Documents
User Guide

Documents: User Guide

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1 About this Documentation

The following information will help you make better use of the documentation.

Who is the Target Group for this Documentation?
This documentation is addressed to end users who want to create and edit Office documents from within the groupware and who want to share them with others.

What is assumed in this documentation?
This documentation has been written under the assumption that the end user is familiar with editing documents in typical Office applications.

Which contents are included in this documentation?
This documentation includes the following information:

- In *What is Documents for?* you will find a short description of Documents.
- In *Text* you will find instructions for using the Text app.
- In *Spreadsheet* you will find instructions for using the Spreadsheet app.
- In *Presentation* you will find instructions for using the Presentation app.
- In *Templates* you will find instructions for using text and spreadsheet templates.
- In *Collaboration* you will find notes and instructions for collaborating with other users.

This documentation describes working with a typical groupware installation and configuration. The installed version and the configuration of your groupware might differ from what is described here.

Further Help
A comprehensive groupware documentation can be found in the Groupware User Guide.

2 What is Documents for?

Documents offers various functions for editing Office documents from within the groupware. You can edit Office documents in native Microsoft or OpenOffice formats.

- Use formatted text documents for your correspondence. Use tables and images within the documents.
- Use spreadsheets in order to work with figures, spreadsheets and formulas.
- Create and edit presentations. Start the presentation locally or on-line.
- Edit a document together with other users.
- Make use of the other groupware apps to organize your documents, to send them by E-Mail or share them with users or external partners.

In *Documents*, the following apps are available:

- The *Text* app for creating and editing text
- The *Spreadsheet* app for creating and editing spreadsheets.
- The *Presentation* app for creating and editing presentations.

3 Text

Learn how to work with the *Text* application.

- the *Text* components
- the *Text* edit page components
- create new text documents
- open existing text documents
- edit text documents
- edit a text document under a new name
- adjust the Documents settings

In order to search for text files, organize them or share them with other users, use the *Drive* application.

How to launch the *Text* app:

Click the **App Launcher** icon ⊞ in the menu bar. Click on **Text** in the App Launcher.

3.1   The *Text* Components

The *Text* app includes the following components.

- Toolbar
- Recent documents
- New from template

3.1.1   Toolbar

Contains the following functions:

- **New text document** button. Creates a **new text document**.
- **New text document (encrypted)** button. Whether it is displayed depends on the groupware configuration. Information on encryption can be found in the groupware user guide.
- **Open document** button. Opens an **existing document**.

3.1.2   Recent documents

Contains a list of recently opened documents. The following functions are available:

- If the cursor hovers over a document name, the file name and the document's path are displayed.
- If clicking on a document, the document will be opened.
- A document's context menu contains functions for editing, downloading and for organizing the list.

Also see

3.1.3   New from template

Contains templates for various documents. The following functions are available:

- If clicking on a template, a new document will be created. The new document will be a copy of the template.
- A template's context menu contains functions for editing the template and for creating documents.

Also see

3.2   The *Text* Edit Page

When creating a text document or editing an existing text document, the *Text* edit page opens. It contains the following elements:

- Office menu bar
- Ruler
- *File* toolbar
- *Format* toolbar
- *Insert* toolbar
- *Table* toolbar. Is displayed when having selected a table.
- *Image* toolbar. Is displayed when having selected an image.
- *Shape* toolbar. Is displayed when having selected a text frame or a shape.
- *Review* toolbar
- Document window

Note: When having a small screen width, a compact toolbar is displayed. In the compact toolbar, some text is replaced with icons. Multiple menu items are combined in scrollbars.

3.2.1   Office menu bar

Contains the following:
- **File**. Shows the *File* toolbar that allows to apply file functions.
- **Format**. Shows the *Format* toolbar that allows to format the document's content.
- **Insert**. Shows the *Insert* toolbar that allows to insert tables, images, text frames, hyperlinks, tab stops, line or page breaks in the text.
- **Review**. Shows the *Review* toolbar that allows to use spell checking tools and tools for tracking changes.
- **Encryption** icon ▣. Is displayed when having opened an encrypted document. Information on encryption can be found in the groupware user guide.
- Notifications about saving processes. Notify whether all changes in the document have been saved.
- **Revert** icon ↩. Reverts the last operation.
- **Recover** icon ↪. Recovers the last reverted operation.
- **Toggle Search** icon 🔍. Displays control elements for searching for or replacing text strings.
- **View**. Opens a menu with the following options:
  - Zooming in or zooming out the text.
  - **Show toolbars** checkbox. Defines whether the toolbars are always displayed.
  - **Show ruler** checkbox. Defines whether a ruler is displayed above the document.
  - **Show collaborators** checkbox. Defines whether the document editors list is displayed. This function is only activated if you edit the document together with other users.
- **Close document** icon ✖. Closes the Format window.

Also see

Editing Text Documents (p. 21)

3.2.2   Ruler

Contains the following:

- The document's margins
- Tools for adjusting the indentation of selected paragraphs, text frames or table cells
  You can use the markers to adjust: left indent, right indent, first line indent
  If double-clicking on a marker, a window opens that allows to set the indents by adjusting the values.

Also see

Editing Text Documents (p. 21)

3.2.3   *File* toolbar

File
unnamed   Save in Drive ▼   ▣   ⬇   🖨   ✉ ▼   👤 ▼

Contains the following tools:

- **Rename document** input field. To rename the document, click on the file name.
- **Save in Drive**. Opens a menu with the following options:
    - **Save as**. Saves the selected document under a different name or in another folder.
    - **Save as (encrypted)**. Depending on the configuration, this function might not be available. Information on encryption can be found in the groupware user guide.
    - **Save as template**. Saves the selected document as template.
    - **Export as PDF**. Exports the selected document in PDF format.
    - **AutoSave** checkbox. Defines whether the document gets saved automatically in regular intervals.
- **Page settings** icon ▣. Opens a window with page settings tools.
    - Default values for paper formats, page orientation, page margins
    - Input fields for paper size, page margins
- **Download** icon ⬇. Downloads the selected document.
- **Print as PDF** icon 🖨. Generates a PDF version of the current document.
- **Send as mail** icon ✉. Opens a menu with the following options:
    - **Attach document to mail**. Sends the selected document as an E-Mail attachment.
    - **Attach as PDF to mail**. Sends the selected document as an E-Mail attachment in PDF format.
    - **Send content as mail**. Sends the formatted content of the current document as E-Mail in HTML format.
- **Share** icon 👤. Opens a menu with the following options:
    - **Invite people**. Displays functions for inviting other users to read or edit the document.
    - **Create sharing link**. Displays functions for sharing the document with the help of a link.

Note: If you opened an encrypted document, the following functions are not available: Send as mail, Share

Also see

Editing Text Documents (p. 21)

3.2.4 *Format* toolbar

Contains the following tools:

- character formatting
  - font family, font size
  - emphasis
  - more font styles, clear formatting
  - text color, text highlight color
  - format painter
- paragraph formatting
  - paragraph alignment, line spacing, paragraph spacing
  - paragraph fill color, paragraph borders
  - paragraph style, create new style
  - bullet list, numbered list, demote one level, promote one level

Also see

Editing Text Documents (p. 21)

3.2.5 *Insert* toolbar

Contains the following tools:

- **Spreadsheet**. Inserts a spreadsheet. You can define the number of rows and columns when inserting.
- **Image**. Opens a window for inserting an image. You can open the image as local file or from *Drive*.
- **Text frame**. Inserts a text frame.
  A text frame is a rectangle with a border, a background and text. Similar to graphics, you can move, rotate or adjust a text frame.
- **Shape**. Opens a menu with functions for inserting a shape.
  A shape consists of a frame and a background. Many shapes contain text that can be edited.
- **Comment**. Opens an input field for comments in the sidebar. In addition to the comment text, it contains the following:
  - the editor's name
  - the comment's creation date and time
  - icons for replying to or deleting the comment
  Functions for hiding and showing comments can be found in *Review* toolbar (page 18).
- **Hyperlink**. Opens a window for inserting or editing hyperlinks.
- **Tab stop**, **Line break**, **Page break** Inserts the respective control characters.
- **Header & footer**. Opens an area on top of the page where you can enter the header text. Further elements are displayed below the header.
  - **Header**. Opens a menu with the following options:
    - Settings that allow you to define whether different headers should be used for certain parts of the document.
      Depending on the selected setting, the caption of the button changes.
    - Removing all headers and footers in the entire document.
  - **Go to footer**. Opens an area at the bottom of the page where you can enter the footer text.
  - **Close**. Finishes the editing of the header or footer.
- **Field**. Opens a menu with functions for inserting fields:
  - page number, number of pages
  - current time, current date
  - document name, author name
- **Table of contents**. Opens a menu with functions for inserting a table of contents:
  To adjust an existing table of contents, use the context menu.

Also see

Editing Text Documents (p. 21)

3.2.6   *Table* toolbar

If the cursor is located within a table, the *Table* toolbar is displayed. It contains the following tools:
- insert row, delete selected rows, insert column, delete selected columns
- split table
- select the paragraph alignment within a cell
- select cell fill color, select cell borders, select cell border width
- Assign table style. A table style consists of predefined cell borders and fill colors for specific table cells and rows.

Also see

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3.2.7   *Image* toolbar

If an image has been selected, the *Image* toolbar will be displayed. It contains the following tools:
- Delete image
- Adjust the border style and color for the image frame.
- **Crop**. Opens a menu with the following options:
  - Use a frame to crop the image.
  - Scale the image to completely fill the frame. The aspect ratio is kept. The image might be cropped.
  - Scale the image to completely fit the frame. The aspect ratio is kept. There might be empty space inside the frame.
  - Use numeric values to set the crop frame position.
- Transfer the border style and color to another image.
- **Align**. Opens a menu that allows to define the behavior of objects when being anchored.
- **Position**. If the object is anchored to a paragraph or a page, you can define the text wrapping.
- **Arrange**. Opens a menu with the following options:
  - Define the display order of objects that overlap each other.
  - Rotate or flip objects

Also see

Editing Text Documents (p. 21)

3.2.8   *Shape* toolbar

If a text frame or a shape has been selected, the *Shape* toolbar will be displayed. It contains the following tools:

- Insert shape
- Delete object
- Adjust the border style and color for the object frame
- Adjust the background color for the object's content
- Transfer the border format to another object
- **Align**. Opens a menu that allows to define the behavior of objects when being anchored.
- **Position**. If the object is anchored to a paragraph or a page, you can define the text wrapping.
- **Arrange**. Opens a menu with the following options:
  - Define the display order of objects that overlap each other.
  - Rotate or flip objects
- **Text alignment**. Opens a menu that allows to define the text alignment within the object.
- **Autofit** checkbox. Defines whether the object's height is automatically adjusted to the content.

Also see

Editing Text Documents (p. 21)

3.2.9   *Review* toolbar

Contains the following tools:

- **Check spelling permanently** icon. Activates the spell check while entering text.
  You can use the context menu to add words that are marked as unknown to the user dictionary
  Functions for editing the dictionary can be found in The Documents Settings (page 23)

- Selection of the document's language or of the selected paragraph.

- **Track changes**. Enables or disables the change tracking. Further buttons for handling changes are available:

  ▫ **Accept**. Accept the selected change or all changes.

  ▫ **Reject**. Reject the selected change or all changes.

  ▫ **Back**, **Next**. Select the previous or the next change.

- **Insert comment**. Opens an input field for comments in the sidebar. In addition to the comment text, it contains the following:

  ▫ the editor's name

  ▫ the comment's creation date and time

  ▫ icons for replying to or deleting the comment
  The function for inserting comments can also be found in the *Insert* toolbar (page 15).

- **Markup**. Opens a menu that allows to define the visibility of comments:

  ▫ Highlight the current comment or all comments

  ▫ Display comments as bubbles

  ▫ Display no comments

  ▫ Only display comments by a certain author, display comments by each author

- **Back**. Selects the previous comment.

- **Next**. Selects the next comment.

- **Delete all**. Deletes all comments in the document.

Also see

Editing Text Documents (p. 21)

3.2.10 Document window

The document window is centrally located. Here, you can create and edit the document's content.

3.3   Creating Text Documents

You can create text documents containing formatted text, tables, and images. The following options exist:

- create a text document in the *Text* app
- create a text document in the *Drive* app

You can also use a template. Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to create a new text document in the *Text* app:

1. To create a new text document without using a template, click on **New text document** in the toolbar in the *Text* app.

    To use a template, use one of the following methods:
    - Click on a template in *New from Template*.
    - Open a template's context menu. Click on **New from template**.

    The document is shown on the *unnamed* page.

2. Click on **unnamed** in the **File** toolbar. Enter a name.

    Now you can create and edit the content.

3. To finish, click the **Close document** icon ❎ on the right side of the Office menu bar.

How to create a new text document in the *Drive* app:

1. Launch the *Drive* app.

2. Open a folder in the folder view.

    Note: Open a folder for which you have the appropriate permissions to create objects.

3. To create a new text document without using a template, click on **New** in the toolbar. Click on **New text document**.

    To use a template, use one of the following methods:
    - Double-click on the template.
    - Select a template. Click on **New from template** in the toolbar.
    - Open the template in the *Viewer*. Click on **New from template**.

4. Click on **unnamed** in the **File** toolbar. Enter a name.

    Now you can create and edit the content.

5. To finish, click the **Close document** icon ❎ on the right side of the Office menu bar.

Also see

3.4   Opening Text Documents

You can open text documents that are saved in Drive or on a local drive. The following options exist:

- open a text document in the *Text* app
- open a text document in the *Drive* app
- open a locally saved text document

Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to open a text document in the *Text* app:

Use one of the following methods:

- To open a frequently used document, click on a document in *Recent documents*.
  You can also open a document's context menu. Select **Edit**.
  Tip: You can use the context menu to remove documents from the list of recently opened documents.
- In order to open another document, click on **Open document** in the toolbar. Select a text document in the *Open document* window. Click on **Open**.

How to open a text document in the *Drive* app:

Use one of the following methods:

- Select a text document. Click on **Edit** in the toolbar.
- Double-click on a text document.
- Select **Edit** from the context menu.
- Open the text document in the *Viewer*. Click on **Edit**.

How to open a locally saved text document:

1. In the *Text* app, click on **Open Document** in the toolbar.

    In the *Open document* window, select a folder for which you have the appropriate permissions to create objects.

2. Click on **Upload local file**. Select a text document.

Result: The document is uploaded to *Drive*. Then, the document will be opened.

Also see

3.5   Editing Text Documents

The following options exist:
- edit text, format characters, format paragraphs
- insert various elements, e.g. tables, images, text frames, headers and footers, page number
- check the spelling, use comments
- downloading or printing the selected document or sending it in an E-Mail
- searching and replacing text

Note: In order to edit a document, you need to have editing permissions for the *Drive* folder containing the document.

How to edit a text document:

1. Create a new text document or open an existing document.

2. To edit the text document, use the common techniques from the familiar Office applications:
    - To format characters or paragraphs or to edit cells, use the functions in the *Format* toolbar.
    - To use the clipboard functions, use the context menu or your system's key combination.
    - To create a new paragraph style from the paragraph at the current cursor position, select **Create new style** from **Paragraph style**.
    - To insert various elements, use the *Insert* toolbar. Those elements can be inserted:
        - table, image, text frame, comment, hyperlink
        - tab stop, line break, page break
        - header, footer
        - fields with automatically created contents like author name, file name, date, time, page number, number of pages
          In order to edit a field's content, click into the field. Depending on the field, different editing possibilities are available.
    - To check the spelling, track changes or manage comments, use the *Check* toolbar functions.

    Tip: Many functions can also be activated in the context menu.

    Note: All changes are immediately saved.

3. To search and replace text elements, click the **Toggle search** icon on the right side of the Office menu bar. Control elements for searching and replacing will be shown.

4. To rename, save, download or print the selected text document or to send it in an E-Mail, use the functions in the *File* toolbar.

5. To finish editing and to close the text document, click the **Close document** icon on the right side of the Office menu bar.

Also see

## 3.6   Editing Text Documents Under a New Name

You can create a new document as copy of an existing document. The following options exist:

- Edit a recently used document under a new name
- Edit any document under a new name

How to edit a recently used document under a new name:

1. In the *Text* app you can open a document's context menu under *Recent Documents* Select **Edit as new**. The document will be opened for editing.

2. Click on **unnamed** in the **File** toolbar. Enter a name.
   Now you can create and edit the content.

How to edit a document under a new name:

1. Launch the *Drive* app.

2. Open a folder containing documents, in the folder view.
   Note: Open a folder for which you have the permission to create objects.

3. Open the document in the *Viewer*. Click the **More** icon☰▾. Select **Edit as new**. The document will be opened for editing.

4. Click on **unnamed** in the **File** toolbar. Enter a name.
   Now you can create and edit the content.

Also see

3.7   The Documents Settings

How to use the Documents settings:

1. Click the **Settings** icon on the right side of the menu bar. Click the **Settings** menu item.

2. In the sidebar, click on **Documents**.

3. Change the settings.

The following settings are available:

- **Measurements**
  Defines the measurements for paper size, page margins, line height, column width.
- **Check spelling permanently**
  Defines whether the spell checker is permanently enabled as default. You can also enable or disable this option in the document window.
- **Edit user dictionary**
  Opens the *User dictionary* window. You can add words to the dictionary or remove words from it.
- **Set language notification**
  Opens a window that allows to disable notifications for languages with unsupported spell checking features.
- **My template folders**
  Shows you template folders. Allows to add further template folders. If clicking on **My files**, the folder will be opened in the *Drive* app. If clicking on a template folder, the folder will be opened in the *Drive* app. Information on templates and instructions can be found in *Templates* (page 59).
- **Global template folders**
  Shows the global template folders. If clicking on a template folder, the folder will be opened in the *Drive* app.

4 Spreadsheet

Learn how to work with the *Spreadsheet* application.

- the *Spreadsheet* components
- the *Spreadsheet* edit page components
- create new spreadsheets
- open existing spreadsheets
- edit spreadsheets
- edit a spreadsheet under a new name

In order to search for spreadsheets, organize them or share them with other users, use the *Drive* application.

How to launch the *Spreadsheet* app:

Click the **App Launcher** icon ▦ in the menu bar. Click on **Spreadsheet** in the App Launcher.

4.1   The *Spreadsheet* Components

The *Spreadsheet* app includes the following components.

- Toolbar
- Recent documents
- New from template

4.1.1   Toolbar

Contains the following functions:

- **New spreadsheet** button. Creates a **new spreadsheet**.
- **New spreadsheet (encrypted)** button. Whether it is displayed depends on the groupware configuration. Information on encryption can be found in the groupware user guide.
- **Open document** button. Opens an **existing document**.

4.1.2   Recent documents

Contains a list of recently opened documents. The following functions are available:

- If the cursor hovers over a document name, the document's path is displayed.
- If clicking on a document, the document will be opened.
- A document's context menu contains functions for editing, downloading and for organizing the list.

Also see

4.1.3   New from template

Contains templates for various documents. The following functions are available:

- If clicking on a template, a new document will be created. The new document will be a copy of the template.
- A template's context menu contains functions for editing the template and for creating documents.

Also see

4.2   The *Spreadsheet* Edit Page

When creating a spreadsheet or editing an existing spreadsheet, the *Spreadsheet* edit page opens. It contains the following elements:

- Office menu bar
- *File* toolbar
- *Format* toolbar
- *Data* toolbar
- *Insert* toolbar
- *Rows/Columns* toolbar
- *Comments* toolbar Is displayed if the current spreadsheet contains comments that have been inserted with a compatible application.
- *Image* toolbar. Is displayed when having selected an image.
- *Shape* toolbar. Is displayed when having selected a shape.
- *Chart* toolbar. Is displayed when having selected a chart.
- Formula bar
- Document window
- Spreadsheet tabs

Note: When having a small screen width, a compact toolbar is displayed. In the compact toolbar, some text is replaced with icons. Multiple menu items are combined in scrollbars.

4.2.1   Office menu bar

Contains the following:
- **file**. Shows the *File* toolbar that allows to apply file functions.
- **Format**. Shows the *Format* toolbar that allows to format the document's content.
- **Data**. Shows the *Data* toolbar that allows to sort or filter data.
- **Insert**. Shows the *Insert* toolbar that allows to insert objects like images, tables or hyperlinks in the text.
- **Rows/Columns**. Shows the *Rows/Columns* toolbar that allows to use tools for editing rows and columns.
- **Encryption** icon . Is displayed when having opened an encrypted document. Information on encryption can be found in the groupware user guide.
- Notifications about saving processes. Notify whether all changes in the document have been saved.
- **Revert** icon . Reverts the last operation.
- **Recover** icon . Recovers the last reverted operation.
- **Toggle search** icon . Displays control elements for searching for or replacing text strings.
- **View**. Opens a menu with the following options:
    - Zooming in or zooming out the sheet.
    - **Split table** button. Splits the sheet above and left of the current cursor position.
    - **Freeze sheet** button. Freezes the rows above and the columns left of the cursor.
    - **Show toolbars** checkbox. Defines whether the toolbars are always displayed.
    - **Show collaborators** checkbox. Defines whether the document editors list is displayed. This function is only activated if you edit the document together with other users.
    - **Show grid lines** checkbox. Defines whether grid lines are displayed.
    - **Show sheet tabs** checkbox. Defines whether tabs for additional sheets are displayed below the spreadsheet.
- **Close document** icon . Closes the Format window.

Also see

Editing Spreadsheets (p. 37)

4.2.2 *File* **toolbar**

File
unnamed	Save in Drive ▾	⬇	🖨	✉	👤▾

Contains the following tools:

- **Rename document** input field. To rename the document, click on the file name.
- **Save in Drive**. Opens a menu with the following options:
  - **Save as**. Saves the selected document under a different name or in another folder.
  - **Save as (encrypted)**. Depending on the configuration, this function might not be available. Information on encryption can be found in the groupware user guide.
  - **Save as template**. Saves the selected document as template.
  - **Export as PDF**. Exports the selected document in PDF format.
  - **AutoSave** checkbox. Defines whether the document gets saved automatically in regular intervals.
- **Download** icon ⬇. Downloads the selected document.
- **Print as PDF** icon 🖨. Generates a PDF version of the current document.
- **Send as mail** icon ✉. Sends the selected document as an E-Mail attachment.
- **Share** icon 👤. Opens a menu with the following options:
  - **Invite people**. Displays functions for inviting other users to read or edit the document.
  - **Create sharing link**. Displays functions for sharing the document with the help of a link.

Note: If you opened an encrypted document, the following functions are not available: Send as mail, Share

Also see

Editing Spreadsheets (p. 37)

4.2.3 *Format* toolbar

Contains the following tools:
- character formatting
  - font family, font size
  - emphasis
  - more font styles, clear formatting
  - format painter
  - text color
  - background color
- cell formatting
  - horizontal alignment, vertical alignment, automatic word wrap, merge or unmerge cells
  - currency formatting in percentage terms
  - Number format. Defines the cell content's format, e.g. number.
  - Format codes. Defines the subformat, e.g. the number of decimal places.
  - cell border, border style, border color
  - cell style

Also see

Editing Spreadsheets (p. 37)

4.2.4 *Data* toolbar

Contains the following tools:
- sort the selected cells
- filter the selected cells
- Create, edit or display named ranges. Within formulas, named ranges can be used instead of the original cell addresses.
- **Cell protection**. Opens a menu that allows to set the following properties for the selected cells:
  - Protect cells from being edited.
  - Hide cells.
  Those properties become active when protecting cells. To do so, use the spreadsheet tab below the document window.

Also see

Editing Spreadsheets (p. 37)

4.2.5 *Insert* toolbar

Insert

Σ Sum   *fx* Function   🔗 Hyperlink   🖼 Image ▾   ⬠ Shape ▾   📊 Chart ▾

Contains the following tools:

- **Sum**. Calculates the sum of the selected cells.
- **Function**. Opens a window for inserting functions. If clicking on a function, a function description is displayed.
- **Hyperlink**. Opens a window for inserting or editing hyperlinks.
- **Image**. Opens a window for inserting an image. You can open the image as local file or from *Drive*.
- **Shape**. Opens a menu with functions for inserting a shape.
  A shape consists of a frame and a background. Many shapes contain text that can be edited.
- **Chart**. Opens a menu with functions for inserting a chart.

Also see

4.2.6 *Rows/Columns* toolbar

Rows/Columns

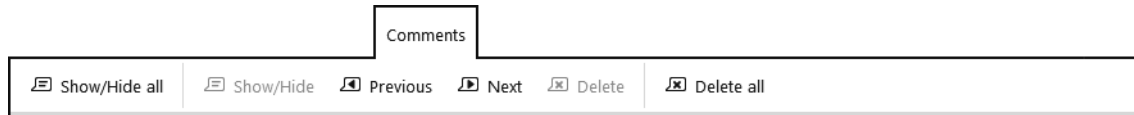± ⬱ ⬍   5 mm ⬍   ⁺▯ ▯ˣ ↔   23 mm ⬍

Contains the following tools:

- insert row, delete selected row, set the row height
- insert column, delete selected column, set the column width

Also see

4.2.7   *Comments* **toolbar**

Is displayed if the current spreadsheet contains comments that have been inserted with a compatible application. Contains the following tools:

- **Show / Hide all**. Shows or hides all comments.
- **Show / Hide**. Shows or hides the comment of the selected cell.
- **Back**. Shows the previous comment.
- **Next**. Shows the next comment.
- **Delete**. Deletes the current comment.
- **Delete all**. Deletes all comments in the document.

Also see

Editing Spreadsheets (p. 37)

4.2.8   *Image* **toolbar**

If an image has been selected, the *Image* toolbar will be displayed. It contains the following tools:

- delete image
- Adjust the border style and color for the image frame.
- **Arrange**. Opens a menu with the following options:
  - Define the display order of objects that overlap each other.
  - Rotate or flip objects

Also see

Editing Spreadsheets (p. 37)
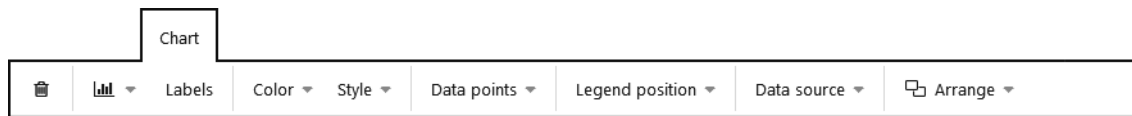
4.2.9 *Shape* toolbar

If a shape has been selected, the *Form* toolbar will be displayed. It contains the following tools:

- insert shape
- delete object
- adjust the border style and color for the object frame
- adjust the background color for the object's content
- Arrange. Defines the order of objects that overlap each other.

Also see

4.2.10 *Chart* toolbar

If a chart has been selected, the *Chart* toolbar will be displayed. It contains the following tools:

- delete chart
- define chart type, e.g. column, line, pie
- set labels for axes, set colors, select style set
- set labels and colors for data points
- hide or show legend, set legend position
- adjust data source
- Arrange. Defines the order of objects that overlap each other.

Also see

4.2.11 Formula bar

The formula bar is located below the toolbars. It contains the following information and tools:

- the current cell's address
- **Sum** icon. Inserts a sum formula.
- **Functions** icon. Opens a window that enables you to insert a function from the list of available functions.
- Input field. Shows the formula of the current cell.

4.2.12 Document window

The document window is centrally located. Here, you can create and edit the document's content.

4.2.13 Spreadsheet tabs

The spreadsheet tabs are located below the document window. It contains the following functions:

- Select the current spreadsheet.
- Create a new spreadsheet.
- Further spreadsheet actions
  - rename, copy, delete spreadsheet
  - hide, show, protect spreadsheet
  - reorder sheets

4.3   Creating Spreadsheets

You can create spreadsheets containing formatted tables and images. The following options exist:

- create a spreadsheet in the *Spreadsheet* app
- create a spreadsheet in the *Drive* app

You can also use a template. Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to create a new spreadsheet in the *Spreadsheet* app:

1. To create a new spreadsheet without using a template, click on **New spreadsheet** in the toolbar in the *Spreadsheet* app.

   To use a template, use one of the following methods:
   - Click on a template in *New from Template*.
   - Open a template's context menu. Click on **New from template**.

   The spreadsheet is shown on the *unnamed* page.

2. Click on **unnamed** in the **File** toolbar. Enter a name.

   Now you can create and edit the content.

3. To finish, click the **Close document** icon on the right side of the Office menu bar.

How to create a new spreadsheet in the *Drive* app:

1. Launch the *Drive* app.

2. Open a folder in the folder view.

   Note: Open a folder for which you have the appropriate permissions to create objects.

3. To create a new spreadsheet without using a template, click the **New** icon in the toolbar. Click on **New spreadsheet**.

   To use a template, use one of the following methods:
   - Double-click on the template.
   - Select a template. Click on **New from template** in the toolbar.
   - Open the template in the *Viewer*. Click on **New from template**.

4. Click on **unnamed** in the **File** toolbar. Enter a name.

   Now you can create and edit the content.

5. To finish, click the **Close document** icon on the right side of the Office menu bar.

Also see

4.4   Opening Spreadsheets

You can open spreadsheets that are saved in Drive or on a local drive. The following options exist:

- open a spreadsheet in the *Spreadsheet* app
- open a spreadsheet in the *Drive* app
- open a locally saved spreadsheet

Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to open a spreadsheet in the *Spreadsheet* app:

Use one of the following methods:

- To open a frequently used document, click on a document in *Recent documents*.
  You can also open a document's context menu. Select **Edit**.
  Tip: You can use the context menu to remove documents from the list of recently opened documents.
- In order to open another document, click on **Open document** in the toolbar. Select a spreadsheet in the *Open document* window. Click on **Open**.

How to open a spreadsheet in the *Drive* app:

Use one of the following methods:

- Select a spreadsheet. Click on **Edit** in the toolbar.
- Double-click on a spreadsheet.
- Select **Edit** from the context menu.
- Open the spreadsheet in the *Viewer*. Click on **Edit**.

How to open a locally saved spreadsheet:

1. In the *Spreadsheet* app, click on **Open Document** in the toolbar.

   In the *Open document* window, select a folder for which you have the appropriate permissions to create objects.

2. Click on **Upload local file**. Select a spreadsheet.

Result: The document is uploaded to *Drive*. Then, the document will be opened.

Also see

4.5   Editing Spreadsheets

The following options exist:
- edit tables, format cells, sort or filter data
- insert elements, e.g. formulas, images, charts
- add rows and columns, add or delete tables
- downloading or printing the selected spreadsheet or sending it in an E-Mail
- searching and replacing text

Note: In order to edit a document, you need to have editing permissions for the *Drive* folder containing the document.

How to edit a spreadsheet:

Note: In order to edit a document, you need to have editing permissions for the *Drive* folder containing the document.

1. Create a new spreadsheet or open an existing spreadsheet.

2. To edit the document, use the common techniques from the familiar Office applications:
   - To format characters or paragraphs or to edit cells, use the functions in the *Format* toolbar.
   - To use the clipboard functions, use the context menu or your system's key combination.
   - In order to sort or filter selected cells or to create named ranges, use the functions of the *Data* toolbar.
   - To insert various elements, use the *Insert* toolbar. Those elements can be inserted:
     - sum functions or other functions
     - hyperlink, image, chart
   - In order to insert, delete or format whole rows or columns, use the functions in the *Rows/Columns* toolbar.
   - Spreadsheets that have been created with Microsoft Excel, OpenOffice or another compatible application, can contain cell comments. To display those cell comments, use the **Comments** toolbar.

   Tip: Many functions can also be activated in the context menu.

   Note: All changes are immediately saved.

3. In order to add or delete a table or to change the tables' order, use the table tabs below the table.

4. To search and replace text elements, click the **Toggle search** icon 🔍 on the right side of the Office menu bar. Control elements for searching and replacing will be shown.

5. To rename, save, download or print the selected spreadsheet or to send it in an E-Mail, use the functions in the *File* toolbar.

6. To finish editing and to close the spreadsheet, click the **Close document** icon ✖ on the right side of the document bar.

Also see

Creating Spreadsheets (p. 35)
Opening Spreadsheets (p. 36)
Editing Spreadsheets Under a New Name (p. 38)
The *Spreadsheet* Edit Page (p. 27)

4.6   Editing Spreadsheets Under a New Name

You can create a new document as copy of an existing document. The following options exist:

- Edit a recently used document under a new name
- Edit any document under a new name

How to edit a recently used document under a new name:

1. In the *Spreadsheet* app you can open a document's context menu under *Recent Documents* Select **Edit as new**. The document will be opened for editing.

2. Click on **unnamed** in the **File** toolbar. Enter a name.

   Now you can create and edit the content.

How to edit a document under a new name:

1. Launch the *Drive* app.

2. Open a folder containing documents, in the folder view.

   Note: Open a folder for which you have the permission to create objects.

3. Open the document in the *Viewer*. Click the **More** icon ≡▾. Select **Edit as new**. The document will be opened for editing.

4. Click on **unnamed** in the **File** toolbar. Enter a name.

   Now you can create and edit the content.

Also see

4.7   The Settings

Information on settings can be found in The Documents Settings (page 23).

5   Presentation

Learn how to work with the *Presentation* application.

- the *Presentation* components
- the *Presentation* edit page components
- create new presentations
- open existing presentations
- edit presentations
- edit a presentation under a new name

In order to search for presentations, organize them or share them with other users, use the *Drive* application.

How to launch the *Presentation* app:

Click the **App Launcher** icon ⊞ in the menu bar. Click on **Presentation** in the App Launcher.

5.1   The *Presentation* Components

The *Presentation* app includes the following components.

- Toolbar
- Recent documents
- New from template

5.1.1   Toolbar

Contains the following functions:

- **New presentation** button. Creates a **new presentation**.
- **New presentation (encrypted)** button. Whether it is displayed depends on the groupware configuration. Information on encryption can be found in the groupware user guide.
- **Open document** button. Opens an **existing document**.

5.1.2   Recent documents

Contains a list of recently opened documents. The following functions are available:

- If the cursor hovers over a document name, the file name and the document's path are displayed.
- If clicking on a document, the document will be opened.
- A document's context menu contains functions for editing, downloading and for organizing the list.

Also see

5.1.3   New from template

Contains templates for various documents. The following functions are available:

- If clicking on a template, a new document will be created. The new document will be a copy of the template.
- A template's context menu contains functions for editing the template and for creating documents.

Also see

5.2   The *Presentation* Edit Page

When creating a new presentation or editing an existing presentation, the *Presentation* edit page opens. It contains the following elements:

- Office menu bar
- *File* toolbar
- *Format* toolbar
- *Insert* toolbar
- *Slide* toolbar
- *Review* toolbar
- *Table* toolbar. Is displayed when having selected a table.
- *Image* toolbar. Is displayed when having selected an image.
- *Shape* toolbar. Is displayed when having selected a shape.
- *Line* toolbar. Is displayed when having selected a line.
- Sidebar
- Document window

Note: When having a small screen width, a compact toolbar is displayed. In the compact toolbar, some text is replaced with icons. Multiple menu items are combined in scrollbars.

5.2.1   Office menu bar

Contains the following:

- **file**. Shows the *File* toolbar that allows to apply file functions.
- **Format**. Shows the *Format* toolbar that allows to format the document's content.
- **Insert**. Shows the *Insert* toolbar that allows to insert tables, images, text frames, hyperlinks, tab stops, line or page breaks in the text.
- **Slide**. Shows the *Slide* toolbar that allows to add, delete or edit slides.
- **Review**. Shows the *Review* toolbar that allows to use spell checking tools and tools for tracking changes.
- **Encryption** icon 🔒. Is displayed when having opened an encrypted document. Information on encryption can be found in the groupware user guide.
- Notifications about saving processes. Notify whether all changes in the document have been saved.
- **Revert** icon ↩. Reverts the last operation.
- **Recover** icon ↻. Recovers the last reverted operation.
- **Toggle Search** icon 🔍. Displays control elements for searching for or replacing text strings.
- **Present**. Clicking the icon opens the presentation in a new page. On this page, you can give the presentation.
  Information and instructions can be found in the Groupware user guide, under the topic *Drive> Holding a presentation*.
- **View**. Opens a menu with the following options:
  - Zooming in or zooming out the text.
  - **View master** checkbox. Defines whether to show the master slides instead of the slides. In this case you can edit the master slides.
  - **Show sidebar** checkbox. Defines whether the sidebar is displayed. The sidebar contains thumbnail views of the folders in the current presentation.
  - **Show toolbars** checkbox. Defines whether the toolbars are always displayed.
  - **Show collaborators** checkbox. Defines whether the document editors list is displayed. This function is only activated if you edit the document together with other users.
- **Close document** icon ✖. Closes the Format window.

Also see

Editing Presentations (p. 54)

5.2.2 *File* **toolbar**

File

| unnamed	Save in Drive ▾	▦	⬇	🖶	✉	👤+ ▾	⏵ Present

Contains the following tools:

- **Rename document** input field. To rename the document, click on the file name.
- **Save in Drive**. Opens a menu with the following options:
  - **Save as**. Saves the selected document under a different name or in another folder.
  - **Save as (encrypted)**. Depending on the configuration, this function might not be available. Information on encryption can be found in the groupware user guide.
  - **Save as template**. Saves the selected document as template.
  - **Export as PDF**. Exports the selected document in PDF format.
  - **AutoSave** checkbox. Defines whether the document gets saved automatically in regular intervals.
- **Slide settings** icon ▦. Opens the *Slide settings* dialog window. It contains tools for setting the slide size.
  - Default values for the slide format and paper orientation
  - Input fields for the slide size
- **Download** icon ⬇. Downloads the selected document.
- **Print as PDF** icon 🖶. Generates a PDF version of the current document.
- **Send as mail** icon ✉. Sends the selected document as an E-Mail attachment.
- **Share** icon 👤+. Opens a menu with the following options:
  - **Invite people**. Displays functions for inviting other users to read or edit the document.
  - **Create sharing link**. Displays functions for sharing the document with the help of a link.
- **Present**. Clicking the icon opens the presentation in a new page. On this page, you can give the presentation.
  Information and instructions can be found in the Groupware user guide, under the topic *Drive> Holding a presentation*.

Note: If you opened an encrypted document, the following functions are not available: Send as mail, Share

Also see

Editing Presentations (p. 54)

5.2.3 *Format* toolbar
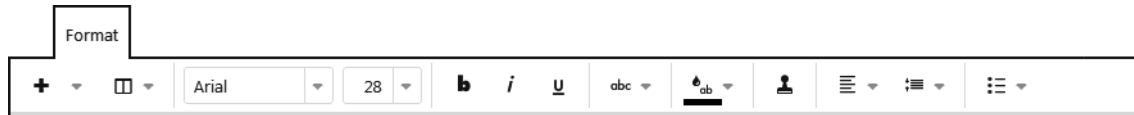
Contains the following tools:

- Inserting a new slide
  - **+Slide**. The + Slide button inserts a slide with the master slide's layout of the previous slide. The slide inserted directly after the title slide gets a standard layout.
  - The **Insert new slide** icon▼ opens a menu with available master slides.
- **Layout**. Changes the slide's layout by assigning another master slide to the slide.
- character formatting
  - font family, font size
  - emphasis
  - more font styles, clear formatting
  - text color, text highlight color
  - format painter
- paragraph formatting
  - paragraph alignment, line spacing, paragraph spacing
  - paragraph fill color, paragraph borders
  - paragraph style, create new style
  - bullet list, numbered list, demote one level, promote one level

Also see

Editing Presentations (p. 54)

5.2.4 *Insert* toolbar

Contains the following tools:

- **+Slide**. The + Slide button inserts a slide with the master slide's layout of the previous slide. The slide inserted directly after the title slide gets a standard layout.
- The **Insert new slide** icon▼. Opens a menu with functions for inserting a master slide.
- **Layout**. Changes the slide's layout by assigning another master slide to the slide.
- **Spreadsheet**. Inserts a spreadsheet. You can define the number of rows and columns when inserting.
- **Image**. Opens a window for inserting an image. You can open the image as local file or from *Drive*.
- **Text frame**. Inserts a text frame.
  A text frame is a rectangle with a border, a background and text. Similar to graphics, you can move, rotate or adjust a text frame.
- **Shape**. Opens a menu with functions for inserting a shape.
  A shape consists of a frame and a background. Many shapes contain text that can be edited. Functions for editing a shape can be found in the ****Fix the link:****
- **Hyperlink**. Opens a window for inserting or editing hyperlinks.
- **Tab stop**. Inserts the respective control character.
- **Footer**. Opens a window that allows to define the footer contents:
  - □ time, date, footer text, slide number
  - □ buttons for inserting the footer into the current slide or into all slides
- **Field**. Opens a menu with functions for inserting fields:
  - □ time, date
  - □ slide number

Also see

Editing Presentations (p. 54)

5.2.5   *Slide* **toolbar**

Contains the following tools:

- **+Slide**. The + Slide button inserts a slide with the master slide's layout of the previous slide.
  The slide inserted directly after the title slide gets a standard layout.
- The **Insert new slide** icon▾. Opens a menu with functions for inserting a master slide.
- **Layout**. Changes the slide's layout by assigning another master slide to the slide.
- **Duplicate**. Creates duplicates of the slides that you selected in the sidebar.
- **Delete**. Deletes the slides that you selected in the sidebar.
- **Hide**. Hides the current slide. Hidden slides are not displayed during a presentation.
- **Background**. Opens a window for selecting the background for the current slide or for all slides:
  - Selecting the background color or a background image
  - Setting the transparency
  - **Hide background images** checkbox. Defines whether the selected background is displayed.
  - Buttons for canceling, applying to current slide, applying to all slides
- **Edit master slide**. Opens the current slide's master slide in the document window.
  - Each change applied in this window, changes the current slide's master slide.
  - Those changes are applied to each presentation slide that has been inserted using this master slide.
  - Slides with a layout adjusted by you are not affected by the master slide changes.
  In order to finish the editing, click on **Close**.

Also see

Editing Presentations (p. 54)

5.2.6   *Review* **toolbar**
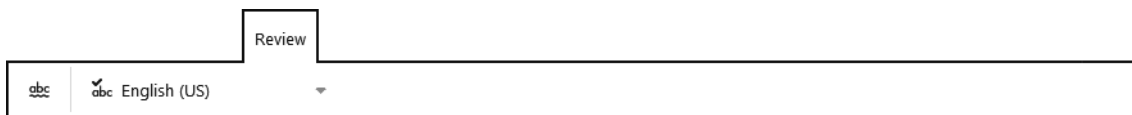
Contains the following tools:

- **Check spelling permanently** icon. Activates the spell check while entering text.
  You can use the context menu to add words that are marked as unknown to the user dictionary
  Functions for editing the dictionary can be found in The Settings (page 58)
- Selection of the document's language or of the selected paragraph.

Also see

Editing Presentations (p. 54)

5.2.7   *Table* **toolbar**

If the cursor is located within a table, the *Table* toolbar is displayed. It contains the following tools:

- delete spreadsheet
- insert row, delete selected rows, insert column, delete selected columns
- select the paragraph alignment within a cell
- select cell fill color, select cell borders, select cell border width
- Assign table style. A table style consists of predefined cell borders and fill colors for specific table cells and rows.
- **Arrange**. Defines the order of objects that overlap each other. Offers functions for rotating and flipping.
- **Align**. Opens a menu that allows to define the alignment of one or several objects on the slide.

Also see

Editing Presentations (p. 54)

5.2.8   *Image* toolbar
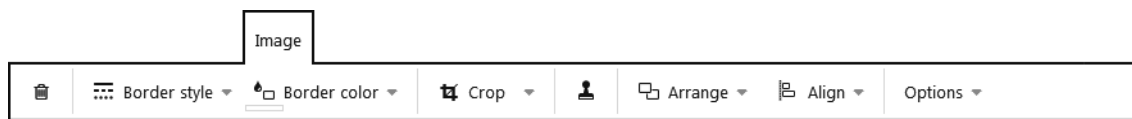
If an image has been selected, the *Image* toolbar will be displayed. It contains the following tools:

- delete image
- Adjust the border style and color for the image frame.
- **Crop**. Opens a menu with the following options:
  - Use a frame to crop the image.
  - Scale the image to completely fill the frame. The aspect ratio is kept. The image might be cropped.
  - Scale the image to completely fit the frame. The aspect ratio is kept. There might be empty space inside the frame.
  - Use numeric values to set the crop frame position.
- Transfer the border style and color to another image.
- **Arrange**. Defines the order of objects that overlap each other. Offers functions for rotating and flipping.
- **Align**. Opens a menu that allows to define the alignment of one or several objects on the slide.
- **Options**. Opens a menu that allows to define the behavior of objects when being scaled.

Also see

Editing Presentations (p. 54)

5.2.9   *Shape* **toolbar**

If a text frame or a shape has been selected, the *Shape* toolbar will be displayed. It contains the following tools:

- insert shape
- delete object
- adjust the border style and color for the object frame
- adjust the background color for the object's content
- Transfer the border style and color to another shape.
- **Arrange**. Opens a menu with the following options:
  - Define the display order of objects that overlap each other.
  - Rotate or flip objects
- **Align**. Opens a menu that allows to define the alignment of objects on the slide.
- If multiple objects are selected, the following functions are displayed:
  - **Group** icon. Creates a group from the selected objects. The group can be edited as a single object.
  - **Ungroup** icon. Removes a group. The objects are kept.
- **Options**. Opens a menu that allows to define the behavior of objects when being scaled.

Also see

Editing Presentations (p. 54)

5.2.10   *Line* **toolbar**

If a line has been selected, the *Line* toolbar will be displayed. It contains the following tools:

- insert shape
- delete object
- adjust line style and color
- adjust arrow style of the line ends
- transfer format to another line
- **Arrange**. Opens a menu with the following options:
  - Define the display order of objects that overlap each other.
  - Rotate or flip objects
- **Align**. Opens a menu that allows to define the alignment of objects on the slide.
- **Options**. Opens a menu that allows to define the behavior of objects when being scaled.

Also see

Editing Presentations (p. 54)

5.2.11 **Sidebar**

The sidebar is on the left. It contains thumbnail views of the presentation slides. The following functions are available:

- If clicking on a slide, it is displayed in the document window.
- A slide's context menu contains the following functions: add new slide. duplicate, delete, hide, change layout.
- You can change the slide order by dragging a slide to another position.

Also see

5.2.12 Document window

The document window is centrally located. Here, you can create and edit the document's content.

5.3   Creating Presentations

The following options exist:

- create a presentation in the *Presentation* app
- create a presentation in the *Drive* app

You can also use a template. Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to create a new presentation in the *Presentation* app:

1. To create a new presentation without using a template, click on **New presentation** in the toolbar in the *Presentation* app.

To use a template, use one of the following methods:

- Click on a template in *New from Template*.
- Open a template's context menu. Click on **New from template**.

The new presentation is shown on the *unnamed* page.

2. Click on **unnamed** in the **File** toolbar. Enter a name.

Now you can create and edit the content.

3. To finish, click the **Close document** icon ◙ on the right side of the Office menu bar.

How to create a new presentation in the *Drive* app:

1. Launch the *Drive* app.

2. Open a folder in the folder view.

Note: Open a folder for which you have the appropriate permissions to create objects.

3. To create a new presentation without using a template, click on **New** in the toolbar. Click on **New presentation**.

To use a template, use one of the following methods:

- Double-click on the template.
- Select a template. Click on **New from template** in the toolbar.
- Open the template in the *Viewer*. Click on **New from template**.

4. Click on **unnamed** in the **File** toolbar. Enter a name.

Now you can create and edit the content.

5. To finish, click the **Close document** icon ◙ on the right side of the Office menu bar.

Also see

5.4   Opening Presentations

You can open presentations that are saved in Drive or on a local drive. The following options exist:
- open a presentation in the *Presentation* app
- open a presentation in the *Drive* app
- open a locally saved presentation

Information on creating encrypted documents can be found in the groupware user guide, topic data encryption.

How to open a presentation in the *Presentation* app:

Use one of the following methods:
- To open a frequently used presentation, click on a document in *Recent documents*.
  You can also open a document's context menu. Select **Edit**.
  Tip: You can use the context menu to remove documents from the list of recently opened documents.
- In order to open another presentation, click on **Open document** in the toolbar. Select a presentation in the *Open document* window. Click on **Open**.

How to open a presentation in the *Drive* app:

Use one of the following methods:
- Select a presentation. Click on **Edit** in the toolbar.
- Double-click on a presentation.
- Select **Edit** from the context menu.
- Open the presentation in the *Viewer*. Click on **Edit**.

How to open a locally saved presentation:

1. In the *Presentation* app, click on **Open Document** in the toolbar.

   In the *Open document* window, select a folder for which you have the appropriate permissions to create objects.

2. Click on **Upload local file**. Select a presentation.

Result: The document is uploaded to *Drive*. Then, the document will be opened.

Also see

5.5   Editing Presentations

The following options exist:

- create a presentation
  - insert, duplicate, delete slides
  - hold, download, print the presentation or send it in an E-Mail
  - hold the presentation
- edit a slide's content
  - edit text, format characters, format paragraphs
  - insert various elements, e.g. tables, images, text frames, headers and footers, page number
  - edit objects, e.g. move, rotate, scale
  - spell check, search and replace text elements
- edit a slide's layout
  - assign master slide
  - adjust layout
  - edit master slide

Note: In order to edit a document, you need to have editing permissions for the *Drive* folder containing the document.

How to create a presentation:

1. Create a new presentation or open an existing presentation.

2. To set the page format for the slides, click the **Slide settings** icon⬝ in the **File** toolbar.

3. To add a new slide, select one of the toolbars **Format**, **Insert**, **Slide**. Use one of the following methods:

   ▪ To insert a slide with the master slide's layout of the previous slide, click on the **+ Slide** button. When using the **+ Slide** button to insert a slide after the title slide, the inserted slide gets the layout of the standard master slide.
   You can also open a slide's context menu in the sidebar. Select **Insert slide**.

   ▪ To insert a slide with another master slide's layout, click the **Insert new slide** icon▾. Select a master slide.

   ▪ To insert a copy of a slide, open a slide's context menu in the sidebar. Select **Duplicate slide**.

4. Create and edit the content and layout of the slides.

5. To organize the presentation slides, you have the following options:

   ▪ The change the order of the slides, drag a slide to another position in the sidebar.

   ▪ To delete a slide, open the slide's context menu in the sidebar. Select **Delete slide**.

   ▪ If a slide is not to be displayed in the presentation, open the slide's context menu in the sidebar. Select **Hide slide**.

6. To rename, save, download or print the selected text document or to send it in an E-Mail, use the functions in the *File* toolbar.

7. To finish editing and to close the presentation, click the **Close document** icon ⊠ on the right side of the Office menu bar.

How to edit a slide's content:

1. Select the slide to be edited in the sidebar.

2. Depending on the master slide used, the slide contains elements with placeholder text. To edit a text, click on it.
   To use the clipboard functions, use the context menu or your system's key combination.
   To insert further elements, use the functions of the **Insert** toolbar.
   In order to edit an element, click on it. Use the functions of the **Shape** toolbar.

3. to format characters or paragraphs, use the functions in the *Format* toolbar.
   To insert various elements, use the *Insert* toolbar. Those elements can be inserted:

   ▪ table, image, text frame, shape, hyperlink

   ▪ a footer with the fields date, time, text, slide number

   ▪ fields with automatically created contents

4. To check the spelling, use the functions in the *Review* toolbar.
   Note: All changes are immediately saved.
   To search and replace text elements, click the **Toggle search** icon🔍 on the right side of the Office menu bar. Control elements for searching and replacing will be shown.

How to edit a slide's layout:

1. Select the slide to be edited in the sidebar.

2. To assign another master slide's layout to the slide, open the slide's context menu in the sidebar. Select **Change layout**. Select a master slide.

3. To adjust the layout of this slide, edit the elements by clicking on one of the elements. A frame with edit points is displayed.
    - To change the position, drag the frame to the new position.
    - To change the size or the rotation, drag a suitable edit point.

4. To adjust the background, select the **Slide** toolbar. Click on **Background**. Change the settings in the *Background* window.

5. To adjust the layout of all slides using the same master slide, you can edit the master slide. To do so, proceed as follows:
    a. Select the **Slide** toolbar. Click on **Edit master slide**. You can also click on **View** in the Office menu bar. Enable **View master**.
    b. Edit the master slide. To see which slides are using this master slide, hover over the master slide in the sidebar.
    c. Click on **Finish**. You can also click on **View** in the Office menu bar. Disable **View master**.
    Note: Slides which layout you changed before will keep their current layout.

Also see

## 5.6   Editing Presentations Under a New Name

You can create a new document as copy of an existing document. The following options exist:

- Edit a recently used document under a new name
- Edit any document under a new name

How to edit a recently used document under a new name:

1. In the *Presentation* app you can open a document's context menu under *Recent Documents* Select **Edit as new**. The document will be opened for editing.

2. Click on **unnamed** in the **File** toolbar. Enter a name.
    Now you can create and edit the content.

How to edit a document under a new name:

1. Launch the *Drive* app.

2. Open a folder containing documents, in the folder view.
    Note: Open a folder for which you have the permission to create objects.

3. Open the document in the *Viewer*. Click the **More** icon ≡▾. Select **Edit as new**. The document will be opened for editing.

4. Click on **unnamed** in the **File** toolbar. Enter a name.
    Now you can create and edit the content.

Also see

5.7   The Settings

Information on settings can be found in The Documents Settings (page 23).

6   Templates

Learn how to work with templates.

- When creating a new document, you can use an existing template.
- You can create a new template from the document that you currently edit.
- You can edit existing templates.
- You can organize templates in folders.

6.1   Using Templates

Depending on the server configuration, different global templates are available. You can also create own templates.

How to use a template when creating a new document:

In the *Text*, *Spreadsheet* or the *Presentation* app, use one of the following methods:

- Click on a template in *New from Template*.
- Open a template's context menu. Click on **New from template**.

In the *Drive* app, use one of the following methods:

- Double-click on the template.
- Select a template. Click on **New from template** in the toolbar.
- Open the template in the *Viewer*. Click on **New from template**.

The new document is shown on the *unnamed* page.

6.2   Creating Templates

You can create own templates by saving the document that you currently edit as new template. The new template will be saved below *My files* in the *Drive* app. You can organize your own templates in template folders.

How to create a new template:

1. Open an existing document or create a new one in the *Text*, *Spreadsheet* or *Presentation* app.

    Tip: In order to change a global template, create the new template from the global template that you want to change.

2. In the **File** toolbar, click on **Save in Drive**. Select **Save as template**. The *Save as template (dotx)* window opens.

    Select a template folder.

    Enter a file name. Click on **OK**.

3. Edit the content according to your wishes.

4. In order to finish the editing of the template, click the **Close document** icon ⊠

6.3   Editing Templates

You can edit own templates. You can organize your own templates in template folders.

How to edit an existing template:

1. Open a template's context menu under *New from Template* in the *Text*, *Spreadsheet* or the *Presentation* app. Select **Edit template**.
    In the *Drive* app, use one of the following methods:

    ▪ Select a template. Click the **Actions** icon☰ in the toolbar. Click on **Edit template** in the menu.

    ▪ Open the template in the *Viewer*. Click the **Actions** icon▤ in the toolbar. Click on **Edit template** in the menu.

2. Edit the content according to your wishes.

3. In order to finish the editing of the template, click the **Close document** icon✖

6.4   Organizing Templates

In order to keep the overview, you can organize own templates in template folders. When creating a new document, all templates matching the document type will be displayed from all template folders. The following options exist:

- create a new template folder by defining a folder as template folder
- delete a template folder
- open the folder containing a template

How to create a new template folder:

1. In the *Drive* app, create the new personal folder that you want to use for the templates.
   If you have already created templates, you can move those templates to the new folder now.

2. Click the **System menu** icon on the right side of the menu bar. Click the **Settings** menu item.

3. Select **Documents** from the sidebar.

4. In the display area, click on **Add new template folder**. Select the new folder. Click on **OK**. The new template folder will be saved below *Template folders*.

Tip: In order to open the template folder in the *Drive* app, click on the path below its name.

Note: In order to delete, move or rename own templates, use the *Drive* app functions.

How to remove a template folder:

1. Click the **System menu** icon on the right side of the menu bar. Click the **Settings** menu item.

2. Select **Documents** from the sidebar.

3. Click the **Delete** icon next to a template folder in the display area.

Note: Neither the template folder nor the templates within will be deleted during this process. As a result of this process, the templates will no longer be displayed when creating new documents.

How to open a template folder:

Open a template's context menu under *New from Template* in the *Text*, *Spreadsheet* or the *Presentation* app. Select **Show in Drive**.

The folder containing the template is displayed in the *Drive* app.

7   Collaboration

Learn how to work together with other users or external partners.
- Share [66] documents for other users or external partners with read or edit access.
- You can edit a document together [68] with other users or external partners in real time.

7.1   Sharing Documents

The following options exist:

- You can share a selected document with read access by creating a public link.
  You can give this link to internal users or external partners. Everyone who gets this link can read the document.

- Invite internal users or external partners per E-Mail to a share. You define which permissions are granted for the document.
  The invitation E-Mail contains notes for accessing the document. If an external partner accesses the document, the partner will automatically be logged in as guest user.

How to share the selected document with read access by using a public link:

Prerequisite: You have opened a document for editing purposes.

1. Click on **File** in the Office menu bar .
   Click the **Share** icon 👥 in the toolbar. Click on **Create sharing link**.
   The window for sharing objects will be opened. It contains a public link for a read access to the share.
   To insert the link into other applications, click the **Copy to clipboard** icon 📋 next to the link.

2. You have the following options:
   - In order to directly send the link per E-Mail, enter the respective E-Mail addresses. You can enter a message for the recipients.
   - Per default, the data are shared with read access for an unlimited time. To set a time limit for the access to the shared data, enable **Expires in**. Select a time range.
   - To protect the access with a password, enable **Password required**. Enter a password. If you send the public link per E-Mail, the E-Mail contains the password.

3. Click on **Close**.

Similar actions

How to invite internal users or external partners to read or edit the selected document: (p. 67)

How to invite internal users or external partners to read or edit the selected document:

Prerequisite: You have opened a document for editing purposes.

1. Click on **File** in the Office menu bar .
   Click the **Share** icon 👥 in the toolbar. Click on **Invite people**.
   A window opens. Existing permissions will be shown as a list.

2. Enter an E-Mail address in *Add people*. The E-Mail address will be added to the list as internal user, group or guest. Preset permissions are granted.
   If required, enter a message.

3. You have the following options:
   - To adjust a user role, click on the current user role **Viewer**. Select an entry from the menu.
   - In order to remove a permission, click the **Action** icon ≡ next to the name. Click on **Remove**.

4. Click on **Share**.
   The recipient gets an E-Mail with a link. If the recipient clicks on the link, the document will be opened in the Viewer. If you granted edit permissions to a recipient, the recipient can open the document for editing purposes by clicking on **Edit** in the Viewer.

Similar actions

How to share the selected document with read access by using a public link: (p. 67)

7.2   Editing Documents together

Documents saved on the groupware server can be edited together with other users or with external partners in real time. To do so, the documents have to be saved in a public or shared folder. The users or external partners need to have write permissions for this folder. The following rules apply:

- The person who creates the document or opens it first, for the moment has editing permissions for the document. This person is called current editor. Each person who later opens the document gets read permissions. They are called viewers.
- The viewers can see all changes applied by the current editor.
- A viewer can become current editor by requesting editing permissions. As soon as the previous editor completes the changes, the server transfers the editing permissions to the new current editor.
- As soon as the current editor closes the document, a new version of the document is created on the server.

How to edit a document together with other users:

1. Create a new document or open an existing document.

   Ensure that the users with whom you want to edit the document together have the required permissions for editing the document. Information and instructions can be found in the Groupware user guide, under the topic *Organizing Data > Permissions*.

2. Inform other persons that you now want to edit the document together. The respective persons need to open the document. When having opened the document, the users can see who is currently editing the document.

   Each change you apply to the document will be visible to other users.

   Each user can see the cursors of the single other users. The cursors are highlighted with different colors. In order to view the name, hover over one of the cursors.

   Tip: In order to display a list of persons who opened the document, click on the Office menu item **View** and enable the **Show collaborators** checkbox. The current editor is displayed on top of the list.

3. The person who wants to edit the document has to click on **Edit** in the toolbar.

4. To finish, the current editor has to click the **Close document** icon ⊠ on the right side of the Office menu bar.

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