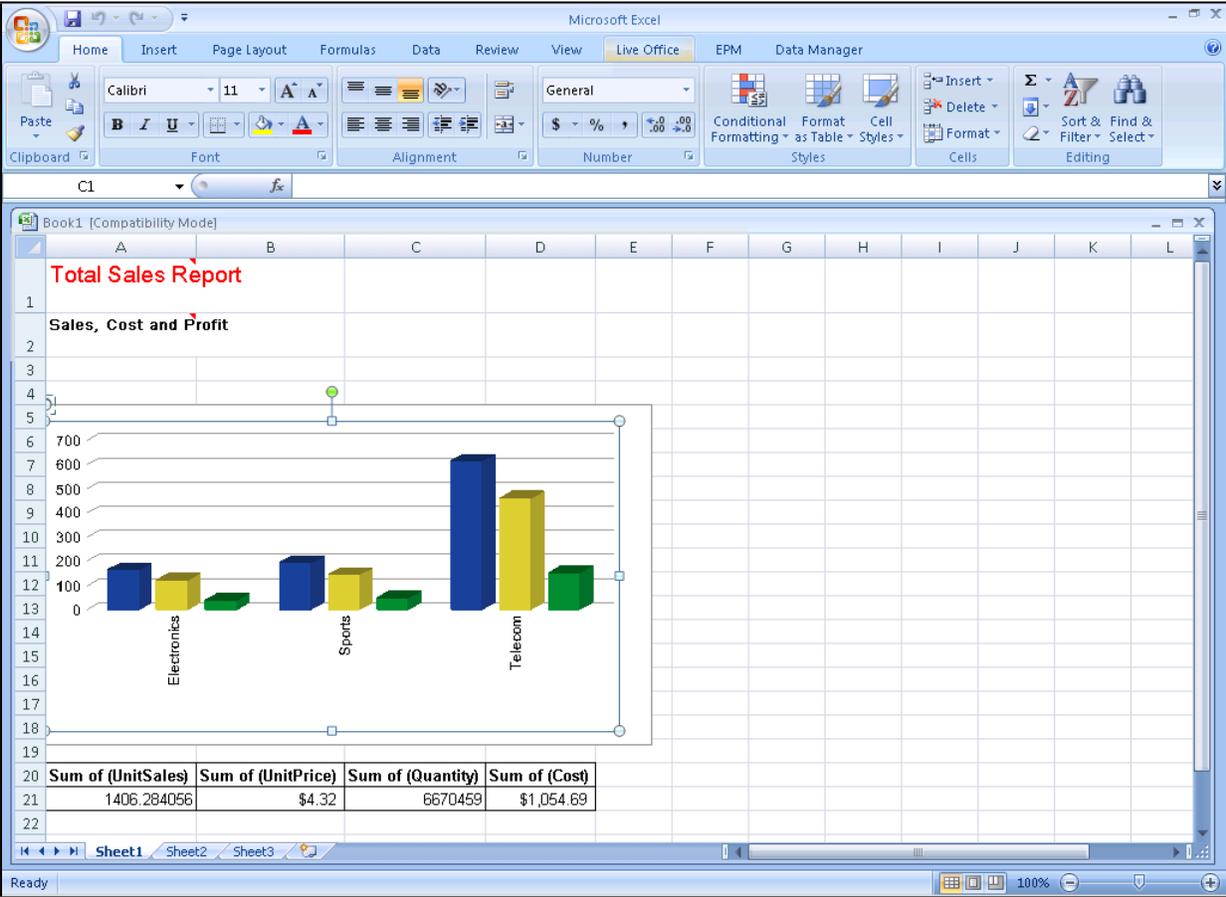


Navigate the Live Office Menu

Procedure

Navigate the Live Office Menu



1. Press any key or click anywhere to continue



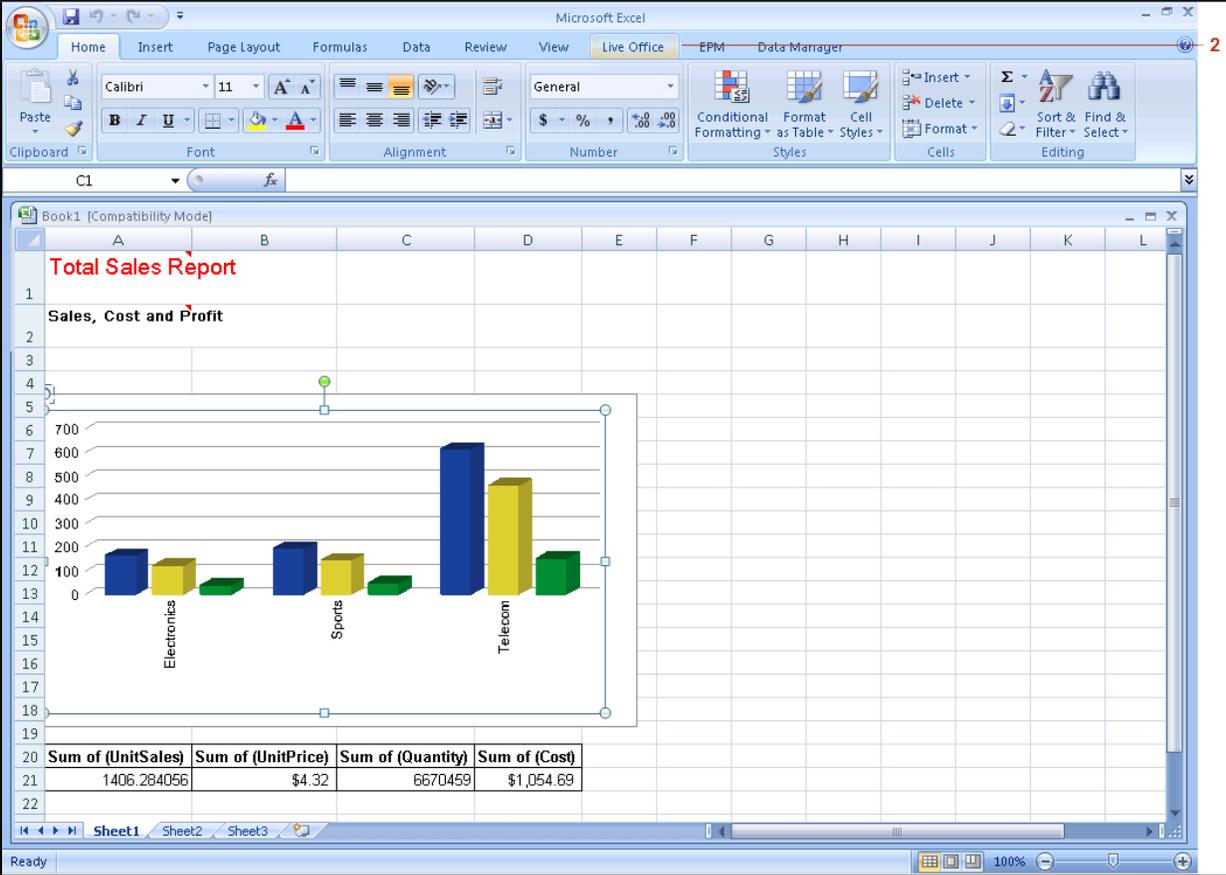
You can use the Live Office menu to navigate to specific objects in a document.

Explore the options for the Live Office tab.

Press any key or click anywhere to continue.

Navigate the Live Office Menu

Navigate the Live Office Menu

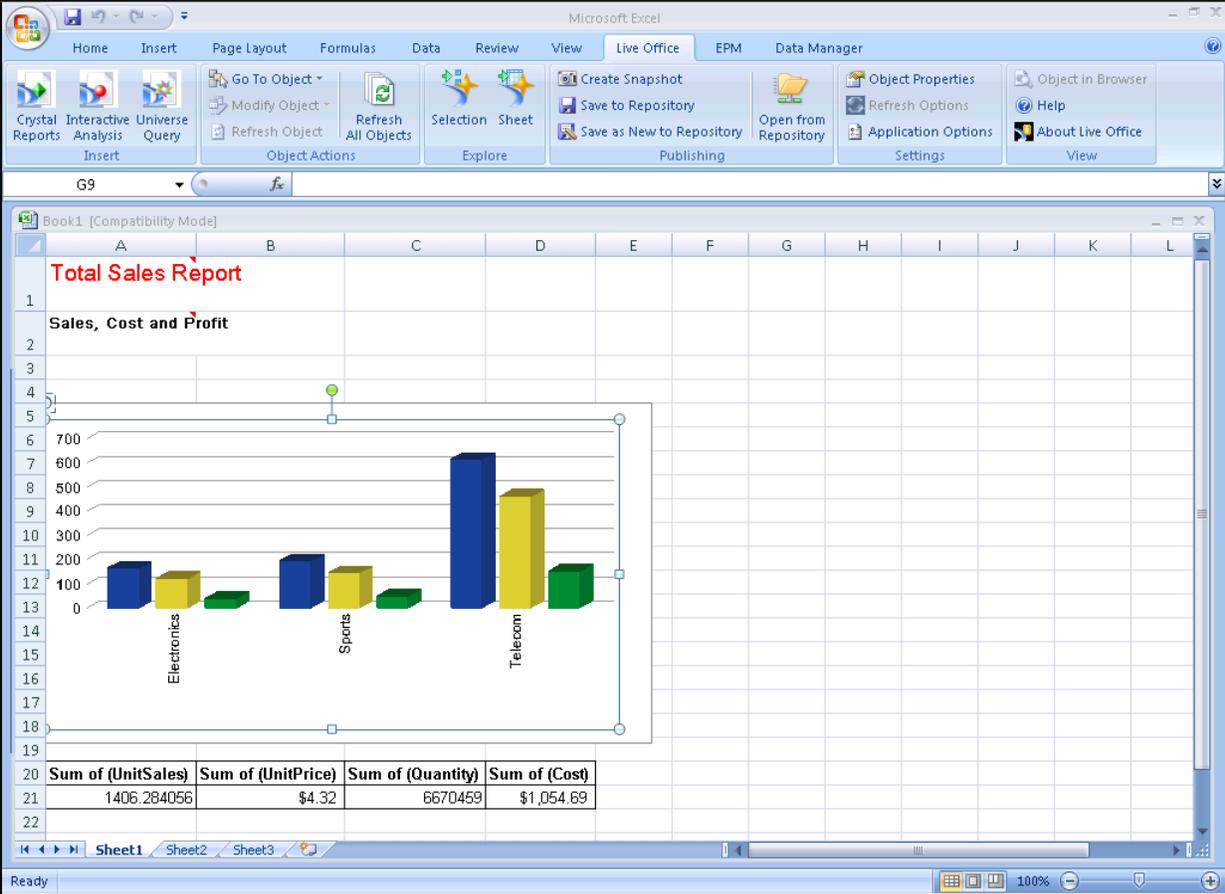


2. Click **Live Office**.

 Start by selecting the Live Office tab.

Navigate the Live Office Menu

Navigate the Live Office Menu



3. Press any key or click anywhere to continue



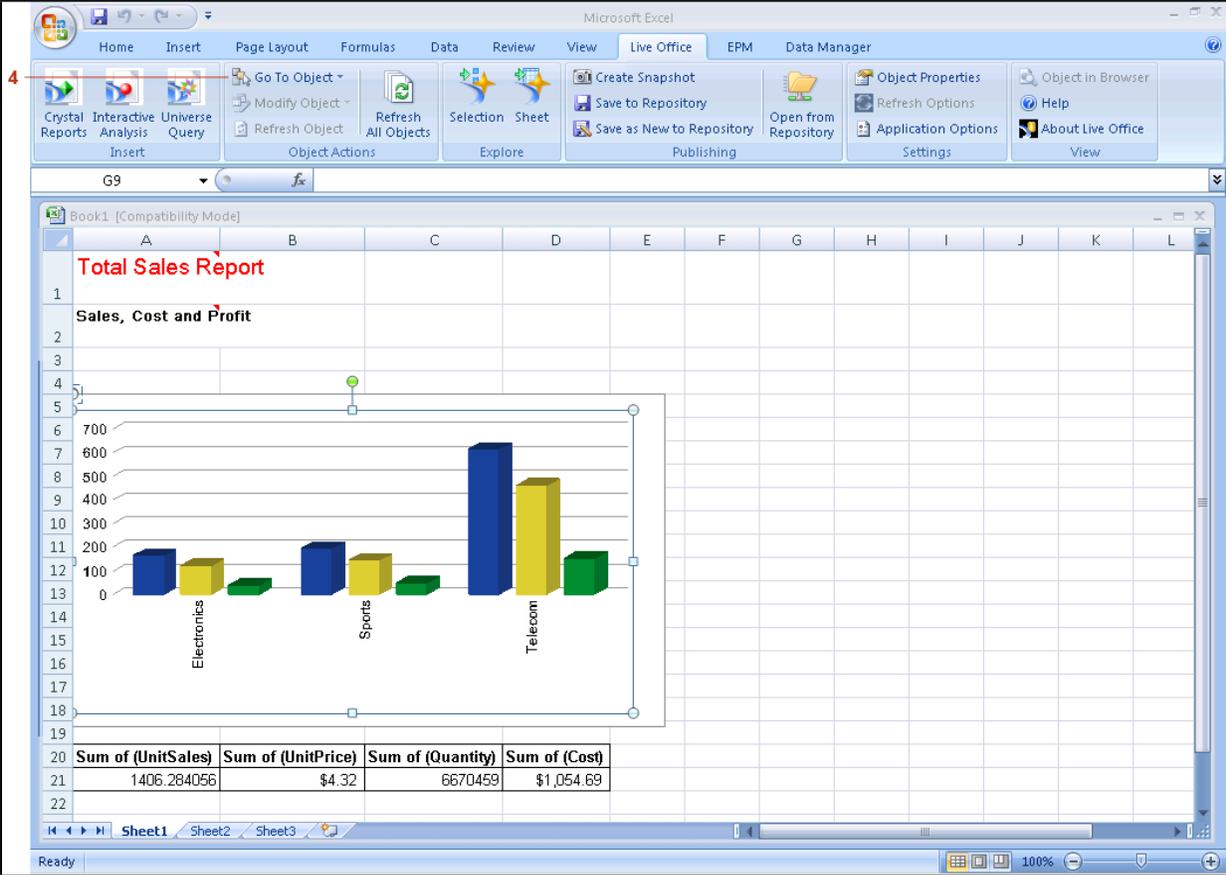
You have the option of inserting the following types of content:

- **Crystal Report content**- Insert charts, crosstabs, titles, and fields from existing Crystal reports.
- **Web Intelligence content**- Insert report parts from existing Web Intelligence documents.
- **New Query**- Create an ad hoc query from a universe using the query panel.

Press any key or click anywhere to continue.

Navigate the Live Office Menu

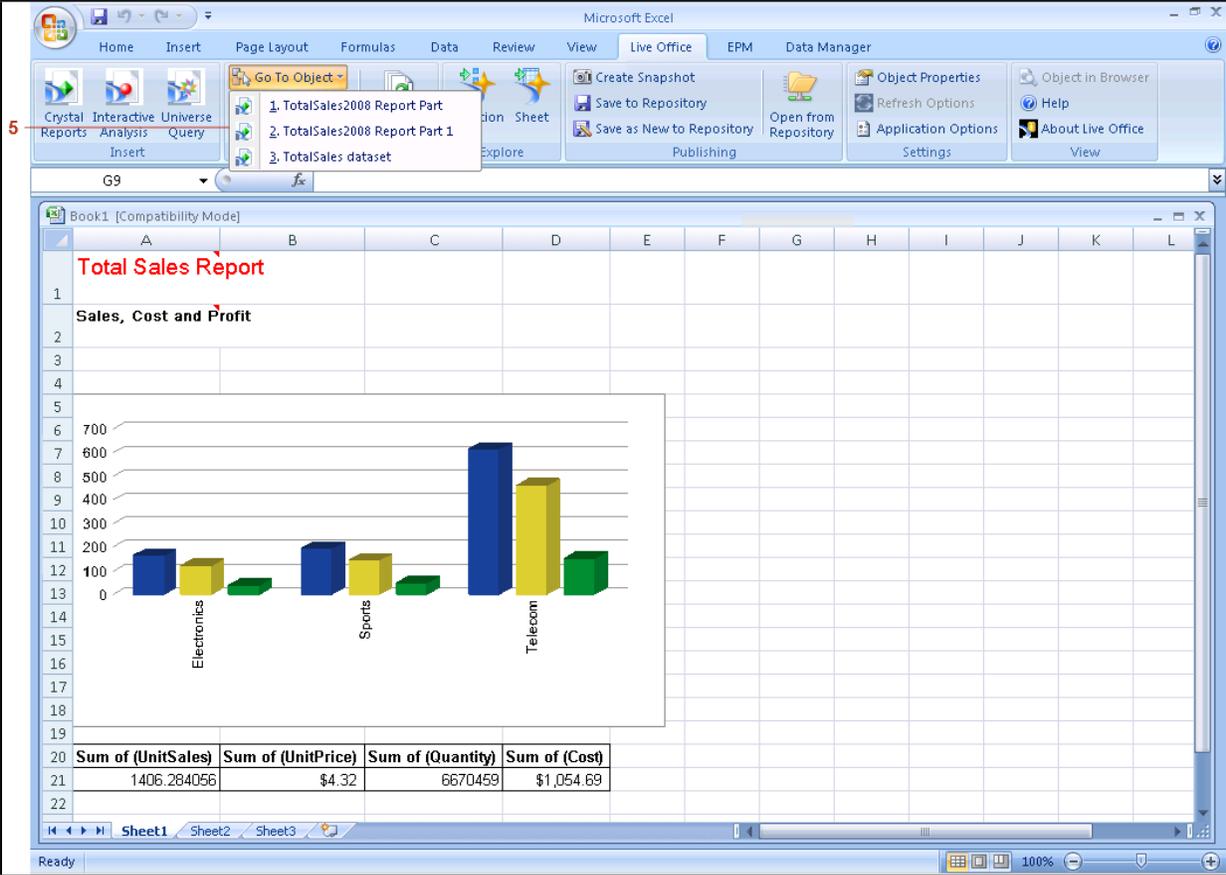
Navigate the Live Office Menu



4. Click **Go To Object**.

Navigate the Live Office Menu

Navigate the Live Office Menu



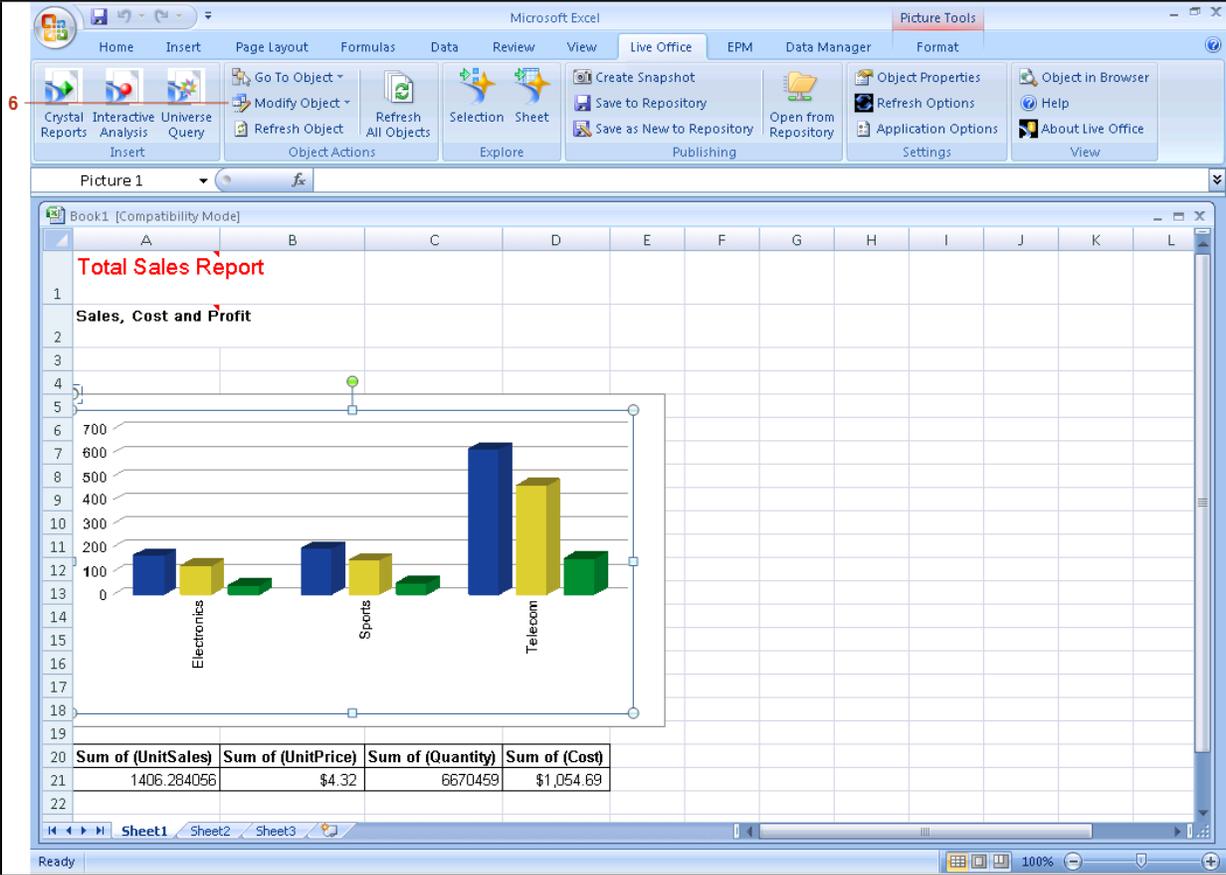
5. Click **TotalSales2008 Report Part 1**.



Once you have added an object to the document, the name of the object is listed in the Go to Object submenu. You can navigate to a specific object using this name.

Navigate the Live Office Menu

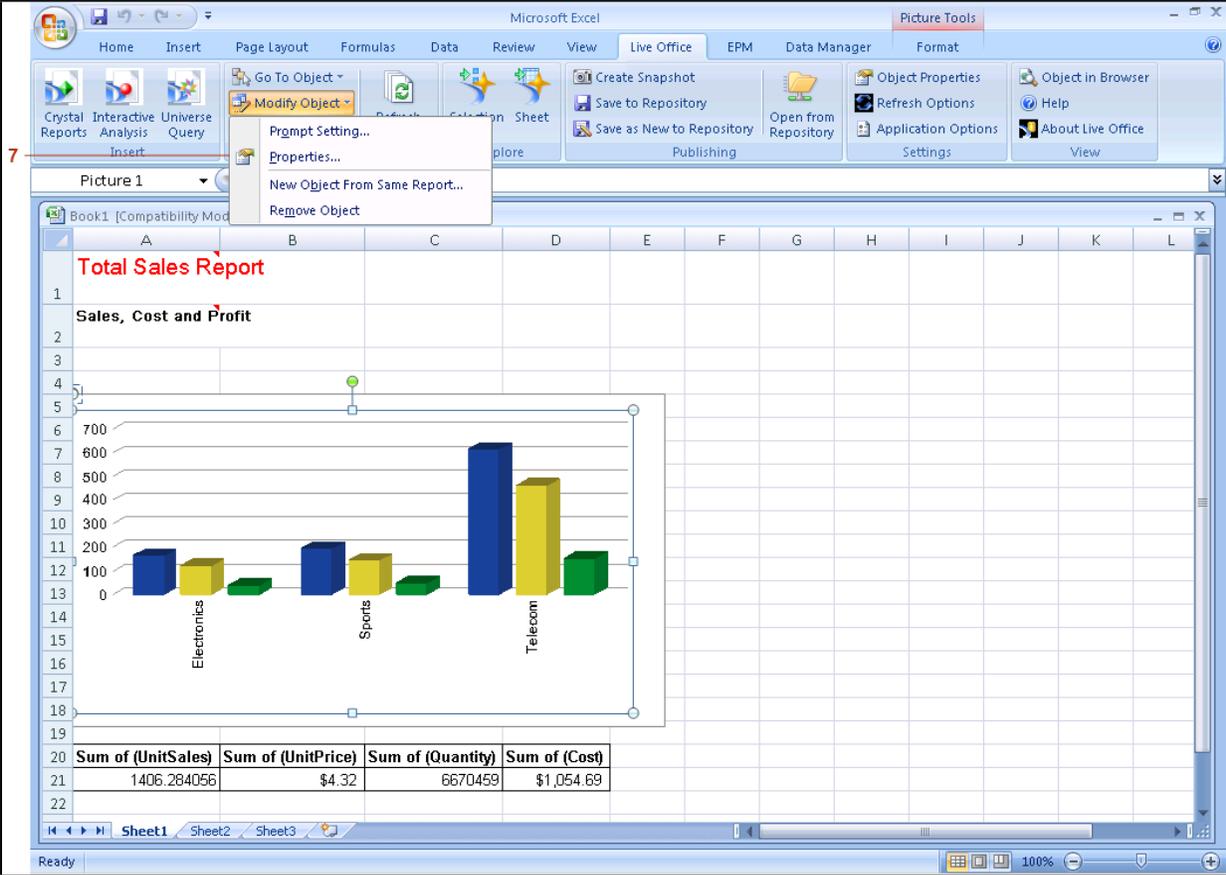
Navigate the Live Office Menu



6. Click **Modify Object**.

Navigate the Live Office Menu

Navigate the Live Office Menu



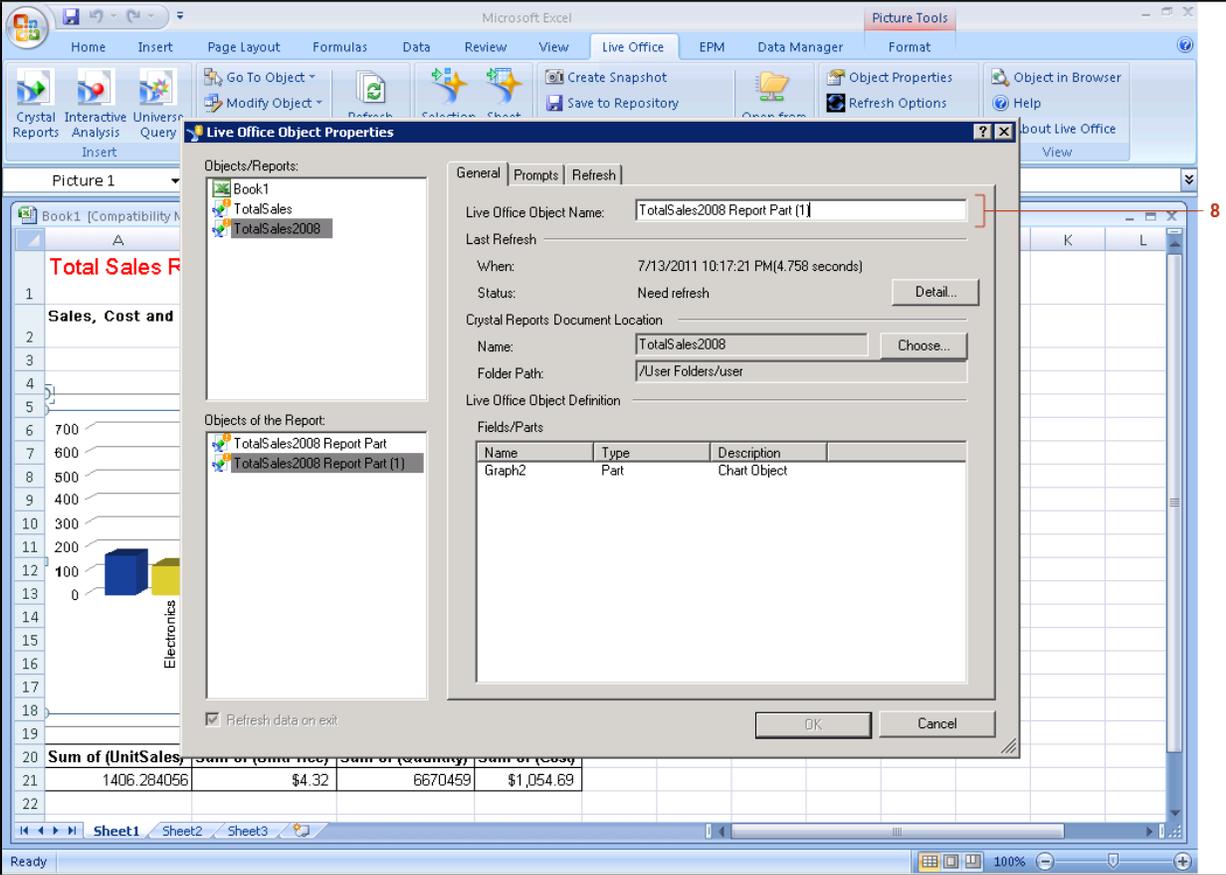
7. Click **Properties**.



You can modify properties for an object. The menu command is not active until you have selected a specific object. The options available in the submenu vary based on the type of object you have selected.

Navigate the Live Office Menu

Live Office Object Properties



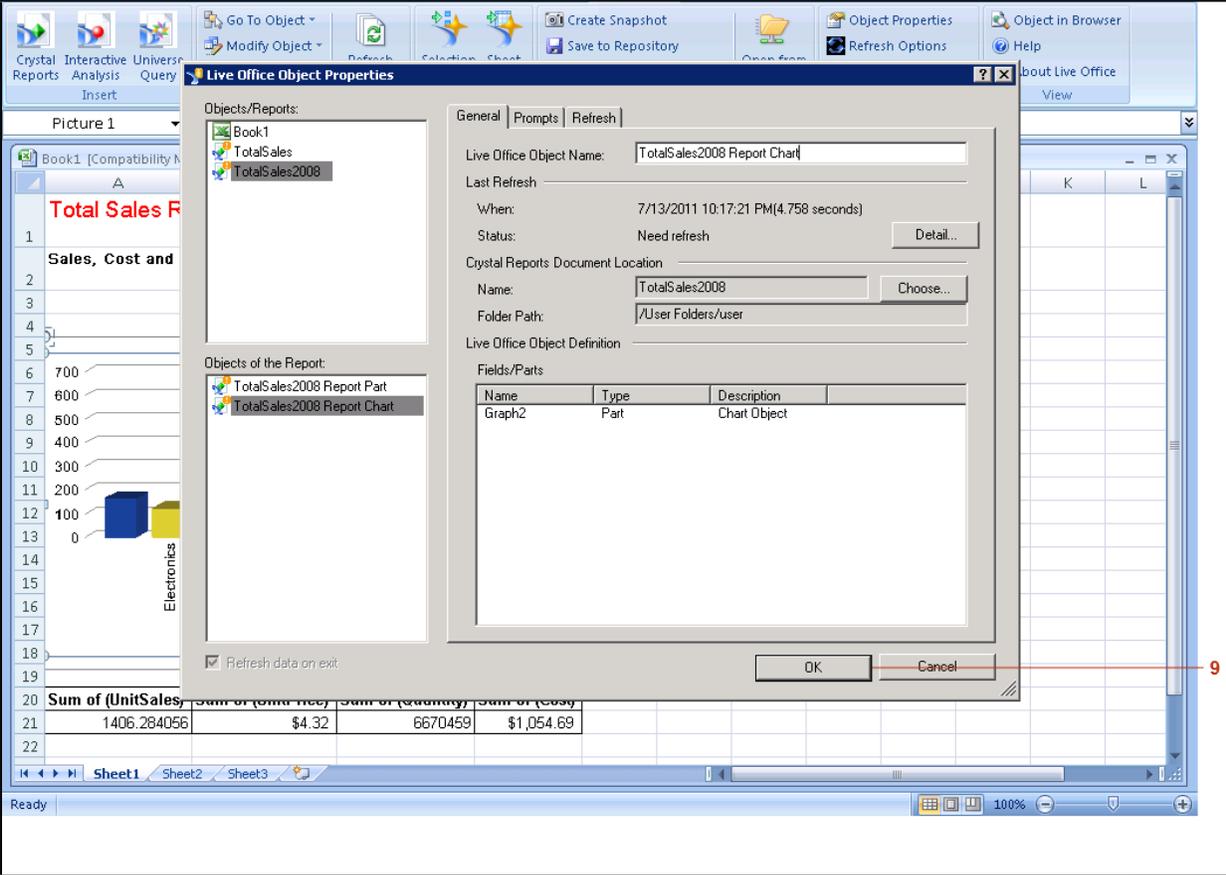
8. As required, complete/review the following fields:

Field	Description
Live Office Object Name:	Example: TotalSales2008 Report Chart

 The Live Office Object Properties dialog box allows you to change the properties for each inserted object, including general, prompts and refresh options.

Navigate the Live Office Menu

Live Office Object Properties



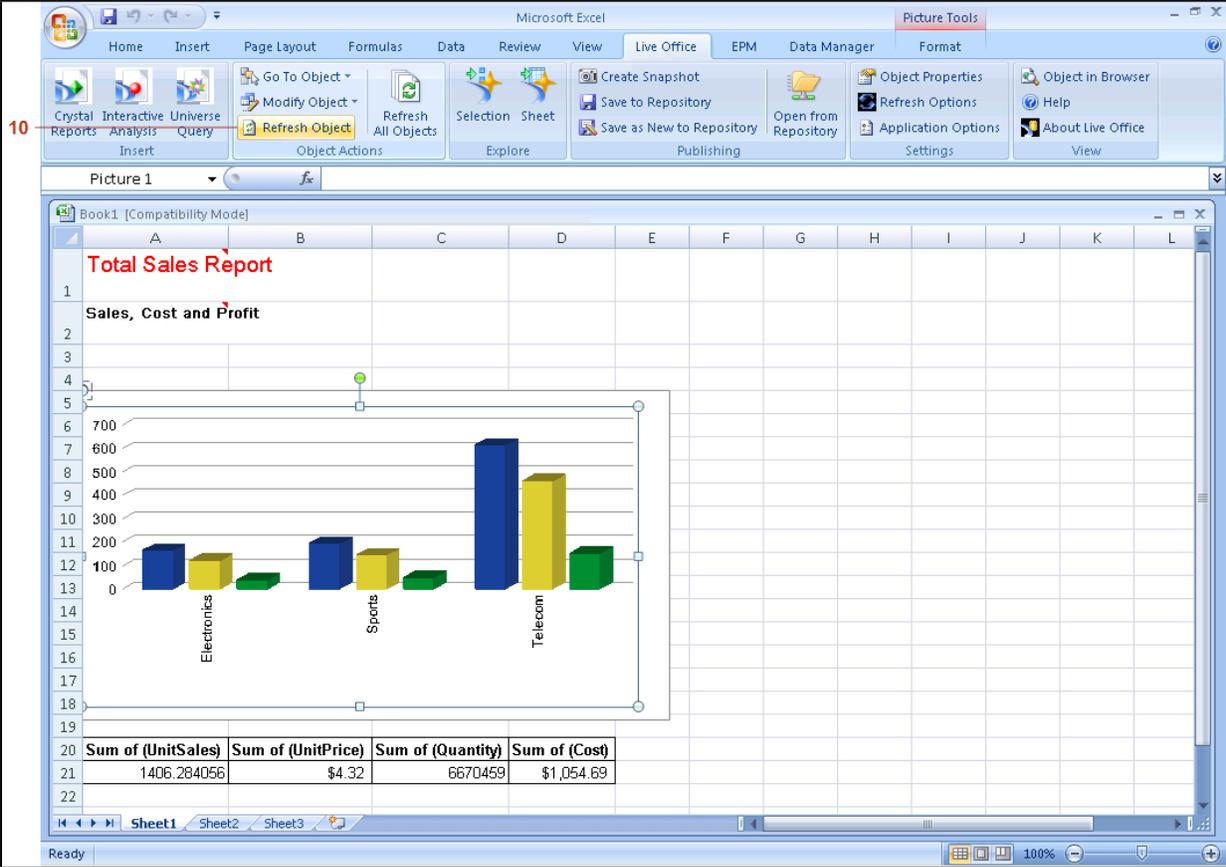
9. Click **OK**.



You can refresh the object in this Live Office Properties or you can also refresh all objects or individual objects from the Live Office panel.

Navigate the Live Office Menu

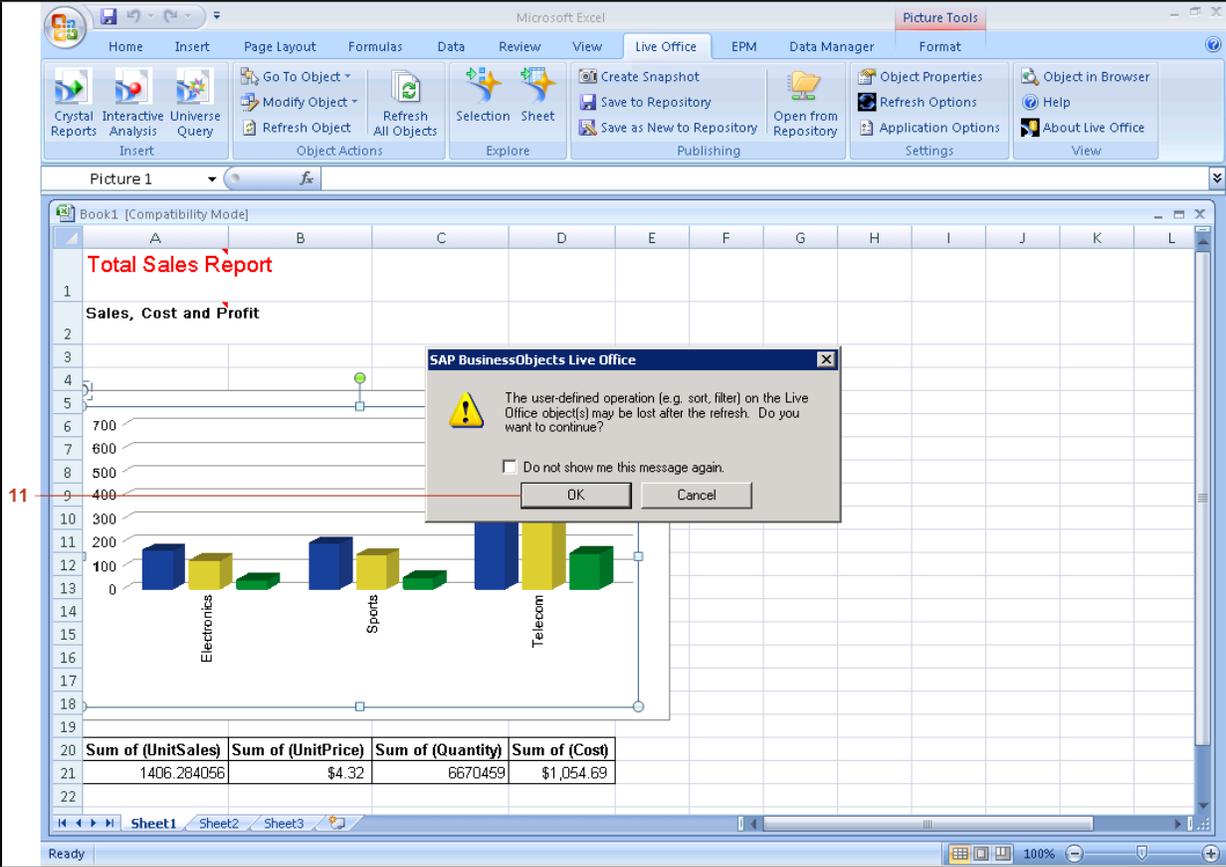
Navigate the Live Office Menu



10. Click **Refresh**.

Navigate the Live Office Menu

SAP BusinessObjects Live Office



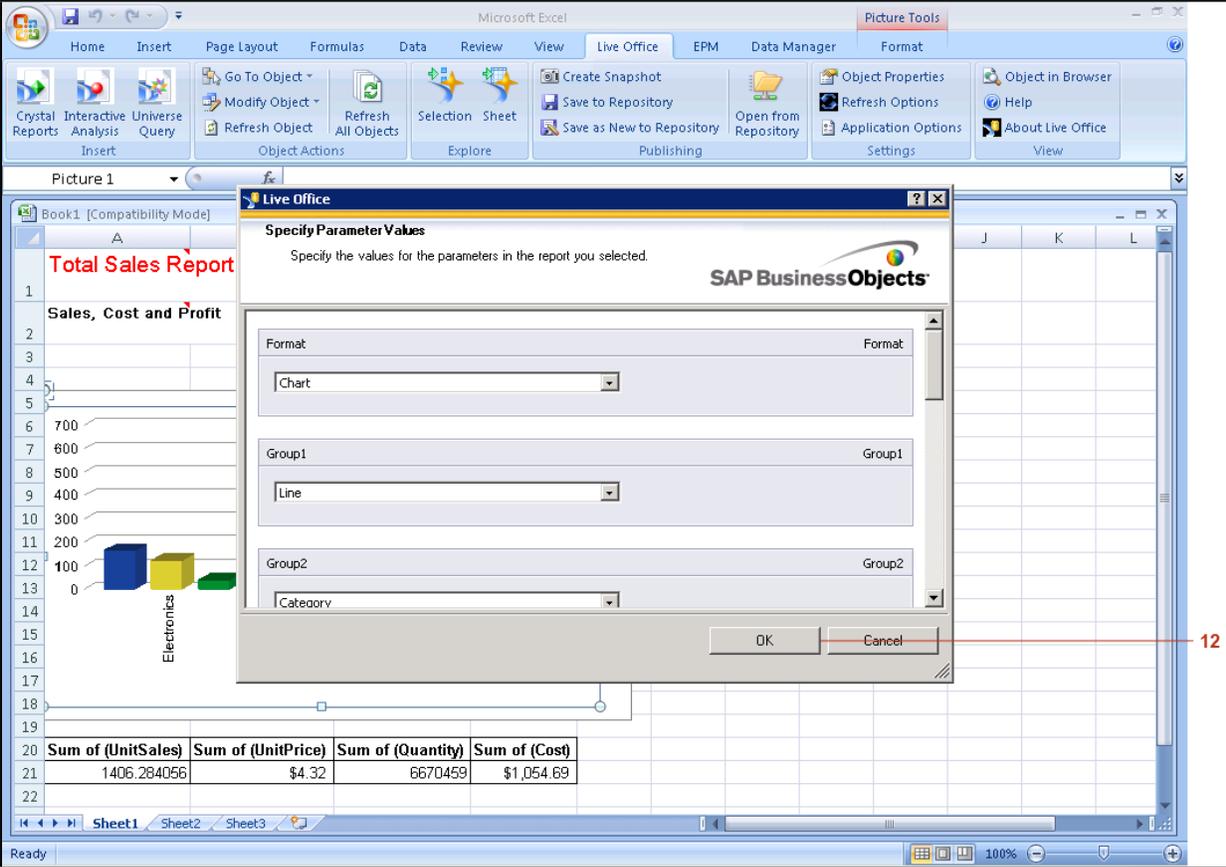
11. Click **OK**.



The Refresh Object option is not active until you have selected a specific object.

Navigate the Live Office Menu

Live Office



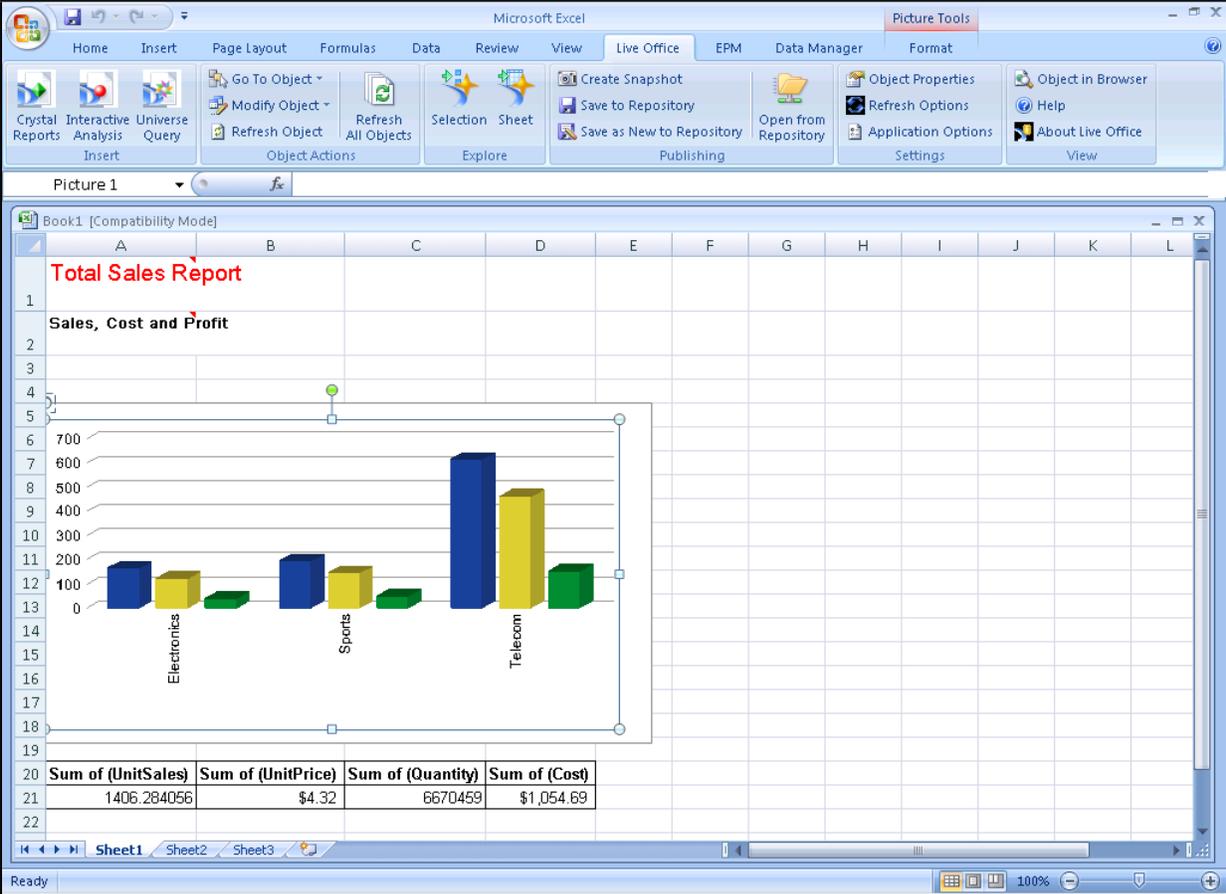
12. Click **OK**.



Use the default parameter values.

Navigate the Live Office Menu

Navigate the Live Office Menu



13. Press any key or click anywhere to continue.



You have successfully explored the options for the Live Office tab.

Press any key or click anywhere to continue.