

- Today I'll be discussing New Word's benefits, limitations and features, and demo publishing New Word
- This presentation presumes you are an intermediate level Author-it user, who understands how to configure and publish to Legacy Word.
 - I won't be explaining how to create a book that you can publish to Word, or concepts like style mapping, or setting up headers and footers in media objects
 - That's purely for time reasons
 - If you aren't at that knowledge level yet, see our KC.

If you remember nothing else today...

- New Word publishes *much* faster than Legacy Word
- We're removing Legacy Word from Author-it Cloud in 2026.R1
- Legacy Word will remain in Author-it On-Premises, but support for it ends in 2026.R1
 - Author-it will not update it or assist with configuring it
 - Legacy Word isn't currently scheduled for removal from Author-it On-Premises
- To avoid disruptions to publishing, set up and test New Word publishing now
- If you encounter (undocumented) issues, please submit a ticket with Author-it support.

We hope there's plenty of things worth remembering from today's Webinar, but, if nothing else, we hope you at least remember these points.

- We are removing Legacy Word from Author-it Cloud 2026.R1, which we'll be releasing in quarter 1 of next year. We were originally going to remove New Word in 2025.R3, but we pushed it back after getting your feedback about configuration and internal testing requirements.
 - You can switch freely between New Word and Legacy Word until 2026.R1, but after that, you must use New Word.
- Legacy Word will remain an option for Author-it On-Premises. If you use Author-it On-Premises you'll be able to switch freely between the two, and that isn't scheduled to change. That said, support for Legacy Word ends in 2026.R1. After that release, we won't be fixing any bugs for it, adding new features, and the Author-it Support team won't help configuring it.
- Because of the above, if you use Legacy Word, we recommend setting up and testing New Word publishing now. It's the best way to avoid interruptions to your publishing.

Out with the old...

Why Author-it is moving to New Word

Out with the old...

- Legacy Word's technology stack has become unfeasible to maintain
- Places too much strain on publishing servers
- We need to keep up with our competitors
- All the benefits we'll be talking about in the next section.

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"Word publishing has changed – we know our Word publishing needs to change to if we want to keep up. New Word lets us do that."

– JAMIE SIMMONDS, AUTHOR-IT

- Legacy Word is one of our oldest publishing formats, and it shows. The technology and components it's built on top of have become increasingly difficult to maintain, making it difficult for us to release updates or bug fixes for it. Now they've reached a point where it's no longer feasible for us to use them. It's a situation those of you in the technology sector will be familiar with: No matter how good or reliable something has been in the past, you have to update its underlying technology eventually.
- Legacy Word's publishing times are placing unnecessary strain on Author-it Clouds publishing servers. Reducing that will mean faster times for everyone, even those who don't use word. The same principle applies to Author-it On-Premises. Legacy Word is becoming a bottle neck for publishing and forcing publishing servers to require more resources than they should.
- Since we first introduced Word publishing, many other CCMS have come to market. Word publishing has changed – we know our Word publishing needs to change too if we want to keep up. New Word lets us do that.
- New Word comes with a list of benefits for you, which I'll cover in detail in the next section.

New Word benefits

More modern, more speed

Speed

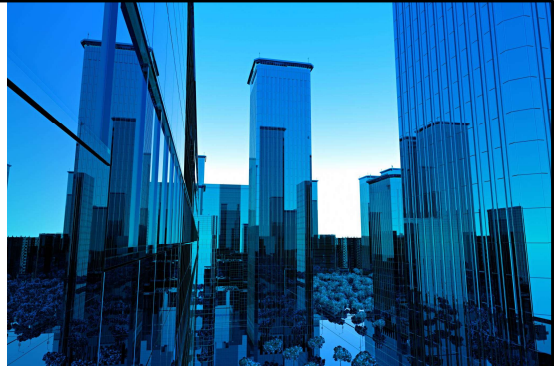
- New Word uses Resolved XML for publishing
- Publishing times are significantly faster than Legacy Word – we've found them comparable to PDF ProCSS.



- The biggest benefit of New Word is its incredibly fast publishing times. New Word publishes using Resolved XML, and as a result, has comparable publishing times to other Resolved XML outputs like Magellan and PDF ProCSS. Exact results will vary, but we've found it at least twice as fast – often a lot more.

Modern Standards

- Uses modern (dotx) word templates
- Publishes modern (docx) Word documents
- Supports textboxes
- Publishes on frameworks that are easier for Author-it to maintain and update.



One of the more immediately obvious changes New Word brings is that it uses dotx templates and publishes docx Word documents, instead of dot templates and doc files. That's unlikely to revolutionize your workflows, but docx files in bring some benefits that we think are worth noting:

- Docx files are smaller than Doc files
- Docx files are compatible with a wider range of applications. In particular, they're more likely to keep advanced formatting when opened with something other than Word
- Docx files are less prone to corruption
- Docx files are more difficult to infect with malicious macros
- Docx files have higher quality image compression
- Docx files are based on the Office Open XML standard, which Microsoft is actively maintaining and updating, unlike the old binary format doc is based on
- Docx files support extra features, such as inserting online videos, which gives us the option to support them if there's demand for it.

Moving to New Word also means publishing on a technology framework that's easier for us to troubleshoot, maintain and update. In other words, we can provide a better experience for you.

Images automatically embedded

- All images are embedded into the Word document
- No need to run a macro
- Reflects modern internet speeds and portability requirements.



Now this next point can get a little confusing. Author-it has the file object types "linked picture file" and "Embedded image or OLE object." These are commonly called linked images and embedded images.

Word files have two ways to handle images, linking them or embedding them. This is also commonly called linked images and embedded images. For the purposes of clarity, in this slide I am strictly talking about how Word uses those phrases.

In Legacy Word, every image publishes as a linked image. That made sense when publishing large binary files in a world with low portability requirements and terrible internet speeds, but that simply isn't the case anymore. Our support team has known for years that most organizations run a macro over their Legacy Word outputs to convert linked images to embedded images, and when we investigated to see precisely how many are doing that in Author-it Cloud, we found it was virtually everyone. So we've made this automatic. When you publish to New Word, every image is embedded inside the Word document. You don't need to set this up or configure it in any way.

New table of contents options

- Coming in R3
- Grants greater control of what the TOC displays and how it displays it
- Exclusive to New Word
- Provides most of the functionality of the "Update TOC" macro.



Some more benefits of New Word that are worth mentioning are the new table of contents options that are coming in R3.

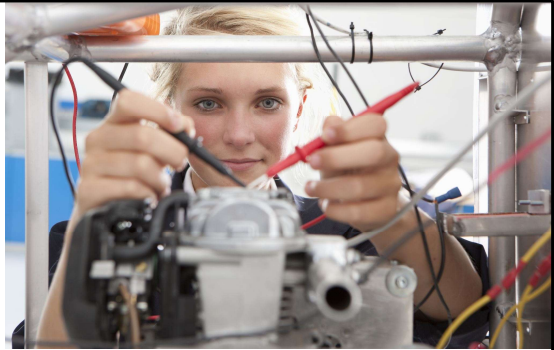
If you're familiar with the "Update TOC" macro, this takes most of those options and puts them in Author. The only thing it doesn't do is open Word and force it to update its page numbers. These new options include:

- Specifying a start and end level for the TOC.
 - For example, currently you can configure your TOC to display say, 7 heading levels. Now you could configure it to display levels 2-7
- Excluding page numbers from some TOC levels.
 - For example, your TOC could go to level 6, but page numbers are only displayed for levels 1-4.
- Select a TAB leader directly from Author.
- Specify specific paragraph or character styles that should part of the toc. For example, if you have a paragraph style in Author called "Megaheading", you could set it up so that any text with that style becomes a table of contents entry.

Please note these options are currently exclusive to New Word. They won't work in legacy Word, or in other print outputs like PDF ProCSS.

Minimal configuration requirements

- No additional licences or installations
- No additional costs
- Almost no configuration changes from Legacy Word.



Since I've been at Author-it, we've released a few new output-formats, all of which have required configuration outside of the Author-it product. That ranged from Author-it On-Premises customers having to install additional applications, to Cloud customers having to submit a ticket to support to configure a publishing profile.

New Word doesn't have any of that. Just like Legacy Word, all you need to set it up is the Author module, and Microsoft Word. You can do everything without our involvement, and without having to do any additional installs.

We'll explain exactly how to configure New Word later in the presentation.

New Word and Legacy Word

Configuration and Side by side demo

Next I'm going to show you how to configure New Word, then do a side by side comparison of a Legacy Word output and a New Word output. Please note everything I do and show you today will be in an R3 environment. R3 comes with a bunch of new features and fixes for New Word and is going to be released soon.

The Word template

- Open your existing Word template/s
- Save as .dotx
- Check your headers and footers for frames.
Convert to textboxes as required.



The first part of setting up New Word is creating a word template. Some of you will only need one template, others will need a lot.

For today's demonstration, I'm only going to set up one Word template. I'm also going to assume you have at least some knowledge about how these templates are used in Legacy Word. If you don't, the main thing you need to know is that Word templates determine what your paragraph and character styles look like when you publish, and the content of headers and footers.

So, here we have a Word template that I prepared earlier. Until now, it's been used for Legacy Word, meaning it's saved as a dot file – the old file format for Word templates. To start off, I'm going to save a copy in the latest format, dotx, then work in the copy.

For some of you, this will be enough. Word is very good at converting old dot templates to the new format and the template will already have all the paragraph and character styles it needs. If you're using frames in the autotext entries for your headers and footers, you may need to remove them or convert them to textboxes. There are some specific limitations and impacts of using frames that I'll speak about

in more detail later. This template uses a lot of frames, but they don't affect much, so I'm only going to get rid of one of them for demonstration purposes.

The publishing profile

- Create or edit a publishing profile
- Change the publishing format to Word
- Select New
- Add your dotx template to the profile
- Remove any Word Macro post publishing actions.



After you have the Word template, setting up the publishing profile is very straightforward.

1. Create the profile, or edit an existing one if your prefer.
2. Change the Publishing Format to Word.
3. Select New.
4. Open the Theme tab, and select your dotx template as the Word template. Just like Legacy Word, you can leave this blank and assign the Word template directly to your books or book templates instead, if you prefer. The publishing profile takes priority however, and we've found most organizations use that option for Legacy Word.
5. Lastly, remove any Word Macro post-publishing actions, since they're no longer required. If you're using Author-it Cloud, you won't be able to remove these directly, so you'll need to create a new publishing profile instead.

Of course there's lots of other configuration you can do for publishing profiles, like setting up filters, but what I just showed is all that's required for New Word.

The book

- Already got a book for Legacy Word publishing? You're probably good to go!
- Remove file objects from book.



If you're watching this Webinar, odds are, you already have a number of books in your library that you publish to Legacy Word. The features that New Word won't be supporting in the long term are typically quite old, and won't be used by many of you.

If you have file objects that are directly in the book, like this, you'll need to add them to a topic instead. This is fairly easy – you can give the topic the same description as the file object, and leave the print heading blank.

Publishing – side by side



Legacy Word



New Word

I'm not going to publish live just in case, but I have some publishing jobs that I prepared earlier that use the same books, Word templates, and publishing profiles that I've been demonstrating with today.

If we open the Legacy Word output, you'll see it's a short but reasonably complex document, it has multiple page sizes, a variety of headers and footers.

If we open the New Word output, and place them next to each other you'll see... they're the same. Of course they are, that's the goal right. The same but faster and more modern. If you repeat this experiment yourself you can use Word's compare function to see exactly how similar these documents are. Unfortunately because the documents are generated differently that comes with a lot of noise and invisible differences, which makes it terrible to show in a demo, but I think it's worth doing outside of this context.

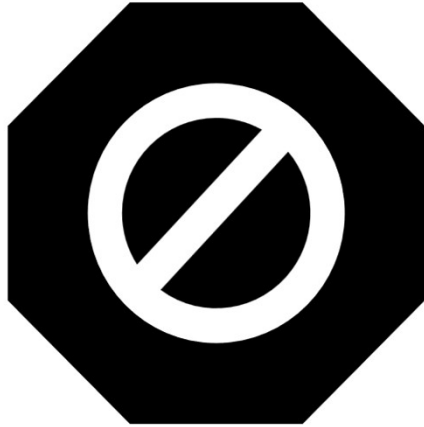
Of course the main feature of New Word is its speed, and this side by side comparison doesn't demonstrate it well. But the logs from publishing jobs do, and again, I have some prepared from earlier. The files I just showed you were a bit small to display this point effectively, so I tripled their content, then published them again.

Legacy word started at 2:40:18 AM and finished at 3:13:37 AM. Around 30 minutes, plus a few minutes to run some macros.

New word started at 2:40:29 AM and finished at 2:47:19 AM. Just 7 minutes.

New Word limitations in 2025.R2

New Word limitations in 2025.R2



- A variety of object properties aren't supported in 2025.R2
- Support for nearly all of these will be released in 2025.R3
- [All of these limitations are documented in our knowledge center.](#)

New Word's first release was in 2025.R2, and was an early release intended for previewing and evaluation purposes. As you'd expect, that meant it was and is missing several key features. Some examples include borders for file objects, and adding Super Headings to the table of contents.

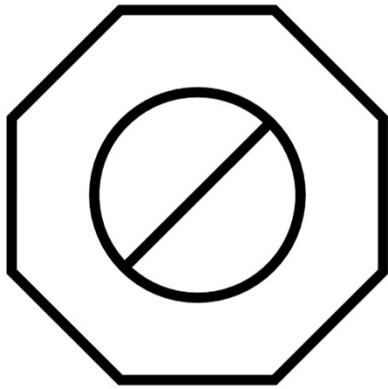
The two features I suspect your authors are most likely to notice is that linked picture files aren't supported (Linked pictures as in the file object type in Author) and you can't publish tables that don't have borders.

If you'd like to view a complete list of these features, you can do so in our knowledge center – I'll provide a link now. Importantly however, support for nearly all of these (including the examples I listed) is coming in 2025.R3, which isn't far away.

New Word limitations in 2025.R3 and beyond

In this next section, we'll be talking about the limitations that you can expect New Word to have in 2025.R3 and later versions.

New Word limitations in 2025.R3 and beyond



- Advanced table features
- Some limited object properties
 - Section Start: New Column
 - Super Heading: **1st, 2nd, 3rd; One, Two, Three;** and **First, Second, Third.**
 - Source type: linked document file
- Placing file objects directly into a book
- File object variables (scheduled R4)

In R2, all tables in New Word publish as if they have full borders on every cell, and no shading. In R3, configuring borders, merged cells, shading and cell sizes is supported. Everything you'd find under the advanced tab in Author is coming in a future release: vertical alignment, text direction, repeating heading rows and allowing row breaks.

There is a very small number of object properties that New Word won't support, even after 2025.R3:

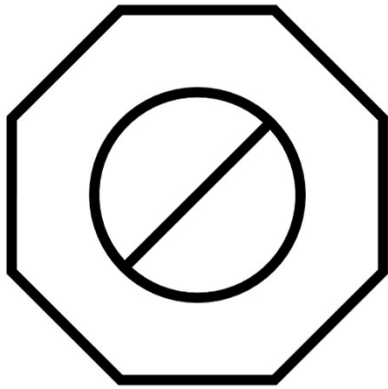
- **Section Start: New Column.** In Legacy Word, this inserted an "end-of-section" marker. Visually, that meant your content started in a new column on the same page. Those markers don't exist in the latest version of Word, so this option inserts a section break instead. That means your content starts in a new column on the next page instead of the same page.
- Super Heading: **1st, 2nd, 3rd; One, Two, Three;** and **First, Second, Third.** This is due to a surprising technical limitation of one of the third-party components we use. For that reason we can't schedule a fix, but if the component fixes this limitation, we'll make sure we get that fix as well.
- File objects have a source type called linked document file, that lets you insert a Word, RTF, or text file into your Word document. Because Author-it has no idea what is in that file, this option has always been unpredictable, and that's still true

for New Word. It also isn't commonly used, and would take a huge amount of effort to guarantee it's functionality – effort we think is better spent on more commonly used features. As a result we've decided that while we won't prevent you from doing this, we warn it may not work as expected, and that the further from plain text the inserted file is, the more unpredictable the impact will be.

New Word won't display any file objects that you've added directly into a book, instead of inside a topic. We may support this in the future, but for now we aren't prioritizing it because it's so rarely used. In fact I wouldn't be surprised if most of the people watching this webinar didn't know about this feature.

New Word doesn't support file object variables at all in 2025.R2, and has very limited support for them in 2025.R3. You can place them inside a topic, but New Word will only ever publish the variable's default value, it won't change it based on book or topic assignments. If you don't know what these are, don't worry, you're not alone — this type of variable is a very old feature that's no longer best practice for most organizations. That said, full support for them is scheduled for 2025.R4.

New Word limitations in 2025.R3 and beyond



- Frames in headers and footers can cause issues
- Style generation is scheduled for R4
- No AllowPageBreak paragraphs.

In R2, using frames or textboxes in your headers or footers sometimes cause New Word publishing to fail. That's a bug. That is fixed in R3, but there are still difficulties in using frames. They may cause the page number entries in your table of contents or table of figures to be incorrect. They may also not have the correct layout and formatting if you frames in advanced ways, such as a single header entry that places multiple frames on the page in a variety of locations.

If your templates only have a few headers and footers with frames, we recommend removing the frames, or replacing them with textboxes. If you're only using those frames to make sure content is placed inside the header or footer of your word documents, instead of, say, halfway down the page, you can likely remove them. New Word moves autotext entries into that space quite effectively.

If you have a lot of frames in your templates, and converting them is going to be too difficult, we recommend converting your existing Word templates to dotx, making no further edits, then publishing to New Word with them. That way you can see if, and hopefully which, headers and footers will actually present an issue. If publishing doesn't work as expected, or particular headers or footers don't look correct, edit them in the Word template as needed. Then try publishing again. Obviously this still

requires time and effort, but it might be less time and effort for you.

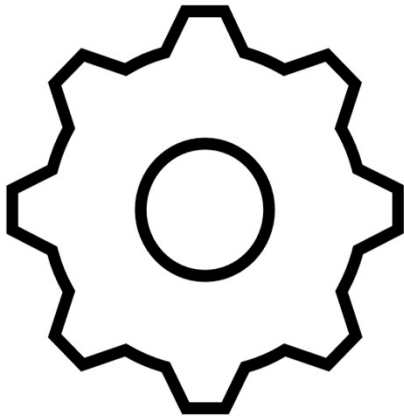
Please note that frames still work for paragraph and character styles, you don't need to change anything about those.

If a style is unmapped or Author-it can't find it in your Word template, Legacy Word will generate the style for you, using the style definition settings in Author-it. So if it looks bold in the topic editor in the Author module, it will be bold in Legacy Word. New Word doesn't do this yet, it will fall back to the normal style instead. This is coming to New Word in R4.

Legacy Word inserts an empty paragraph with the style AllowPageBreak before every topic heading. This is intended to be used with a Word template that has "keep with next" turned on for all of its paragraph styles, except for AllowPageBreak, so you can have very granular control over where page breaks are located. New Word doesn't insert this paragraph, or any extra paragraph before headings. It's debatable whether this is really a limitation or an improvement, since one of our frequently asked questions is "how do I remove that paragraph style". We've decided to remove and wait for your feedback about if it's required, I list it here in case it's something you are using.

Macros in New Word

Macros in New Word



- Macros aren't supported at all in 2025.R3
- Support for .dotm and .docm is coming in 2025.R4
- The "Word Macro" post-publishing action isn't supported in New Word, even for OP.
- Author-it Cloud used post publishing actions that replicated these macros. These also aren't supported.
 - Most common macros actions are done automatically by New Word
- You can still open the Word document directly and run a Macro over it.

Let's do that deep dive into Macros that I promised.

In today's world, Author-it runs macros over Legacy Word publications via post-publishing actions. In Author-it On-Premises that's typically via a type of post-publishing action that's appropriately called "Word Macro", in Author-it Cloud that's done via a command line which achieves the same thing.

Neither of these types of post-publishing actions will work in New Word. If you run them, publishing will succeed, but the actions will fail.

That means that, however you do Word Macros today, you'll need to do them differently in New Word.

Some of you may not need Macros at all. We have no visibility over what macros are used on your local systems or in Author-it On-Premises. But we can see what Word macros Author-it Cloud customers have asked us to create, and how many times they've been run. Surprisingly, the range is small. The vast majority of the time it's either the "Embed linked images" macro or the "Update TOC" macros. In fact it's very

rare that any others are used. Both of these macros do things that New Word does automatically, so for at least some organizations, there's a chance you can simply stop using macros.

Other's will need to find a way to make them work for New Word, and in 2025.R3 that's not very easy. Currently, New Word only supports dotx templates which generate docx files. You can't store Word Macros in these filetypes. You can open docx files and run macros in them, but you need to either create the Macro each time you want to use it or it needs to come from a different template or Word document somewhere on your system.

That presents a variety of difficulties. Most notably, you can't have macros that run automatically when the Word document is opened.

That's we've started developing support for dotm and docm files in New Word. As you may know, these files types allow you to store Word macros in them. Essentially, you add the macro to the dotm template, then any files that you publish with it will be docm files that have that macro.

So, what does that mean for organizations that publish to Word, but rely heavily on macros?

Realistically, you won't be able to make full use of New Word until we release support for dotm and docm files. To be fully transparent, development for that has started, but we're still determining exactly how long it will take. We're confident it will be months rather than years, however. We recommend you spend R3 and R4 setting up New Word publishing, creating or perhaps migrating the macros you need, and testing out both so that you're ready to go come that release.

New Word publishing gotchas



New Word publishing gotchas



- Page numbers in the table of contents and tables of figures
 - Unfortunately, when publishing to New Word, the page numbers in tables of contents and tables of figures will sometimes be inaccurate. The longer the document, the more likely this is to be a problem. This is a weakness New Word shares with Legacy Word, and is unfortunately unavoidable. While New Word does its best to calculate page numbers, there are some things it can't account for. Fonts are one of the main examples. If your styles use a font that we can't access, or New Word can't access for any reason, New Word will generate the document using a fall back font. That fall back could and probably will have different size and spacing characteristics than the original font. When you open the Word document however, you will have access to the original font or fonts. Word will detect that and use them where appropriate – but now the document looks quite different to how New Word thought it did when it was calculating page numbers.
This particular issue isn't limited to New Word or even Author-it, it's something you can experience even when sending or sharing a Word document normally. The solution is to right click your TOC or TOFs and manually update them, which will correct the pagination. Alternatively you

could run a Macro that does it automatically.

- Unmapped styles

- Legacy Word handled unmapped styles differently to New Word. In Legacy Word, if your Author-it style object wasn't mapped to a Word style, or the mapped Word style wasn't located in the Word template used for publishing, Legacy Word did its best to recreate the style using the style's configuration in Author-it. That meant that you might not have noticed when some styles weren't mapped, particularly character styles that made basic changes like applying bold to some text. In short, sometimes you could get away with having unmapped styles.
- If New Word can't find a mapped style, it applies the normal style to the affected text. That means it will be obvious when a style is unmapped, and you will need to map it. Fortunately, just like Legacy Word, when you publish to New Word the publishing log tells you which styles couldn't be found or were unmapped. After setting up New Word, I recommend publishing your style document if you have one, or a few of your guides, to see if there are any styles that you need to map.
- Automatic style mapping is scheduled for R4, this will be less of an issue then.

- Dot templates

- If New Word detects you're using a dot template, publishing will still succeed. New Word will automatically attempt to make up for the dot templates shortcomings.
- This isn't as effective as converting the template to dotx, and can result in the document not looking how you expect, particularly with images in headers and footers.
- This can be an easy issue to miss if someone forgot to change the template or clicked the wrong one when setting up the publishing profile.
- Can be useful for organizations that only want to publish simple Word docs, who may not need to do the dotx conversion.

- Page breaks

- Legacy Word had some very specific pagination controls, like the AllowPageBreak paragraph that I mentioned earlier. As a result, a lot of Word templates used for Legacy Word have **Keep with Next** turned on for virtually every style. From what we can tell, the longer you've been using Author-it, the more true this is. Newer Author-it libraries will often disable this option and ignore the AllowPageBreak paragraphs.
- Word templates can be very old – in some cases, set up by Author-it over 15 years ago. You or your library administrators may not know your Word templates are configured this way.
- If a paragraph only contains an image, Legacy Word applies keep with next to that paragraph and the one immediately before it. New Word doesn't do

this. New Word uses the line and page break settings of the style applied to the paragraph the image is in.

- If you notice pages are breaking in different locations than what you expect, check our knowledge center topic on New Word pagination controls, and the Line and Page Break settings of the styles in your Word template:
<https://kc.author-it.com/r/books/Author-it-Cloud/Output-Formats-Publishing-Guide/New-Word-pagination-controls>

Questions?

Thank you for joining



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