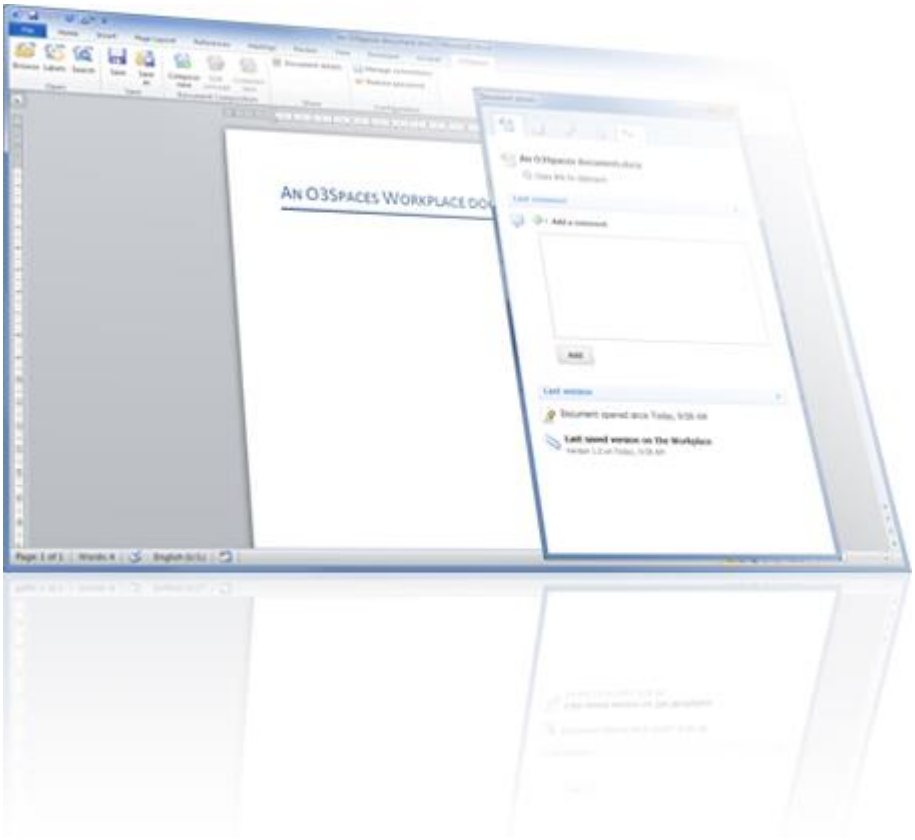
O3Spaces Office Plug-in 1.2.8
Office Integration

Information and configuration



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O3Spaces Office Plug-in 1.2.8 Office Integration

Information and configuration

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.**

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1. O3Spaces Microsoft Office Integration

The O3Spaces Microsoft Office integration makes it possible to open shared files from your workspaces, or publish your document to a team-workspace directly from your Office application. Review document versions, add comments, complete tasks and start new document processes and stay up to date. Collaborate and enhance your office productivity without having a web browser open.

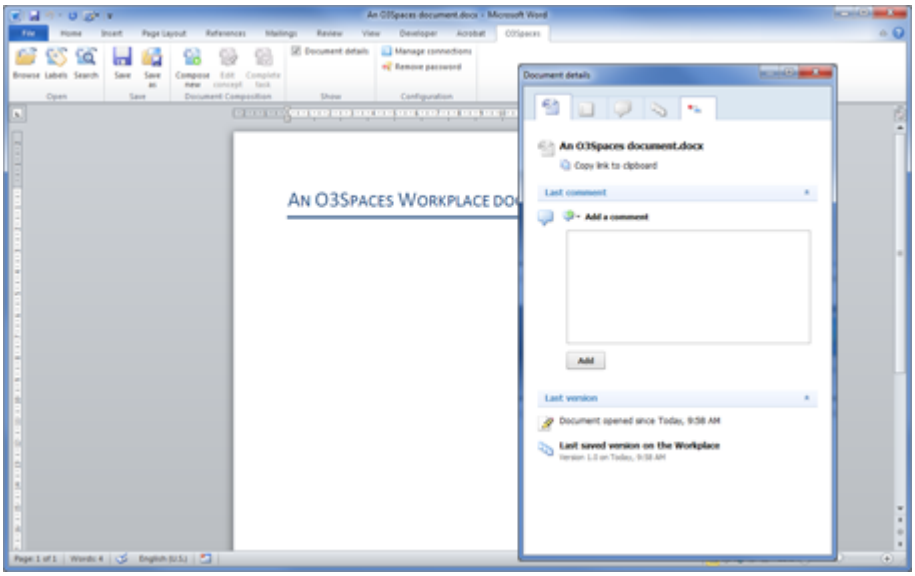

Figure 1 Microsoft Word with the Workplace ribbon and document details pane.

Warning: This document is only applicable for the O3Spaces plug-in version 1.2.8 for Microsoft Office 2007, Microsoft Office 2010 and Microsoft Office 2013.

The plug-in version 1.2.8 is compatible with O3Spaces versions 4.3 to 5.5.

This plug-in does not interact with the Workplace Assistant.

1.1. Requirements

- Microsoft .NET Framework 4 Client Profile (Standalone Installer)
  - http://www.microsoft.com/en-us/download/details.aspx?id=24872

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- XULRunner 1.9.2.13 (32-bit) (available in the zip file)
- MS Visual Studio 2010 Tools for Office Runtime (version 4.0)
  - http://go.microsoft.com/fwlink/?LinkId=140384
- Microsoft Office 2007 SP2 (32-bit) (latest updates), Microsoft Office 2010 (32-bit) or Microsoft Office 2013 (32-bit)
- Microsoft Windows Vista, 7 or 8 (latest updates)

Note: The Office plug-in does not integrate with Microsoft Outlook 2007, 2010 and 2013.
Note: Microsoft Office 64-bit is not supported.
Note: The Office plug-in is not supported on Mac OS.
Note: The availability of the office integration functionality depends on your Workplace Edition.
Note: The availability of the Template Management and Composer functionality depends on your Workplace Edition and Document Solution. More about Composer functionality in Office is described in section 'Document Composition'.
Note: User account control (UAC) restrictions may in specific cases lead to configuration issues with respect to the plug-ins.
Note: Firewalls, Pop-up blockers and other malware protection software should be configured to allow all Workplace components to operate unhindered. (e.g. keeping in mind TCP-port assigned for the installation and allowing Java components to access network resources)
Note: The plug-in is not embedded in the Workplace software but is available for download from https://support.o3spaces.com.

1.2. Installation

The installation of the Microsoft Office plug-in is very straightforward and consists of a couple of steps.

1. Download a compatible plug-in resource from https://support.o3spaces.com.
2. Extract all files and run the file called **'setup.exe'**. A welcome dialog will pop up.
   The installer will guide you through the steps needed to install the plug-in.

Note: Before starting the installation please make sure that all Microsoft Office applications and your browser are closed.

3. On the welcome dialog click 'Next' to proceed with the installation.

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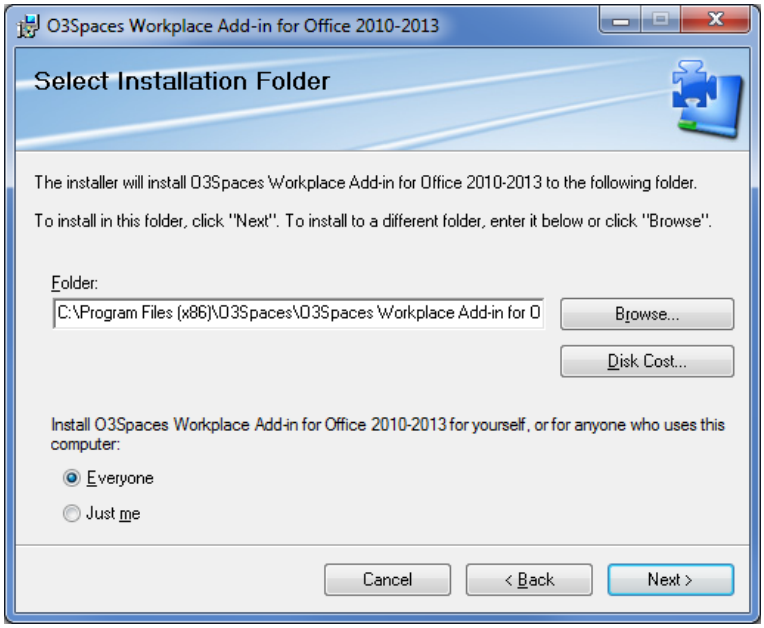

Figure 2 O3Spaces Workplace add-in installation wizard

4. Select the Installation folder you want to use to install the plug-in and choose for whom the plug-in should be installed.
   It is recommended to install the plug-in for all users of the computer. Afterward click on the 'Next' button to proceed with the installation.
5. After confirming the installation, the actual installation will start.

Note: The installer will check for all required dependencies automatically. If a dependency is not available, it will be installed or instructions are given how to install the specific dependency.

6. When the installation is complete click 'Close' the close the dialog, you can get started with the plug-in.

Warning: All running Office instances and the browser with the O3Spaces Spaces environment must be restarted before the Office integration will work properly.

1.2.1. Optional configuration

By default all the O3Spaces ribbon sections are visible after installing the plug-in.

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If needed the visibility of the ribbon sections (Open, Save, New, Document Composition and Configuration) can be configured in user registry settings. Ask your system administrator to change this.

An additional 'Document Composer Designer' ribbon section can be configured to be visible via the option 'Extras' in the 'Manage connections' configuration screen (see 'Server connection configuration'). This additional ribbon section is only needed for Composer document template managers.

1.3. Getting Started with the plug-in

1.3.1. O3Spaces options in Microsoft Office

The exact appearance of the O3Spaces options will vary between the different Office versions. The options will be presented in a 'O3Spaces ribbon menu' and the 'Open' and 'Save' options are also available in the 'File' menu. For all options to work correctly, an O3Spaces Workplace server has to be configured.

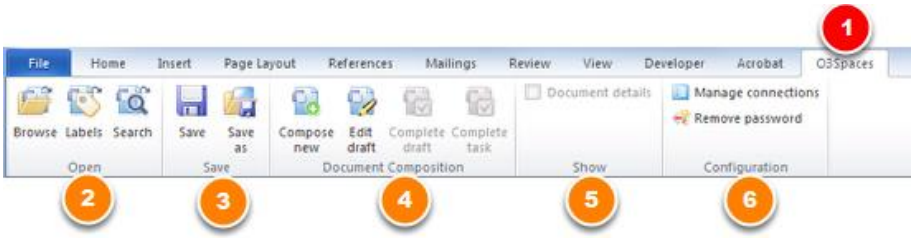

Figure 3 Microsoft Office – O3Spaces ribbon

1 . O3Spaces-Workplace top menu *(opens the O3Spaces ribbon)*
2. ***Open****: To open documents fromO3Spaces.*
3. ***Save****: Save (publish) a new document to O3Spaces.*
4. ***Document Composition****: Create new documents with O3Spaces Composer (via an interactive wizard).*
5. ***Show****: To hide/show the document details window.*
6. ***Configuration****: To configure the O3Spaces Workplace connections.*

1.3.2. Server connection configuration

1.3.2.1. Adding a server connection

You can add a Workplace server connection through the Configuration option in the Workplace ribbon.

Procedure to configure/add a connection:

1. Open Microsoft Office and make sure the O3Spaces Workplace plug-in is installed.
2. Open the Workplace ribbon and click on the 'Manage connections' button in the Configuration section, the Manage connection dialog will pop up.

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Note: When no connection is configured the 'Add connection' button is shown instead of the 'Manage connections' button.

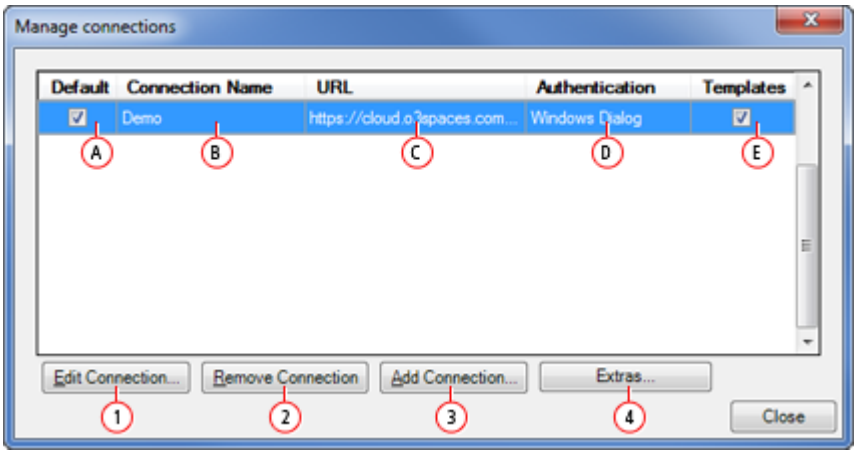

Figure 4 Manage connections dialog

A. Default connection on start-up Office (click to change the default connection)
B. Configured connection name.
C. Configured Workplace server address (URL).
D. Configured authentication type.
E. Configured template-options visible for this connection (click to change the visibility).

1. Edit Connection button.
2. Remove Connection button.
3. Add Connection button.
4. Extras button.

3. Click on the 'Add connection' button to add a new Workplace server.
4. In the dialog that opens, fill in a name for the connection and a valid Workplace address (URL) and click 'OK'.
   The new connection will be added to the list of available connections to Workplace servers.
   If needed you can edit this connection at a later time and set it for instance as default connection.

Note: Manually added connections will have a 'Windows Dialog' authentication by default. This can be changed be editing a server connection.

1.3.2.2. Editing a server connection

You can edit a Workplace server connection through the Configuration option in the Workplace ribbon.

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Procedure to edit a server connection:

1. Open Microsoft Office and make sure the O3Spaces Workplace plug-in is installed.
2. Open the Workplace ribbon and click on the 'Manage connections' button in the Configuration section, the Manage connection dialog will pop up (see figure 4).
3. Select a connection and click on the 'Edit connection' button to edit the selected Workplace server connection properties.

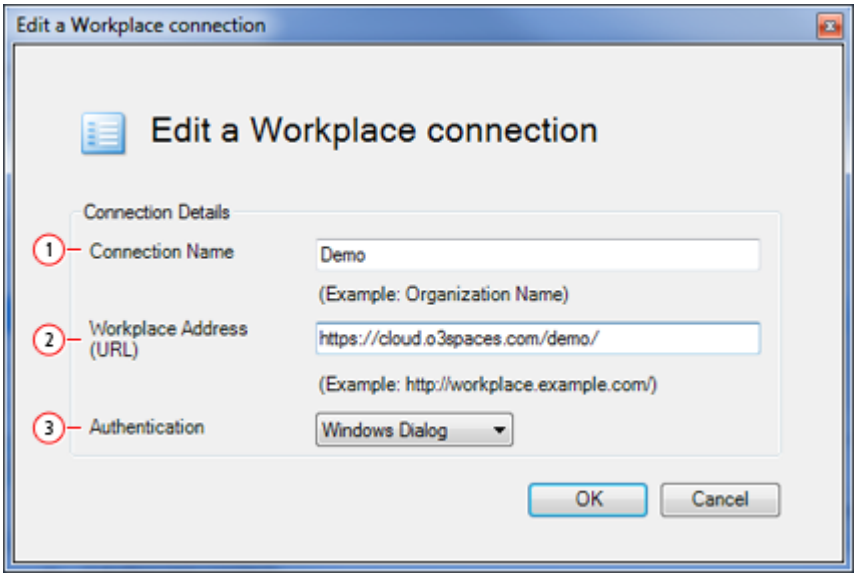

Figure 5 Edit a connection dialog

1. Connection Name
2. Workplace Address (URL)
3. Authentication type

4. In the dialog that opens you can edit the connection name, used Workplace address (URL) and Authentication type.
   There are two authentication types:
   1) Windows Dialog (default, authenticate using a log-in dialog)
   2) Windows Domain (can be used for single sign on solutions)

Note: It is possible to clear all stored passwords by clicking on the 'remove password' option in the Configuration part of the Workplace ribbon.

Note: If you get the 'untrusted server' message for a Workplace URL that begins with **https://** you will have to configure Windows to trust the Workplace server.

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1.3.2.3. Plug-in not compatible with configured server

If the current installed plug-in is not compatible with the configured server, a message will appear in the dialog windows on trying to connect to this server:

- On opening a document (See section '*Open Workplace documents from Microsoft Office*')
- On saving a document (See section '*Save new documents from Microsoft Office to the Workplace*')
- On composing a new document (See section '*Create a new document with Composer*')

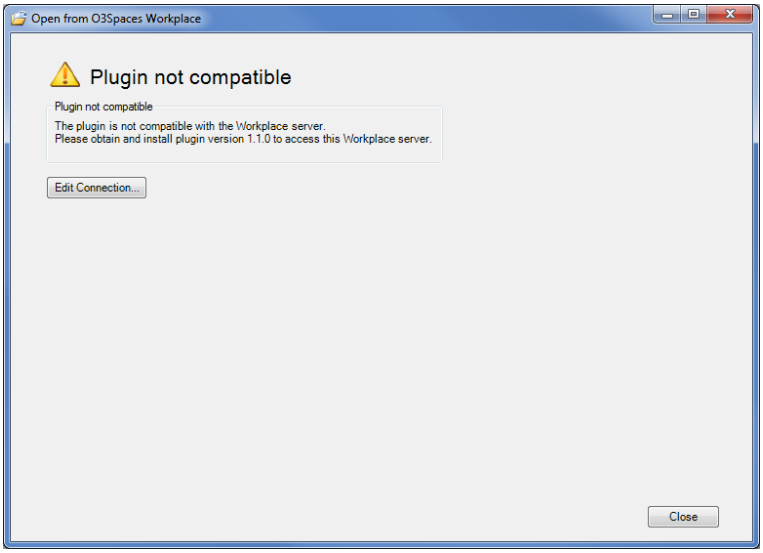

Figure 6 Message if the current plug-in version is not compatible with the configured server

Note: The plug-in version 1.2.8 is compatible with O3Spaces versions 4.3 to 5.5.

1.3.3. Working with the plug-in in Microsoft Office

With the Microsoft Office plug-in configured relevant Workplace functionality is available in Microsoft Office.

The available options are:

- Open Workplace documents from Microsoft Office
  - Browse and open en document.
  - Searching with labels and open a document.
  - Searching for documents and open a document.
- Publishing new documents from Microsoft Office
- Document details pane:

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- General document details like the Workplace-link, last published version etc.
- Document versions in Microsoft Office.
  - View previous versions
  - Compare previous versions with the current document.
- Document comments in Microsoft Office
  - Read comments.
  - Add comments.
- Document tasks in Microsoft Office (needs extra configuration).
  - View new document processes.

1.3.3.1. Open Workplace documents from Microsoft Office

With a Microsoft Office plug-in configured you can open supported Workplace documents directly from your Microsoft Office application.

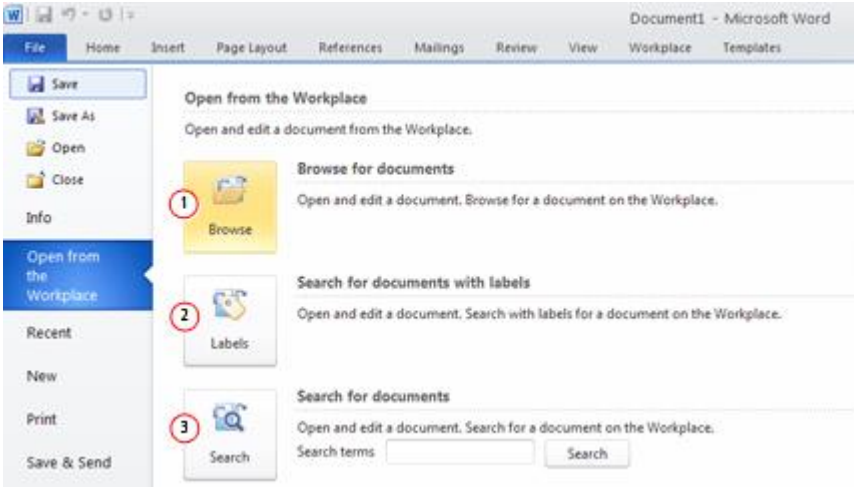

Figure 7 File – Open from O3Spaces Workplace

1. Browse for documents
2. Search for documents with labels
3. Search for documents

Select the first menu-item 'File', select the option 'Open from the Workplace…' and click on the 'Browse' button.

An 'Open from the Workplace' dialog-window will appear with an active documents tab and all your available workspace-folders.

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Figure 8 O3Spaces ribbon in Microsoft Office – Open and edit a document by browsing

1. Open section in the O3Spaces ribbon.
2. Browse for documents option.

An alternative way to open the 'Open from the Workplace dialog' is to use the 'Browse…' button in the Workplace ribbon.

Note: If you are using Windows Dialog authentication, the first time you connect to a server, an authentication dialog will pop up. Put in your credentials to log in to the Workplace.

Tip: **Remember my password.** On the first time connecting to a server choose for the option 'Remember my password' to authenticate automatically the next time you connect to the Workplace server.

Note: If no Workplace server is configured, the Workplace will show the 'Add connection' dialog when clicking on the 'Browse' button.

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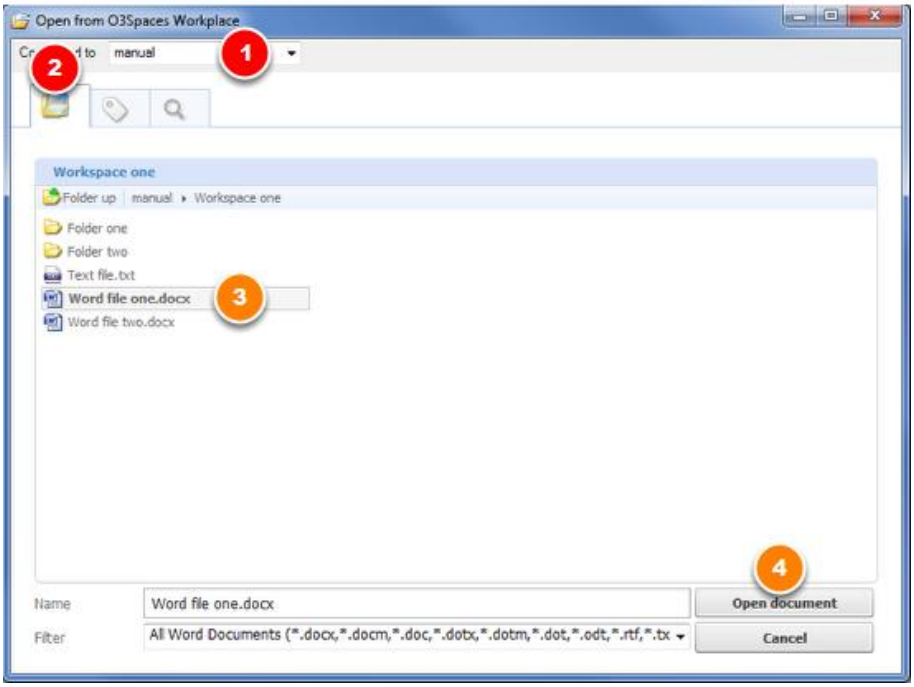

Figure 9 Open from O3Spaces dialog-window

1. Select the used Workplace server connection.
2. Browse for documents – tab enabled.
3. Browse through the Workplace and select the desired document.
4. Click 'Open document' to edit the document.

Browse to the desired workspace-folder and select the document you want to edit and click the button 'Open'.

- After opening the document, it will automatically be locked on the Workplace.
- After saving and closing the document a new version will automatically be created on the Workplace.

Note: Only file-types supported by your Office application will be shown in the 'Open from the Workplace' dialog.

1.3.3.2. Searching with labels from Microsoft Office

With a Microsoft Office plug-in configured you can search for documents with labels (and open them) directly from your Microsoft Office application.

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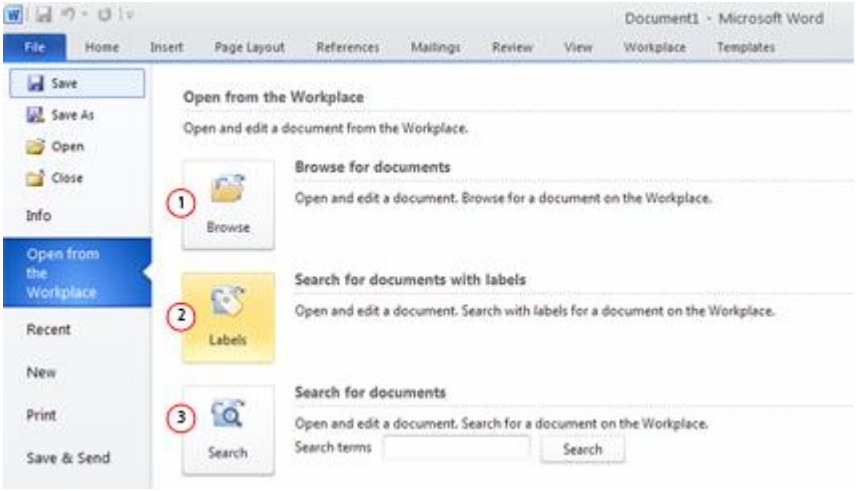

Figure 10 File – Open from O3Spaces

1. Browse for documents
2. Search for documents with labels
3. Search for documents

Select the first menu-item 'File', select the option 'Open from the Workplace…' and click on the 'Labels' button.

An 'Open from the Workplace' dialog-window will appear with an active 'Labels' tab and a search box to type in the desired label to search with.

Figure 11 O3Spaces ribbon in Microsoft Officr – Open and edit a document by searching by labels
1. Open section in the O3Spaces ribbon.
2. Search for documents with labels option.

An alternative way to search for documents with labels is to use the 'Labels…' button in the Workplace ribbon.

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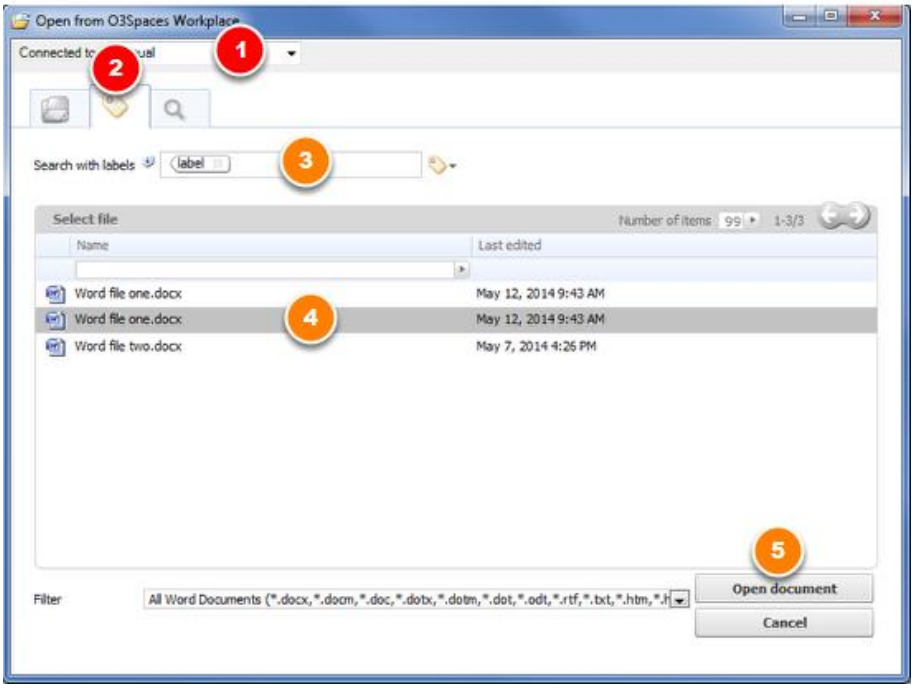

Figure 12 Search with labels from the O3Spaces open dialog-window

1. Select the used O3Spaces Workplace server connection.
2. Search with labels – tab enabled.
3. Type in the desired labels.
4. Select a document in the resulting list.
5. Click on the 'Open document' button to edit the document.

In the search box type the label you want to search with, all documents with the specified label will be shown. Select the document you want to edit/open and click the button 'Open'.

- After opening the document, it will automatically be locked on the Workplace.
- After saving and closing the document a new version will automatically be created on the Workplace.

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1.3.3.3. Searching Workplace documents from Microsoft Office

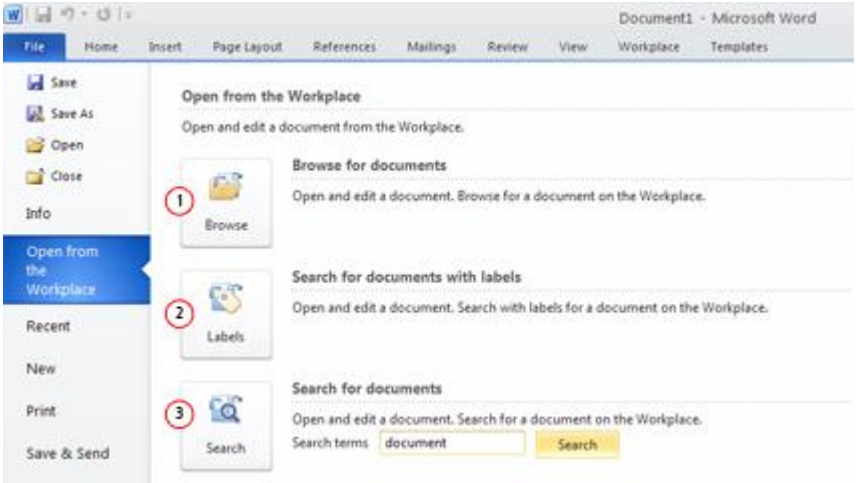

Figure 13 File – Open from O3Spaces Workplace

1. Browse for documents.
2. Search for documents with labels.
3. Search for documents.

With a Microsoft Office plug-in configured you can search for documents (and open them) directly from your Microsoft Office application. Select the first menu-item 'File', select the option 'Open from the Workplace…' and click on the 'Search' button.

An 'Open from the Workplace' dialog-window will appear with an active 'Search' tab and a search box to type in the desired string to search for. You can also search directly from Microsoft Office by typing in a string in the search box in Microsoft Office.

Figure 14 O3Spaces ribbon in Microsoft Office – Open and edit a document by searching

1. Open section in the O3Spaces ribbon.
2. Search for documents option.

An alternative way to search for documents is to use the 'Search…' button in the O3Spaces ribbon.

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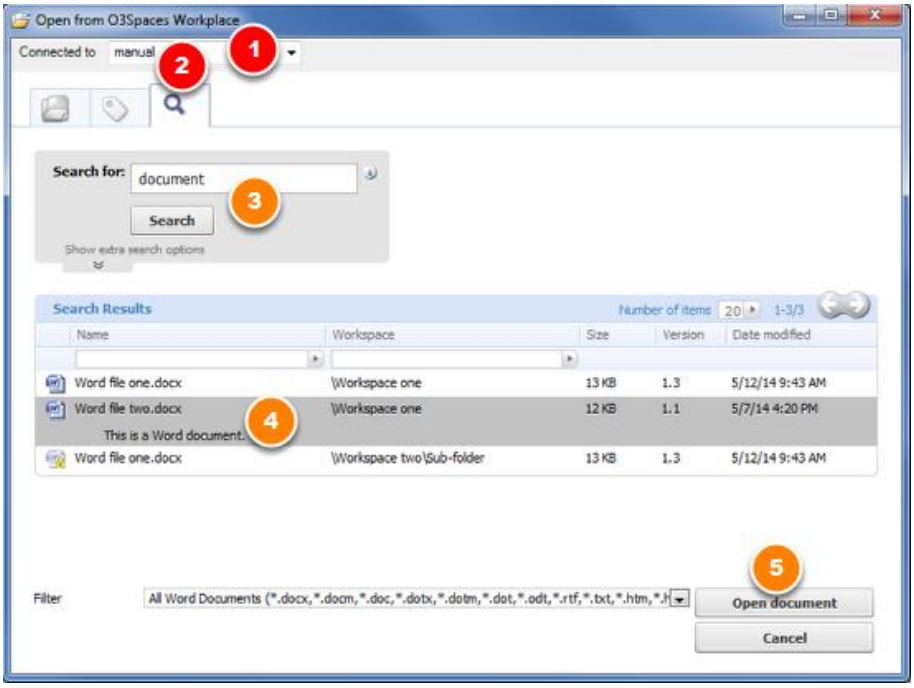

Figure 15 Search in the O3Spaces open dialog-window

1. Select the used O3Spaces Workplace server connection.
2. Search for documents – tab enabled.
3. Type in the desired search string.
4. Select a document in the resulting list.
5. Click on the 'Open document' button to edit the document.

In the search box type search string you want to search for, all documents containing the search string will be shown. Select the document you want to edit/open and click the button 'Open'.

- After opening the document, it will automatically be locked on the Workplace.
- After saving and closing the document a new version will automatically be published on the Workplace.

1.3.3.4. Save new documents from Microsoft Office to the Workplace

With a Microsoft Office plug-in configured you can save (publish) new documents directly from your Microsoft Office application to the Workplace.

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Figure 16 O3Spaces ribbon in Microsoft Office – Save a new document to O3Spaces Workplace

1. Save section in the O3Spaces ribbon.
2. Save as new document option.

Click on the 'Save as' button to save a new document to the Workplace.

A 'Save to the Workplace' dialog window will appear with all your available workspace-folders.

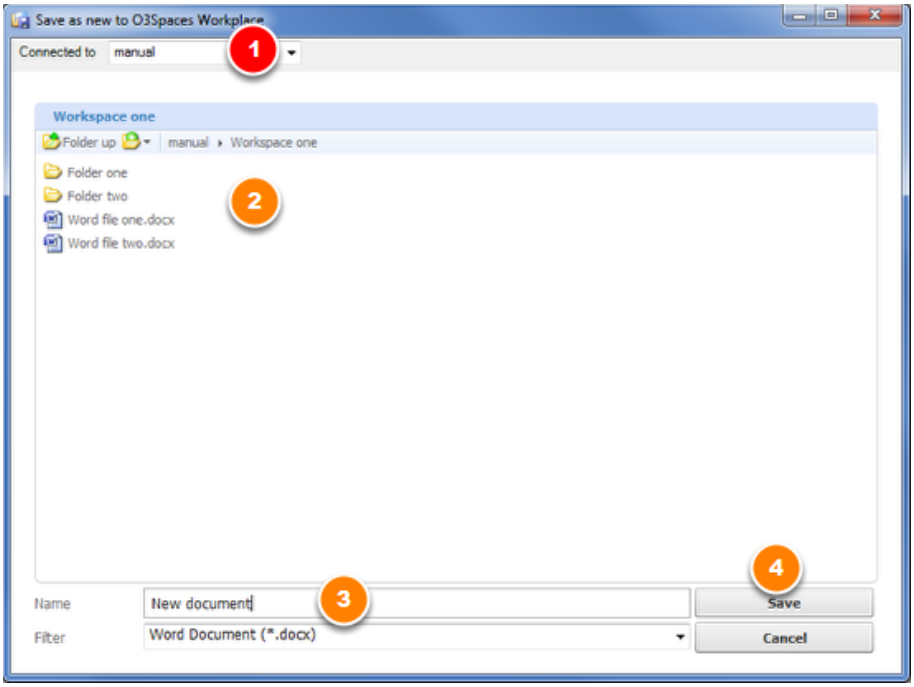

Figure 17 Save as new to O3Spaces Workplace dialog-window

1. Select the used O3Spaces Workplace server connection (optional)
2. Browse to a target folder.
3. Type in a name for the document.
4. Click on the 'Save' button.

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Browse to the desired workspace-folder where your document should be published. Give the new document a name and click the button 'Save'.

After saving the document it will be published and locked on the Workplace in the specific workspace folder.

- All workspace members (with a notification subscription) will receive a desktop- and or e-mail notification with the information that a new document is added to the workspace.
- Editing the document again after publishing will create a new version after saving and closing the document.

1.3.3.5. Document info in Microsoft Office

With a Microsoft Office plug-in configured you can view the most relevant document info directly in your Microsoft Office application.

The available document information:

- Copy the Workplace link to you clipboard
- View last placed comment (option to add a new comment)
- View which person has saved the last published version.
- View last assigned task (depends on workflow availability)

Document info tab

Open the 'Info' tab through the 'Document Details' pane of the opened document.

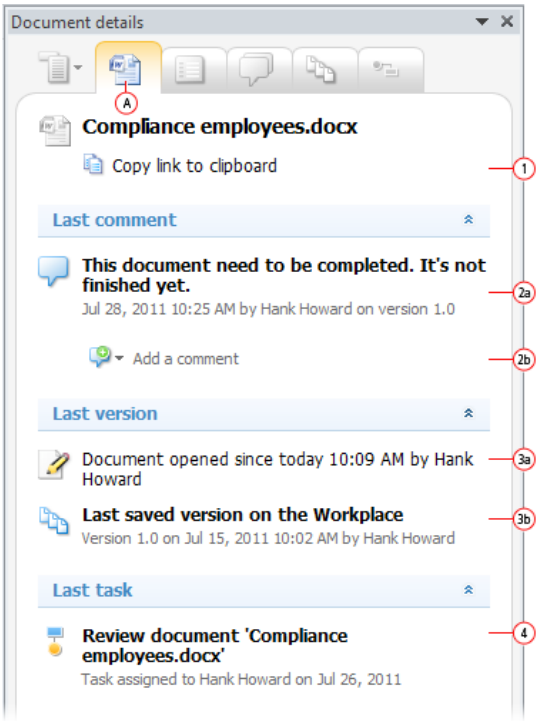

Figure 18 Details pane - General document info

A. Info tab in the document details pane.
1. Option to copy the Workplace link to the clipboard
2a. Last posted comment of this document.
2b. Option to add a comment to this document.
3a. Information about the opened document.
3b. Information about the last saved version on the Workplace server.
4. Last assigned task related to this document. (only visible is there are tasks assigned)

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1.3.3.6. Document details in Microsoft Office

With a Microsoft Office plug-in configured you can view and add document details of/to an opened document directly in your Microsoft Office application.

- The available document details options:
- Edit the description of the document.
- Edit the labels of the document.
- Change the document status.
- Copy the Workplace link.
- View general details information (location, type, size, created by, last modified.

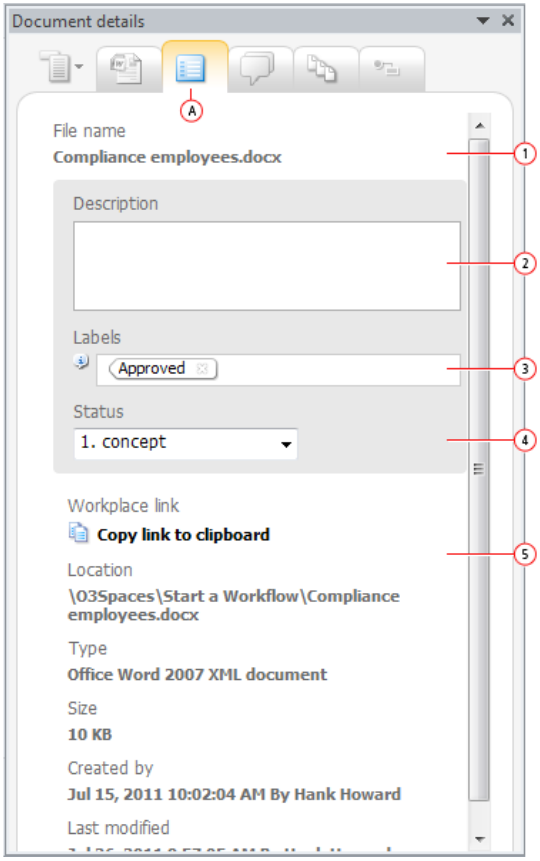

Figure 19 Details pane - General document info

A. Details tab in the document details pane.
1. File name (not editable).
2. Edit document description.
3. Edit labels of the document.
4. Change the document-status (optional).
5. General document details.

Document details overview tab

Open the 'Details' tab through the 'Document Details' pane of the opened document.

1.3.3.7. Document comments in Microsoft Office

With a Microsoft Office plug-in configured you can view and add documents comments of/to an opened document directly in your Microsoft Office application.

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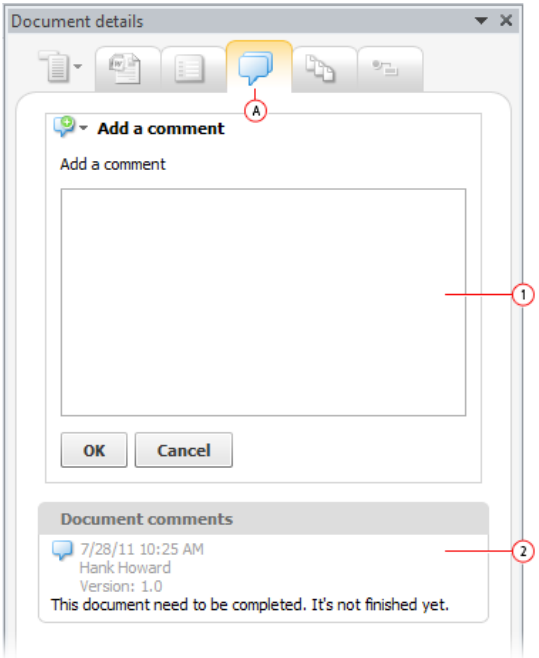
Figure 20 Details pane – Comments tab

A. Comments tab in the document details pane.
1. Option to add a new comment.
2. View all comments of this document.



Comments overview tab

Open the 'Comment' tab through the 'Document Details' pane of the opened document.

The comment overview window displays all available comments of the opened Workplace document.

Available options in the Comments overview window are:

- **Add comment:** To add a new comment to an opened Workplace document, click the button 'Add comment…' A new 'Add comment' 'dialog' window will appear. Enter in this window the comment text and click the button 'OK'.
  The comment will be added to last published document version on the Workplace immediately.
- **View comments:** An overview of the placed documents comments is listed in the comments tab. Also detail information about the publisher, the version and date will be displayed here.

Note: Only with 'Add comments' permissions you can add comments to documents in Microsoft Office

1.3.3.8. Document versions in Microsoft Office

With a Microsoft Office plug-in configured you can view and compare available documents versions of an opened document directly in your Microsoft Office application.

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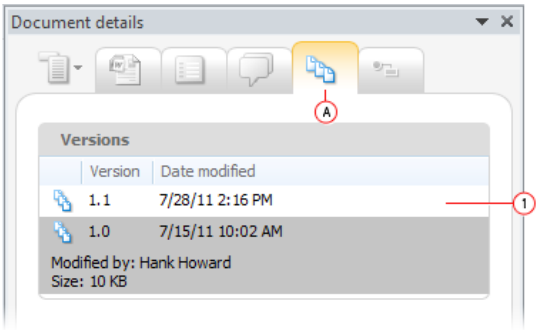

Figure 21 Details pane – Versions tab

A. Versions tab in the document details pane.
1. View all published versions of this document.

Versions overview tab

Open the 'Versions' tab through the 'Document Details' pane of the opened document.

The version overview window displays all available versions of the opened Workplace document. Available options in the Versions overview window are:

- **Open:** Open an available version in Microsoft Office. Versions will be opened read-only. The latest available version will be opened editable unless it locked on the Workplace.
- **Compare:** Compare the opened version with another available version. An additional document is opened with all changes highlighted.

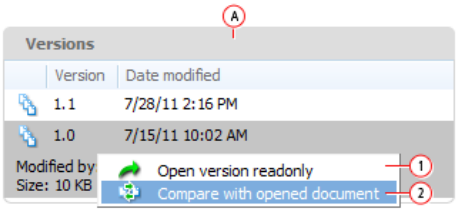

Figure 22 Versions options the Details pane

A. Versions overview.
1. Option to open a previous version read-only.
2. Option to compare a previous version with the current opened document.

1.3.3.9. Document tasks in Microsoft Office

With a Microsoft Office plug-in configured you can view and complete assigned document tasks and start new document processes directly in your Microsoft Office application.

Note: Document tasks requires extra workflow configuration and depends on the availability of workflow options.

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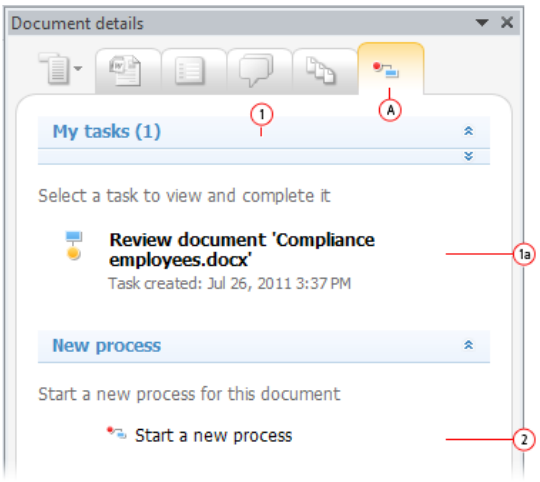

Figure 23 Details pane – Tasks tab

A. Tasks tab in the document details pane.

1. My tasks overview – overview of assigned tasks.

1a. Listing of available tasks. Click on a task to view and complete it.

2. Option to start a new document process.

Tasks overview tab

Open the 'Tasks' tab through the 'Document Details' pane of the opened document.

The tasks overview window displays all available tasks options of the opened Workplace document.

Available options in the Tasks overview window are:

- **My tasks** (assigned tasks)
  - View and complete assigned tasks related to this document. Click on a task to view and complete it.
- If there are not assigned tasks this section will not be visible.

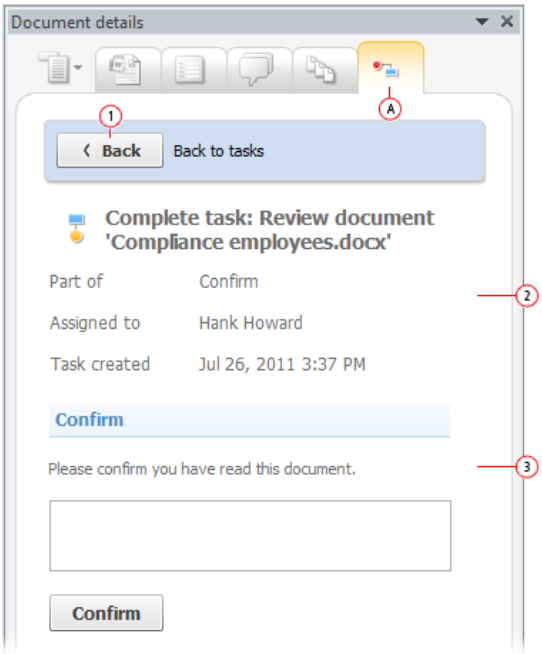

Figure 24 Details pane – Complete an assigned task

A. Tasks tab in the document details pane.

1. Option to navigate back to the tasks-overview.

2. General task information.

3. Specific task form (form content depends on the workflow configuration)

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- **Unassigned tasks**
  - View and claim unassigned tasks related to this document. Click on a task to view and claim it.
  - If there are not unassigned tasks this section will not be visible.
- **New process**
  - Start a new process for this document. Click on the button 'Start a new process' to view and select available processes and start a new process.
  - Available processes need to be defined in the workflow management.

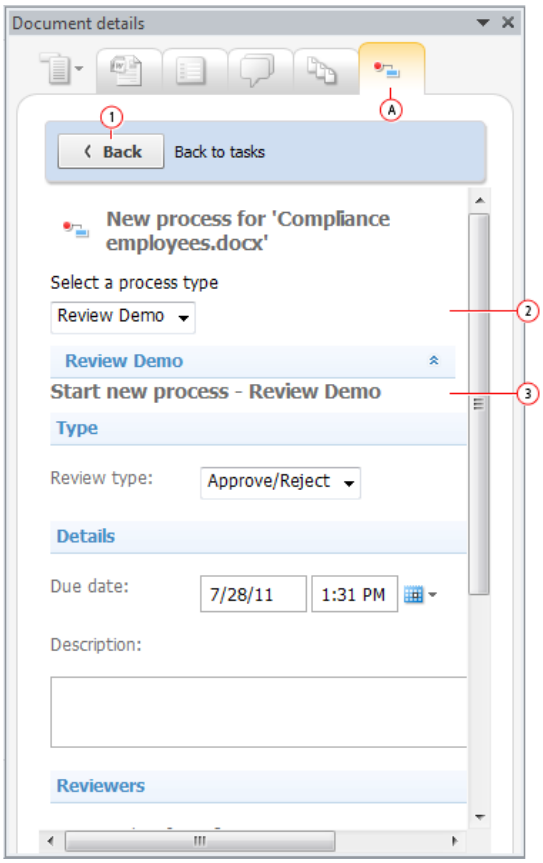

Figure 25 Details pane – Start a new process

A. Tasks tab in the document details pane.
1. Option to navigate back to the tasks-overview.
2. Select an available process type.
3. Specific process type start form (form content depends on the workflow configuration)

1.4. Opening documents from O3Spaces in the browser

With a Microsoft Office plug-in configured you can open supported Workplace documents directly from your internet browser.

1. Open the Spaces environment of O3Spaces in your internet browser:

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a. http://[workplace-url]/Spaces
2. Navigate to a document in a workspace.
3. Click on the button 'Open in Office'.

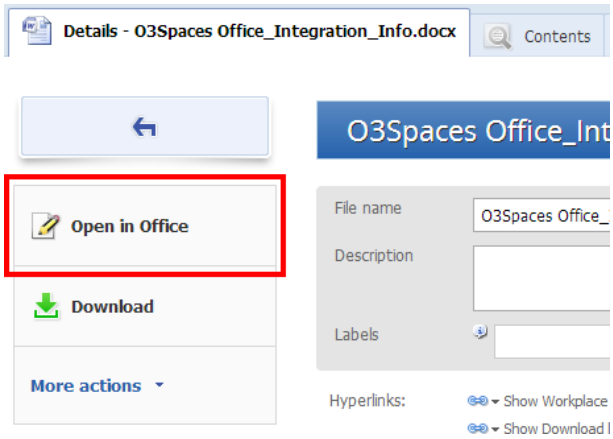

Figure 26 Open a document from the browser

The document will now be opened in your Office application. The document will be locked in the Workplace.

Edit the document in Office
You can edit the document in Office as usual.
After saving and closing the document, a new version of it will be published and unlocked on the Workplace automatically.

- All workspace members (with a notification subscription) will receive a desktop- and or e-mail notification with the information that a new version of the document is added to the workspace.

1.4.1. First time opening from the browser

The **first time** after installing the plug-in, you open a document from your browser, a browser dialog box may appear. You must complete this dialog box correctly to enable your browser to open Office documents properly.

Warning: Opening of documents directly from your browser in Office will not function if you do not complete this dialog box correctly.
Please follow up the instructions below.

The kind of dialog box that appears depends on the internet browser you use.

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1.4.1.1. Chrome

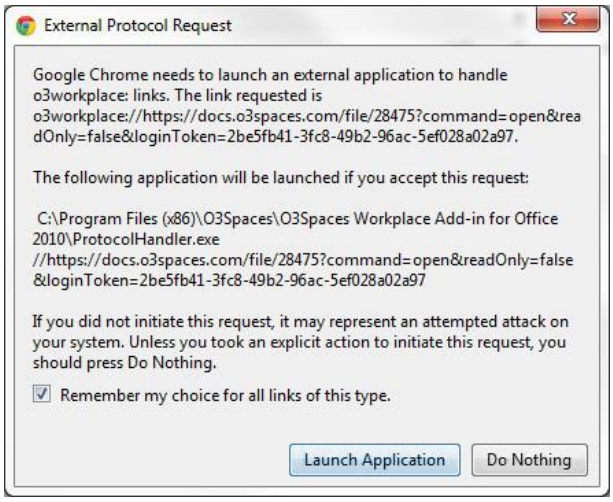

Figure 27 External Protocol Request in Google Chrome

On first time opening a document from Google Chrome an 'External Protocol Request' dialog box may appear.

To enable your Chrome browser to open Office documents properly you must complete this dialog with the following settings:

1. Check **'Remember my choice for all links of this type'**.
2. Press the button **'Launch Application'**.

If you do not don't follow up these instruction you won't be able to open documents directly in Office.

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1.4.1.2. Firefox

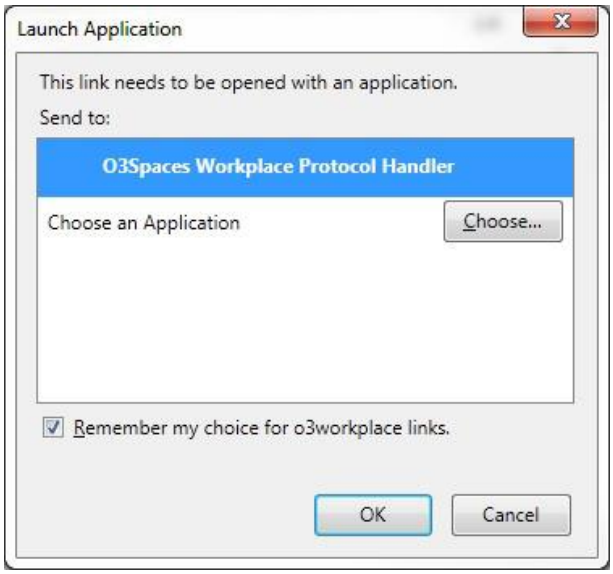

Figure 28 External Protocol Request in Mozilla Firefox

On first time opening a document from Mozilla Firefox a 'Launch Application' dialog box may appear.

To enable your Firefox browser to open Office documents properly you must complete this dialog with the following settings:

1. Select the Send to option **'O3Spaces Workplace Protocol handler'**.
2. Check **'Remember my choice for o3workplace links'**.
3. Press the button **'OK'**.

If you do not don't follow up these instruction you won't be able to open documents directly in Office.

1.4.1.3. Internet Explorer

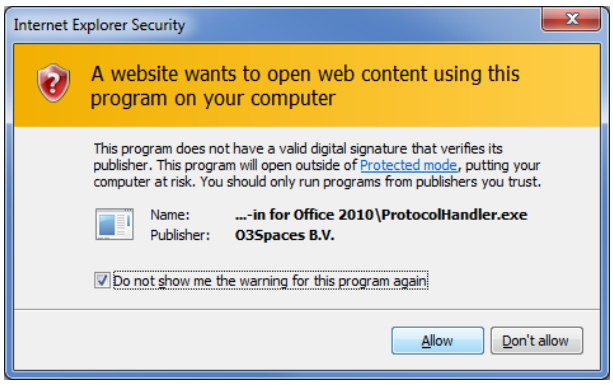

Figure 29 External Protocol Request in Microsoft Internet Explorer

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On first time opening a document from Microsoft Internet Explorer an 'Internet Explorer Security' dialog box may appear.

To enable your Internet Explorer browser to open Office documents properly you must complete this dialog with the following settings:

1. Check **'Do not show me the warning for this program again'**.
2. Press the button **'Allow'**.

If you do not don't follow up these instruction you won't be able to open documents directly in Office.

Note: These settings are applicable for Internet Explorer 9. Probably the settings for IE 8 may look different.

2. Document Composition

Document Composition is an additional service on the Template Management of O3Space to create document using a user friendly wizard.
Document Composition will be available through an extra 'Document Composition' section in the Workplace ribbon.

Info: If 'Document Composition' is configured for a template, an O3Spaces Composer wizard will appear after clicking on a listed template from the general 'New' menu..
Document Composer requires extra configuration.

2.1. Composer options in Microsoft Office

The Composer options in Office appear in a 'Document Composition' ribbon section.

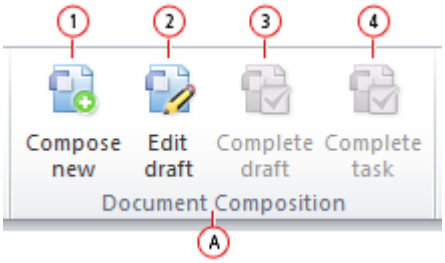

Figure 30 Microsoft Office – O3Spaces Composer ribbon section template

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A. Document Composition section in the O3Spaces ribbon.
*1. **Compose New:** Compose (Create) a new document via a interactive wizard.*
*2. **Edit draft:** Edit a draft Composer document or continue with completion.*
*3. **Complete draft:** Complete document composition for an opened Composer draft document.*
*4. **Complete task:** Complete a Composer related assigned task.*

2.1.1. Create a new document with Composer

With a Microsoft Office plug-in with template management and Composer templates configured, you can create new documents in O3Spaces Composer directly from your Microsoft Office application.

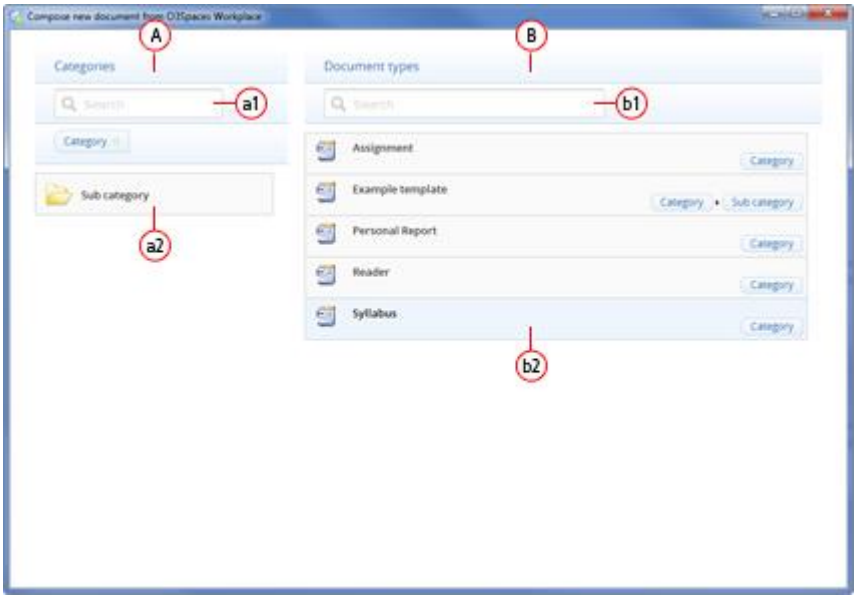

Figure 31 Compose a new document in Microsoft Office – Available document types

A. Categories section.
a1 Search in sub-categories.
a2 Select a sub-category.

B. Document types section. An overview of all available templates.
b1. Search in document types.
b2. Select a document type.

- Click on the 'Composer new' button in the Document Composition section.
- A 'Compose new document' dialog window will appear with an overview of all available document types.
- Browse in the categories (on the left side) and in the document types (on the right side) for the right type.
- Click on the desired document type.

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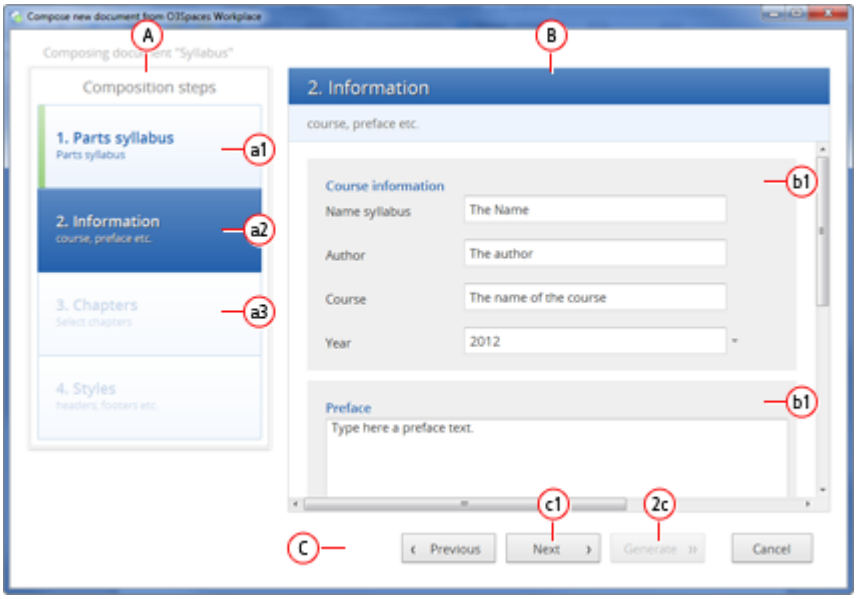

Figure 32 Compose a new document in Microsoft Office – Composer wizard

A. Composition steps section.
a1 Finished step.
a2 Active step.
a3 Future step.

B. Wizard step content section.
b1 Wizard step content fields.

C. Wizard buttons section
c1 Click 'Next' to navigate to the next step.
c2 Click 'Generate' to complete the wizard and generate the document.

A new dialog windows appears with an interactive wizard.

- Fill in and/or select the desired values in the wizard steps
- Click on the button 'Next' to navigate to a next step
- In the last step click on the button 'Generate' to generate the document with the entered data.

Depending on the configuration:

1. the generated document will be opened in Office after completing the wizard, or;
2. the generated document will be presented (with a preview) as a draft document in a new completion wizard window. *(see section '2.1.2 Edit a draft Composer document or continue with completion')*.

2.1.2. Edit a draft Composer document or continue with completion

Continue with completing a generated draft document after completing the composition wizard or by clicking on the 'Edit draft' button in the Document Composition section.

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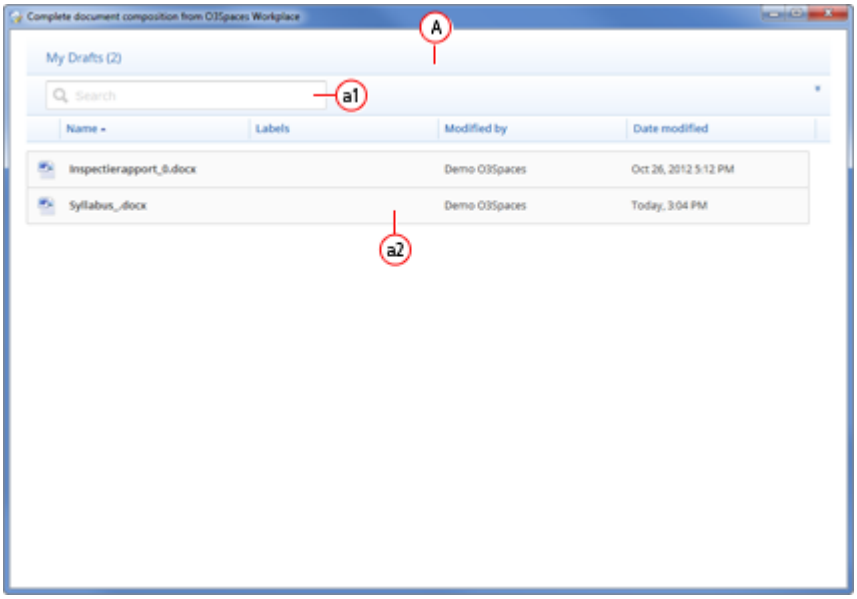

Figure 33 Edit or complete a Composer draft in Microsoft Office – My drafts

A. Personal drafts section. An overview of all earlier generated draft documents.
b1. Search in drafts.
b2. Select a draft.

- An overview of earlier generated personal drafts appear.
- Click on a draft document to edit this document or to continue with completion.

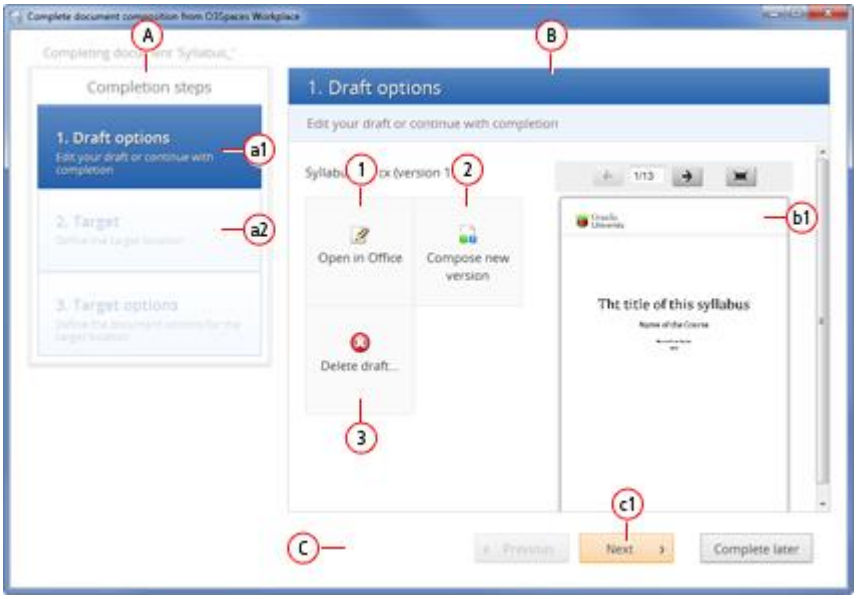

Figure 34 Edit or complete a Composer draft in Microsoft Office – Draft completion wizard with draft options

A. Draft completion steps section.
a1 Active step.
a2 Future step.

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B. Draft options content section.
b1 Preview of the generated draft document.
1. Draft option: Open in Office.
2. Draft option: Compose new version.
3. Draft option: Delete draft…

C. Completion buttons section
c1 Click 'Next' to navigate to the next completion step.

- A 'Compete document composition' dialog window will appear with edit and completion options for this draft document.
    - **Step 1 Draft options:** Draft options for the generated document. (the available options depend on the configuration).
        - **Preview the document.**
        - **Open the document:** Open and edit the document in your Office application.
        - **Compose new version**: Compose and generate a new version of the document by completing the Composer wizard again.
        - **Delete draft:** Delete this personal draft document.
    - **Step 2 Target selection:** If your draft document is finished you can continue with completing the document.
        - Select an available target location for the document. (listed target locations depends on the configuration). Examples of target locations are:
            - Download to computer
            - Save in O3spaces
            - E-mail
            - Etc..
    - **Step 3 Target options:** Define the target options for the selected target location.
        - The target options are different for each target location and depend on the configuration. General settings are:
            - Choose file type (for example: docx, pdf, etc)
            - Define the file name.

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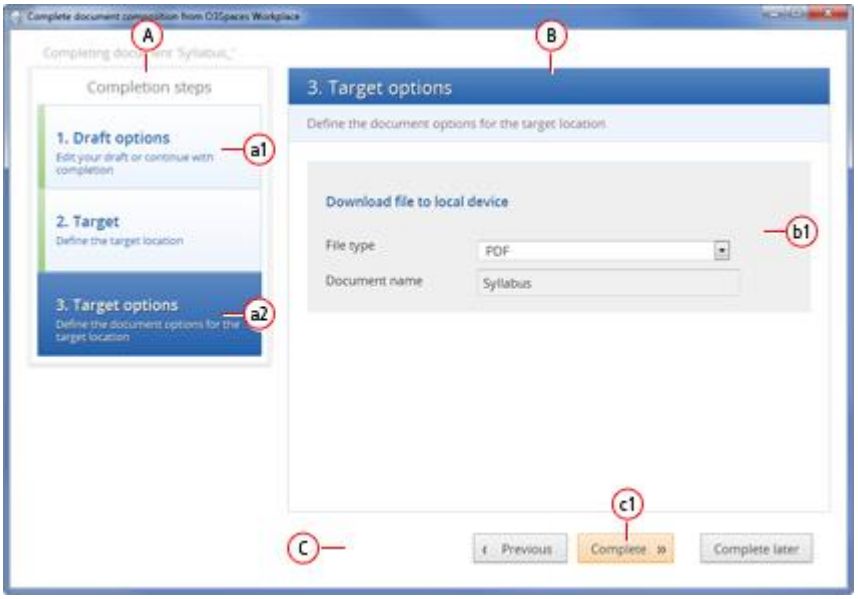

Figure 35 Edit or complete a Composer draft in Microsoft Office – Draft completion wizard with completion options

A. Draft completion steps section.
a1 Finished step..
a2 Active step.

B. Draft options content section.
b1 Preview of the generated draft document.
1. Draft option: Open in Office.
2. Draft option: Compose new version.
3. Draft option: Delete draft…

C. Completion buttons section
c1 Click 'Next' to navigate to the next completion step.

- Click in the last step on the button 'Complete' to finish the document composition for this document. The document will be converted to the specified document type and be saved to / sent to the defined target location.
    - After completing you are able sent the document to another target location, start composing a new document or end this composer session (close the dialog window).

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