

12 Working in Documents

This chapter explains how to...

- Create notebooks
- Create and design pages using a rich text editor or using HTML
- Upload and link files and images to different pages
- Search through all notebooks, pages, and attachments

The Zimbra Documents application is a document sharing and collaboration application that gives you a central place on the ZWC to develop and organize information. Images, spreadsheets, and other rich Web content objects can be embedded into Document pages. External documents can also be uploaded. The pages display in your browser.

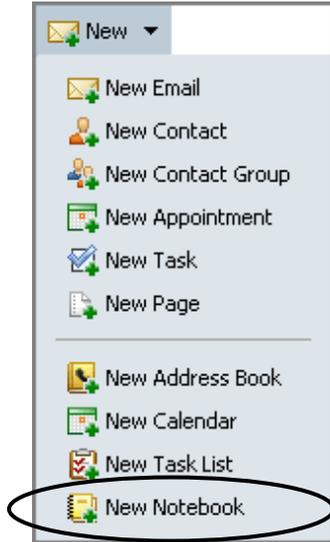
Zimbra Documents is made up of notebooks with individual pages that are organized in a table of contents.

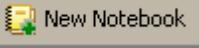
Creating a New Notebook

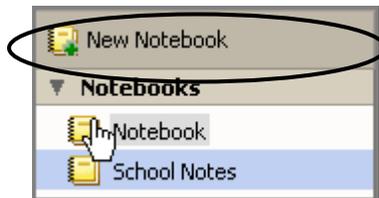
By default, every ZWC account includes one notebook. You can create as many additional notebooks as you need.

To create a new notebook:

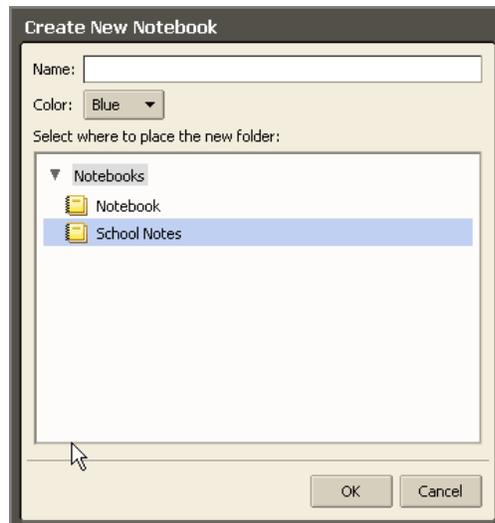
1. Click the arrow on  in the toolbar and select **New Notebook**. This option is available from the **New** menu in any view, except the Preferences view.



2. Click on  above **Notebooks** in the Overview pane.

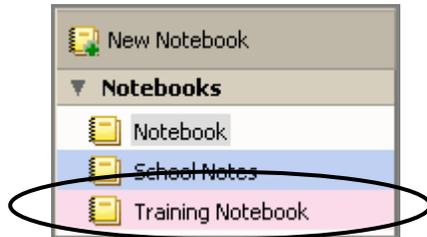


Using either method, the **Create New Notebook** dialog appears.



- Enter a name for the notebook in the **Name** field.

- Select a color for the notebook.
 - Select the location for the notebook.
3. Click . The notebook is displayed in the notebook area of the Overview pane. In the example below, the new notebook is **Training Notebook**, which is pink.



All notebook names must be unique within the hierarchy of your mailbox folders. Notebooks cannot have the same name as any top-level folder in your Zimbra email, calendar, or address book.

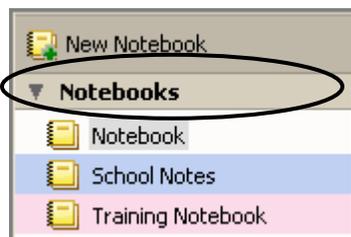
Creating a New Page

You can create a page in a notebook. On any page, you can:

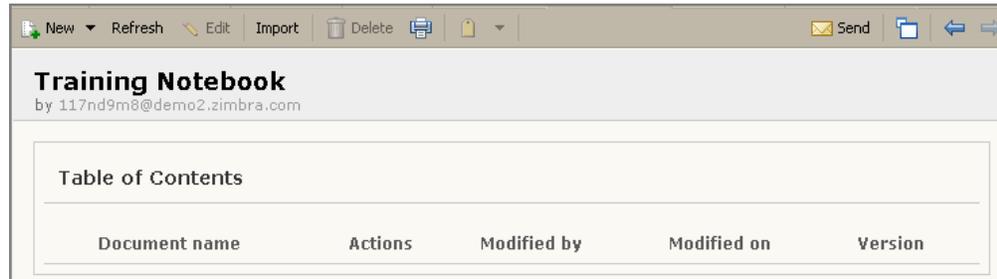
- Design the content layout using either rich-text format tools or HTML tags
- Check the spelling on the page
- Use keywords to easily create links to other pages

To create a new page in a notebook:

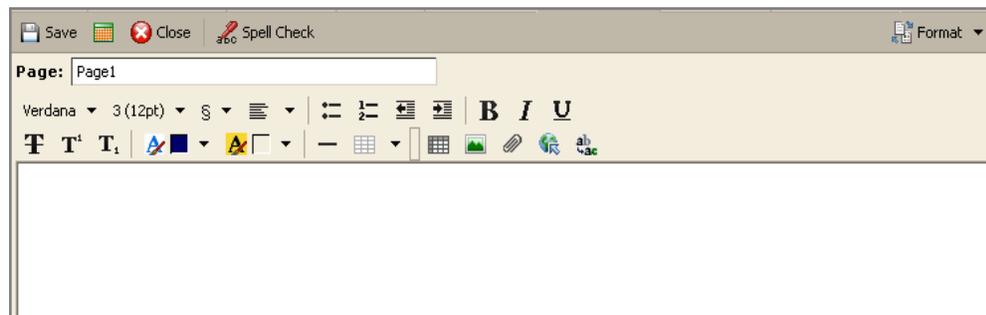
1. Open the notebook to which you want to add a page. Double-click on the notebook in the **Notebooks** area of the Overview pane to open a notebook.



The table of contents page displays in the Content pane.



2. Click  on the toolbar. A blank page appears.



3. Enter the name for the new page in the **Page** field in the header. This name displays in the table of contents.
4. Compose the content of the page. Later you can use either of the following to format this page (instructions for both methods are described later in this chapter)
- Default rich text editor to add styles, color, tables, and spreadsheets to your page
 - HTML tags

5. Click  to save the page. You can now proceed to format the page, or click  to return to the table of contents page.

Formatting a Notebook Page: Overview

You can compose your pages using either the rich-text editor to format the content on the page or HTML source to format your page using HTML tags. You can switch between the two formats to take advantage of the rich-text editor features and to insert tables and spreadsheets.

Formatting a Page Using the Rich-Text Editor

When you edit using the rich-text editor, the two-row toolbar lets you easily format your page layout. Select, change, or add the following:

- Font sizes, faces, and colors
- Text styles
- Background colors
- Tables
- Spreadsheets
- Attachments
- Images

These formatting tools work the same as many word processing tools.



Adding a Paragraph Style

Use the  icon on the toolbar to view the available paragraph styles. The styles include:

- **Normal** for most paragraphs
- **Headings** (six levels) to identify section titles
- **Address** to make text italic
- **Preformatted** to use when you want to display text in Courier font

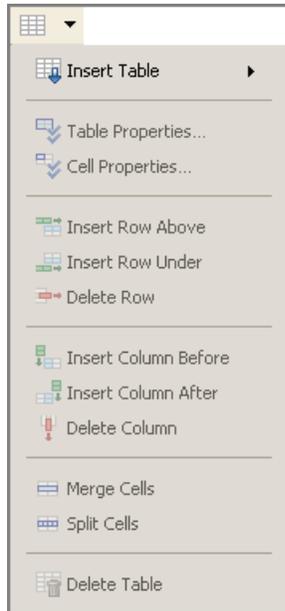
These styles cannot be modified, but you can use the editing options to format a style differently. For example, you can change the font, size, color, etc.

Adding a Table to Your Page

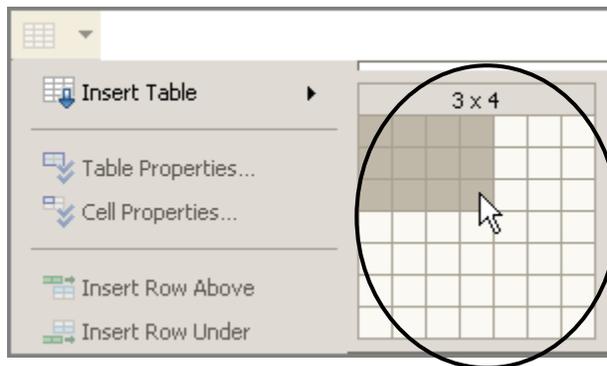
Adding tables to your page is a three-part process: add a table, configure the table properties, and then add content to the table.

To add a table to a page:

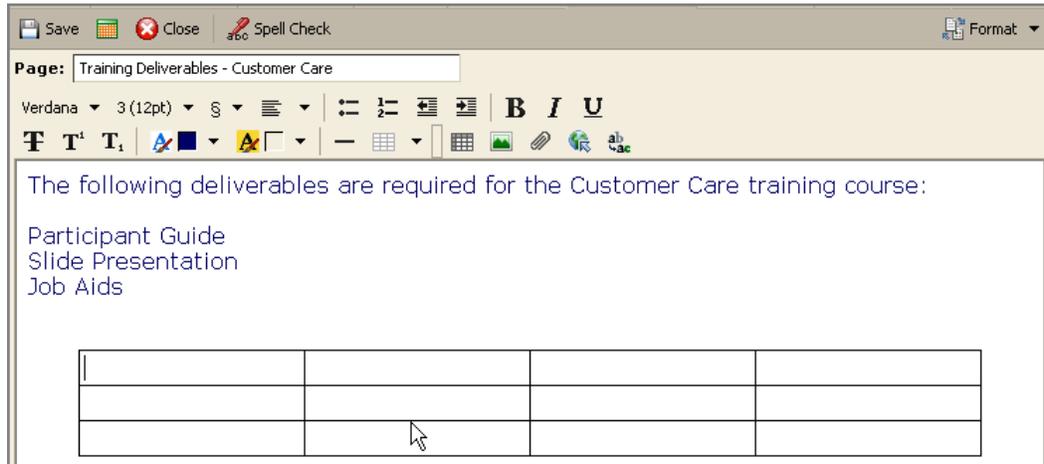
1. Click  on the toolbar. The table menu is displayed.

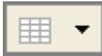


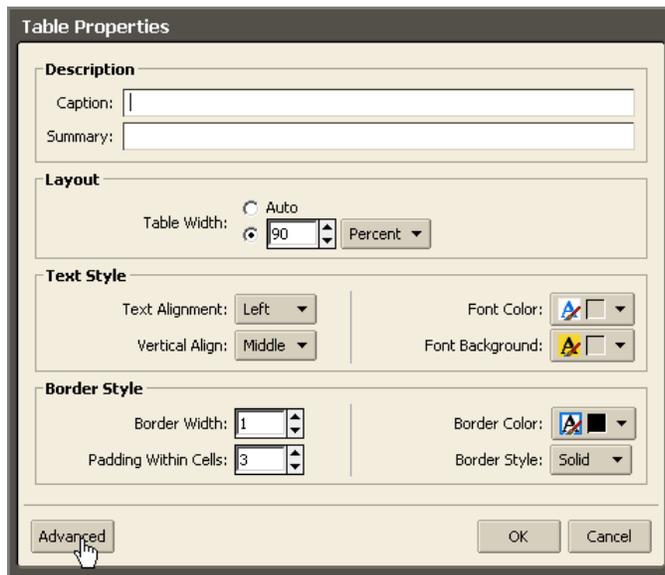
2. Select **Insert Table**, and select how many rows and columns should be in the table.



The table is added to the page.

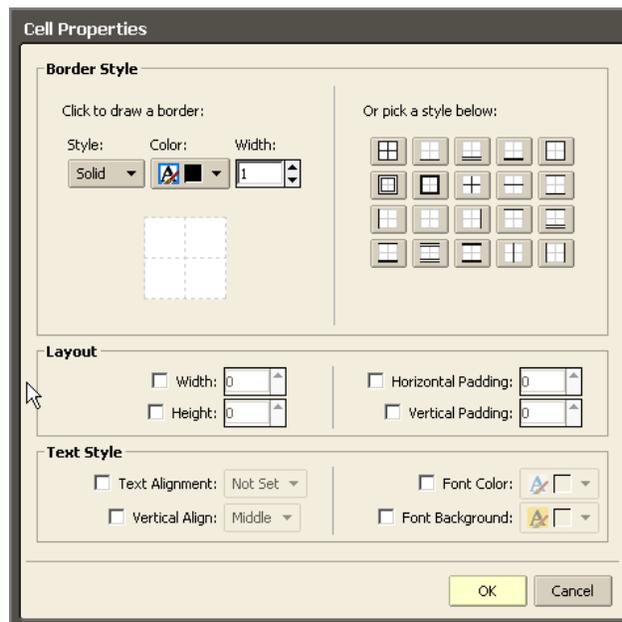


- o To set the table properties, click  on the toolbar and select **Table Properties**. The **Table Properties** dialog appears.



You can define table alignment and width; text style, including font color and table background; and border style, including cell padding.

- o To set the cell properties, click  on the toolbar and select **Cell Properties**. The **Cell Properties** dialog appears.



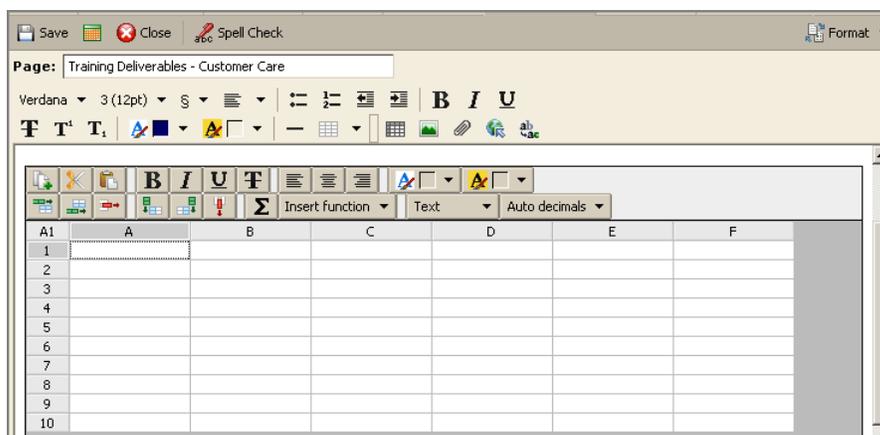
You can define border style for the cell and layout and text styles, including font and background color for a cell.

You can also click  on the toolbar to insert more rows and columns and merge or split cells after you created the table.

After the table properties are set, click on a cell to begin to type text.

Adding a Spreadsheet to Your Page

To add a spreadsheet, click the spreadsheet icon  on the toolbar. A six-column spreadsheet is added to the page.



Spreadsheets can be used to create databases to keep track of lists of activities, schedules, tasks to do, etc. The spreadsheet includes basic spreadsheet functionality and a set of predefined functions.

Adding Attachments, Images, and Links to Your Page

You can upload files and images that link to the notebook page.

- Click  to add a file.
- Click  to add an image.
- Click  to add a link. You can link to other notebook pages or to an external Web URL. Give the link a descriptive title so the URL address does not display.

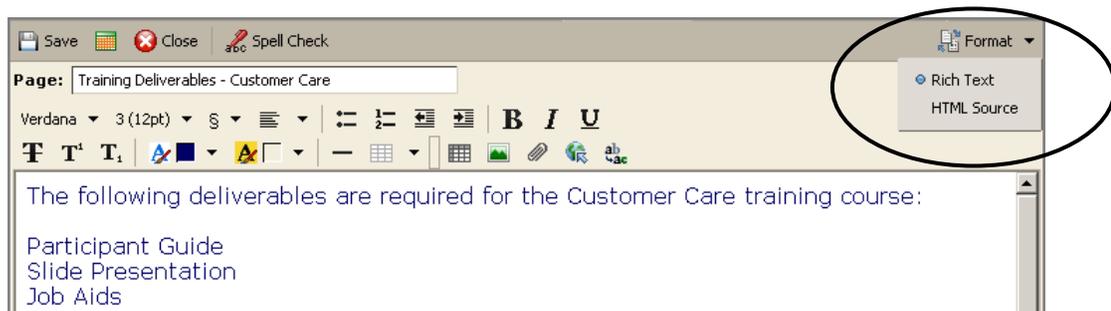
Browse to find the file or image to be uploaded, or enter a descriptive title for a link (this will be displayed instead of the URL). You are notified if you upload a file that already exists in your Documents.

Formatting Using HTML Source

If you know HTML, you can use HTML tags to create your content. All basic HTML elements can be used.

To create pages in HTML:

1. Click **Format** on the toolbar and select **HTML Source**.



Sharing Your Documents Notebooks

You can share your notebooks with other people in your organization, with external guests, and with the public. When you share your notebooks with internal users, you can select the



type of access the internal users can have, either manager which gives full access to view, create and edit the notebook's content, or viewer, which gives read-only access. External guests and the public have read-only access.

To learn more about how to share your notebooks, see Chapter 15, *Sharing Your Account Items*.