Chapter 2 NextOffice Basics

Starting NextOffice

After you have installed NextOffice, you will find the "NextOffice9.0" program group in the "Program" sub-menu of the "Start" menu. Inside the "NextOffice9.0" program group, you can select to start individual NextOffice application (Fig. 2-1).

Fig.2-1

Application	Function	File Extension	MS Office Application
Writer	Word Processing	.sxw	MS Word (.doc)*
Calc	Spreadsheet	.sxc	MS Excel (.xls)*
Impress	Presentation	.sxi	MS PowerPoint (.ppt)*
Draw	Vector drawing	.sxd	
HTML Editor	Web page editing	.html	
Multilingual Voice Dictionary	General dictionary		

*Microsoft Windows, Office, Word, Excel, PowerPoint are the registered trademarks of Microsoft Corporation.

In addition, you can find the QuickStarter icon in the task bar in the lower right hand corner of your screen (Fig. 2-2).

Fig.2-2

NextOffice User Interface

The first time you start NextOffice, it will take some time to load the core components into memory before a blank document appears.

NextOffice User Interface (Fig. 2-3) is divided into:

1. Title Bar – shows the current document description and the NextOffice version .

2. Menu Bar – allows you to pull down various function menus. Just position your mouse cursor in one of the command menu and right click, the corresponding menu will appear, move you mouse cursor downward to select the desired command sub-menu.

3. Function Tool Bar – which is under the menu bar. You will find various icons representing frequently used functions, such as "Open Document", "Save Document", "Print", etc.

4. Object Bar – which is under the Function Tool Bar and is context sensitive. Object bar changes to different icons in accordance with the selected object. For example, if the selected object is a text object, Object Bar provides options such as "Font Name", "Font Size", "Font Attribute" and Paragraph Alignment", etc.
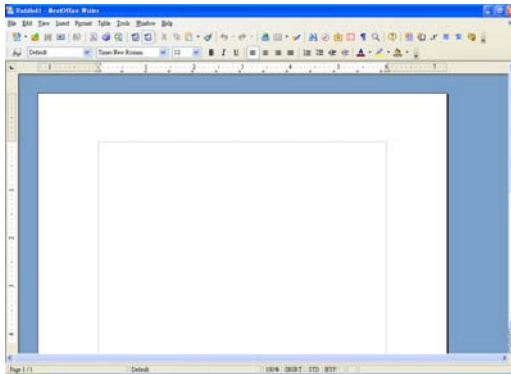

Fig.2-3

In NextOffice, different applications (Writer, Calc, Impress, Draw, etc.) share a common user interface but the Menu Bar and Function Tool Bar will be customized for different applications.

Opening and Saving Documents

Opening a Document

No matter which NextOffice application you use, the way to load or open an existing document is similar.

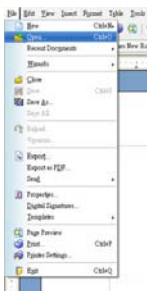Select menu "File" → "Open..." (Fig. 2-4) or in the Function Tool Bar, click on the "Open" icon. (Fig. 2-5)
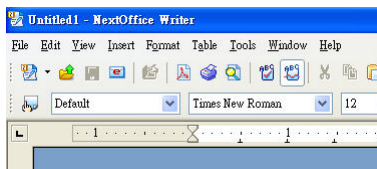

Fig.2-5

Fig.2-4

In the "Open File" dialog, select the file which your would like to load, press <Open> to load the file. (Fig. 2-6)

You can open another document when working on a document. For example, when you are working on a Writer document, you can always open a Calc document or an Impress document. NextOffice will detect the file type and open the appropriate application. This will save your time and improve your productivity.
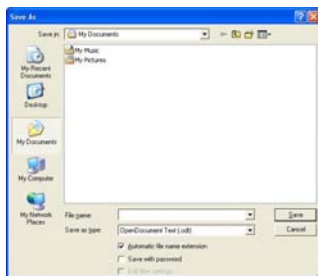

Fig.2-6

Saving a Document

If you want to save your current document, select menu "File" → "Save" (Fig. 2-7) or in the Function Tool Bar, click on the "Save" icon (Fig. 2-8). Note the "Save" icon is dimmed until you do some changes to your document again.

If it is the first time that document is being saved, you will be prompted with a dialog box (Fig. 2-9) for selecting the path name to save your document. You have to select a valid path and enter a valid file name. If you have not selected to save your document in other file format, the default is to save your document in XML format.

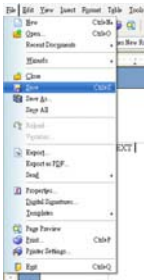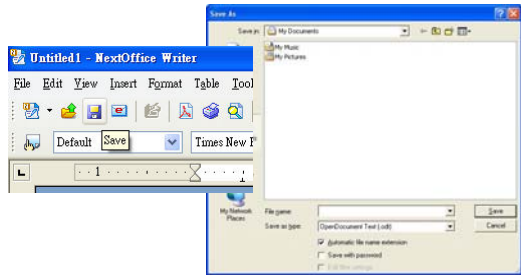Fig.2-7   Fig.2-8   Fig.2-9

You can also save your document in MS Office document format (.doc). That will make your saved documents editable by other people using MS Office.

1. We will use Writer document as an example for illustration. Select menu "File" → "Save As...". (Fig.2-10)

2. In the "File Type" list box, select "Microsoft Word 97/2000/XP (.doc)" format. Note: If you are saving Calc documents, select "Microsoft Excel 97/2000/XP (.xls)". If you are saving Impress documents, select "Microsoft PowerPoint 97/2000/XP (.ppt)". (Fig.2-11)
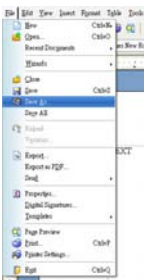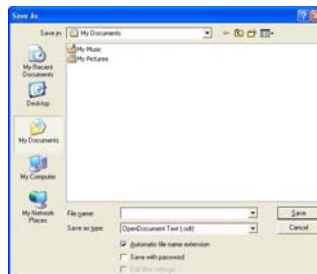

Fig.2-10   Fig.2-11

3. Check the "Auto File Extension" check box and enter a valid file name in the "File Name" field.

4. Press "Save" to confirm.

Zoom in and Zoom Out

Sometimes you need to zoom in to view your document in detail and sometimes you need to zoom out to check its overall layout structure. To perform such actions, you can use the scaling marker denoted by a percentage number in the Status Bar(Fig.2-12) of your document.
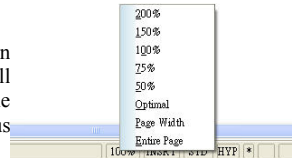

Fig.2-12

Print Documents

If you want to print a document, use menu "File" → "Page Preview" to preview your document first before submitting your document for printing.

1. After you have entered the "Preview" mode, you can use the icons in the Object Bar (Fig. 2-13) to zoom in and zoom out the document.

2. Or use icons in Fig. 2-14 to scroll the current page forward and backward.

Fig.2-13

Fig.2-14

If you want to print your document, select menu "File" → "Print" (Fig. 2-15) to open the "Print" dialog box, then select the appropriate settings and press "OK" to confirm.
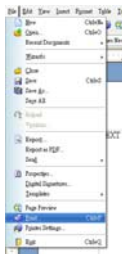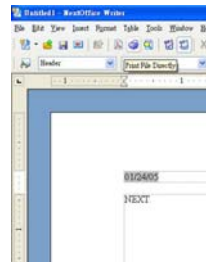

Fig.2-15

Fig.2-16

You can choose to print your document directly via the "Print" icon (Fig. 2-16) in the Function Tool Bar. This approach will skip the printer selection dialog box and use the default printer.

Generating PDF Files

Other than outputting your document to printers, you may also choose to output your documents in PDF format. PDF format is an universal accepted file format.

1. Creating PDF output is as simple as printing your document. Open your document, select menu "File" → "Print".

2. In the "Printer Selection" dialog box, select "NextOffice PDF" as the output printer, press <OK> to confirm. (Fig.2-17)

3. When being prompted for a file name to store your PDF output, enter a valid file name in the dialog box and press <Save> to continue. (Fig.2-18)
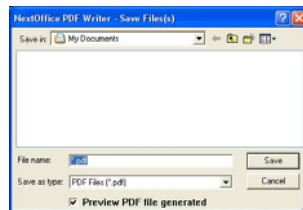

Fig.2-17

Fig.2-18

4. After the document is converted to PDF and if you have installed Adobe Reader, NextOffice will invoke Adobe Reader for you to preview the PDF output file.

Page Settings

The first step in preparing a document is usually to setup the right page properties, such as page margins and page background. Select menu "Format" → "Page" (Fig.2-19) to open the "Page" dialog box. In the "Page Styles" dialog box, select the "Page" tab and then setup the paper type, the top, bottom, left and right margins, etc.
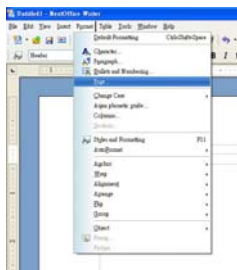

Fig.2-19

Fig.2-20

By selecting the adjacent "background" tab, you can apply different backgrounds to your document. You can choose different colors, shadow lines, color graphics and bitmaps, etc.

Fig.2-21

The "Horizontal Ruler" which is just beneath the Object Bar and the "Vertical Ruler" on the left allow you to easily measure object sizes and position objects accurately. You can right click on the ruler to bring up a "Setting" dialog box and select different types of measurement units, such as inch and centimeter. (Fig.2-22)
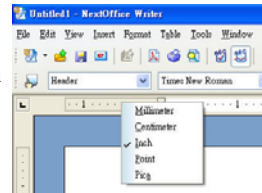
Fig.2-22

Document Properties

Document properties include: document title, author, etc. You can select menu "File" → "Properties" to bring up the "Properties" dialog box (Fig.2-23). Under the "Description" tab, you can setup your document description such as author name. You can select "Statistics" tab to view the statistical summary of the document.
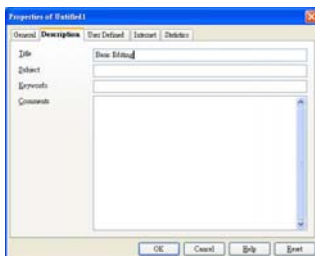
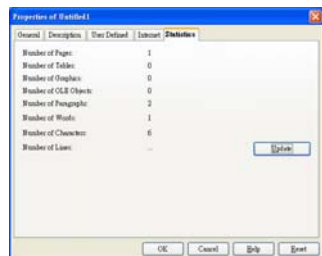|	
Fig.2-23	*Fig.2-24*

Setting up your Personal Information

During the installation of NextOffice, you will be prompted to enter your personal information. But, you may have chosen to skip this step. If you are using Next Intelliform, you will need to enter proper personal information to personalize the templates and reports.

The procedure to personalize your NextOffice is:

1.   Select menu "Tools" → "Options" → "NextOffice" → "User Data". (Fig.2-25)

2.   In the "User Data" dialog box, enter your personal information. (Fig.2-26)

3.   Press <OK> to confirm.

Fig.2-26

Fig.2-25

Default Settings

Select menu "Tool"→ "Options" to setup various default options (Fig.2-27). For example, in the "Print" setting in the "Page Options"category, you can select to "fit canvas to page". (Fig.2-28)

Fig.2-28

Fig.2-27

On-line Help

NextOffice comes with very comprehensive on-line help. You can select from the menu "Help" → "Content" to browse and search for information (Fig.2-29, 2-30)
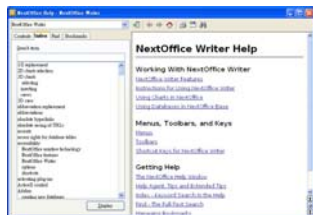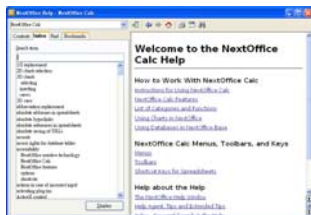

Fig.2-29

Fig.2-30

Register and Download Updates

1. You can select menu "Help" → "Registration" (Fig.2-31) to connect to our website to perform on-line registration of your NextOffice copy. (Fig.2-32)
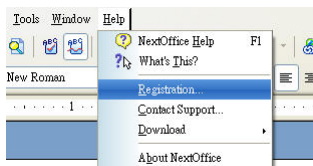

Fig.2-31

Fig.2-32

2. You can select menu "Help" → "Contact Support" (Fig.2-33) to connect to our website to locate support information or contact our support staff by email (Fig.2-34)
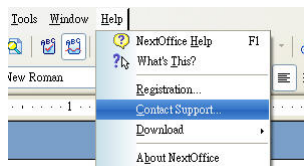

Fig.2-33

Fig.2-34

3. Menu "Help" → "Download" → "Updates" (Fig.2-35) allows you to connect to our website to check for patches and updates. NextOffice will automatically search for the appropriate patches and updates that are relevant to your version. (Fig.2-36)
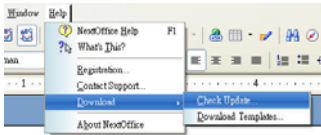

Fig.2-35

Fig.2-36

4. Menu "Help" → "Download" → "Template" (Fig.2-37) allows you to connect to our website to check for available document templates (Fig.2-38). You can first browse various templates available, enter your support serial number to kick-off the download. NextOffice runs as an Active X control under Internet Explorer and will automatically open the downloaded template for editing. You can enter data and then save the template document.
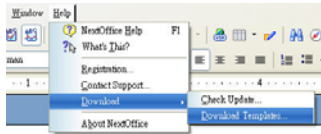

Fig.2-37

Fig.2-38

Context Sensitive Menu

In NextOffice applications, you can select an object and then press your right mouse button to bring up a context sensitive menu. The functions available in the menu will depend on the selected object type.

For example, in Writer when you are editing a text block, right click on it will pop up a context sensitive menu related to text formatting with options such as setting character attributes, paragraph attributes, etc. (Fig. 2-39)

Another example is in editing cell in Calc, right click on a cell will bring up a menu for cell formatting. (Fig. 2-40).
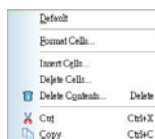

Fig. 2-40

Fig. 2-39

Context Sensitive Tool Bar

NextOffice has added many context sensitive tool bars. The context sensitive tool bars are very similar to context sensitive menus described above. They pop up or disappear according to different selected object types.

For example, if you are editing text paragraphs to add bullets, the "Bullets/Numberings Tool Bar" will pops up automatically to offer you more functions available on setting bullets or numberings. (Fig. 2-41)
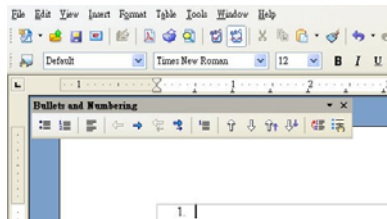

Fig. 2-41

Hide/Show Tool Bar

If you desired tool bar does not show up, you can select menu "View" → "ToolBars" and select your desired tool bar (Fig. 2-42). A tick sign preceding the sub-menu indicates that tool bar will show up.
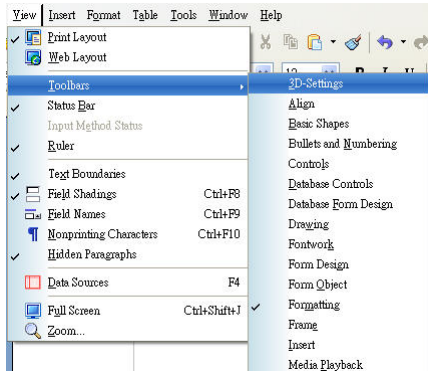

Fig. 2-42

Docking / Un-docking Tool Bar

Normally, the a tool bar will act as a floating window. If you would like to lock it on your screen, you can double click on the title bar of the tool bar or drag it to the top, bottom, left or right side of your application window. When you see a gray frame appears (Fig. 2-43), the selected tool bar will dock at the position indicating by the gray frame when you release your mouse. (Fig. 2-44)
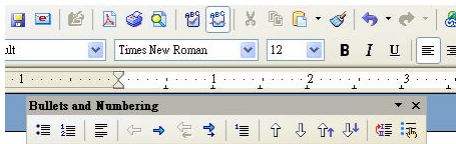

Fig. 2-43

Fig. 2-44

In the opposite, if you would like to un-dock your tool bar, you can move your cursor to the dot lines at the left of the tool bar. You will see the cursor turns into a cross shape (Fig. 2-45), then press your mouse left button and drag the tool bar to any free area in your document. When you see a dimmed gray frame appears (Fig. 2-46), release your mouse and the tool bar will turn to a floating window at the cursor position.(Fig. 2-47)
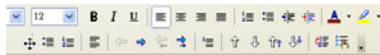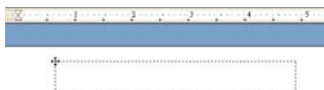

Fig. 2-45

Fig. 2-46

Fig. 2-47

Tool Bar Icon Sub-menu

Some of the icons in a tool bar will have a small arrow on the right. The arrow indicates that the icon consists on sub-menu. You can click on the arrow, a sub-menu will pop up and show you the available selections. For example, select the "Open" icon in the Main Tool Bar to pop-up a list of available document types (Fig. 2-48), or select the "Shape" icon in the "Drawing Tool Bar" to pop-up a list of available shapes for insertion. (Fig. 2-49)
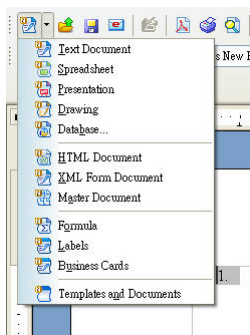

Fig. 2-48

Fig. 2-49

You will find an arrow in the right side of a docked tool bar (Fig. 2-50), or a free floating tool bar (Fig. 2-51). Press the arrow will pop-up a menu.

In "Visible Button" sub-menu, you can select what icons to be appear in the tool bar. The tick sign preceding the icon indicates that it is already selected. Select "Customize Toolbar" to bring up the "Custom" dialog box, you can select to add, delete or modify the icons that appear in the tool bar.

"Dock Toolbar" or "Dock All Toolbars" is only applicable to free floating tool bar. You can use these functions to automatically dock a tool bar or dock all the tool bars.

"Lock Toolbar Position" is only applicable to a docked tool bar. You can use this function to lock a docked tool bar in the current position and prohibit it from being moved.
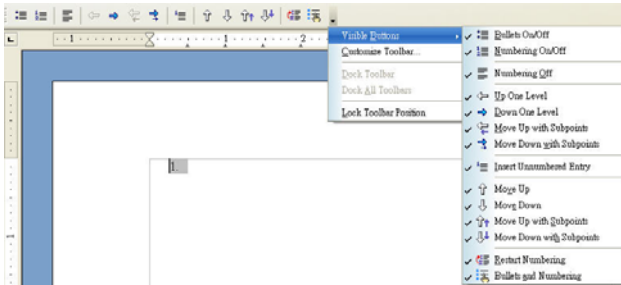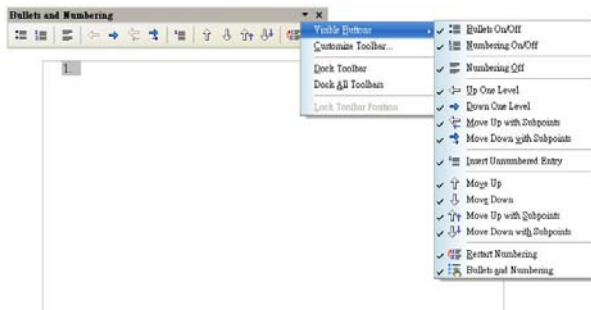
Fig. 2-50

Fig. 2-51

Tool Bars in NextOffice

Following is a brief description of various tool bars available in NextOffice:

Main Tool Bar

It provides the most commonly used functions including: Open File, Save File, Cut, Paste, etc and quick accesses to Next Dictionary and Next Settings.

Table Tool Bar

It provides functions to setup for table manipulation, such as border styles, merge cells, split cell, insert column or row, delete column or row.

Text Formatting Tool Bar

It provides functions for text formatting including typeface, font size, justification, etc.

Bullets/Numberings Tool Bar

It provides functions to toggle paragraph bullets/numberings on and off and functions to increase or decease paragraph indent, increase or decrease paragraph spacing.
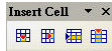
Insert Tool Bar

It provides functions to insert various objects such as pictures, symbols, formulas. Objects allowed to be inserted will vary with what application you are using.

Text Tool Bar

It provides functions to manipulate text section, such as alignment, border and color settings, etc.

Insert Cell Tool Bar

It provides functions insert rows or columns, delete rows or columns and is only available in Calc.

Drawing Tool Bar
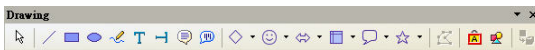
It provides functions to insert various vector objects such as shapes, text frame, callouts, etc.

3D Settings Tool Bar

It provides functions on 3D manipulation, such as slanting, lighting effects, etc.

Arrows Tool Bar

It provides functions to insert various line types into your documents, such as dimensional lines to measure object length and width.

Shapes Tool Bar

It provides a selection of commonly used vector objects for insertion into your document.

Color Tool Bar

It provides a color palette for your selection. It is only available in Impress and Draw.

Fontworks Tool Bar

It provides functions to set various fontwork effects, such as twisting.

Glue Points Tool Bar

It provides functions such as insert or delete glue points

Lines and Areas Tool Bar

It provides functions to setup the line or area attributes, such as color, line style, etc.

Media Players Tool Bar

It provides functions related to playback of different media types.

Effects Tool Bar

It provides functions to apply various effects on objects such as twisting, slanting, etc.

Align Tool Bar

It provides functions including left aligned, vertical centered, right aligned, top aligned, horizontal centered and bottom aligned.

Controls Tool Bar

It provides functions to add various controls to your documents (usually form), such as text sections, buttons, list boxes, etc.

Options Tool Bar

It provides functions related to grid manipulation, such as show or hide grid lines, snapping objects to grid lines, etc. It is only available in Impress and Draw.

Zoom Tool Bar

It provides functions to zoom your page or selected object.

Picture Tool Bar

It provides picture manipulation functions including: setting red/green/blue percentage, brightness, contrast, etc.

Hyperlink Tool Bar

It provides functions to insert hypertext link.