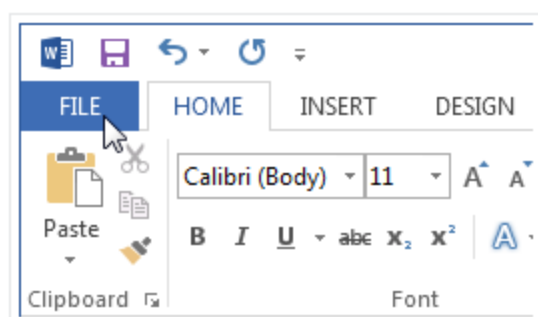


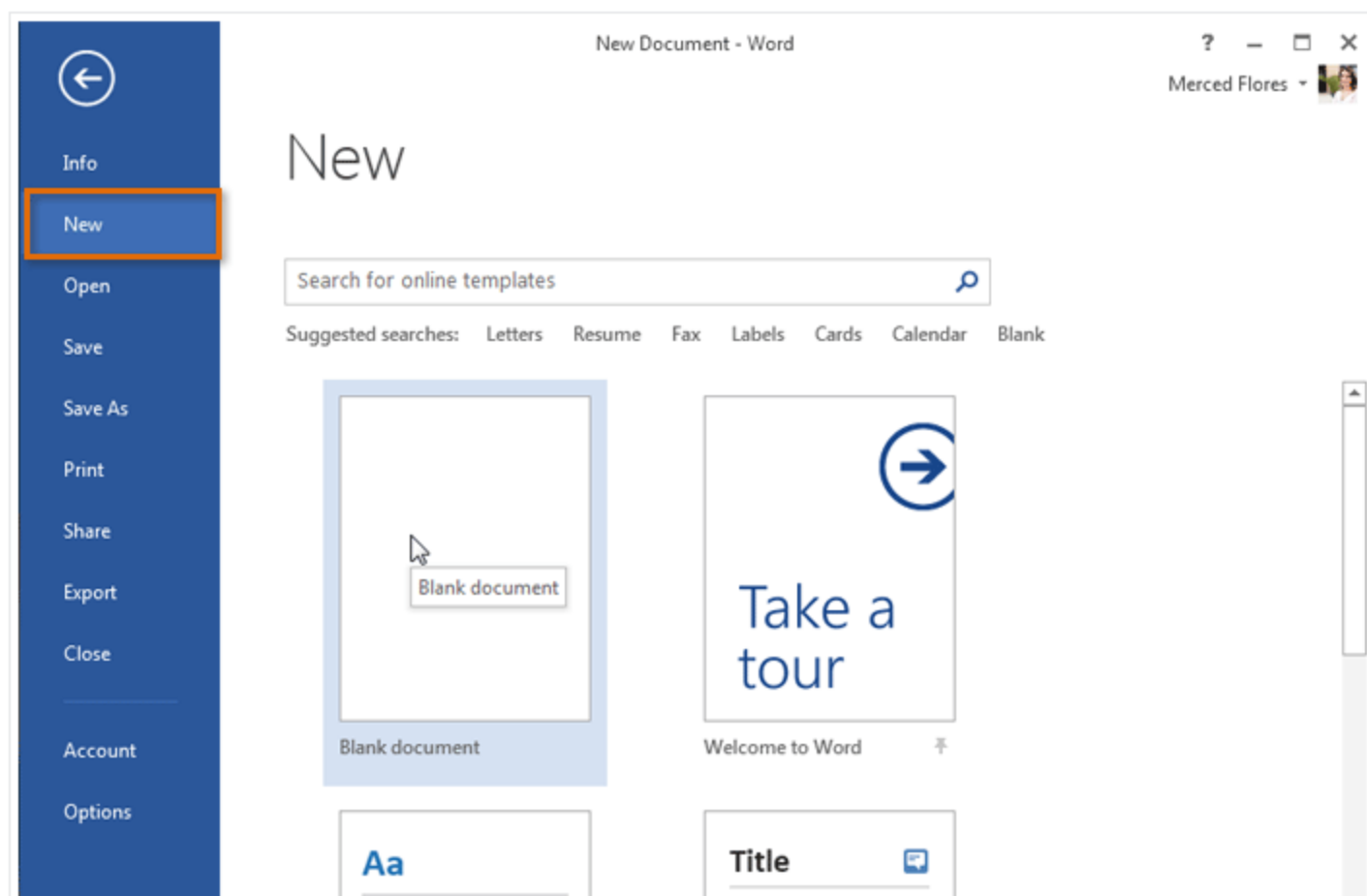
## To create a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

1. Select the **File** tab. **Backstage view** will appear.



2. Select **New**, then click **Blank document**.

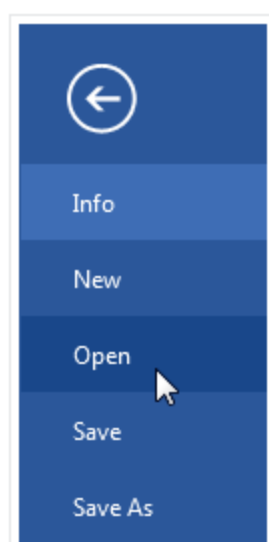


3. A new blank document will appear.

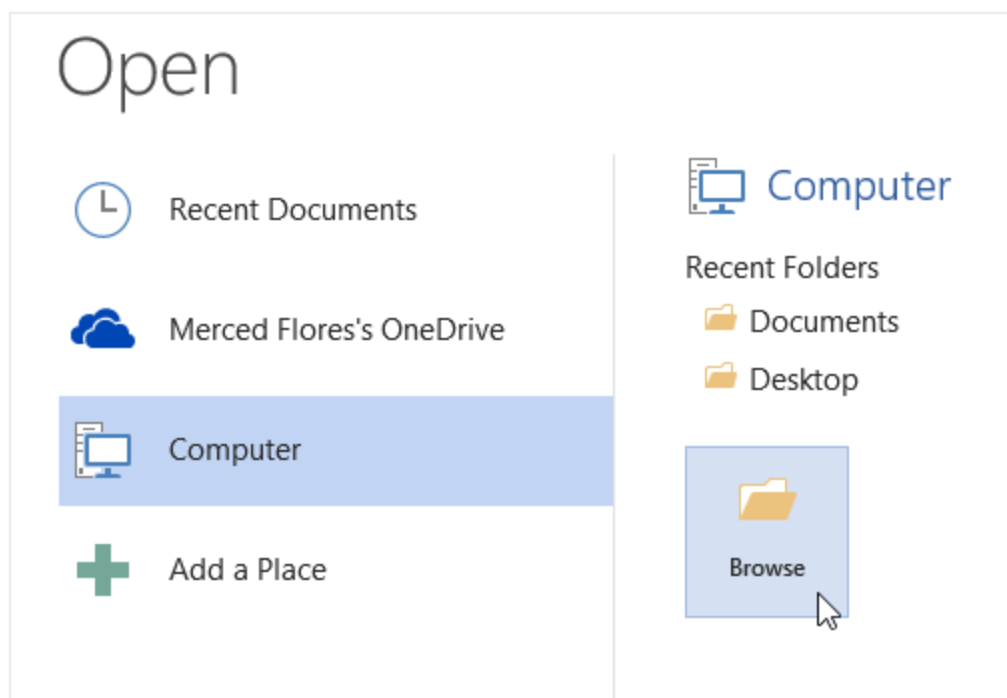
## To open an existing document:

In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving a document, visit our lesson on [Saving and Sharing Documents](#).

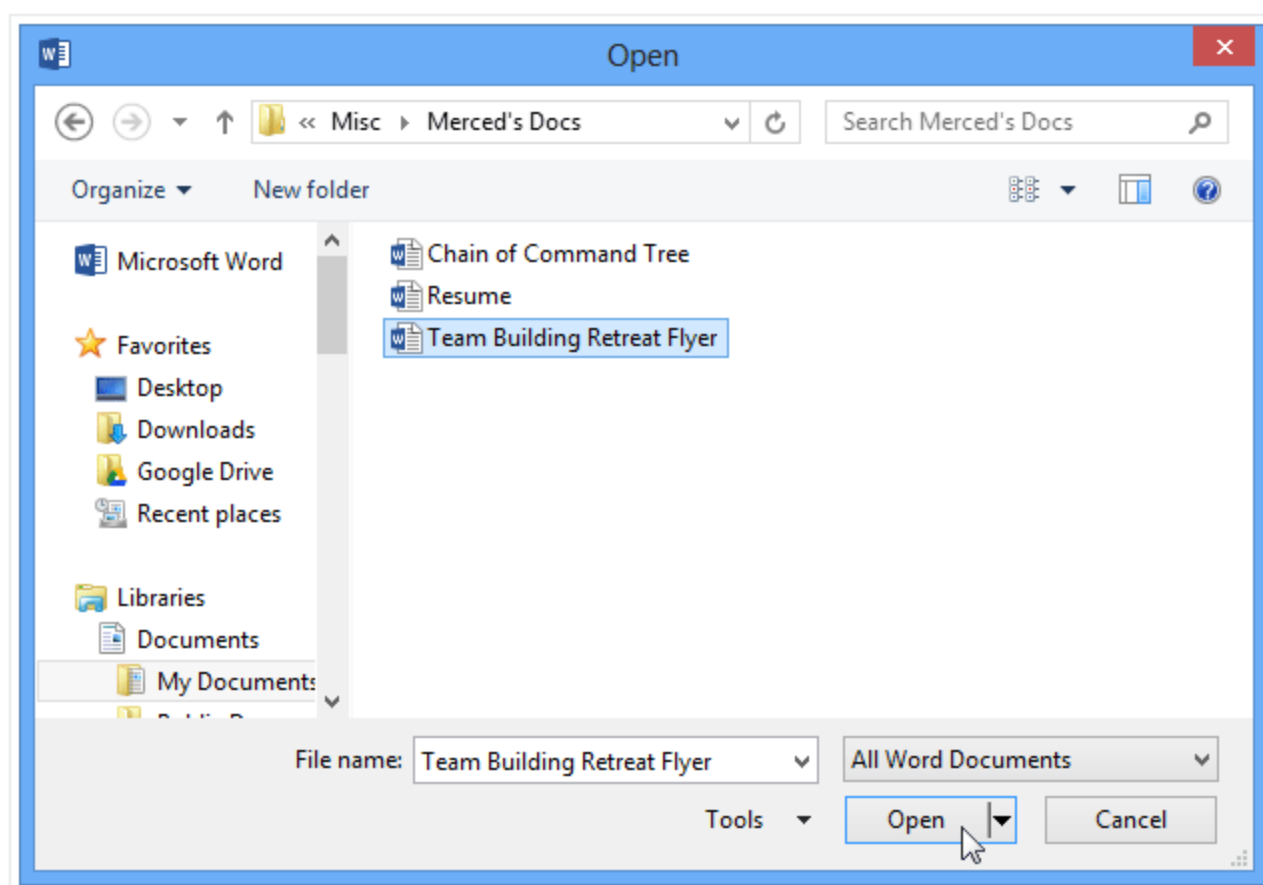
1. Navigate to **Backstage view**, then click **Open**.



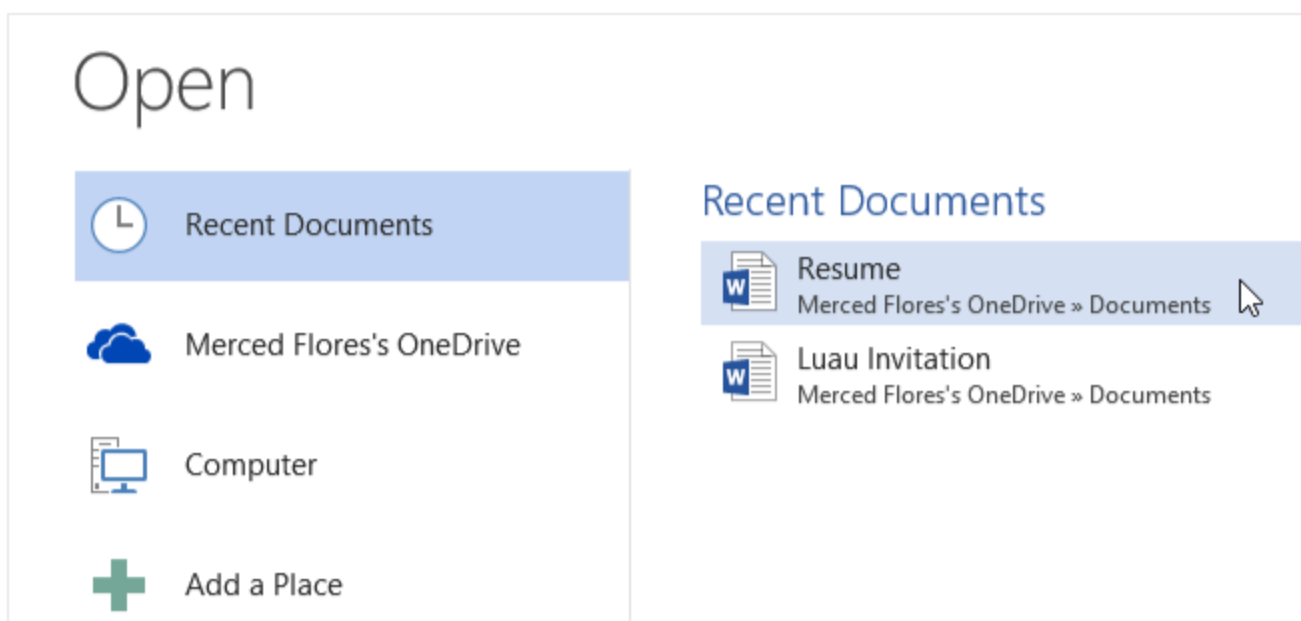
2. Select **Computer**, then click **Browse**. Alternatively, you can choose **OneDrive** (previously known as SkyDrive) to open files stored on your OneDrive.



3. The **Open** dialog box appears. Locate and select your **document**, then click **Open**.



- \*** If you've opened the desired presentation recently, you can browse your **Recent Documents** rather than search for the file.



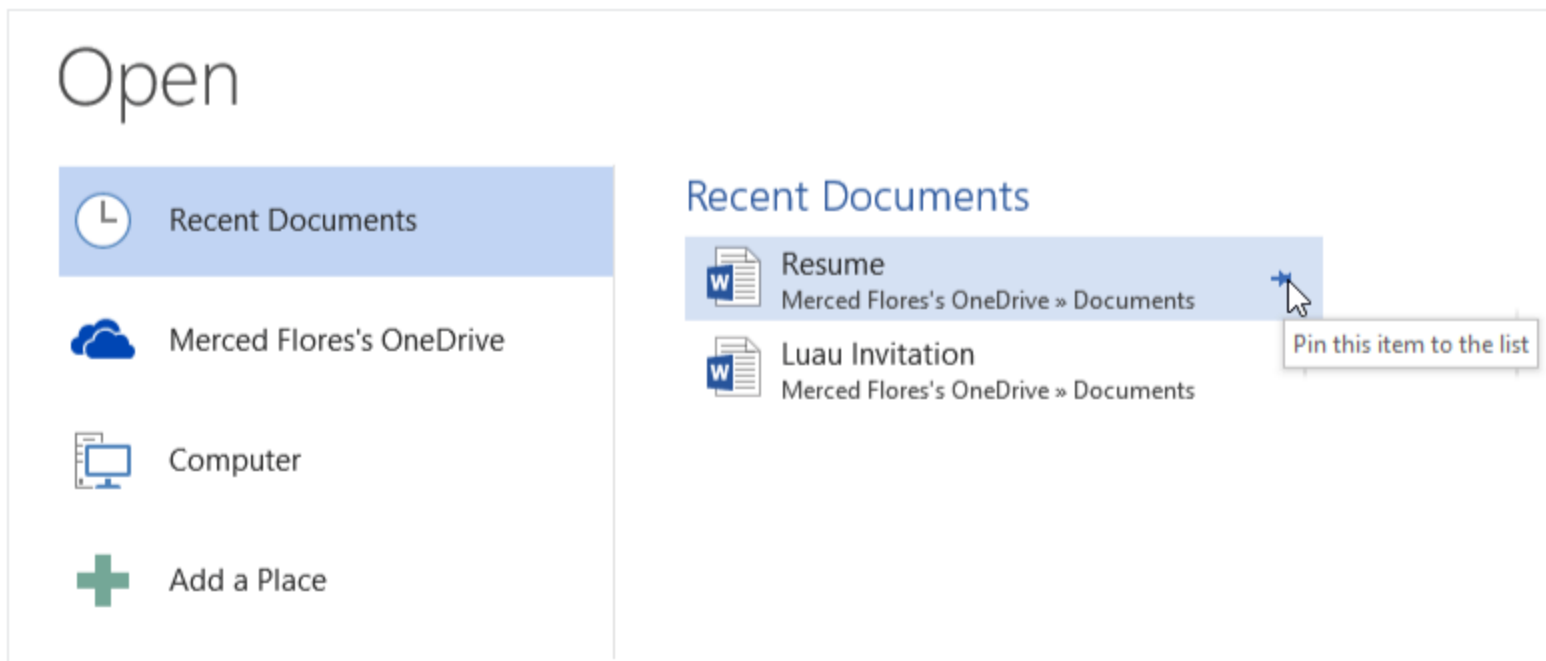


Word 2013 also allows you to open existing PDF files as editable documents. This is useful when you want to modify a PDF file. Read our guide on [Editing PDF Files](#) for more information.

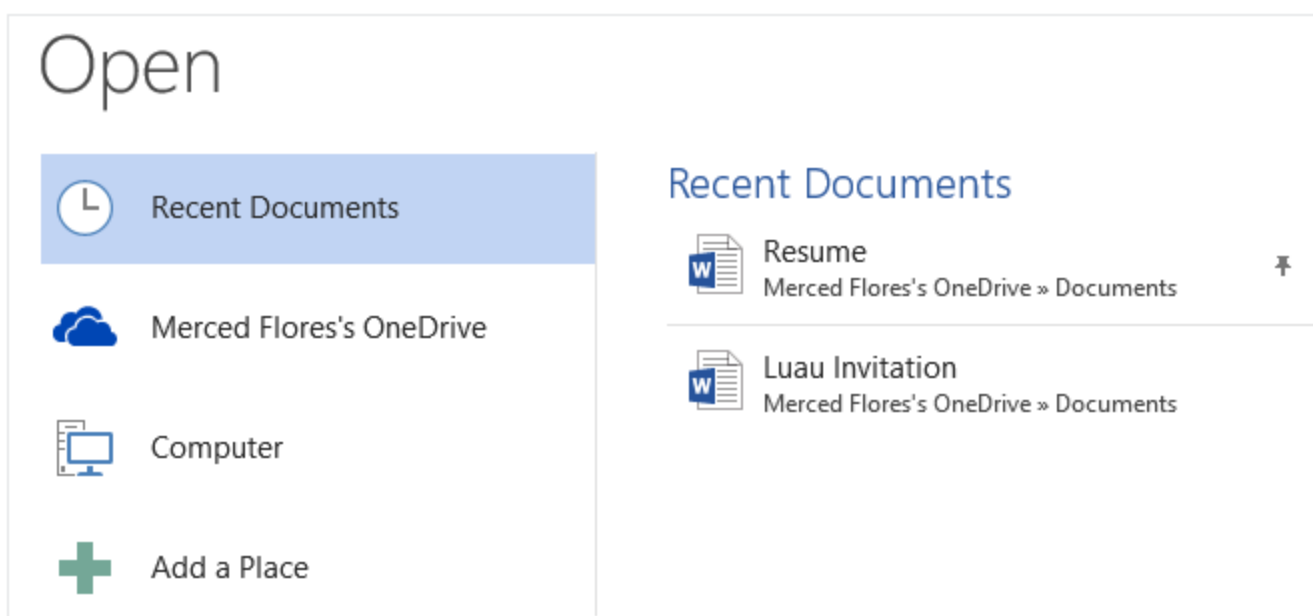
## To pin a document:

If you frequently work with the **same document**, you can **pin it** to Backstage view for quick access.

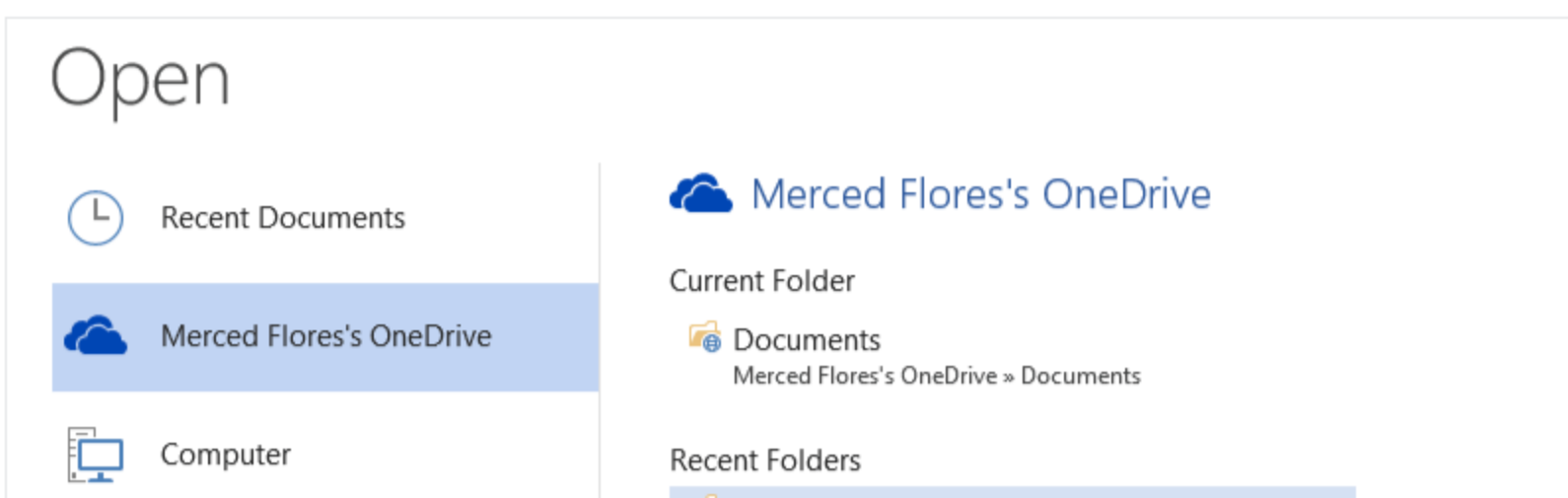
1. Navigate to **Backstage view**, then click **Open**. Your **recently edited documents** will appear.
2. Hover the mouse over the **document** you want to pin. A **pushpin icon** ✂ will appear next to the document. Click the **pushpin icon**.

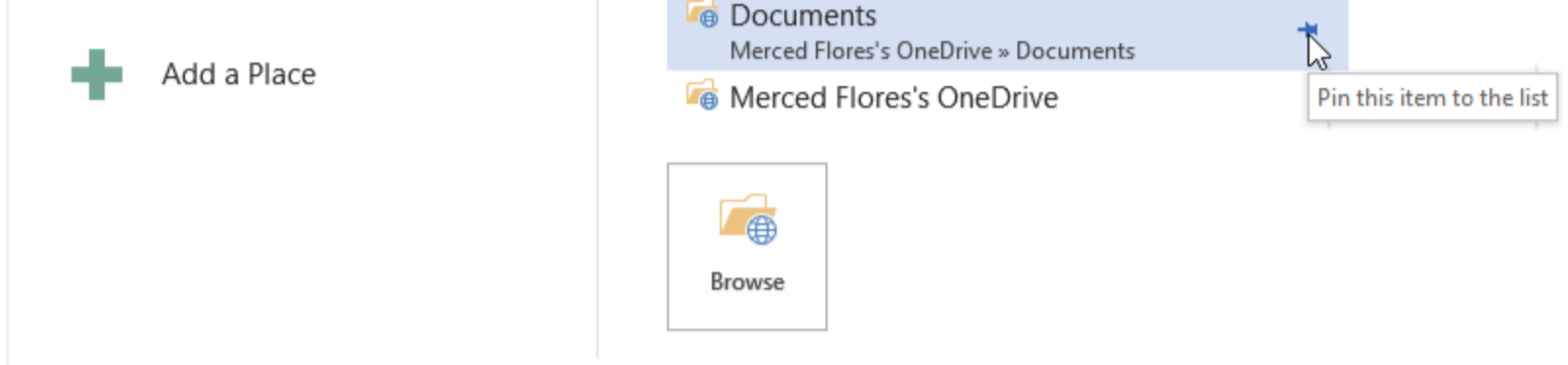


3. The document will stay in Recent Documents. To **unpin** a document, click the pushpin icon again.



You can also **pin folders** to Backstage view for quick access. From Backstage view, click **Open** and locate the **folder** you want to pin, then click the **pushpin icon**.



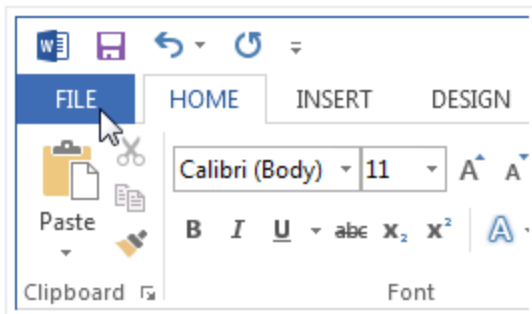


## Using templates

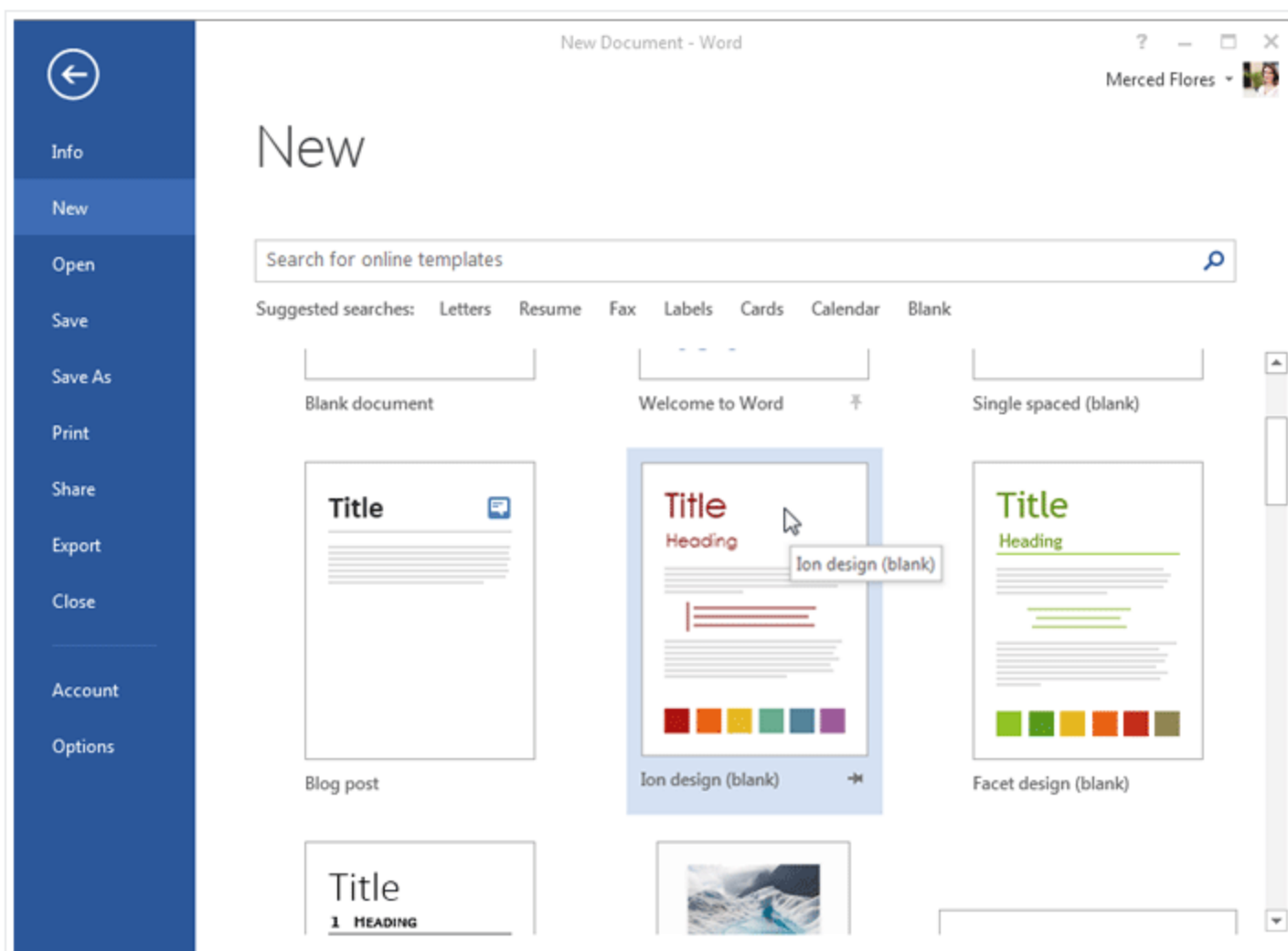
A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

### To create a new document from a template:

1. Click the **File** tab to access **Backstage view**.



2. Select **New**. Several templates will appear below the **Blank document** option.
3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.

**Ion design (blank)**  
 Provided by: Microsoft Corporation

A simple starting document featuring the Ion design. It has a clean look with a touch of personality that's perfect for any document. This template is great for when you want to start from blank but don't want the default look. To take advantage of this design, simply format headings and other text using the Styles gallery on the Home tab.

Download size: 17 KB

Rating: ★ ★ ★ ☆ ☆ (11 Votes)

Create

6. A new workbook will appear with the **selected template**.

✦ You can also browse templates by category or use the search bar to find something more specific.

Document1 - Word

Merced Flores

New

Home party invitation

Party invitation

Halloween party invitation (2 per page)

Easter party invitation

Party invitation (floral design)

Category	Count
Invitation	109
Event	107
Party	106
Personal	98
Print	65
Card	49
2 per page	47
Event Planning	46
Illustration	43
Design Sets	42
Holiday	42
Blue	40
Paper	40
White	34
Avery	33
Media	33
Flyer	30
Seasonal	30
A2	26

! It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even individual users, so some templates may work better than others.

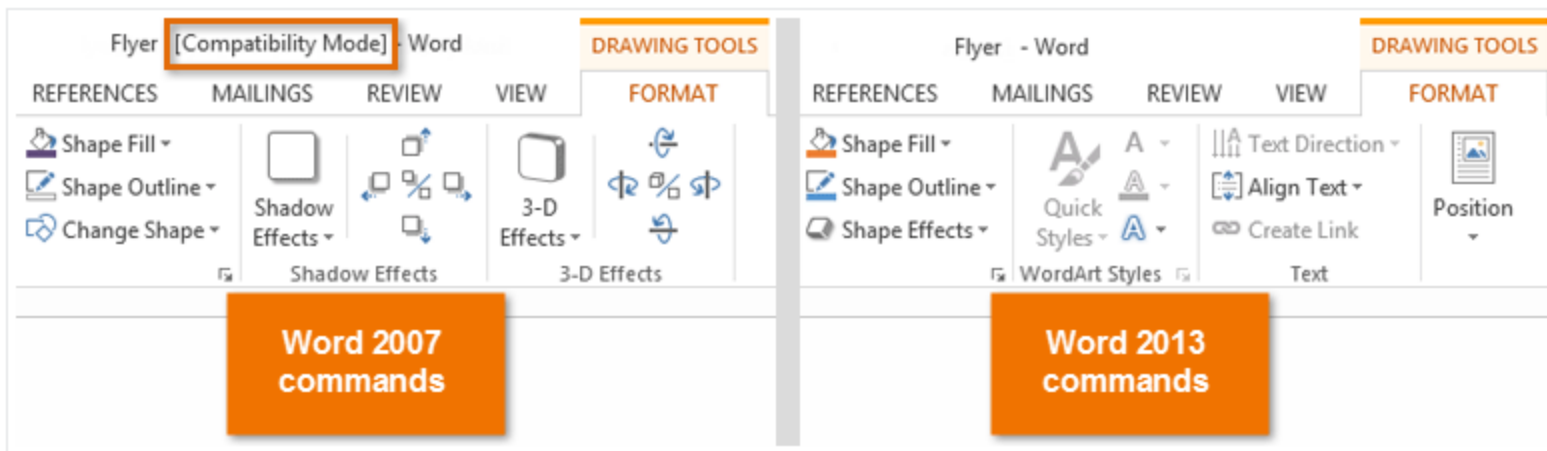
## Compatibility mode

Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility mode**.


Word 2010 or Word 2007. When you open these types of documents, they will appear in **Compatibility mode**.

Compatibility mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.




To exit Compatibility mode, you'll need to **convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, it's best to leave the document in Compatibility mode so the format will not change.

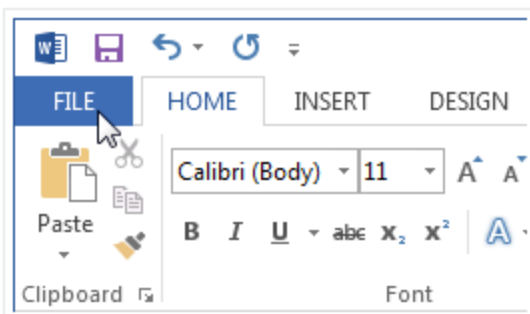
 You can review this [support page](#) from Microsoft to learn more about which features are disabled in Compatibility mode.

## To convert a document:

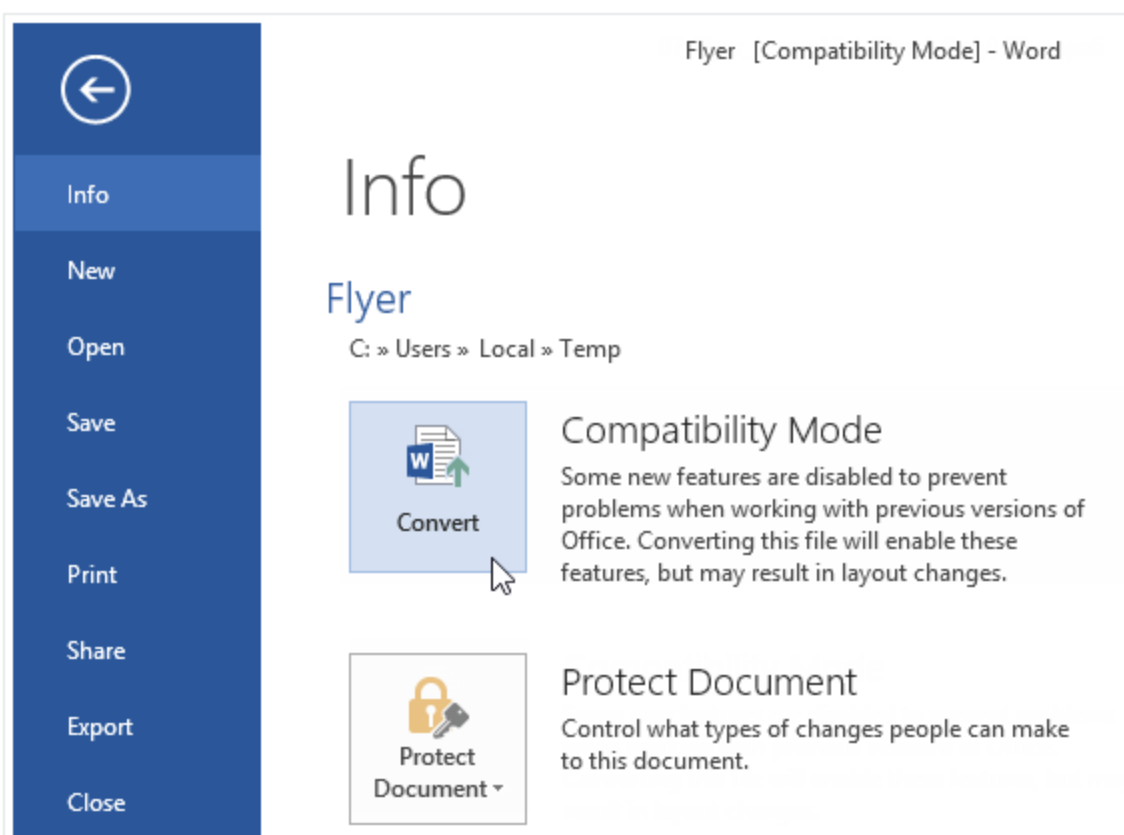
If you want access to all Word 2013 features, you can **convert** the document to the 2013 file format.

 Note that converting a file may cause some changes to the **original layout** of the document.

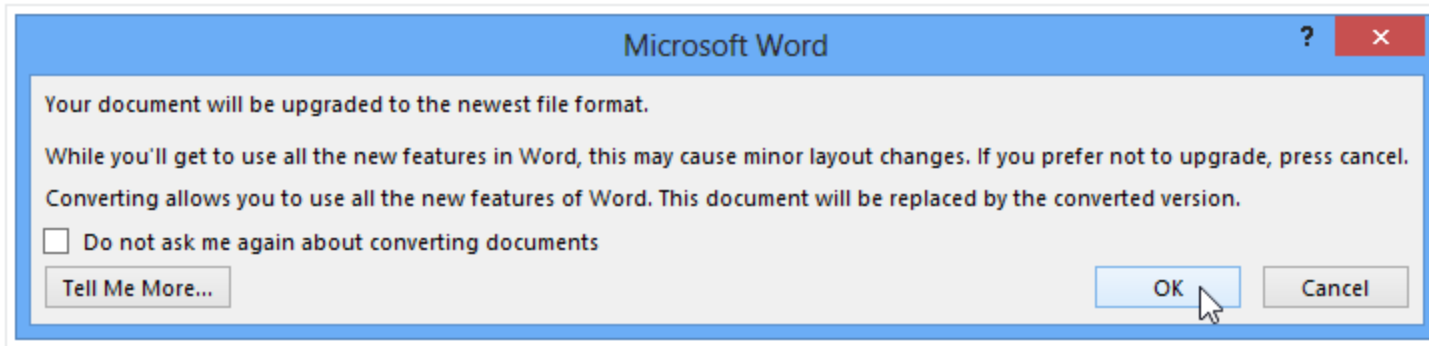
1. Click the **File** tab to access Backstage view.



2. Locate and select the **Convert** command.



3. A dialog box will appear. Click **OK** to confirm the file upgrade.



4. The document will be converted to the newest file type.

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## Challenge!

1. Create a **new blank document**.
2. Open an **existing document** from your computer or OneDrive.
3. **Pin** a folder to Backstage view.
4. Create a new document using a **template**.