

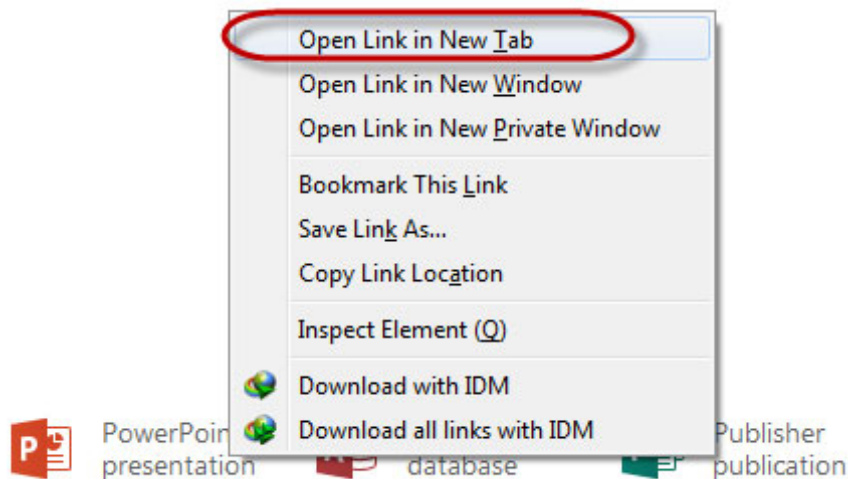
# Handle common situations when using Office 365

Automatically activate applications in Office 365 on desktop, interface display errors, misspellings, annoying grammar, no text zooming feature to check, errors when installing Office 365 for desktop These are common situations with Office 365 on 'clouds'.

**Activating the application itself in the Office 365 desktop suite, an interface display error, an annoying spelling message, no zooming feature are common situations with Office 365 on the 'cloud'.**

## Office 365 on 'cloud' automatically activates the application on the desktop

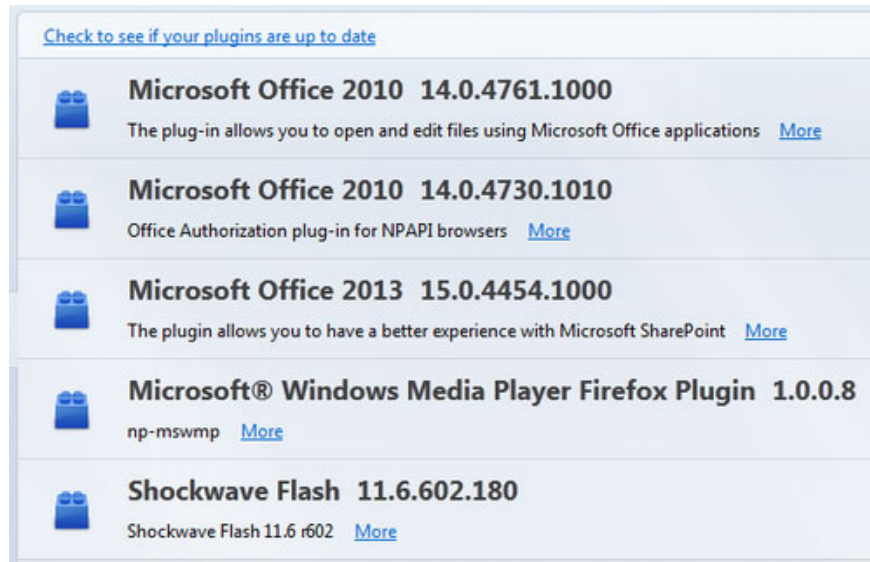
By default, when a user clicks on the application name to create a file on the web browser, a new tab will open. However, if you've ever selected the **Create in Word option**, edit the new document by opening the Word application in the Office 365 suite installed on Windows. This option will be saved for later sessions. Therefore, if you want to create a new file on your web browser, right-click on the application name in the list, select '**Open Link in New Tab**' .



Prepare new documents with Office 365 on the web browser if the desktop application is being set to open by default.

## Office 365 on 'cloud' has a display error

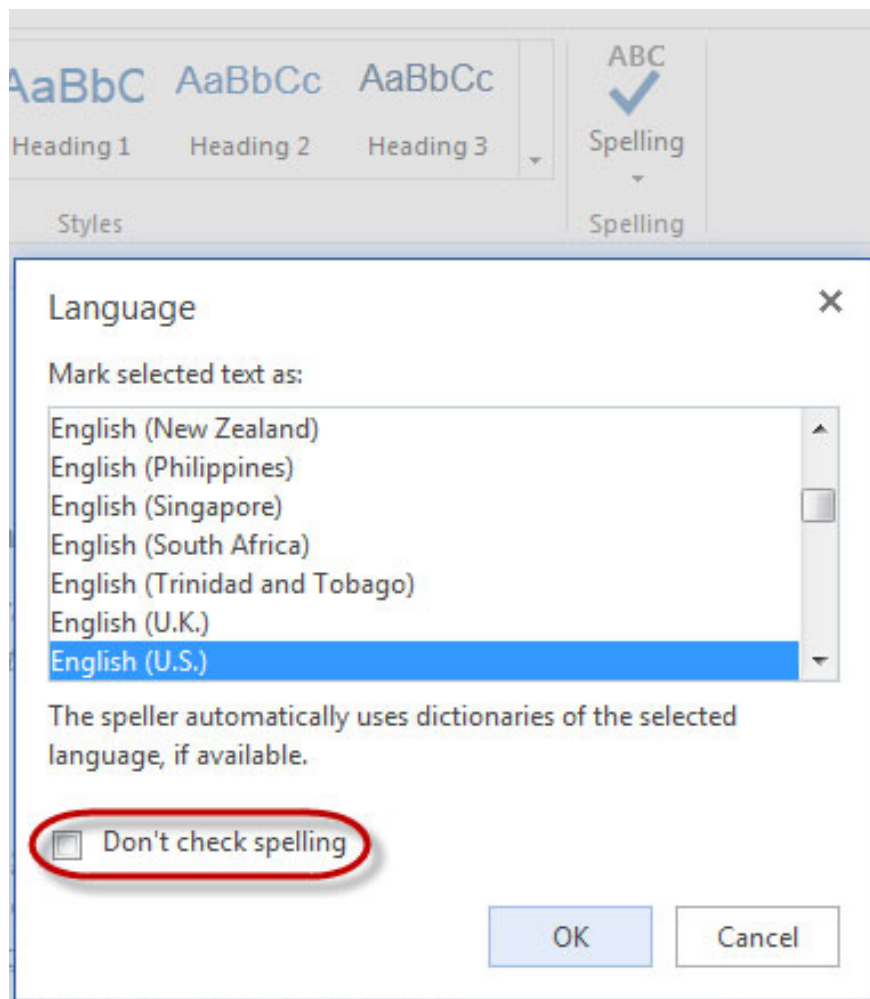
This error usually occurs because the user's browser does not install enough extension components to support the display of the main interface objects. Office 365 is used by Microsoft to make the most of the latest technologies, especially HTML5. Therefore, users should update to the latest version for the browser, fully install the new Flash Player plug-in and Silverlight.



Some plug-ins needed for Office 365 on "cloud" to work on web browsers.

## Annoying spelling and grammatical error messages

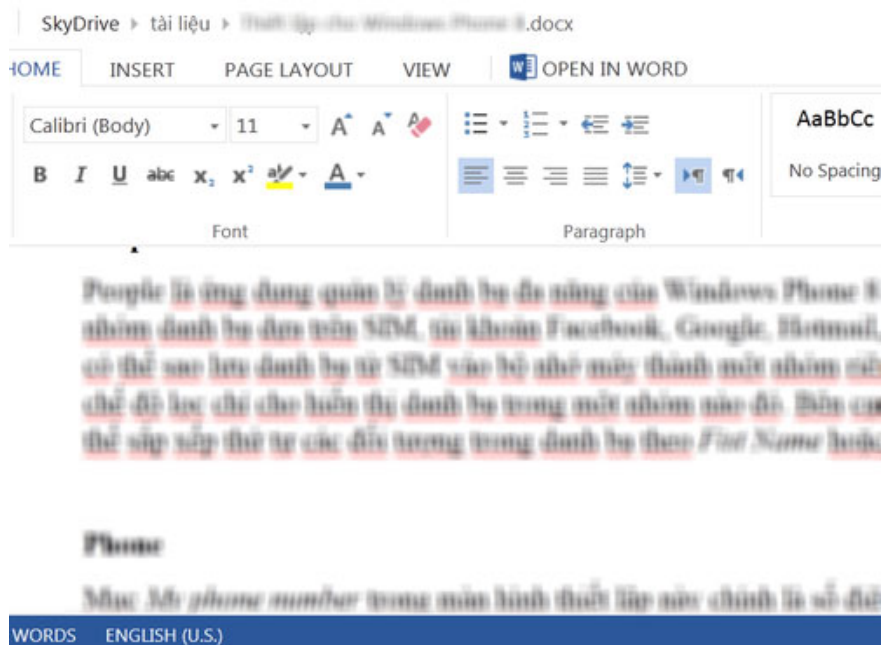
Just like every version of Office on the desktop, Office 365 also features spelling and grammar checking, but is only effective in writing documents in English. If you want to get rid of these annoying bugs, on the **Home** tab, click on **Spelling**, '**Set Proofing Language**', select '**Don't check spelling**' (with Office 365 on '*cloud*'); or go to **File, Options**, select the **Proofing** tab, remove all the check boxes under '**When correcting spelling and grammar in Word**' (with Office 365 desktop version).



Quit checking error sentences from Office 365.

## Cannot enlarge text to check

After editing, users can use the zoom feature to easily read and detect errors (if any), but Office 365 on 'cloud' has no more features. Therefore, if you want to enlarge the content to read and check again, users should take advantage of the browser itself. Normally, users just hold down the **Ctrl** key, and roll the middle mouse button. At that time, the entire website interface will be enlarged, from the content edited, to the menu bars and tools.



Enlarge text content on Office 365 with a web browser.

## Error installing Office 365 for desktop

Office 365 only allows users to install online so the waiting time is quite long. Before installing, Office 365 will check the system very carefully, if it detects that 'remnants' of any version of Office will report an error immediately. To solve this problem, users only need to download the error correction tool at **this address** . Then, activate and click **Fix** , agree with everything that the program requires to intervene. Completed, you can now install Office normally.

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