



**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 [First Steps](#) 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.

## **Additional Help**

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



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## 2 First Steps

You should have a look at these topics before starting to work with Documents:

- [What is Documents for? \(p. 8\)](#)
- [The Documents Components \(p. 9\)](#)

You can also have a look at these topics:

- [The Documents Settings \(p. 11\)](#)

## 2.1 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 organise 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.

## 2.2 The Documents Components

Learn about the components of the Text, Spreadsheet and Presentation app user interface and how to use them:

- [The menu bar](#)
- [The toolbar](#)
- [Recent documents](#)
- [New from template](#)

Related topics:

[Text \(p. 13\)](#)

[Spreadsheet \(p. 27\)](#)

[Presentation \(p. 41\)](#)

## 2.2.1 The menu bar

Contains the following:

- Depending on the configuration: **Call history** icon . Opens the call history that shows all calls or missed calls. If clicking on an entry, the window for calling this contact will be opened.
- An icon for viewing the online help
- The **Documents Settings** icon . Opens the window for adjusting the settings.
- The **Sign out** icon. Your profile picture is used for the icon. Opens a menu with a sign out option.  
**Warning:** If clicking on this menu item, you will be completely logged out from the groupware.

## 2.2.2 The toolbar

Contains the following functions:

- **New document.** Creates a new document.
- **New document (encrypted).** Whether it is displayed depends on the groupware configuration. Information on encryption can be found in the groupware user guide.
- **Open document.** Opens an existing document.
- **Add template.** Adds a new template that is located on a local drive or in the Drive app.

Related topics:

[Creating Text Documents \(p. 23\)](#)  
[Creating Spreadsheets \(p. 35\)](#)  
[Creating Presentations \(p. 51\)](#)  
[Opening Text Documents \(p. 24\)](#)  
[Opening Spreadsheets \(p. 36\)](#)  
[Opening Presentations \(p. 52\)](#)  
[Creating templates \(p. 63\)](#)

## 2.2.3 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 organising the list.

Related topics:

[Opening Text Documents \(p. 24\)](#)  
[Opening Spreadsheets \(p. 36\)](#)  
[Opening Presentations \(p. 52\)](#)

## 2.2.4 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.

Related topics:

[Creating Text Documents \(p. 23\)](#)  
[Creating Spreadsheets \(p. 35\)](#)  
[Creating Presentations \(p. 51\)](#)

## 2.3 The Documents Settings

### How to use the Documents settings:

1. Click the **Documents Settings** icon  on the right side of the menu bar.  
The *Documents Settings* window opens.
2. Change the settings.  
Click on **Close**.

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 by default. You can also enable or disable this option in the document window. See [The Review toolbar \(p. 21\)](#)

#### **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 enables you to define the languages for which you do not want to get warnings for missing spell checks.

#### **my template folders**

Shows your template folders. Allows adding or removing template folders.

#### **global template folders**

Shows the global template folders.



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## 3 Text

Learn how to work with the Text app.

- [The Text Edit Page \(p. 14\)](#)
- [Creating Text Documents \(p. 23\)](#)
- [Opening Text Documents \(p. 24\)](#)
- [Editing Text Documents \(p. 25\)](#)
- [Editing Text Documents Under a New Name \(p. 26\)](#)

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

### How to start the Text app:

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

The app opens in a new browser tab.

Related topics:

[The Documents Components \(p. 9\)](#)

## 3.1 The Text Edit Page

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

- The name of the selected document. In order to change the name, click on it.
- [Office menu bar](#).  
Contains items for managing files, formatting, inserting objects and various app-specific functions.
- Depending on which Office menu bar item you click, one of the following tool bars will be displayed:
  - [The File toolbar](#)
  - [The Format toolbar](#)
  - [The Insert toolbar](#)
  - [The Table toolbar](#)  
Is displayed when having selected a table.
  - [The Image toolbar](#)  
Is displayed when having selected an image.
  - [The Shape toolbar](#)  
Is displayed when having selected a text frame or a shape.
  - [The Review toolbar](#)
- [The ruler](#)
- [The 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 scroll bars.

Related topics:

[Editing Text Documents \(p. 25\)](#)

### 3.1.1 Office menu bar

Contains functions for displaying tool bars, for reverting changes, for searching, for controlling the view, for closing the document.

Content

- **File**. Shows the File tool bar that allows applying file functions.
- **Format**. Shows the Format tool bar that allows you to format the document's content.
- **Insert**. Shows the Insert tool bar that allows you to insert tables, images, text frames, hyperlinks, tab stops, line or page breaks in the text.
- **Review**. Shows the Review tool bar that allows you 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 tool bars** checkbox. Defines whether the tool bars 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.

Related topics:

- [The File toolbar \(p. 16\)](#)
- [The Format toolbar \(p. 17\)](#)
- [The Insert toolbar \(p. 18\)](#)
- [The Review toolbar \(p. 21\)](#)
- [Editing Text Documents \(p. 25\)](#)
- [Editing Documents together \(p. 69\)](#)

### 3.1.2 The File toolbar

#### Content

- **New.** Displays a menu with the following functions:
  - create a new document
  - Depending on the configuration: Create new encrypted documents
- **Open document.** Displays a window for opening an existing document. You can open a document in Drive or upload a local file.
- **Rename document** input field. Shows the name of the document. In order to change the name, click on it.
- **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 a 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 email** icon . Opens a menu with the following options:
  - **Attach document to e-mail.** Sends the selected document as an E-Mail attachment.
  - **Attach as PDF to e-mail.** Sends the selected document as an E-Mail attachment in PDF format.
  - **Send content as e-mail.** Sends the formatted content of the current document as E-Mail in HTML format.
- **Share / Permissions** icon . Opens the sharing window that allows you to share the document with other people with read or edit permissions.

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

#### Related topics:

[Office menu bar \(p. 15\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.3 The Format toolbar

#### Content

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

#### Related topics:

[Office menu bar \(p. 15\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.4 The Insert toolbar

#### Content

- **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 an image in Drive or upload a local image.
- **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.** Adds a comment to the cursor position or the current selection. The comments are displayed at the right border in the comment area or in speech bubbles. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date and time
  - icons for replying to, editing or deleting the commentThe function for inserting comments can also be found in the Review tool bar. Functions for hiding and showing comments can be found in the Review tool bar.
- **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 nameIn order to set the format of a field's content, click into the field.
- **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.

#### Related topics:

[Office menu bar \(p. 15\)](#)

[The Review toolbar \(p. 21\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.5 The Table toolbar

If the cursor is located within a table, the Table tool bar is displayed.

Content

- insert row, delete selected rows, insert column, delete selected columns
- split table
- select the paragraph alignment within a cell
- select cell fill colour, select cell borders, select cell border width
- Assign table style. A table style consists of predefined cell borders and fill colours for specific table cells and rows.

Related topics:

[The Text Edit Page \(p. 14\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.6 The Image toolbar

If an image has been selected, the Image tool bar will be displayed.

Content

- Delete image
- Adjust the border style and colour 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.
- **Format painter**. Transfers the border style and colour to another image.
- **Alignment**. Opens a menu that allows defining 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

Related topics:

[The Text Edit Page \(p. 14\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.7 The Shape toolbar

If a text frame or a shape has been selected, the Shape tool bar will be displayed.

Content

- Insert shape
- Delete object
- Adjust the border style and colour for the object frame
- Adjust the background colour for the object's content
- **Format painter**. Transfers the border style and colour to another object.
- **Alignment**. Opens a menu that allows defining 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 defining the text alignment within the object.
- **Autofit** checkbox. Defines whether the object's height is automatically adjusted to the content.

Related topics:

[The Text Edit Page \(p. 14\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.8 The Review toolbar

#### Content

- **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.
- Selection of the document's language or of the selected paragraph.
- **Track changes**. Enables or disables the change tracking. Additional 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**. Adds a comment to the cursor position or the current selection. The comments are displayed at the right border in the comment area or in speech bubbles. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date or time
  - icons for replying to or deleting the commentThe function for inserting comments can also be found in the Insert tool bar.
- **Markup**. Opens a menu with functions for controlling the comments view.
  - 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.

#### Related topics:

- [Office menu bar \(p. 15\)](#)
- [The Documents Settings \(p. 11\)](#)
- [The Insert toolbar \(p. 18\)](#)
- [Editing Text Documents \(p. 25\)](#)

### 3.1.9 The ruler

Content

- 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.

Related topics:

[The Text Edit Page \(p. 14\)](#)

[Editing Text Documents \(p. 25\)](#)

### 3.1.10 The document window

In the document window, you can create and edit the document's content.

Related topics:

[The Text Edit Page \(p. 14\)](#)

[Editing Text Documents \(p. 25\)](#)

## 3.2 Creating Text Documents

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

- Create a text document in the Text app. You can also use a template.
- create a text document on the text editing page  
You can use this option if you are currently editing a document.
- create a text document in the Drive app

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 Text app's tool bar.

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 menu bar. Enter a name.

### How to create a new text document on the text editing page:

1. Click on **New** in the **File** tool bar. Select an entry from the menu.
2. Click on **Unnamed** in the menu bar. Enter a name.

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

1. In the Drive app, open a folder in the folder view.

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

2. To create a new text document without using a template, click on **New** in the tool bar. 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 tool bar.
- Open the template in the Viewer. Click on **New from template**.

3. Click on **Unnamed** in the menu bar. Enter a name.

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

User interface:

[The toolbar \(p. 10\)](#)

[New from template \(p. 10\)](#)

Related topics:

[Opening Text Documents \(p. 24\)](#)

[Using templates \(p. 62\)](#)

[Editing Text Documents \(p. 25\)](#)

[Editing Text Documents Under a New Name \(p. 26\)](#)

## 3.3 Opening Text Documents

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

- open a text document in the Text app
- create a text document on the text editing page
- open a text document in the Drive app

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:

1. Click on **Open document** in the tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, select a Drive folder for which you have the permission to create objects.  
Click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

Options:

- 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.

### How to open a text document on the text editing page:

1. Click on **Open document** in the **File** tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

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

User interface:

[The toolbar \(p. 10\)](#)  
[Recent documents \(p. 10\)](#)  
[New from template \(p. 10\)](#)

Related topics:

[Creating Text Documents \(p. 23\)](#)  
[Editing Text Documents \(p. 25\)](#)  
[Editing Text Documents Under a New Name \(p. 26\)](#)

## 3.4 Editing Text Documents

The following options are available:

- 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 edit permissions for the Drive folder containing the document.

### How to edit a text document:

1. Create a new text document or open an existing text document.
2. To edit the document, use the common techniques from familiar Office applications:
  - To format characters or paragraphs or to edit cells, use the [Format tool bar](#).
  - 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 tool bar](#). These 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.
    - comments  
To view, create or edit comments, use the [Review tool bar](#).
  - To check the spelling, track changes or manage comments, use the [Review toolbar](#).
- 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 spreadsheet or to send it in an E-Mail, use the [File tool bar](#).
5. To finish editing and to close the text document, click the **Close document** icon  on the right side of the Office menu bar.

User interface:

[The Text Edit Page \(p. 14\)](#)

Related topics:

[Creating Text Documents \(p. 23\)](#)

[Opening Text Documents \(p. 24\)](#)

[Editing Text Documents Under a New Name \(p. 26\)](#)

## 3.5 Editing Text Documents Under a New Name

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

- 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 menu bar or in the **File** tool bar. 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.
3. Select a document. Click the **More actions** icon  in the tool bar. Select **Edit as new**. The document will be opened for editing.
4. Click on **unnamed** in the menu bar or in the **File** tool bar. Enter a name.  
Now you can create and edit the content.

User interface:

[Recent documents \(p. 10\)](#)  
[The Text Edit Page \(p. 14\)](#)

Related topics:

[Creating Text Documents \(p. 23\)](#)  
[Opening Text Documents \(p. 24\)](#)  
[Editing Text Documents \(p. 25\)](#)

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## 4 Spreadsheet

Learn how to work with the Spreadsheet app.

- [The Spreadsheet Edit Page \(p. 28\)](#)
- [Creating Spreadsheets \(p. 35\)](#)
- [Opening Spreadsheets \(p. 36\)](#)
- [Editing Spreadsheets \(p. 37\)](#)
- [Editing Spreadsheets Under a New Name \(p. 38\)](#)
- [The Settings \(p. 39\)](#)

In order to search for spreadsheets, organise them or share them with other users, use the Drive app.

### How to start the Spreadsheet app:

Click the **All Applications** icon  in the menu bar. Click on **Spreadsheet** in the App Launcher. The app opens in a new browser tab.

Related topics:

[The Documents Components \(p. 9\)](#)

## 4.1 The Spreadsheet Edit Page

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

- The name of the selected document. In order to change the name, click on it.
- [Office menu bar](#).  
Contains items for managing files, formatting, inserting objects and various app-specific functions.
- Depending on which Office menu bar item you click, one of the following tool bars will be displayed:
  - [The File toolbar](#)
  - [The Format tool bar](#)
  - [The Data tool bar](#)
  - [The Insert tool bar](#)
  - [The Rows/Columns tool bar](#)
  - [The Image tool bar](#).  
Is displayed when having selected an image.
  - [The Shape tool bar](#).  
Is displayed when having selected a shape.
  - [The Chart tool bar](#).  
Is displayed when having selected a chart.
  - [The Review tool bar](#)
- [The formula bar](#)
- [The document window](#)
- [The 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 scroll bars.

Related topics:

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.1 Office menu bar

Contains functions for displaying tool bars, for reverting changes, for searching, for controlling the view, for closing the document.

Content

- **File**. Shows the File tool bar that allows applying file functions.
- **Format**. Shows the Format tool bar that allows you to format the document's content.
- **Data**. Shows the Data tool bar that allows sorting or filtering data.
- **Insert**. Shows the Insert tool bar that allows inserting objects like images, tables or hyperlinks in the text.
- **Rows/Columns**. Shows the Rows/Columns tool bar that allows using 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 to the left of the cursor.
  - **Show tool bars** checkbox. Defines whether the tool bars 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.

Related topics:

- [The File toolbar \(p. 30\)](#)
- [The Format tool bar \(p. 31\)](#)
- [The Data tool bar \(p. 31\)](#)
- [The Insert tool bar \(p. 32\)](#)
- [The Rows/Columns tool bar \(p. 32\)](#)
- [Editing Spreadsheets \(p. 37\)](#)
- [Editing Documents together \(p. 69\)](#)

## 4.1.2 The File toolbar

### Content

- **New.** Displays a menu with the following functions:
  - create a new document
  - Depending on the configuration: Create new encrypted documents
- **Open document.** Displays a window for opening an existing document. You can open a document in Drive or upload a local file.
- **Rename document** input field. Shows the name of the document. In order to change the name, click on it.
- **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 a 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 email** icon . Sends the selected document as an email attachment.
- **Share / Permissions** icon . Opens the sharing window that allows you to share the document with other people with read or edit permissions.

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

### Related topics:

[Office menu bar \(p. 29\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.3 The Format tool bar

#### Content

- character formatting
  - font family, font size
  - emphasis
  - more font styles, clear formatting
  - format painter
  - text colour
  - background colour
- 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 colour
  - cell style

#### Related topics:

[Office menu bar \(p. 29\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.4 The Data tool bar

#### Content

- 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 setting 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.

#### Related topics:

[Office menu bar \(p. 29\)](#)

[The spreadsheet tabs \(p. 34\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.5 The Insert tool bar

Content

- **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 an image in Drive or upload a local image.
- **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.
- **Comment.** Adds a comment to the selected cell or the current selection. A cell with a comment contains a mark in the upper right corner. If this cell is selected, a speech bubble is displayed. If clicking on the speech bubble, the comment is displayed on the right border of the comment pane. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date and time
  - icons for replying to, editing or deleting the commentThe function for inserting comments can also be found in the Review tool bar. Functions for hiding and showing comments can be found in the Review tool bar.

Related topics:

- [Office menu bar \(p. 29\)](#)
- [The Review tool bar \(p. 33\)](#)
- [Editing Spreadsheets \(p. 37\)](#)

### 4.1.6 The Rows/Columns tool bar

Content

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

Related topics:

- [Office menu bar \(p. 29\)](#)
- [Editing Spreadsheets \(p. 37\)](#)

### 4.1.7 The Image tool bar

If an image has been selected, the Image tool bar will be displayed.

Content

- Delete image
- Adjust the border style and colour 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

Related topics:

- [The Spreadsheet Edit Page \(p. 28\)](#)
- [Editing Spreadsheets \(p. 37\)](#)

### 4.1.8 The Shape tool bar

If a shape has been selected, the Form tool bar will be displayed.

#### Content

- Insert shape
- Delete object
- Adjust the border style and colour for the object frame
- Adjust the background colour for the object's content
- Arrange. Defines the order of objects that overlap each other.

#### Related topics:

[The Spreadsheet Edit Page \(p. 28\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.9 The Chart tool bar

If a chart has been selected, the Chart tool bar will be displayed.

#### Content

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

#### Related topics:

[The Spreadsheet Edit Page \(p. 28\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.10 The Review tool bar

#### Content

- **Insert comment.** Adds a comment to the selected cell or the current selection. A cell with a comment contains a mark in the upper right corner. If this cell is selected, a speech bubble is displayed. If clicking on the speech bubble, the comment is displayed on the right border of the comment pane. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date or time
  - icons for replying to or deleting the commentThe function for inserting comments can also be found in the Insert tool bar.
- **Back.** Selects the previous comment.
- **Next.** Selects the next comment.
- **Delete.** Deletes the selected comment.
- **Delete all.** Deletes all comments on the selected spreadsheet.
- **Show comments.** Shows or hides the comments pane.

#### Related topics:

[Office menu bar \(p. 29\)](#)

[The Insert tool bar \(p. 32\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.11 The formula bar

The formula bar is located below the tool bars. 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.

Related topics:

[The Spreadsheet Edit Page \(p. 28\)](#)

### 4.1.12 The document window

In the document window, you can create and edit the document's content.

Related topics:

[The Spreadsheet Edit Page \(p. 28\)](#)

[Editing Spreadsheets \(p. 37\)](#)

### 4.1.13 The spreadsheet tabs

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

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

Related topics:

[The Data tool bar \(p. 31\)](#)

[Editing Spreadsheets \(p. 37\)](#)

## 4.2 Creating Spreadsheets

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

- Create a spreadsheet in the Spreadsheet app. You can also use a template.
- create a spreadsheet on the spreadsheet editing page.  
You can use this option if you are currently editing a document.
- create a spreadsheet in the Drive app

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 Spreadsheet app's tool bar.

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 menu bar. Enter a name.

### How to create a new spreadsheet on the spreadsheet editing page:

1. Click on **New** in the **File** tool bar. Select an entry from the menu.
2. Click on **Unnamed** in the menu bar. Enter a name.

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

1. In the Drive app, open a folder in the folder view.

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

2. To create a new spreadsheet without using a template, click the **New** icon in the tool bar. 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 tool bar.
- Open the template in the Viewer. Click on **New from template**.

3. Click on **Unnamed** in the menu bar. Enter a name.

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

User interface:

[The toolbar \(p. 10\)](#)

[New from template \(p. 10\)](#)

Related topics:

[Opening Spreadsheets \(p. 36\)](#)

[Using templates \(p. 62\)](#)

[Editing Spreadsheets \(p. 37\)](#)

[Editing Spreadsheets Under a New Name \(p. 38\)](#)

## 4.3 Opening Spreadsheets

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

- open a spreadsheet in the Spreadsheet app
- create a spreadsheet on the spreadsheet editing page
- open a spreadsheet in the Drive app

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:

1. Click on **Open document** in the tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, select a Drive folder for which you have the permission to create objects.  
Click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

Options:

- 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.

### How to open a spreadsheet on the spreadsheet editing page:

1. Click on **Open document** in the **File** tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

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

Use one of the following methods:

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

User interface:

[The toolbar \(p. 10\)](#)  
[Recent documents \(p. 10\)](#)  
[New from template \(p. 10\)](#)

Related topics:

[Creating Spreadsheets \(p. 35\)](#)  
[Editing Spreadsheets \(p. 37\)](#)  
[Editing Spreadsheets Under a New Name \(p. 38\)](#)

## 4.4 Editing Spreadsheets

The following options are available:

- 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 edit permissions for the Drive folder containing the document.

### How to edit a spreadsheet:

1. Create a new spreadsheet or open an existing spreadsheet.
2. To edit the document, use common techniques from familiar Office applications:
  - To format characters or paragraphs or to edit cells, use the [Format tool bar](#).
  - 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 [Data tool bar](#).
  - To insert various elements, use the [Insert tool bar](#). These elements can be inserted:
    - sum functions or other functions
    - hyperlink, image, chart
    - commentsTo view, create or edit comments, use the [Review tool bar](#).
  - In order to insert, delete or format whole rows or columns, use the [Rows/Columns tool bar](#).

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 spreadsheet or to send it in an E-Mail, use the [File tool bar](#).
6. To finish editing and to close the spreadsheet, click the **Close document** icon  on the right side of the Office menu bar.

User interface:

[The Spreadsheet Edit Page \(p. 28\)](#)

Related topics:

[Creating Spreadsheets \(p. 35\)](#)

[Opening Spreadsheets \(p. 36\)](#)

[Editing Spreadsheets Under a New Name \(p. 38\)](#)

## 4.5 Editing Spreadsheets Under a New Name

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

- 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 menu bar or in the **File** tool bar. 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.
3. Select a document. Click the **More actions** icon  in the tool bar. Select **Edit as new**. The document will be opened for editing.
4. Click on **unnamed** in the menu bar or in the **File** tool bar. Enter a name.  
Now you can create and edit the content.

User interface:

[Recent documents \(p. 10\)](#)  
[The Spreadsheet Edit Page \(p. 28\)](#)

Related topics:

[Creating Spreadsheets \(p. 35\)](#)  
[Opening Spreadsheets \(p. 36\)](#)  
[Editing Spreadsheets \(p. 37\)](#)

## 4.6 The Settings

Information on settings can be found in [The Documents Settings \(page 11\)](#).

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## 5 Presentation

Learn how to work with the Presentation app.

- [The Presentation Edit Page \(p. 42\)](#)
- [Creating Presentations \(p. 51\)](#)
- [Opening Presentations \(p. 52\)](#)
- [Editing Presentations \(p. 53\)](#)
- [Editing Presentations Under a New Name \(p. 57\)](#)
- [Holding a Presentation \(p. 58\)](#)
- [The Settings \(p. 59\)](#)

In order to search for presentations, organise them or share them with other users, use the Drive app.

### How to start the Presentation app:

Click the **All Applications** icon  in the menu bar. Click on **Presentation** in the App Launcher.  
The app opens in a new browser tab.

Related topics:

[The Documents Components \(p. 9\)](#)

## 5.1 The Presentation Edit Page

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

- The name of the selected document. In order to change the name, click on it.
- [Office menu bar](#).  
Contains items for managing files, formatting, inserting objects and various app-specific functions.
- Depending on which Office menu bar item you click, one of the following tool bars will be displayed:
  - [The File tool bar](#)
  - [The Format tool bar](#)
  - [The Insert tool bar](#)
  - [The Slide tool bar](#)
  - [The Slide Show tool bar](#)
  - [The Table tool bar](#).  
Is displayed when having selected a table.
  - [The Image tool bar](#).  
Is displayed when having selected an image.
  - [The Shape tool bar](#).  
Is displayed when having selected a shape.
  - [The Line tool bar](#).  
Is displayed when having selected a line.
  - [The Review tool bar](#)
- [The side bar](#)
- [The 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 scroll bars.

Related topics:

[Editing Presentations \(p. 53\)](#)

### 5.1.1 Office menu bar

Contains functions for displaying tool bars, for reverting changes, for searching, for controlling the view, for closing the document.

Content

- **File**. Shows the File tool bar that allows applying file functions.
- **Format**. Shows the Format tool bar that allows you to format the document's content.
- **Insert**. Shows the Insert tool bar that allows you to insert tables, images, text frames, hyperlinks, tab stops, line or page breaks in the text.
- **Slide**. Shows the Slide tool bar that allows you to add, delete or edit slides.
- **Slide Show**. Shows the Slide Show tool bar that allows you to present the currently selected slides.
- **Review**. Shows the Review tool bar that allows you 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**. Starts the current presentation.
- The **Present** icon  starts the presentation with a specific slide.
- **View**. Opens a menu with the following options:
  - Zooming in or zooming out the text.
  - **View master** check box. Defines whether to show the master slides instead of the slides. In this case you can edit the master slides.
  - **Show side bar** checkbox. Defines whether the side bar is displayed. The side bar contains thumbnail views of the folders in the current presentation.
  - **Show tool bars** check box. Defines whether the tool bars 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.

Related topics:

- [The File tool bar \(p. 44\)](#)
- [The Format tool bar \(p. 45\)](#)
- [The Insert tool bar \(p. 46\)](#)
- [The Slide tool bar \(p. 47\)](#)
- [The Slide Show tool bar \(p. 47\)](#)
- [The Review tool bar \(p. 50\)](#)
- [Editing Presentations \(p. 53\)](#)
- [Editing Documents together \(p. 69\)](#)

## 5.1.2 The File tool bar

### Content

- **New.** Displays a menu with the following functions:
  - create a new document
  - Depending on the configuration: Create new encrypted documents
- **Open document.** Displays a window for opening an existing document. You can open a document in Drive or upload a local file.
- **Rename document** input field. Shows the name of the document. In order to change the name, click on it.
- **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.
  - **Auto Save** check box. Defines whether the document gets saved automatically in regular intervals.
- **Slide settings** icon . Opens the *Slide settings* dialogue 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 email** icon . Sends the selected document as an email attachment.
- **Share / Permissions** icon . Opens the sharing window that allows you to share the document with other persons with read or edit permissions.

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

### Related topics:

[Office menu bar \(p. 43\)](#)

[Editing Presentations \(p. 53\)](#)

### 5.1.3 The Format tool bar

#### Content

- 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 colour, text highlight colour
  - format painter
- paragraph formatting
  - paragraph alignment, line spacing, paragraph spacing
  - paragraph fill colour, paragraph borders
  - paragraph style, create new style
  - bullet list, numbered list, demote one level, promote one level

#### Related topics:

[Office menu bar \(p. 43\)](#)

[Editing Presentations \(p. 53\)](#)

## 5.1.4 The Insert tool bar

### Content

- **+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 an image in Drive or upload a local image.
- **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 Shape tool bar.
- **Hyperlink.** Opens a window for inserting or editing hyperlinks.
- **Tab stop.** Inserts the respective control character.
- **Footer.** Opens a window that allows defining 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
- **Insert comment.** Adds a comment to the selected slide. The comments are displayed at the right border in the comments pane. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date and time
  - icons for replying to, editing or deleting the commentThe function for inserting comments can also be found in the Review tool bar. Functions for hiding and showing comments can be found in the Review tool bar.

### Related topics:

- [Office menu bar \(p. 43\)](#)
- [The Shape tool bar \(p. 49\)](#)
- [The Review tool bar \(p. 50\)](#)
- [Editing Presentations \(p. 53\)](#)

## 5.1.5 The Slide tool bar

### Content

- **+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 side bar.
- **Delete.** Deletes the slides that you selected in the side bar.
- **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 colour or a background image
  - Setting the transparency
  - **Hide background images** check box. 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**.

### Related topics:

[Office menu bar \(p. 43\)](#)

[Editing Presentations \(p. 53\)](#)

## 5.1.6 The Slide Show tool bar

### Content

- **Start presentation.** Starts the current presentation.
- The **Present** icon ▼ starts the presentation with a specific slide.
- **Fullscreen.** Defines whether the presentation is displayed in full screen mode.

### Related topics:

[Office menu bar \(p. 43\)](#)

[Holding a Presentation \(p. 58\)](#)

### 5.1.7 The Table tool bar

If the cursor is located within a table, the Table tool bar is displayed.

Content

- delete spreadsheet
- insert row, delete selected rows, insert column, delete selected columns
- select the paragraph alignment within a cell
- select cell fill colour, select cell borders, select cell border width
- Assign table style. A table style consists of predefined cell borders and fill colours 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 defining the alignment of one or several objects on the slide.

Related topics:

[Office menu bar \(p. 43\)](#)

[Editing Presentations \(p. 53\)](#)

### 5.1.8 The Image tool bar

If an image has been selected, the Image tool bar will be displayed.

Content

- Delete image
- Adjust the border style and colour 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.
- **Format painter**. Transfers the border style and colour 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 defining the alignment of one or several objects on the slide.
- **Options**. Opens a menu that allows defining the behaviour of objects when being scaled.

Related topics:

[The Presentation Edit Page \(p. 42\)](#)

[Editing Presentations \(p. 53\)](#)

### 5.1.9 The Shape tool bar

If a text frame or a shape has been selected, the Shape tool bar will be displayed.

Content

- Insert shape
- Delete object
- Adjust the border style and colour for the object frame
- Adjust the background colour for the object's content
- Transfer the border style and colour 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 defining the behaviour of objects when being scaled.

Related topics:

[The Presentation Edit Page \(p. 42\)](#)

[The Insert tool bar \(p. 46\)](#)

[Editing Presentations \(p. 53\)](#)

### 5.1.10 The Line tool bar

If a line has been selected, the Line tool bar will be displayed.

Content

- Insert shape
- Delete object
- adjust line style and colour
- 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 defining the behaviour of objects when being scaled.

Related topics:

[The Presentation Edit Page \(p. 42\)](#)

[Editing Presentations \(p. 53\)](#)

### 5.1.11 The Review tool bar

Content

- **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.
- Selection of the document's language or of the selected paragraph.
- **Insert comment.** Adds a comment to the selected slide. The comments are displayed at the right border in the comments pane. In addition to the comment text, a comment contains the following:
  - the editor's name
  - the comment's creation date or time
  - icons for replying to or deleting the commentThe function for inserting comments can also be found in the Insert tool bar.
- **Back.** Selects the previous comment.
- **Next.** Selects the next comment.
- **Delete.** Deletes the selected comment.
- **Delete all.** Deletes all comments on the selected slide.
- **Show comments.** Shows or hides the comments pane.

Related topics:

- [Office menu bar \(p. 43\)](#)
- [The Documents Settings \(p. 11\)](#)
- [Editing Presentations \(p. 53\)](#)

### 5.1.12 The side bar

The side bar 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.

Related topics:

- [The Presentation Edit Page \(p. 42\)](#)
- [Editing Presentations \(p. 53\)](#)

### 5.1.13 The document window

In the document window, you can create and edit the document's content.

Related topics:

- [The Presentation Edit Page \(p. 42\)](#)
- [Editing Presentations \(p. 53\)](#)

## 5.2 Creating Presentations

The following options are available:

- Create a presentation in the Presentation app. You can also use a template.
- Create a presentation on the presentation editing page.  
You can use this option if you are currently editing a document.
- create a presentation in the Drive app

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 Presentation app's tool bar.

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 menu bar. Enter a name.

### How to create a new presentation on the presentation editing page:

1. Click on **New** in the **File** tool bar. Select an entry from the menu.
2. Click on **Unnamed** in the title bar. Enter a name.

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

1. In the Drive app, open a folder in the folder view.

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

2. To create a new presentation without using a template, click on **New** in the tool bar. 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 tool bar.
- Open the template in the Viewer. Click on **New from template**.

3. Click on **Unnamed** in the menu bar. Enter a name.

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

User interface:

[The toolbar \(p. 10\)](#)

[New from template \(p. 10\)](#)

Related topics:

[Opening Presentations \(p. 52\)](#)

[Using templates \(p. 62\)](#)

[Editing Presentations \(p. 53\)](#)

[Editing Presentations Under a New Name \(p. 57\)](#)

## 5.3 Opening Presentations

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

- open a presentation in the Presentation app
- open a presentation on the presentation editing page
- open a presentation in the Drive app

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:

1. Click on **Open document** in the tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, select a Drive folder for which you have the permission to create objects.  
Click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

Options:

- 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.

### How to open a presentation on the presentation editing page:

1. Click on **Open document** in the **File** tool bar. The *Open document* window opens.
2. Use one of the following methods:
  - To open a document that is located in Drive, select a document. Click on **Open**.
  - To open a locally saved document, click on **Upload local file**. Select a text document.  
Result: The document is uploaded to Drive. Then, the document will be opened.

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

Use one of the following methods:

- Select a presentation. Click on **Edit** in the tool bar.
- Double-click on a presentation.
- Select **Edit** from the context menu.
- Open the presentation in the Viewer. Click on **Edit**.

User interface:

[The toolbar \(p. 10\)](#)  
[Recent documents \(p. 10\)](#)  
[New from template \(p. 10\)](#)

Related topics:

[Creating Presentations \(p. 51\)](#)  
[Editing Presentations \(p. 53\)](#)  
[Editing Presentations Under a New Name \(p. 57\)](#)  
[Holding a Presentation \(p. 58\)](#)

## 5.4 Editing Presentations

The following options are available:

- [Creating presentations \(p. 54\)](#)
- [Editing slide contents \(p. 55\)](#)
- [Editing slide layouts \(p. 56\)](#)

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

User interface:

[The Presentation Edit Page \(p. 42\)](#)

Related topics:

[Creating Presentations \(p. 51\)](#)

[Opening Presentations \(p. 52\)](#)

[Editing Presentations Under a New Name \(p. 57\)](#)

## 5.4.1 Creating presentations

The following options are available:

- insert, duplicate, delete slides
- hold, download, print the presentation or send it in an E-Mail
- hold the presentation

### 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** tool bar.
3. To add a new slide, select one of the tool bars **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 inherits the layout of the standard master slide. You can also open a slide's context menu in the side bar. 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 side bar. Select **Duplicate slide**.
4. Create and edit the content and layout of the slides.
5. To organise the presentation slides, the following options are available:
  - To change the order of the slides, drag a slide to another position in the side bar.
  - To delete a slide, open the slide's context menu in the side bar. Select **Delete slide**.
  - If a slide is not to be displayed in the presentation, open the slide's context menu in the side bar. Select **Hide slide**.
6. To rename, save, download or print the presentation or to send it in an E-Mail, use the [File tool bar](#).
7. To finish editing and to close the presentation, click the **Close document** icon  on the right side of the Office menu bar.

User interface:

[The Presentation Edit Page \(p. 42\)](#)

Subordinated actions:

[Editing slide contents \(p. 55\)](#)

[Editing slide layouts \(p. 56\)](#)

## 5.4.2 Editing slide contents

The following options are available:

- 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

### How to edit a slide's content:

1. Select the slide to be edited in the side bar.
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** tool bar.  
In order to edit an element, click on it. Use the functions of the **Shape** tool bar.
3. To format characters or paragraphs, use the Format tool bar.  
To insert various elements, use the Insert tool bar. These 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
  - comments about the slide  
To view, create or edit comments, use the Review tool bar.
4. To check the spelling, use the Review tool bar.  
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.

Superordinated action:

[Creating presentations \(p. 54\)](#)

### 5.4.3 Editing slide layouts

The following options are available:

- assign master slide
- adjust layout
- edit master slide

#### How to edit a slide's layout:

1. Select the slide to be edited in the side bar.
2. To assign another master slide's layout to the slide, open the slide's context menu in the side bar. 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** tool bar. 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** tool bar. 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 side bar.
  - c. Click on **Finish**. You can also click on **View** in the Office menu bar. Disable **View master**.Note: Slides with a layout that you changed before will keep their current layout.

Superordinated action:

[Creating presentations \(p. 54\)](#)

## 5.5 Editing Presentations Under a New Name

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

- 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 menu bar or in the **File** tool bar. 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.
3. Select a document. Click the **More actions** icon  in the tool bar. Select **Edit as new**. The document will be opened for editing.
4. Click on **unnamed** in the menu bar or in the **File** tool bar. Enter a name.  
Now you can create and edit the content.

User interface:

- [Recent documents \(p. 10\)](#)
- [The Presentation Edit Page \(p. 42\)](#)

Related topics:

- [Creating Presentations \(p. 51\)](#)
- [Opening Presentations \(p. 52\)](#)
- [Editing Presentations \(p. 53\)](#)

## 5.6 Holding a Presentation

You can hold the current presentation within the groupware window or in full screen mode.

### How to hold a presentation:

1. Open the presentation that you want to hold.
2. Click on **Start presentation** in the **Slide Show** tool bar.  
You can also click on **Present** in the Office menu bar.

Options in the **Slide Show** tool bar:

- To define the slide the presentation should start with, click the **Start the presentation** icon ▼.
- To define whether the presentation is displayed in full screen mode, use the **Full screen** checkbox.

User interface:

[Office menu bar \(p. 43\)](#)

[The Slide Show tool bar \(p. 47\)](#)

Related topics:

[Opening Presentations \(p. 52\)](#)

[Editing Presentations \(p. 53\)](#)

## 5.7 The Settings

Information on settings can be found in [The Documents Settings \(page 11\)](#).

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## 6 Templates

Learn how to work with templates.

- [Using templates \(p. 62\)](#)
- [Creating templates \(p. 63\)](#)
- [Editing templates \(p. 64\)](#)
- [Organising templates \(p. 65\)](#)

## 6.1 Using templates

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

### How to use a template when creating a new document:

In the Text, Spreadsheet or 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 tool bar.
- Open the template in the Viewer. Click on **New from template**.

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

Related topics:

[Creating templates \(p. 63\)](#)

[Editing templates \(p. 64\)](#)

[Organising templates \(p. 65\)](#)

## 6.2 Creating templates

The following options are available:

- save the document you are currently working on as a template
- add a locally saved document as a template

The new template will be saved below *My files* in the Drive app. You can organise your own templates with template folders.

### How to save the current document as 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** tool bar, 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 editing the template, click the **Close document** icon 

### How to add an existing document as a template:

1. Click on **Add template** in the tool bar. The *Upload file* window opens.
2. Select a template.  
Result: The template will be uploaded to Drive. Then, the template will be displayed in *New from template*.

You can also use one of the following methods:

- Drag a template from a file browser or from the desktop to the *New from template* area.
- Use the context menu in *New from template* in a free area.

User interface:

[The toolbar \(p. 10\)](#)

Related topics:

[Using templates \(p. 62\)](#)

[Editing templates \(p. 64\)](#)

[Organising templates \(p. 65\)](#)

## 6.3 Editing templates

You can edit your own templates. You can organise your own templates with template folders.

### How to edit an existing template:

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

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

- Select a template. Click the **More actions** icon  in the tool bar. Click on **Edit template** in the menu.
  - Open the template in the Viewer. Click the **More actions** icon  in the tool bar. Click on **Edit template** in the menu.
2. Edit the content according to your wishes.
  3. In order to finish editing the template, click the **Close document** icon .

Related topics:

[Using templates \(p. 62\)](#)

[Creating templates \(p. 63\)](#)

[Organising templates \(p. 65\)](#)

## 6.4 Organising templates

In order to keep the overview, you can organise 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 are available:

- create a new template folder
- delete a template folder

### 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. In the Text, Spreadsheet or Presentation app, click the **Documents Settings** icon  on the right side of the menu bar.  
The *Documents Settings* window opens.
3. Click on **Add new template folder**. Select the new folder. Click on **OK**.

### How to remove a template folder:

1. In the Text, Spreadsheet or Presentation app, click the **Documents Settings** icon  on the right side of the menu bar.  
The *Documents Settings* window opens.
2. Click the **Delete** icon  next to a template folder.

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.

Related topics:

- [Using templates \(p. 62\)](#)
- [Creating templates \(p. 63\)](#)
- [Editing templates \(p. 64\)](#)
- [The Documents Settings \(p. 11\)](#)

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## 7 Collaboration

Learn how to work together with other users or external partners.

- [Sharing Documents \(p. 68\)](#)
- [Editing Documents together \(p. 69\)](#)
- [Notifying Other People \(p. 70\)](#)

## 7.1 Sharing Documents

You can share an opened document with internal users or external partners with read or edit access. The people will receive an invitation E-Mail. If an external partner accesses the document, the partner will automatically be logged in as a guest user.

### How to share an opened document with internal users or external partners:

1. Click on **File** in the Office menu bar.  
Click the **Share / Permissions** icon  in the tool bar.  
The sharing window opens.
2. In **Who can access this folder?**, you can define whom to grant access to the document:
  - If you exclusively want to share the data with specific persons, select **Invited people only**.
  - If you want to share the data not only with specific persons, but with all persons who get a link to the data, select **Anyone with the link and invited people**.
3. To invite the desired people, enter a name or an E-Mail address in **Add people**.
  - To set a person's permission, select a user role in **Invite as**.
  - To adjust the user role of a person added, click on the assigned user role next to the person or on **Details**.
  - To remove a person's permission, click the **Actions** icon  next to the person. Click on **Remove**.If you invite people, the **Invitation message (optional)** input field will be displayed. If required, enter a message.  
If you selected **Anyone with the link and invited people**, you can pass on the link by clicking on **Copy link** next to the link.
4. In order to adjust the settings, click the **Sharing options** icon  in the title bar. The following settings are available:  
Link options:
  - To set a time limit for the access to the shared data, select a time frame in **Expiration**.
  - To protect the access with a password, enter a password in **Password (optional)**. If you send the public link by E-Mail, the E-Mail contains the password.
  - If a link should also include all subfolders, enable **Share with subfolders**.Invitation options
  - To automatically send a message to people who are invited by you to a shared item, enable **Send notification by e-mail**.

Related topics:

[Editing Documents together \(p. 69\)](#)

[Notifying Other People \(p. 70\)](#)

## 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.

- The documents have to be saved in a public or shared folder.
- Each collaborator needs to have write permissions for this folder.

### How to edit a document together with other people:

1. Share the document that you want to edit together with others and give them write permission.
  - In the Drive app, invite those people to a shared object with whom you want to edit the document together.
  - Give them the user role Reviewer. Make sure they receive an E-Mail notification.
2. You and the other collaborators can now open the document. The collaborators are highlighted with different colours. In order to show or hide the list of collaborators, click on **View** in the Office menu bar. Enable or disable **Show collaborators**.

Each collaborator can see the cursors of the other collaborators. The cursors are highlighted according to the collaborators' colours.

3. Edit the document. Each collaborator can see all changes applied by other collaborators.
4. To finish, a collaborator has to click the **Close document** icon  on the right side of the Office menu bar. A new version of the document will be created automatically.  
The other collaborators can continue working on the document.

Related topics:

[Sharing Documents \(p. 68\)](#)

[Notifying Other People \(p. 70\)](#)

## 7.3 Notifying Other People

While working on a document, you can invite other people to collaborate on the document by sending them a notification.

- To do so, mention the person in a comment field by entering the person's E-Mail address in the comment field.
- The mentioned person receives an E-Mail with a link to the document.
- If the mentioned person does not yet have access rights to the document, you are asked which permissions the person should get.

### How to notify another person:

1. Enter a comment in the current document.
  - Define the position for entering the comment. Depending on the document type, this can be a line of text, a table cell or a presentation slide.
  - Click on the **Comment** function in the **Insert** tool bar.
  - A comment field will be displayed on the right side.
2. Enter **@** in the comment field, followed by an E-Mail address and a space.
  - While entering the E-Mail address, several matching suggestions are displayed. To accept a suggestion, click on it.
3. Enter a comment.
  - Click the **Send** icon .

User interface:

[The Insert toolbar \(p. 18\)](#)

Related topics:

[Sharing Documents \(p. 68\)](#)

[Editing Documents together \(p. 69\)](#)

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