

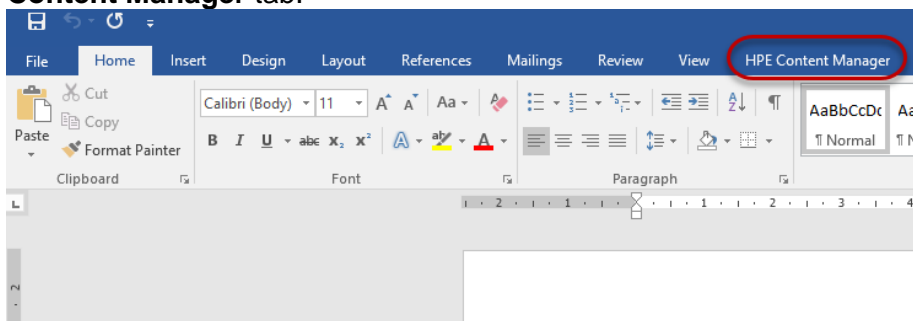
Edit Documents From Word, Excel and PowerPoint

Introduction

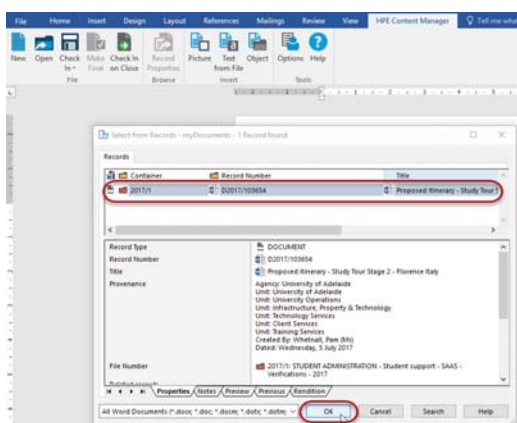
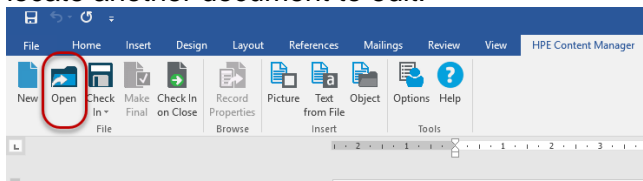
Once HPE Content Manager has been integrated with Word, Excel and PowerPoint, these applications will display a 'HPE Content Manager' tab in the ribbon. You can use this integration to work more efficiently with documents that already exist, or that need to be registered in HPE Content Manager. To turn on HPE Content Manager/Office integration, please refer to the Quick Reference Guide "How to turn on Integration with Word Excel Powerpoint and Outlook".

Procedure

1. Open the desired application (Word, Excel or PowerPoint), and from the ribbon open the **HPE Content Manager** tab.

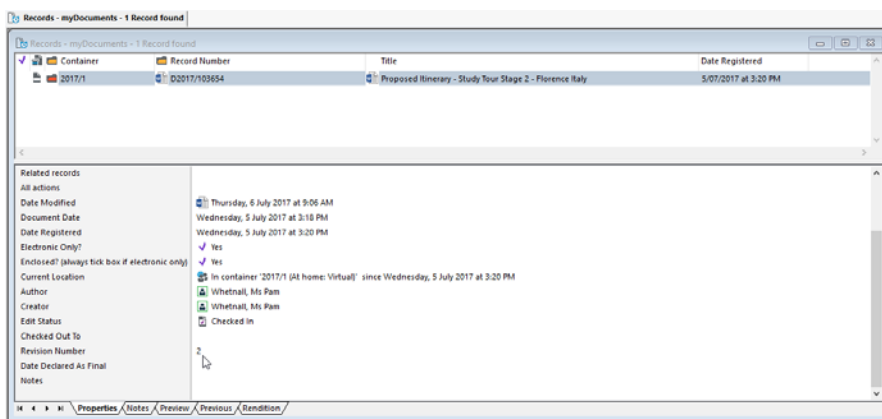


2. Click **Open**. This will launch a HPE Content Manager myDocuments screen (Recent). You can select the documents from this window and select **OK** to open in edit mode or select **Search** to locate another document to edit.



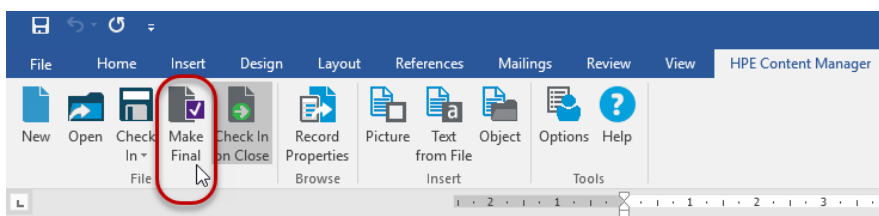
Once the document has been selected and opened, the document will be checked out to you.

Note: A new revision will be created in HPE Content Manager when the Office application is closed down. Remember to save the document before closing the application to capture all changes



Document Properties can be amended from within the office application by selecting the **Properties** icon on the HPE Content Manager Home tab.

Note: The document can be **Finalised** within the MS Office application before closing down by clicking **Make Final** in the HPE Content Manager tab. Once finalised, no future revisions can be made. Contact Records Services if a document needs to be un-finalised.



Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au