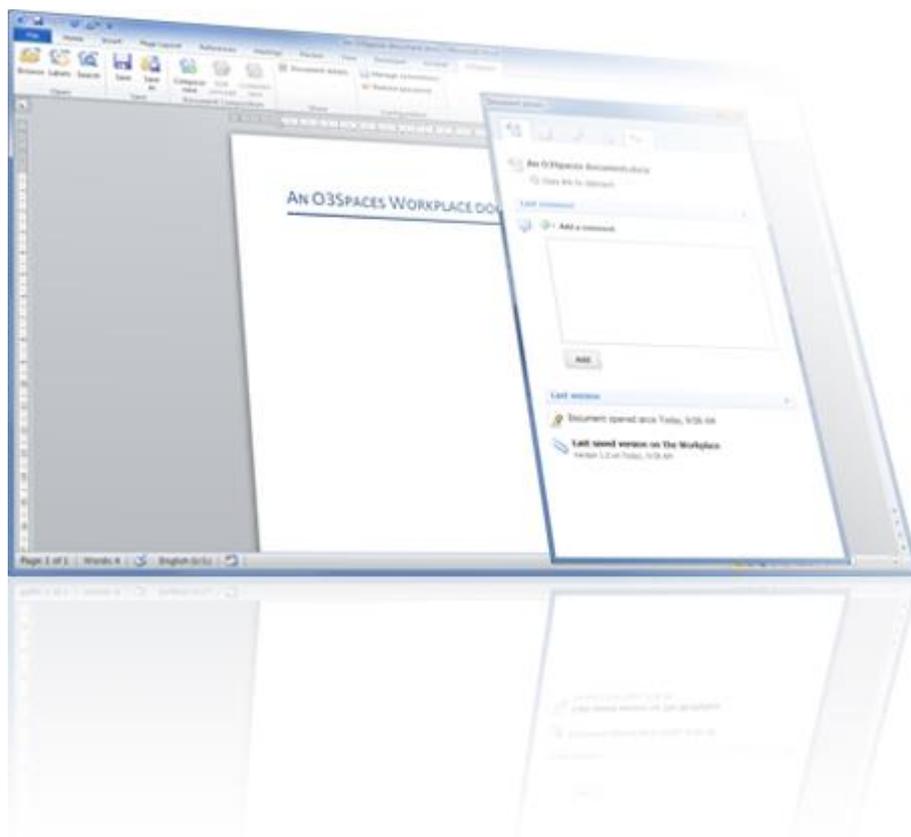


# O3Spaces Office Plug-in Document Recovery

*Information*



# O3Spaces Office Plug-in Document Recovery

*Document Recovery information  
for Microsoft Office 2007 and 2010-2013 plug-in*

**Notice:**

- Before installing and using the O3Spaces Software read the '*O3Spaces Workplace End User License Agreement*' carefully.
- **By activating the O3Spaces Software you agree to the terms and conditions as contained in this agreement.**

© 2006, 2014 O3Spaces B.V.

All product names, logos, brands and any other trademarks contained in this document are the property of their respective owners.

## Table of Contents

O3Spaces Document Recovery .....	3
Workplace Recovery folder.....	3
Save recovered document to O3Spaces .....	4
Unlock and update original document .....	5
Contact O3Spaces.....	5
Disclaimer .....	6

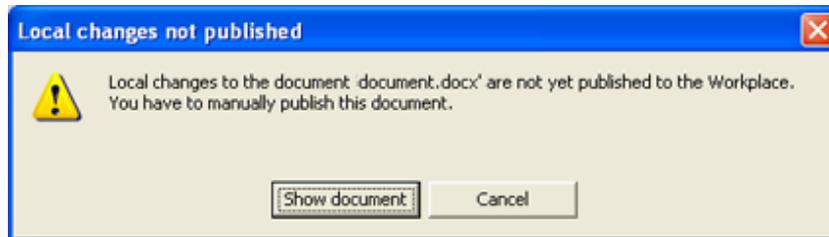
# O3Spaces Document Recovery

It could be that while you are working on a document, your internet connection is aborted or your Office suite isn't closed in the right fashion. To ensure that this doesn't result in loss of your document, O3Spaces Workplace assists you with the document recovery. The following steps explain how the recovery works.

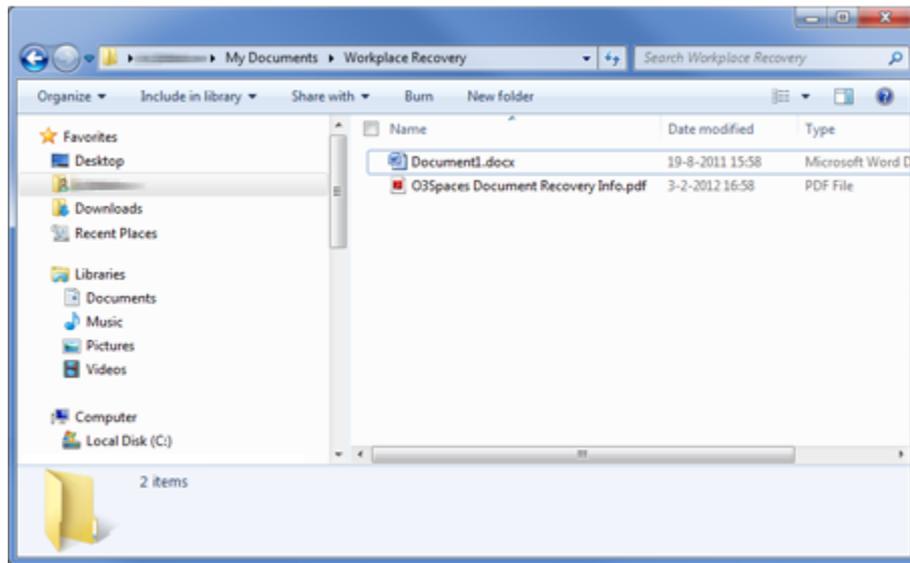
**Important:** This recovery document is only applicable for the O3Spaces plug-in version 1.0.4 or newer for Microsoft Office 2007, 2010 and 2013 compatible with O3Spaces version 4.3 or newer.

## Workplace Recovery folder

1. When starting up Microsoft Office, O3Spaces Workplace will check if there is a document that has local changes that are not yet published to the Workplace. If there is such a document a dialog will pop-up with the question if you want to see the document with local changes that are not published yet.



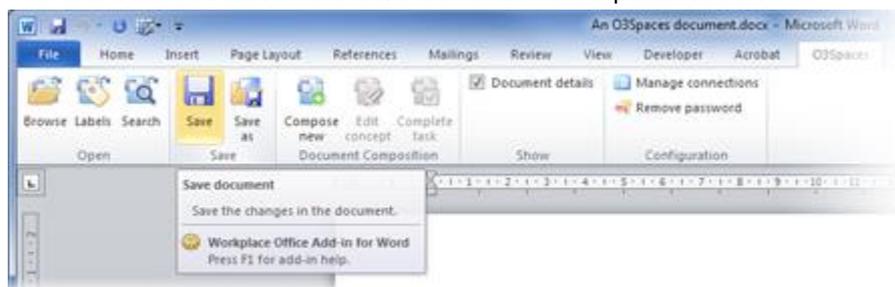
2. Click on 'Show document' if you want to see the document. Windows Explorer will open and give you a list of the documents that are stored in the Workplace Recovery folder in your 'My Documents' profile folder.



**Note:** After publishing a recovered document to the Workplace, the recovered document in the 'Workplace Recovery' folder remains available. Do not use this document anymore.

## Save recovered document to O3Spaces

1. Select the document and open it in Office. Determine if you want to publish the local changes or not and if needed click on the 'Save' button in the O3Spaces Ribbon.



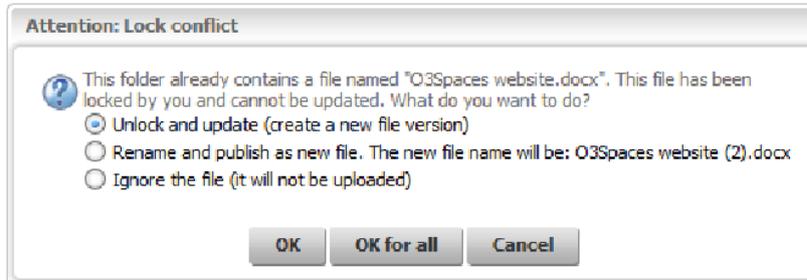
2. The 'Save as new to O3Spaces Workplace' dialog will open. Navigate to the right workspace location and select the original document on the Workplace.

**Info:** Probably this original document is locked by you.

3. Click the 'Save' button to save and publish the document (and local changes) to O3Spaces Workplace.

# Unlock and update original document

1. Select in the 'Lock conflict' dialog the option 'Unlock an update' (create a new file version).



2. Your local changes are now recovered successfully as a new document-version on the Workplace and you can continue working on your document in Office.

**Important:** Make sure you save/publish the recovered document to the O3Spaces Workplace environment to ensure that no work is lost.

**Note:** This recovery document is only applicable for the O3Spaces plug-in for Microsoft Office 2007, 2010 and 2013 compatible with O3Spaces version 4.3 or newer.  
This plug-in does not interact with the Workplace Assistant.

## Contact O3Spaces

**O3Spaces B.V.**

PO Box 483,  
2800 AL, Gouda  
the Netherlands

+31 182 680 269

[info@o3spaces.com](mailto:info@o3spaces.com) | [www.o3spaces.com](http://www.o3spaces.com)

# Disclaimer

All product names, logos, brands and any other trademarks contained in this documents and the associated software are the property of their respective owners.

Copyright © 2006 - 2014 O3Spaces B.V. All rights reserved.