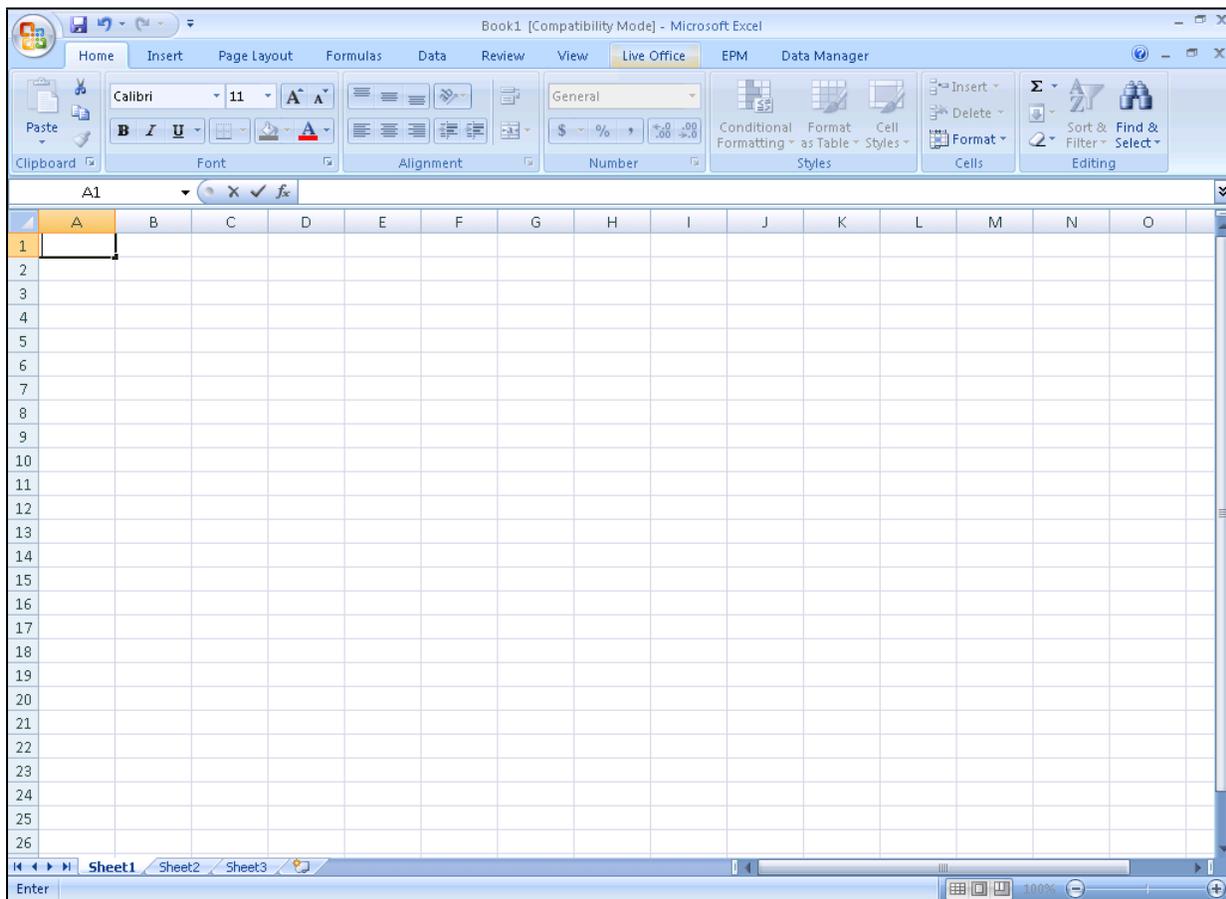


Use the Help Feature

Procedure

Microsoft Excel - Book1 [Compatibility Mode]



1. Press any key or click anywhere to continue



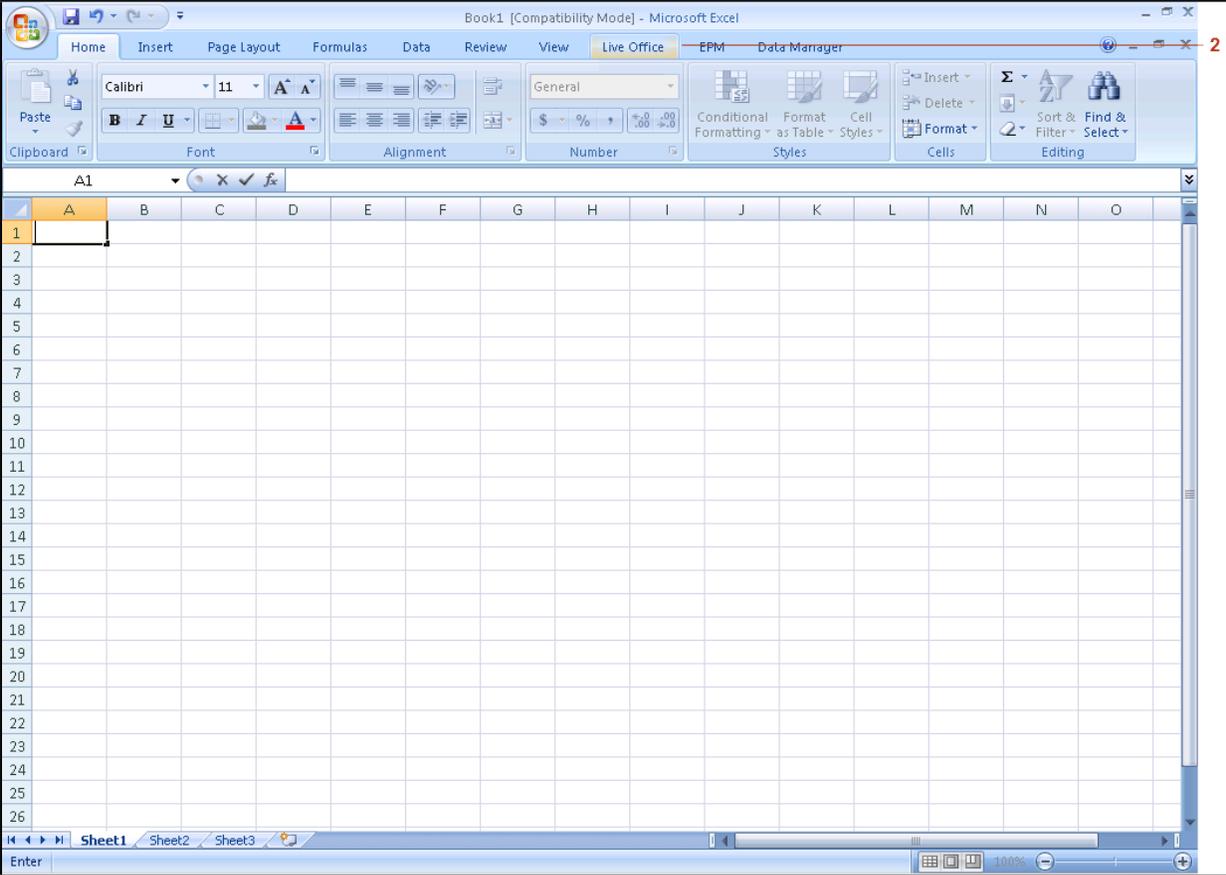
The Help menu provides access to the user documentation.

Access and navigate through the online help.

Press any key or click anywhere to continue.

Use the Help Feature

Microsoft Excel - Book1 [Compatibility Mode]



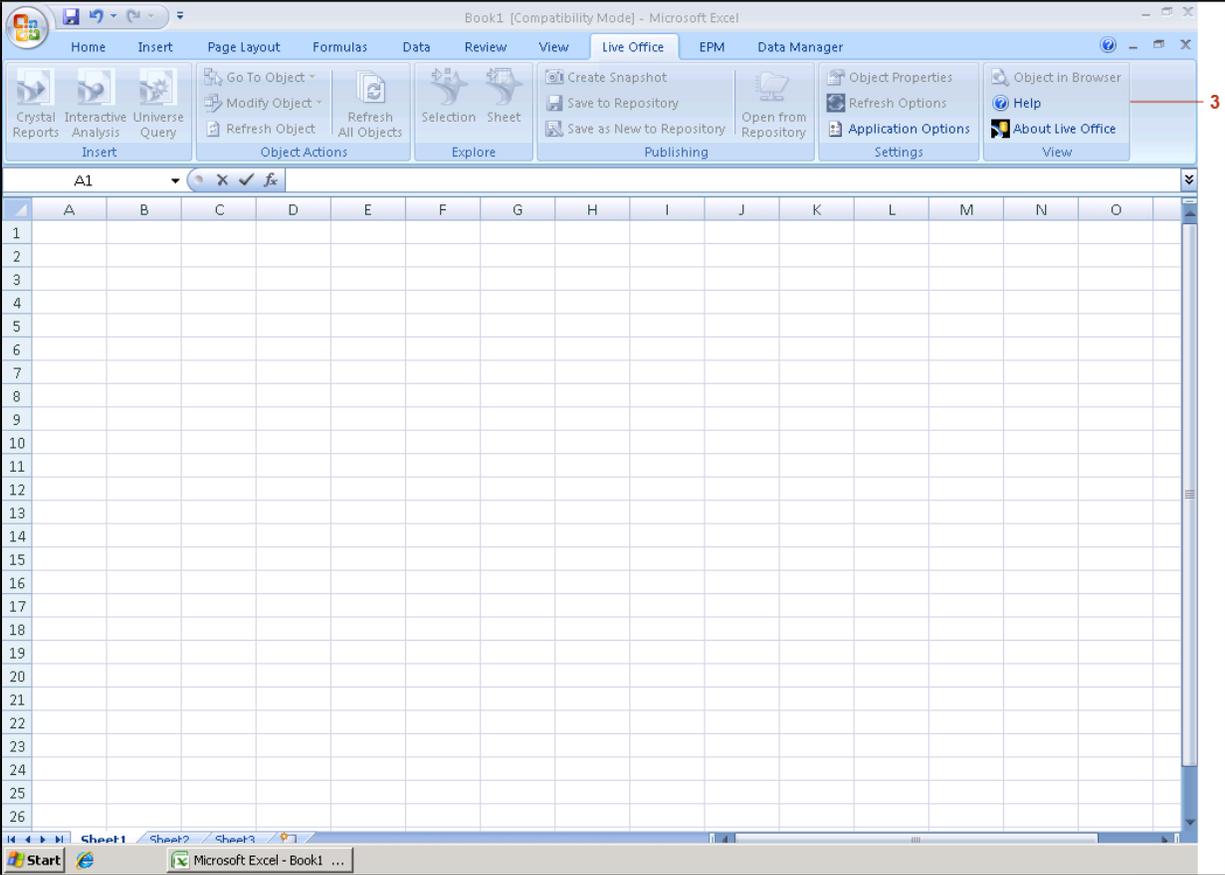
2. Click **Live Office**.



Start by selecting the Live Office tab.

Use the Help Feature

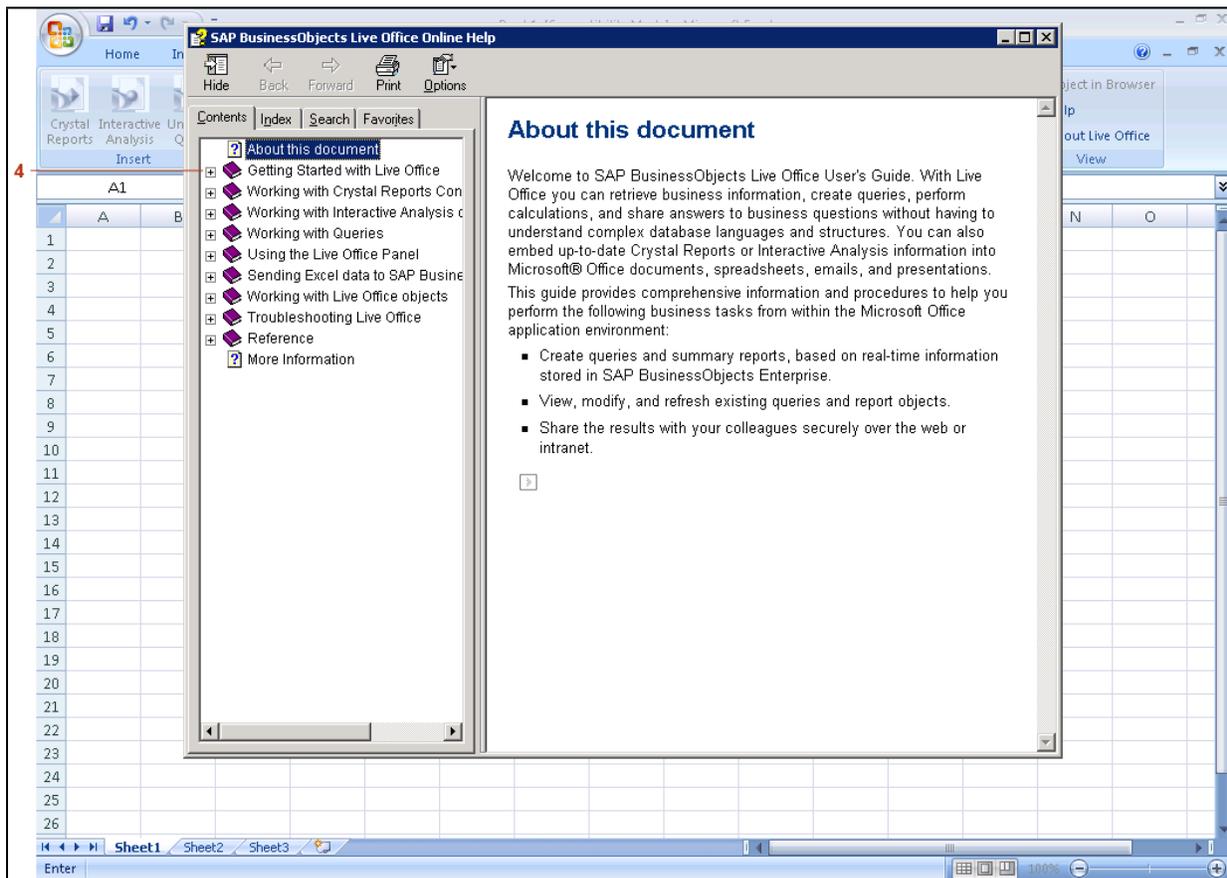
Microsoft Excel - Book1 [Compatibility Mode]



3. Click [Help](#).

Use the Help Feature

SAP BusinessObjects Live Office Online Help



4. Click + to expand **Getting Started with Live Office**.

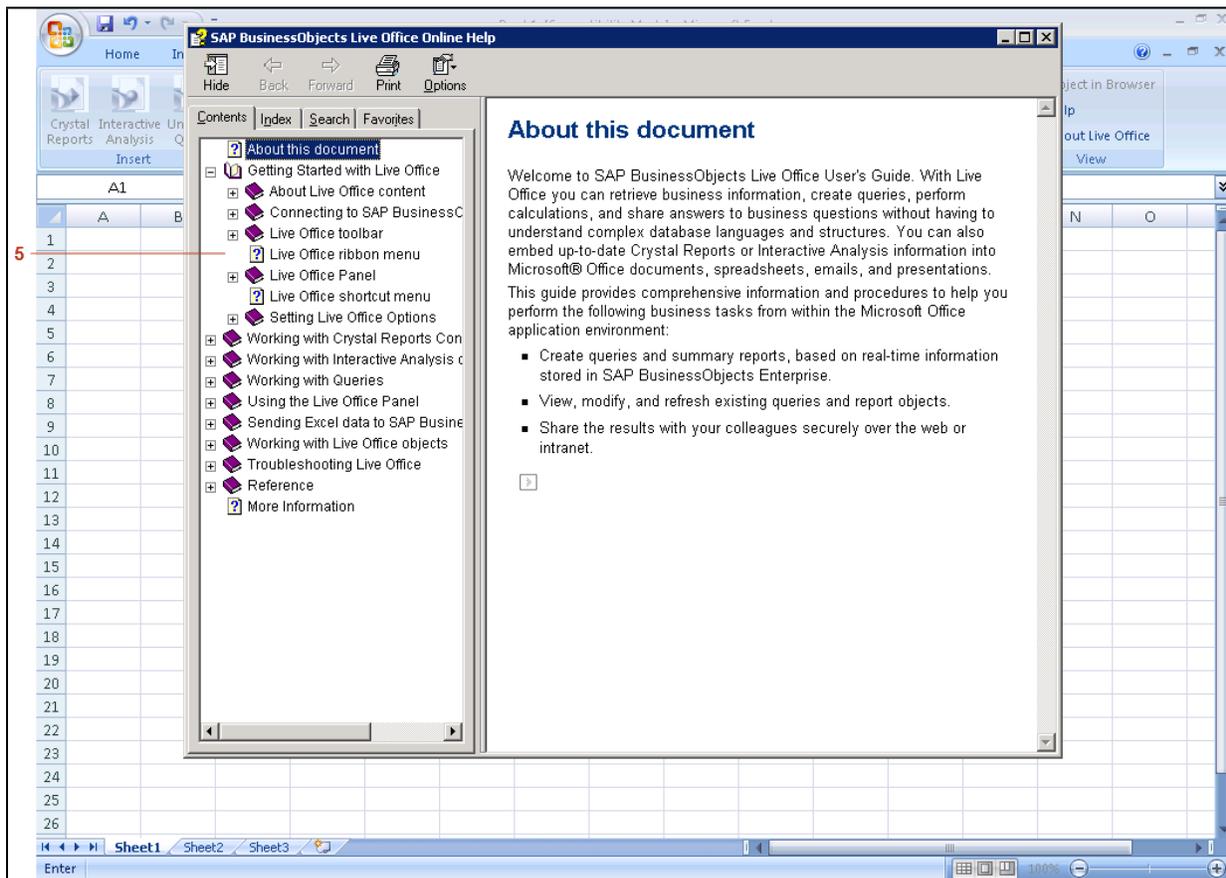


Use the Contents tab to browse to articles organized in logical groupings.

For example, you can review the overview information in the Getting Started with Live Office category.

Use the Help Feature

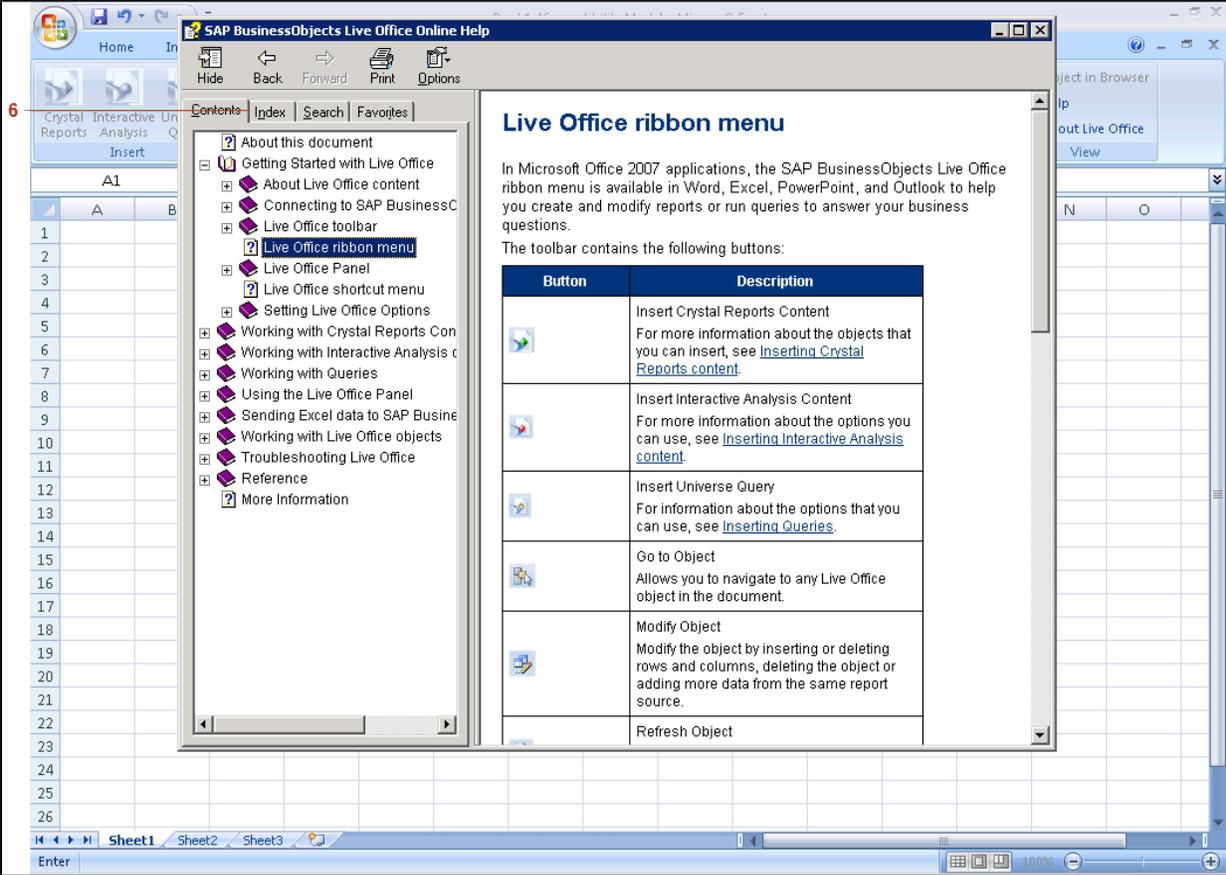
SAP BusinessObjects Live Office Online Help



5. Click **Live Office ribbon menu**.

Use the Help Feature

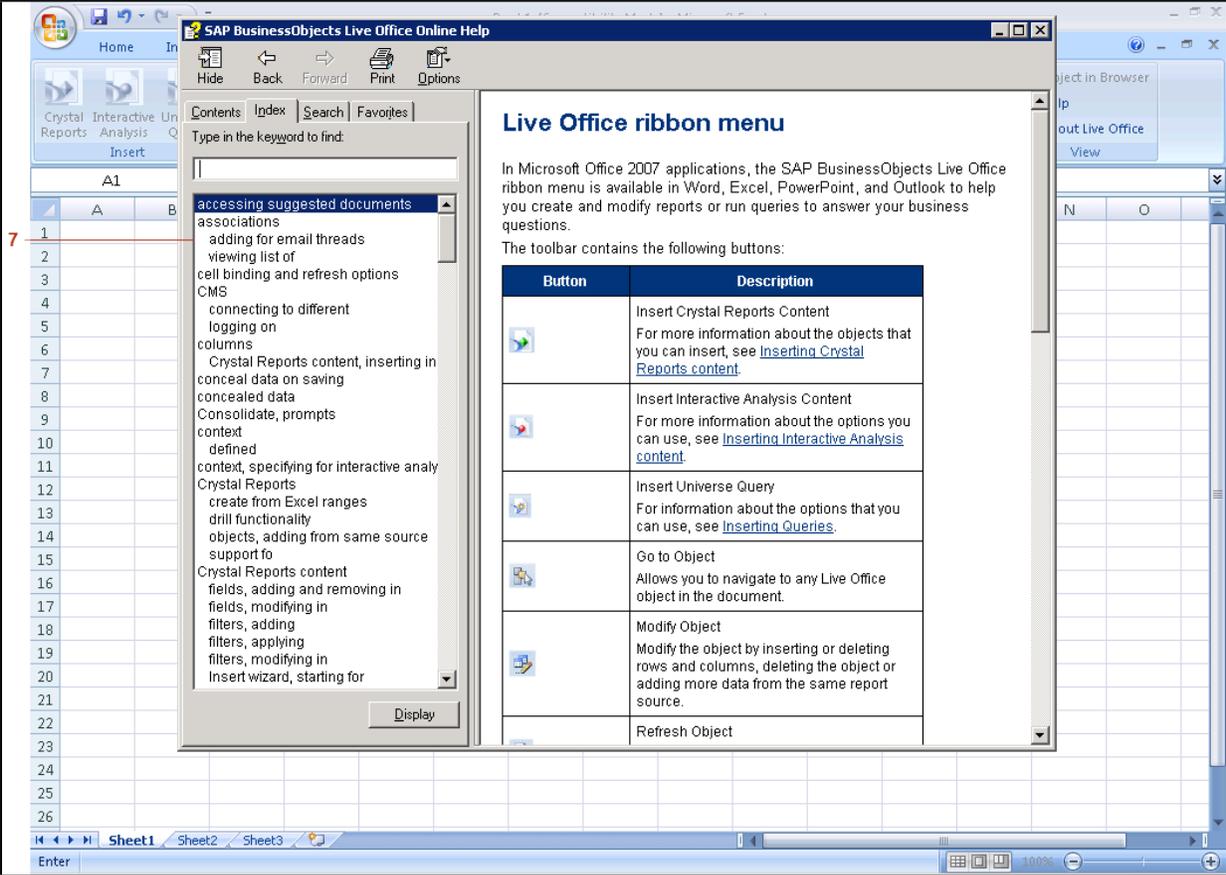
SAP BusinessObjects Live Office Online Help



6. Click **Index**.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



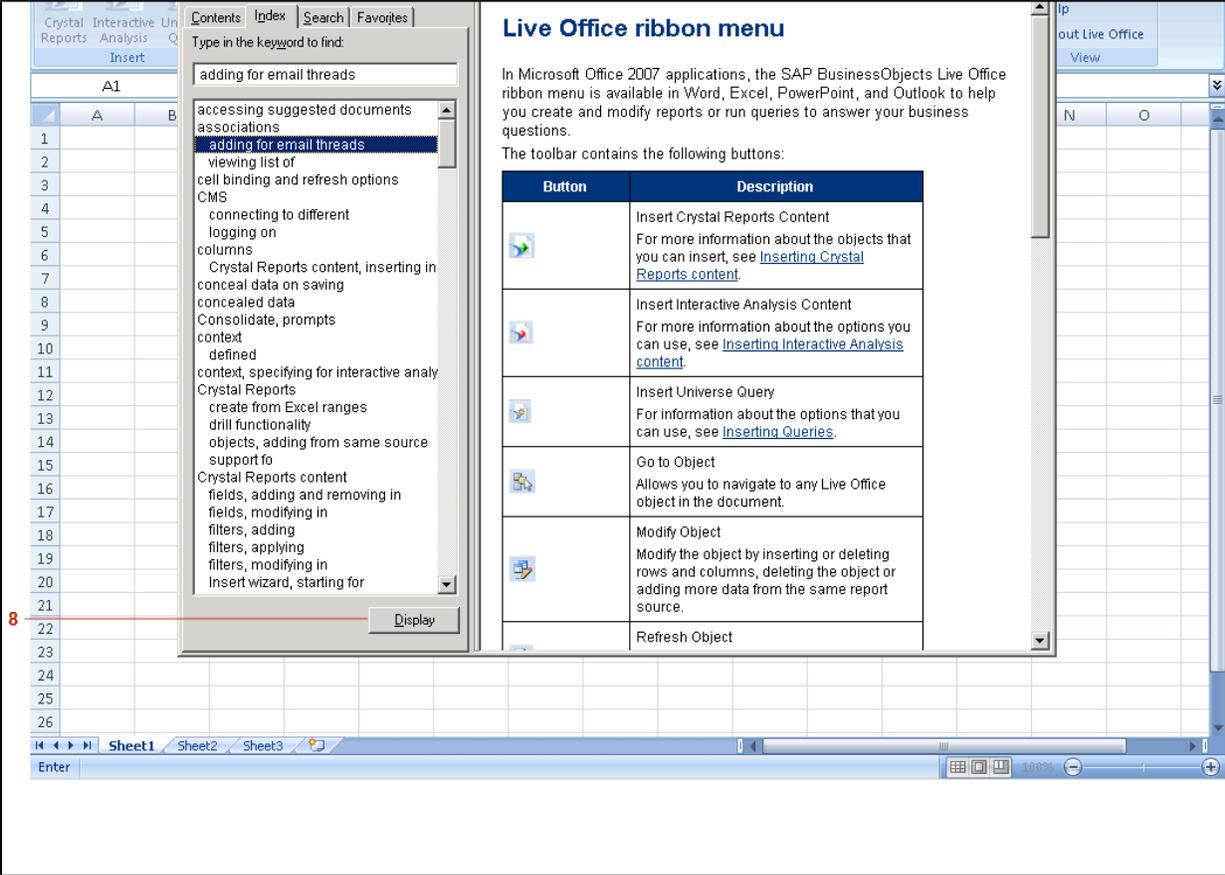
7. Click **adding for email threads**.



Use the Index tab to browse to articles organized alphabetically.

Use the Help Feature

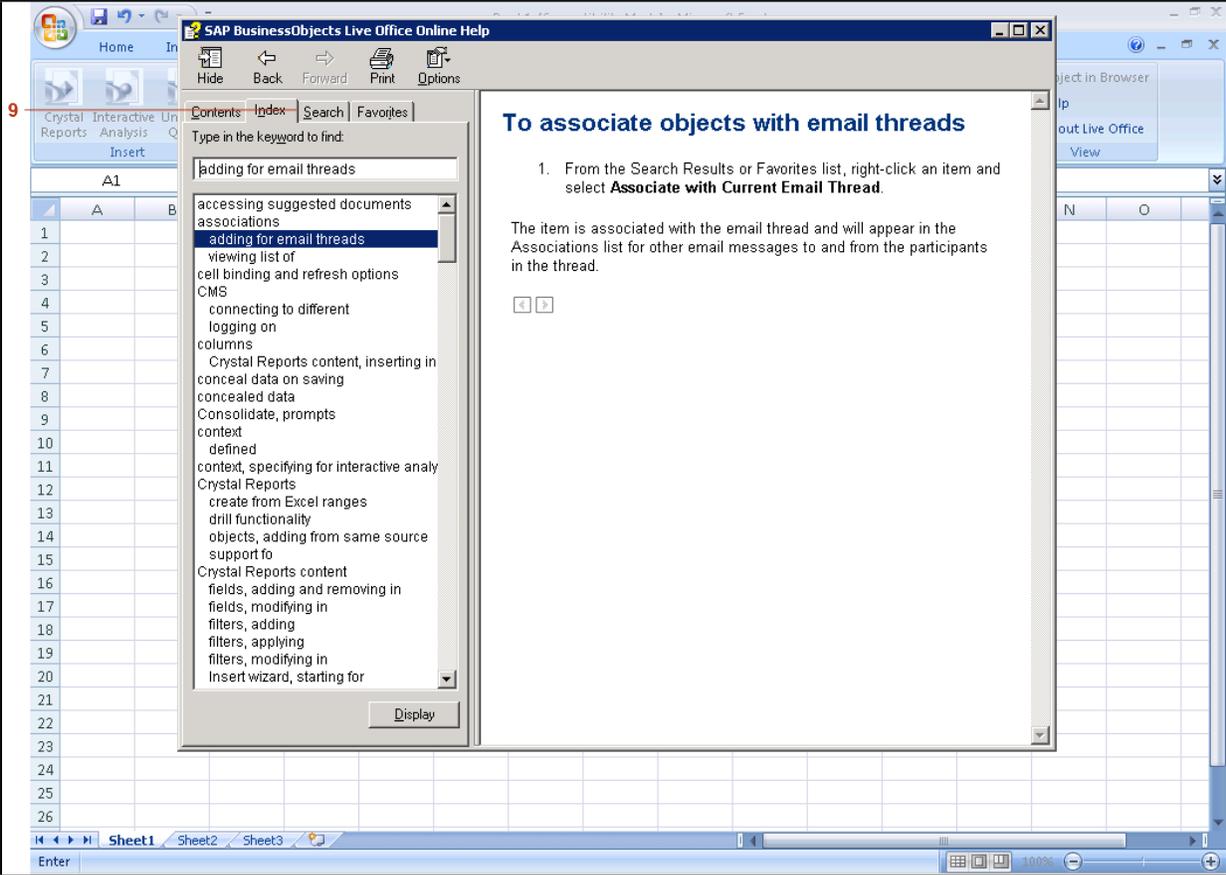
SAP BusinessObjects Live Office Online Help



8. Click **Display**.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



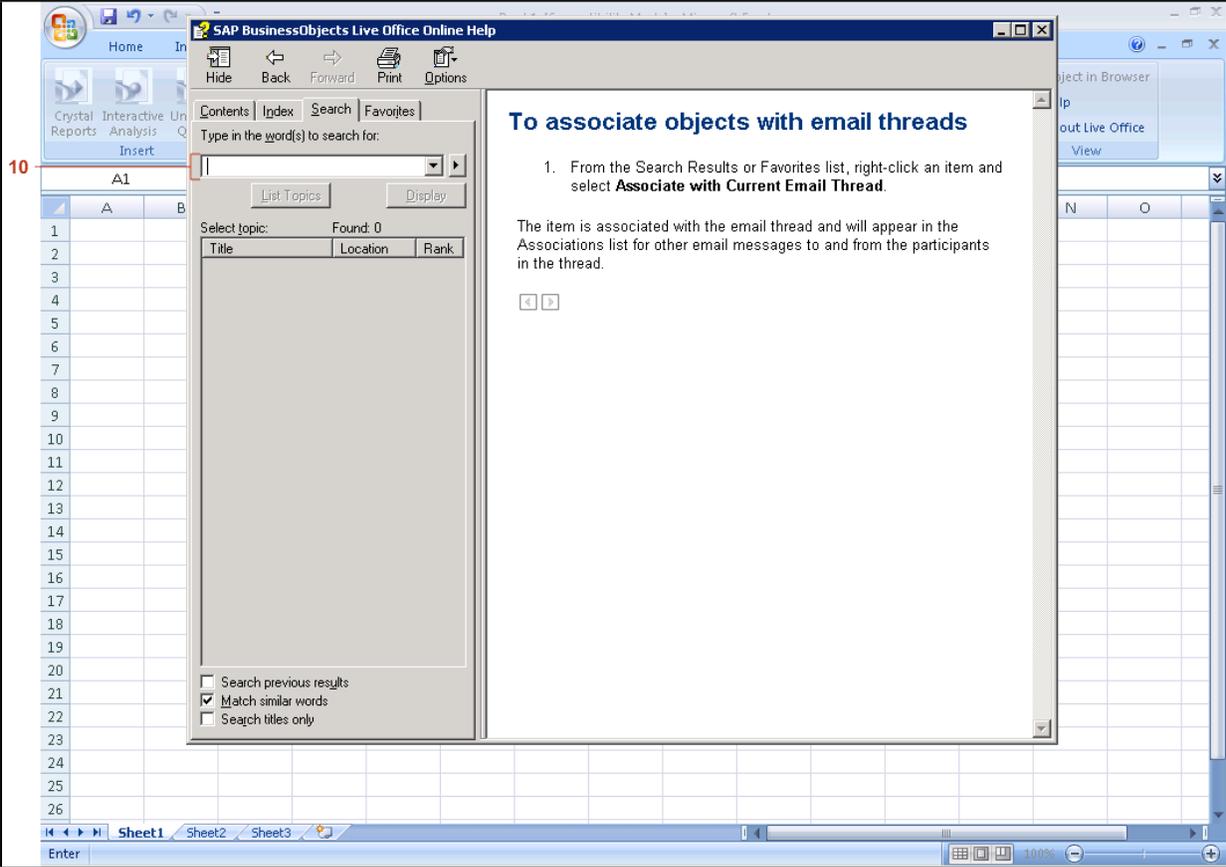
9. Click **Search**.



Use the Search tab to search for articles based on keywords.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



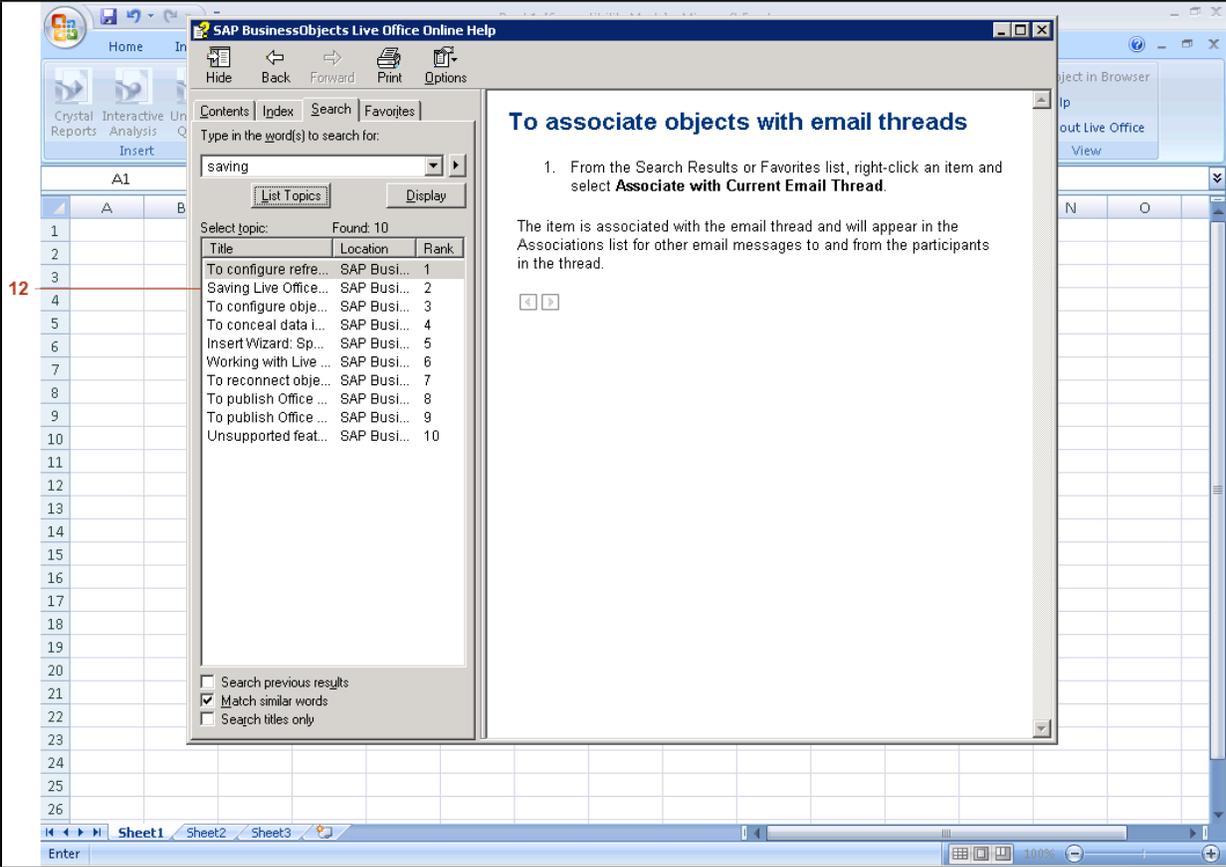
10. As required, complete/review the following fields:

Field	Description
Type in the word(s) to search for:	Example: saving

 For example, you can search for the term "saving".

Use the Help Feature

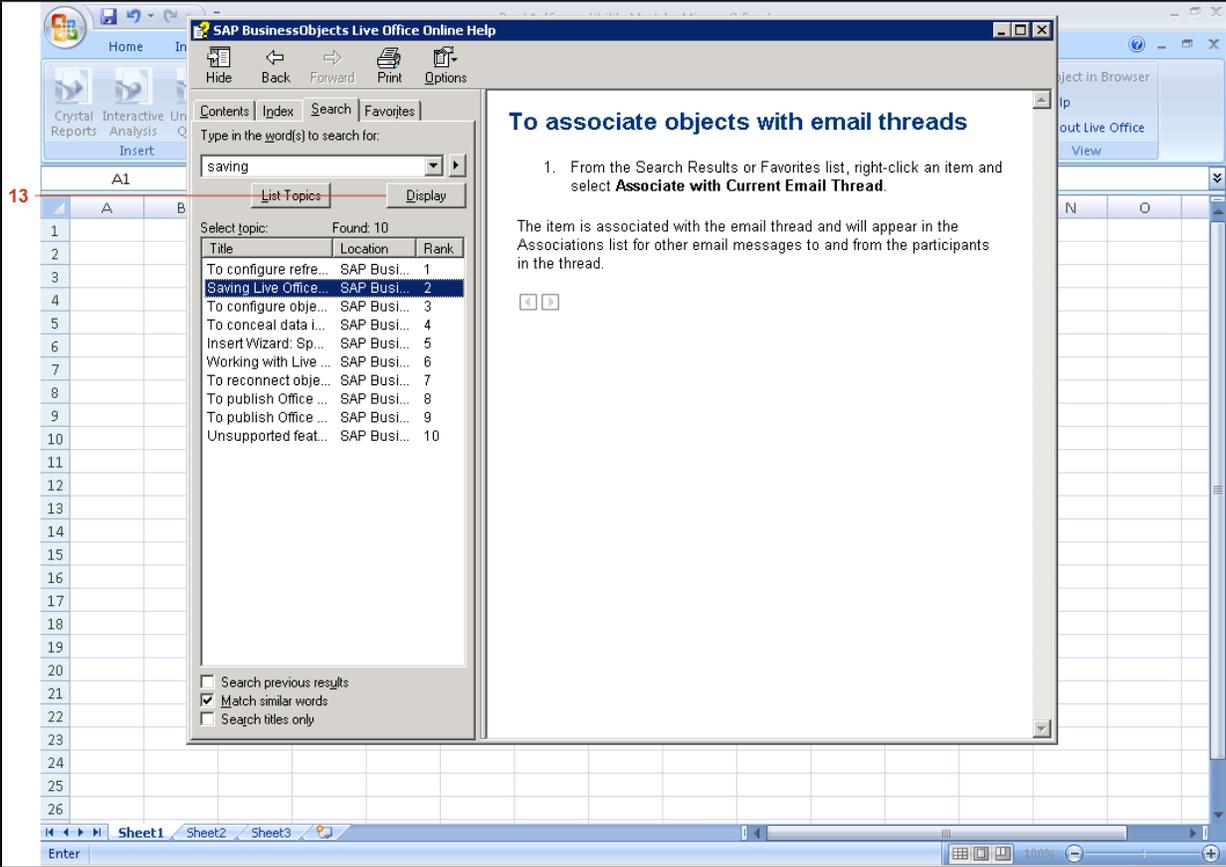
SAP BusinessObjects Live Office Online Help



12. Click **Saving Live Office data locally**.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



13. Click **Display**.

Use the Help Feature

SAP BusinessObjects Live Office Online Help

14

The screenshot shows a web browser window displaying the SAP BusinessObjects Live Office Online Help search results for the keyword 'saving'. The search results are displayed in a table with columns for Title, Location, and Rank. The top result is 'Saving Live Office data locally' with a rank of 2. The search results are displayed in a table with columns for Title, Location, and Rank. The top result is 'Saving Live Office data locally' with a rank of 2. The search results are displayed in a table with columns for Title, Location, and Rank. The top result is 'Saving Live Office data locally' with a rank of 2.

Title	Location	Rank
To configure referenc...	SAP Busi...	1
Saving Live Office...	SAP Busi...	2
To configure obje...	SAP Busi...	3
To conceal data i...	SAP Busi...	4
Insert Wizard: Sp...	SAP Busi...	5
Working with Live ...	SAP Busi...	6
To reconnect obje...	SAP Busi...	7
To publish Office ...	SAP Busi...	8
To publish Office ...	SAP Busi...	9
Unsupported feat...	SAP Busi...	10

Saving Live Office data locally

After inserting and configuring Live Office objects, you can save the Microsoft application file to a location on your local system. For information about [saving](#) data objects to the SAP BusinessObjects Enterprise Repository, see [Publishing files to SAP BusinessObjects Enterprise](#).

In this section:

- [To save files to a local drive](#)
- [Opening document locally](#)

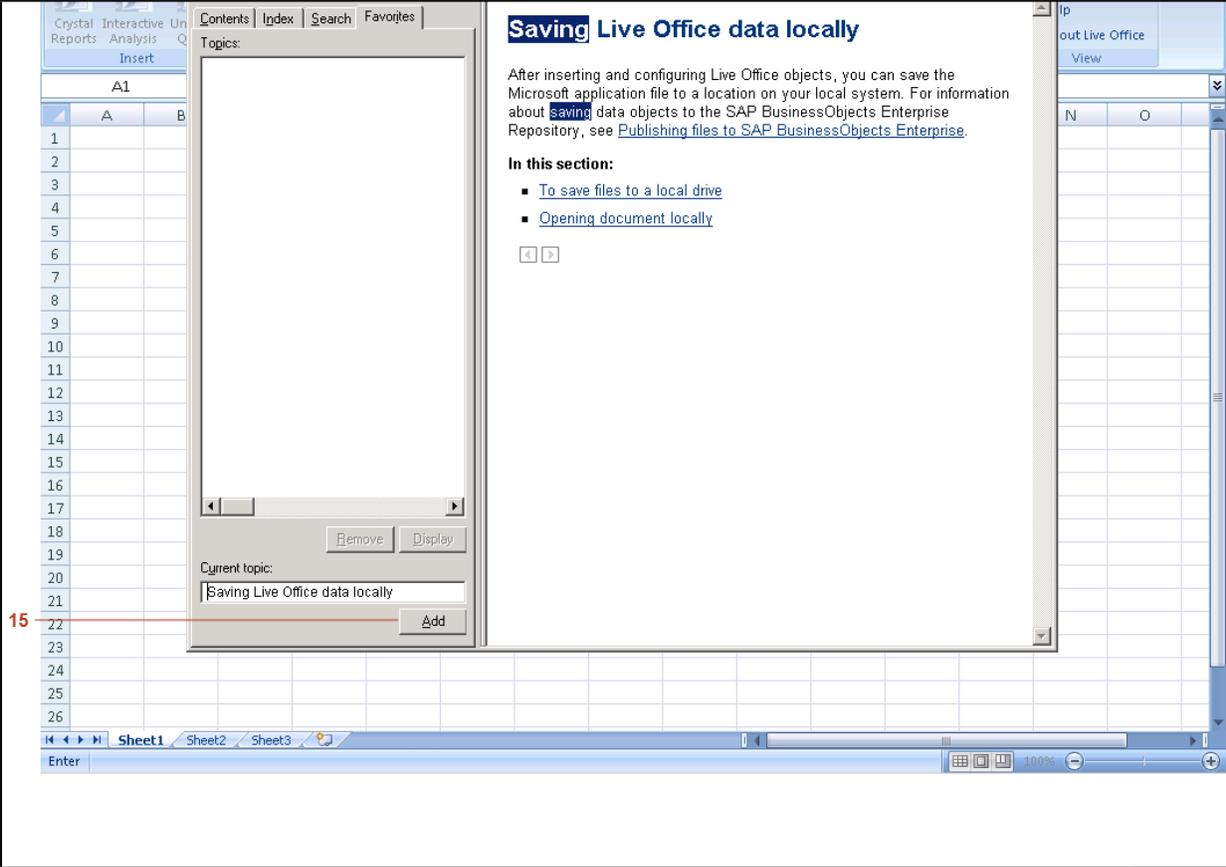
14. Click **Favorites**.



Use the Favorites tab to bookmark specific articles and access those bookmarks.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



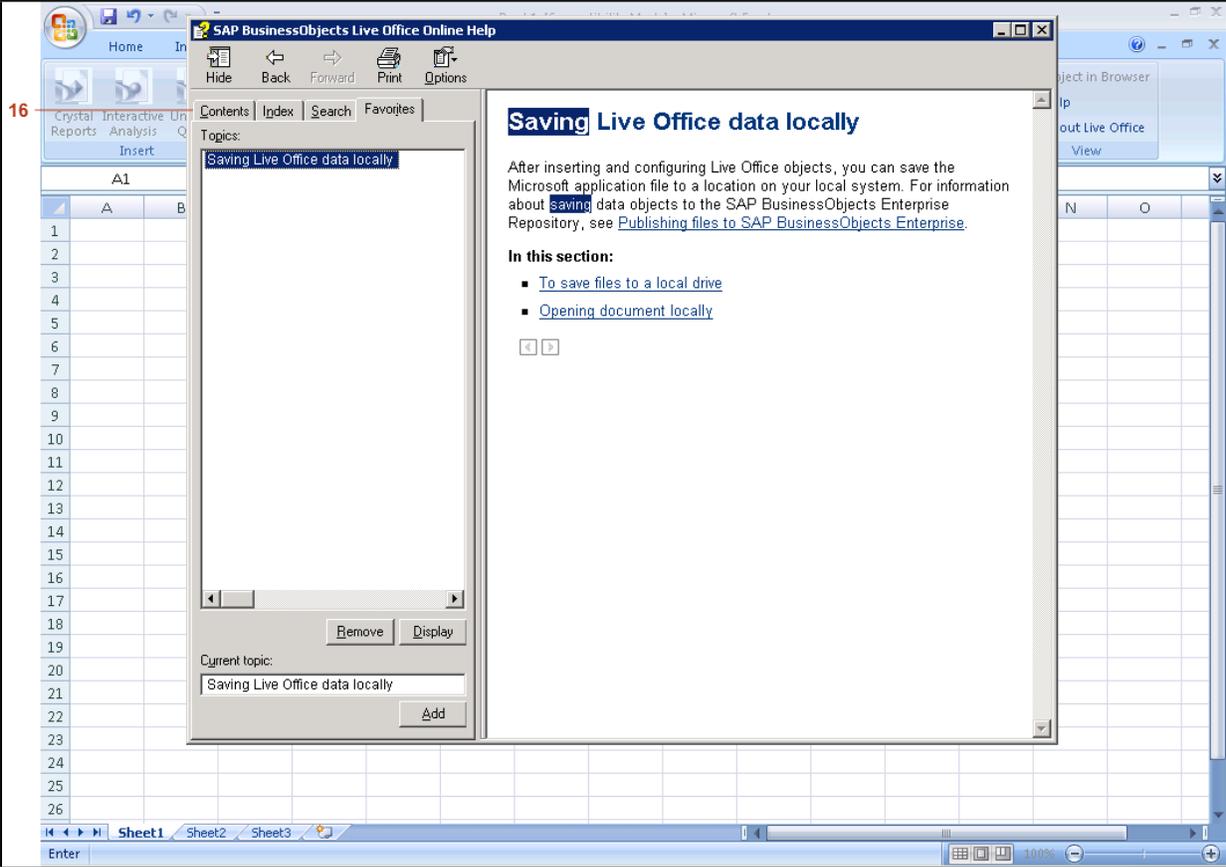
15. Click **Add**.



For example, you can bookmark the last article you reviewed as a favorite.

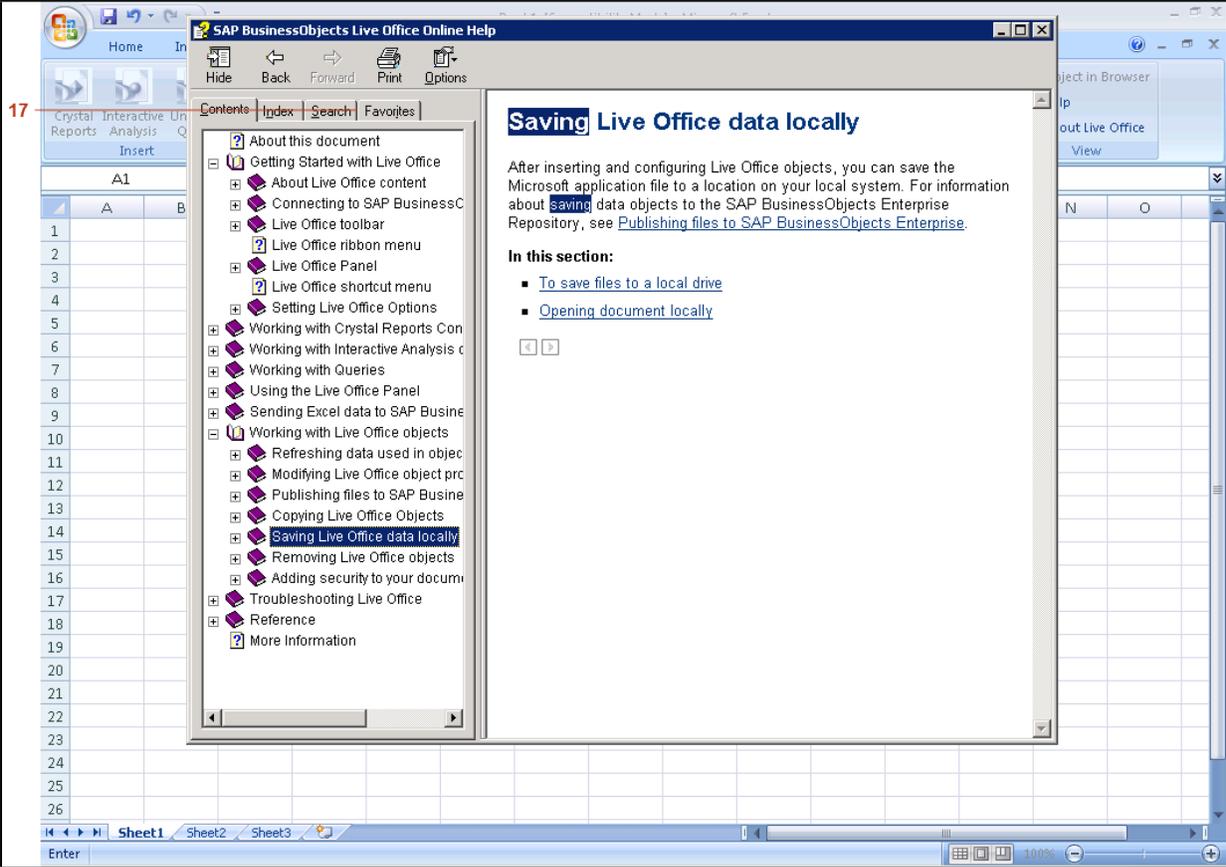
Use the Help Feature

SAP BusinessObjects Live Office Online Help



Use the Help Feature

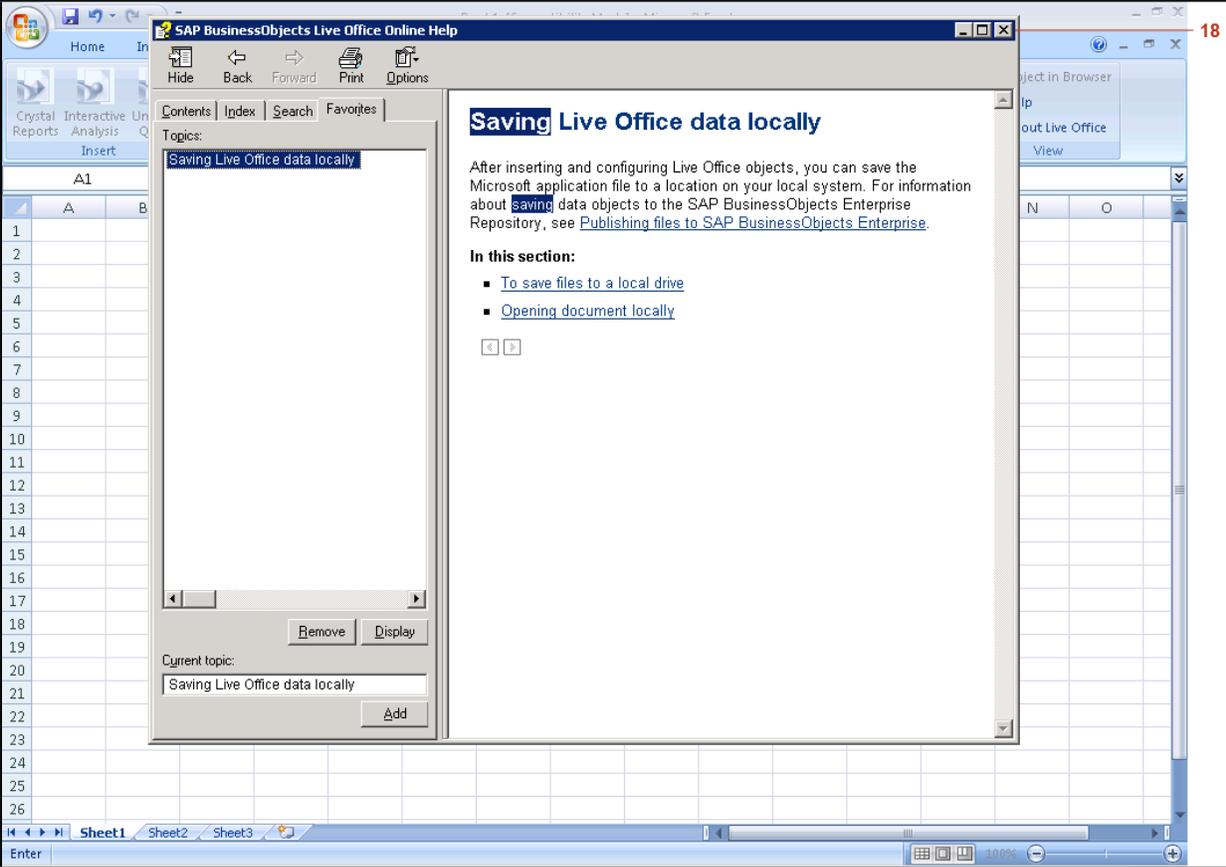
SAP BusinessObjects Live Office Online Help



17. Click **Favorites**.

Use the Help Feature

SAP BusinessObjects Live Office Online Help



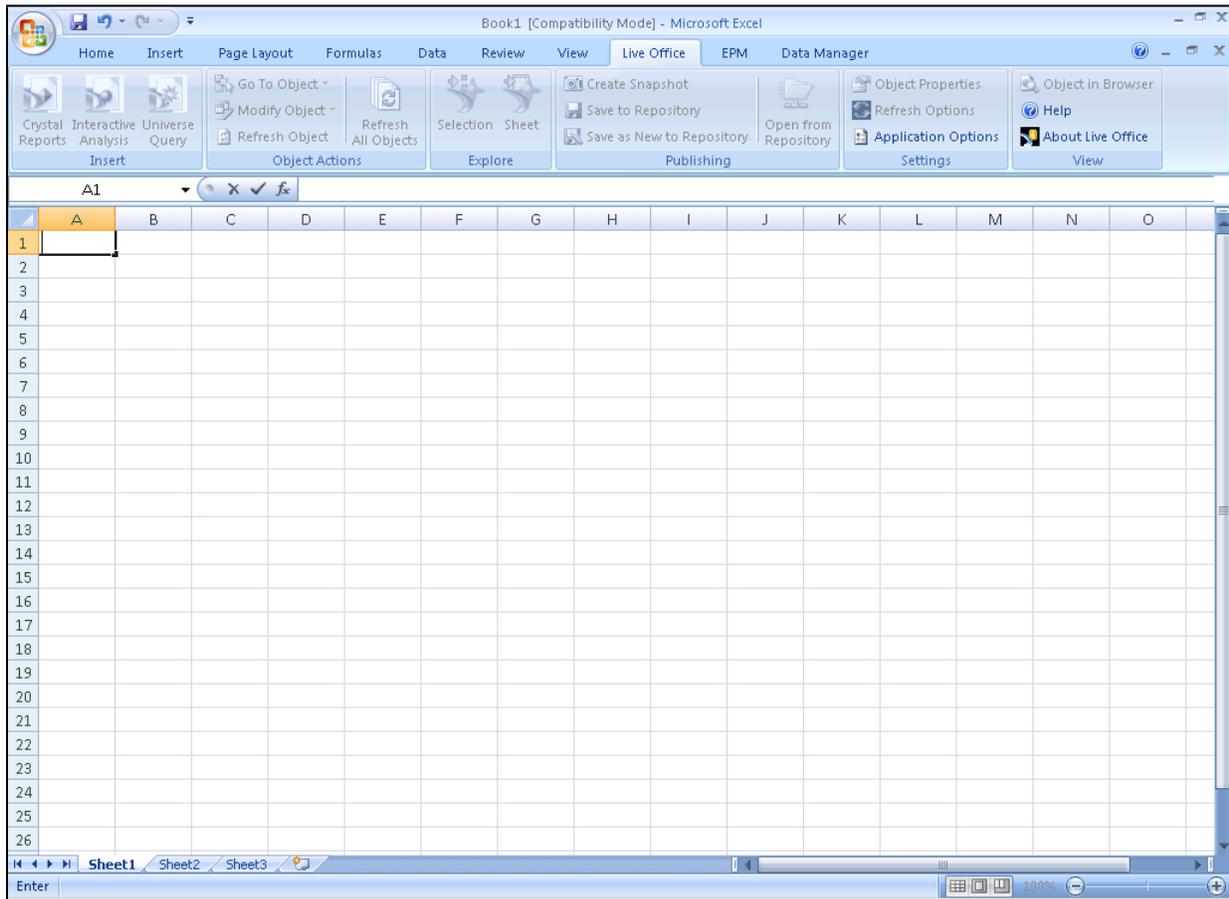
18. Click **Close** .



You can quickly access the specific articles that you have bookmarked to your Favorites.

Use the Help Feature

Microsoft Excel - Book1 [Compatibility Mode]



19. Press any key or click anywhere to continue.



You have successfully accessed and navigated through the Live Office online help.

Press any key or click anywhere to continue.