
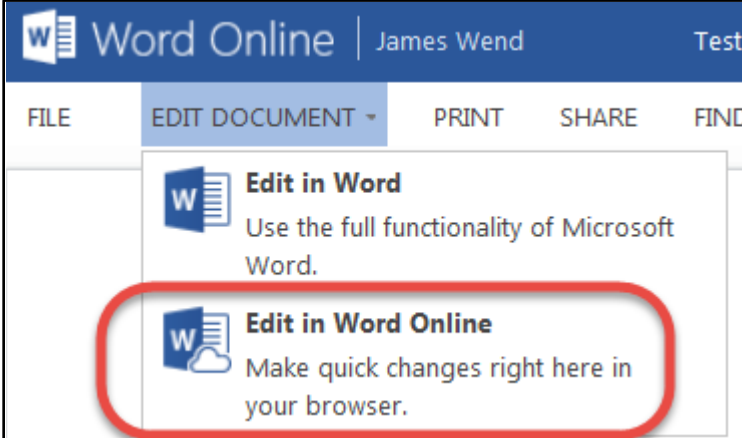
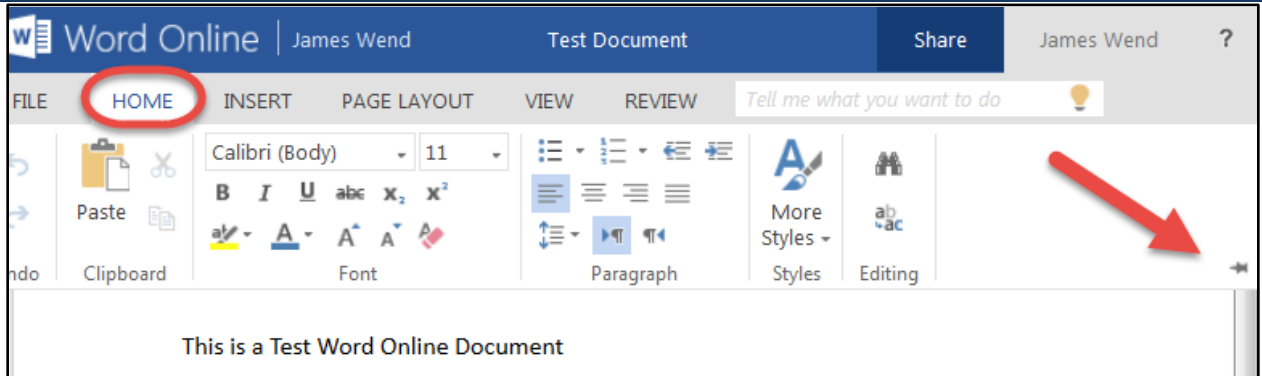
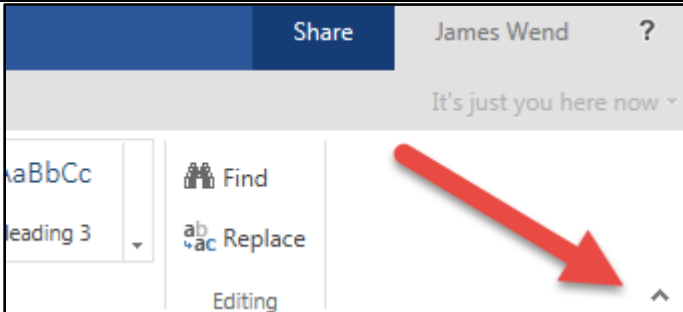
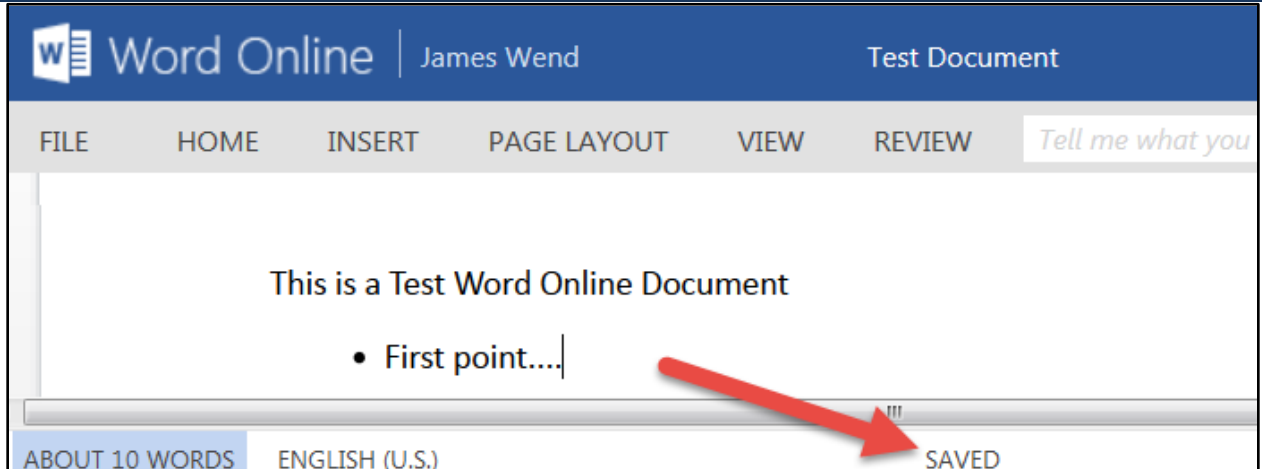
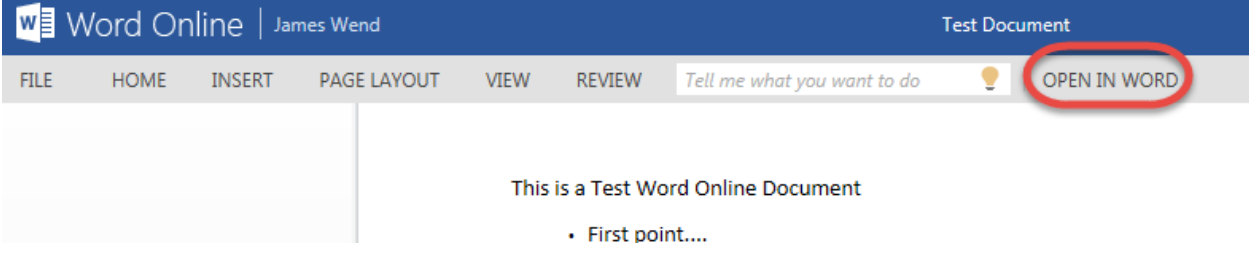
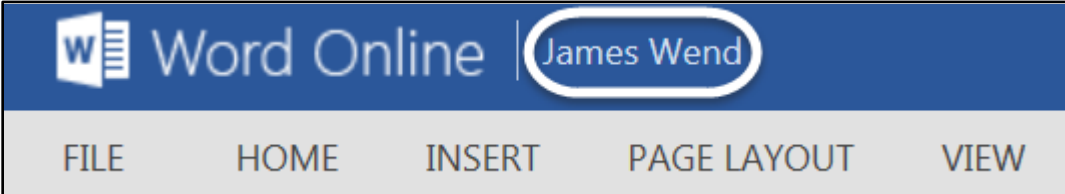
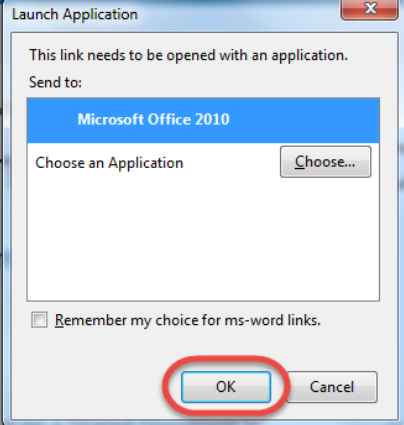


Editing a Document in Office Online

Task	Screen Shot
<p>Recommended browsers – Internet Explorer or Firefox</p> <ol style="list-style-type: none"> 1. Log on to OneDrive / Office 365 http://portal.microsoftonline.com 2. Log on using username@alverno.edu and your Alverno password. You will 	
<ol style="list-style-type: none"> 3. You will be required to enter the same username and password a second time. 	
<ol style="list-style-type: none"> 4. In the Documents pane, click on the name of the document to open it in OneDrive 	

Task	Screen Shot
<p>5. The document opens in View Only Mode</p>	 A screenshot of the Microsoft Word Online interface. The top ribbon shows the 'FILE' tab selected. The main content area displays the text 'This is a Test Word Online Document' centered on the page. Below the text is a small image of a modern building.
<p>6. To edit the document, click the “Edit Document” tab. You then have the choice of opening the document in the desktop version of the application or editing online. We will choose Edit in Word Online for this example.</p>	 A screenshot of the Microsoft Word Online interface with the 'EDIT DOCUMENT' dropdown menu open. The menu contains two options: 'Edit in Word' (with a desktop Word icon) and 'Edit in Word Online' (with a Word icon and a cloud). The 'Edit in Word Online' option is highlighted with a red rounded rectangle. The text for 'Edit in Word Online' reads: 'Make quick changes right here in your browser.'

Task	Screen Shot
<p>7. Word Online hides toolbars by default. Click the Home button to make the formatting tools visible temporarily. The other tabs can be accessed in the same manner.</p> <p>8. Clicking the pushpin icon in the lower right corner of the toolbar makes the toolbars visible for the whole editing session.</p>	
<p>9. To collapse the toolbar, click the ^ icon in the lower right corner of the toolbar.</p>	
<p>Automatic Saving</p> <p>10. Office Online documents are automatically saved to OneDrive. Look for the Saving/Saved text at the bottom of the window.</p>	

Task	Screen Shot
<p>11. Editing in Office Online gives users the option of opening the document in the desktop version of Office. Clicking “Open in Word” opens this Word Online document in the desktop version of Microsoft Word.</p>	 <p>The screenshot shows the Microsoft Word Online interface. The ribbon is visible with tabs for FILE, HOME, INSERT, PAGE LAYOUT, VIEW, and REVIEW. The 'REVIEW' tab is active, showing a search bar and a lightbulb icon. The 'OPEN IN WORD' button is circled in red.</p>
<p>12. To return to the document page, either select Close from the file menu or click on your name at the top of the webpage.</p>	 <p>The screenshot shows the top header of the Word Online interface. The 'Word Online' logo is on the left, and the user's name 'James Wend' is on the right, circled in white. Below the header are the ribbon tabs: FILE, HOME, INSERT, PAGE LAYOUT, and VIEW.</p>
<p>13. Select OK when asked what desktop application you would like to launch on your local computer.*</p> <p>*To use this feature you must have Microsoft Office 2010 or Office 2013.</p>	 <p>The screenshot shows a 'Launch Application' dialog box. The text inside says 'This link needs to be opened with an application. Send to: Microsoft Office 2010'. There is a 'Choose...' button and a 'Remember my choice for ms-word links.' checkbox. The 'OK' button is circled in red.</p>