

User Guide



GROOVEIT!

for My Documents

GrooveIT! products are edited by
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www.grooveit.biz

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GrooveIT! is a range of solutions dedicated to [Microsoft Office Groove 2007](#)
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1. Presentation

1.1. Value proposition

GrooveIT! for My Documents works with Office Groove 2007, Groove Virtual Office 3.1, Microsoft Office 2007 and Microsoft Office 2003.

GrooveIT! for My Documents is an ideal solution to:

- Create your documents, and publish them directly into Microsoft Office Groove,
- Search, find and rate your Groove workspaces in a few seconds.

Improve your personal and team productivity

+ Gain time!

- Enter your key words to search for your files and workspaces
- Navigate easily within your files directories (local, SharePoint and Microsoft Office Groove)
- Find all your documents and your Groove workspaces

+ Gain clearness!

- Create your own documents and save them straight into Microsoft Office Groove
 - ✓ No need to save on your hard disk
 - ✓ Avoid the duplicates

+ Gain safety!

- Look for your files in a secured way
- Transfer in safety all your sensitive files toward Microsoft Office Groove
 - ✓ Strategic plans
 - ✓ Financial documents
 - ✓ Personal and private data
 - ✓ Projects of research and development

+ Gain efficiency!

- Publish your documents easily in your selected space
 - ✓ Direct sharing with your team!

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ENTERPRISE ACTIVATION AVAILABLE

Please note that Hommes & Process proposes Enterprise volume licensing including:

- corporate license (1 single license number for all users)
- automatic activation of GrooveIT! for "managed" Microsoft Office Groove users (= Groove domain ; requires deployment of Microsoft Office Groove servers or Microsoft Office Groove Enterprise Services)
- ...

Your advantages:

- Volume pricing
- Optimized deployment
- Cut costs for license management and administration.

If you are interested in these options, then please let us know.

Call : + 33 1 70 08 51 25

Or leave us a message at: <http://www.grooveit.biz/en/formydocs/contactus.aspx>

To download GrooveIT! for My Documents: www.grooveit.biz/en/fomydocs/home.aspx

1.2. GrooveIT! essentials

Find, file and publish easily:

- Find easily your files within your Groove spaces, or in your own spaces, with the “advanced search” feature
- Find your documents easily by entering your key words
- File your Groove resources from one space to another
- Publish your SharePoint or local resources into Microsoft Office Groove

Simplify the creation of documents

- Create and save your Word 2003/2007, Excel 2003/2007 and PowerPoint 2007/2003 documents straight into Microsoft Office Groove, thanks to the incorporate function in the toolbar.
- Find and edit your Groove files with the search functionality incorporated in the Office applications ribbon

Surf in your files lists: filing, searching, publishing

- Lists of local files
- SharePoint libraries
- Groove files tools

Advantages:

GrooveIT! for My Documents enables you to quickly search for your files and to easily publish them toward your chosen Groove file tool for an efficient management of your documents.

The filter capacity of GrooveIT! for My Documents enable you to quickly search for the files you need and to easily publish them in the chosen Groove files tools.

2. Installation

2.1. System requirements

- ▶ Supported operating systems:
 - Microsoft Windows 2003
 - Microsoft Windows XP
 - Microsoft Vista
- ▶ Software requirements:
 - Groove Virtual Office V3.x or Microsoft Office Groove 2007
 - .NET Framework v2.0: Install the Microsoft .NET Framework v2.0 redistributable package prior to installing the VSTO 2005 SE redistributable package

The Microsoft .NET Framework v2.0 redistributable package can be downloaded at the following address:

www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5

- ▶ SharePoint compatibility:
 - Windows SharePoint Services 3.0
 - Microsoft Office SharePoint Server 2007

GrooveIT! for My Documents WEP Add-ins are only available with Microsoft Office 2003 and 2007 (Word, Excel, PowerPoint).

2.2. Installation

- ▶ Step 1: Download installation files «grooveitformydocs.exe» to www.grooveit.biz/en/formydocs/home.aspx.
- ▶ Step 2: Launch the GrooveIT! for My Documents installation program

Double-click the «grooveitformydocs.exe» file. If *VSTO 2005 SE runtime* has not been previously installed, you will be prompted to install it following Microsoft's instructions.

Note: Some Firewall or/and anti-virus could display an alert. Please authorize this application to communicate with Microsoft Office Groove and Internet.

2.3. Activate GrooveIT!

ENTERPRISE ACTIVATION

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INDIVIDUAL ACTIVATION

To acquire a 30 days free trial license, use the “Try” button on the right side and complete the form on our Web site: www.grooveit.biz/en/formydocs/home.aspx. You will receive a license key in your e-mail box.

When you buy a perpetual license, you have to replace your trial license by your perpetual license key. To activate your perpetual license, please follow these few steps:

- You will receive your license key by e-mail
- Copy the license key number contained in your e-mail
- In GrooveIT! menu go to “Help” and “License GrooveIT!”
- Select your license and click the “Details” button as indicated in figure bellow
- Click the “New keys” button
- Paste you license key number

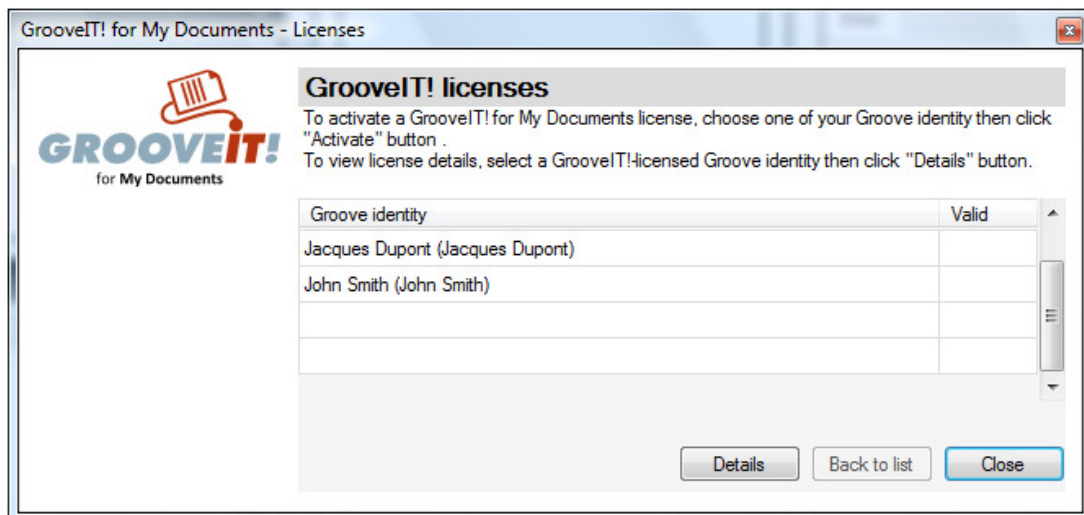


FIGURE 1: MANAGE GROOVEIT! LICENSE

If your license key is valid you will see in the “Valid” column a “✓” in front of your Groove identity.

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3. User's Guide

3.1. Glossary

- ▶ WEP Add-ins:
GrooveIT! For My Documents Add-ins can be found in Microsoft Office Word 2003/2007, Excel 2003/2007, PowerPoint 2003/2007 menu or ribbon
- ▶ Source Connector:
File location for Groove publication (Local File System, SharePoint, Microsoft Office Groove)

3.2. GrooveIT! for My Documents features

LEFT PANEL: SOURCE CONNECTORS



FIGURE 2: SOURCE CONNECTORS

3 tabs corresponding to 3 sources of documents (we call them "Source connectors"): File system, Microsoft Office Groove and SharePoint. Click the header pane to activate a connector. To add documents to your list, use the "Action" button then "Add to list" or click the document twice.

You can open a document from source or open the document container by using the contextual menu (right click menu).

If you close the connector window (to hide the corresponding pane), you can get it back from "Options" menu > "Source connectors":

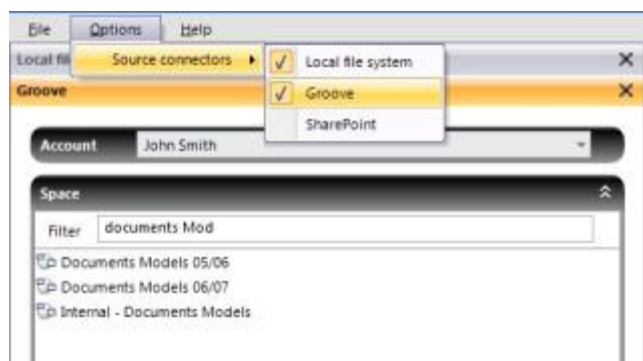


FIGURE 3: MANAGE SOURCE CONNECTORS

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CENTRAL PANEL: PUBLICATION



FIGURE 4: PUBLICATION LIST

It works like a shopping cart: add your files, remove them, as needed. When you are done, click the **"Publish!"** button to copy them to your selected Groove file tool.

The **"Publish!"** button is enabled when there are files in your publication list and a destination folder is selected in the right pane. In your publication list, you can rename files if needed.



FIGURE 5: CONTEXTUAL MENU

Documents are copied into destination but not removed from sources ("Remove from source" option will be added in a future release).

RIGHT PANEL: TARGET CONNECTORS

On the right pane, you will find a Groove workspaces explorer which enables you to select the Groove destination workspace for your files. Note that all files will be published to the same place.



FIGURE 6: TARGET CONNECTORS

From this pane, and also from the Groove connector source (on left pane), you can open a Groove workspace, a file tool or a document, by using the contextual menu (right click menu).

An extra feature is available on Groove connector, both source and destination: **"Filter"** fields allow you to find your Groove workspaces, file tools and documents based on their names or part of names. Try it and see how it works!

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3.3. WEP Add-ins

Note: WEP Add-ins functionalities are available for Microsoft Office 2003 and 2007 in Word, Excel, PowerPoint.

Note: WEP stands for **W**ord, **E**xcel, **P**owerPoint

WHERE TO FIND

- ▶ In Microsoft Office 2003:

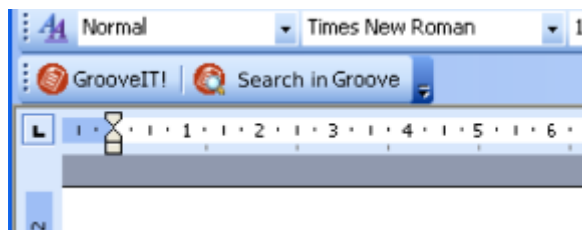


FIGURE 7: GROOVEIT! MENU IN WORD 2003

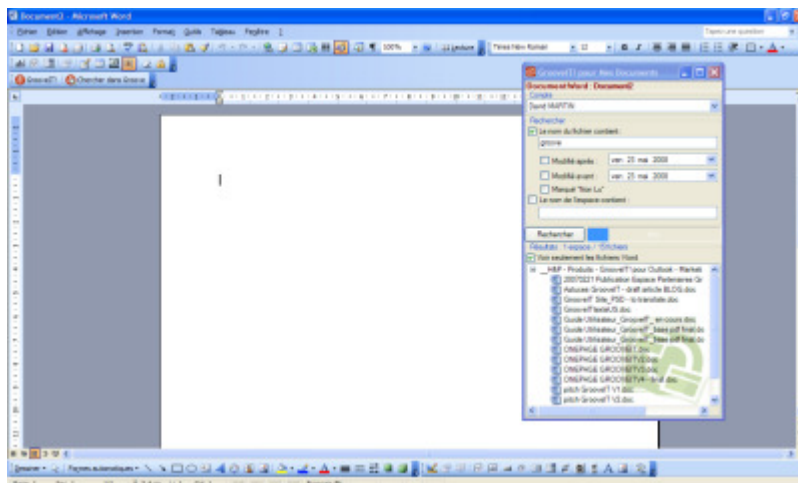


FIGURE 8 : GROOVEIT! IN WORD 2003

- ▶ In Microsoft Office 2007:

You can find WEP Add-ins using the "**Add-ins**" Tab shown in the following figure

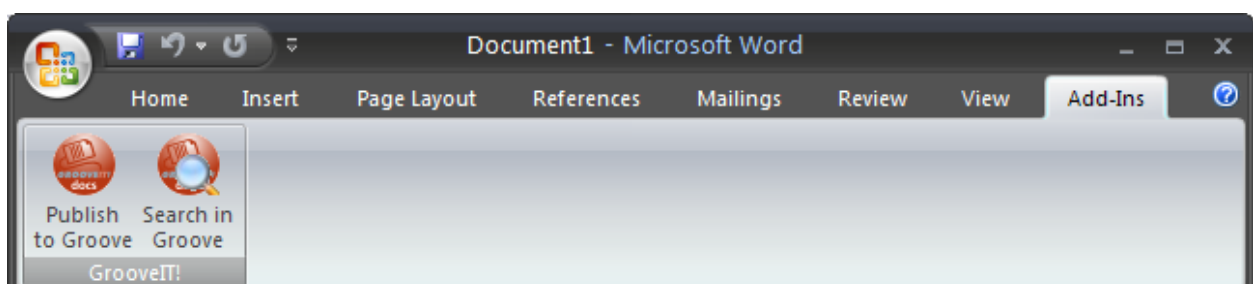


FIGURE 9: ADD-INS TAB IN WORD 2007

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CREATE NEW DOCUMENT

- ▶ Step #1 : Click on the « **Office** » icon, in the upper left corner of your Office application, then click on « **New** » like shown on figure n°10.

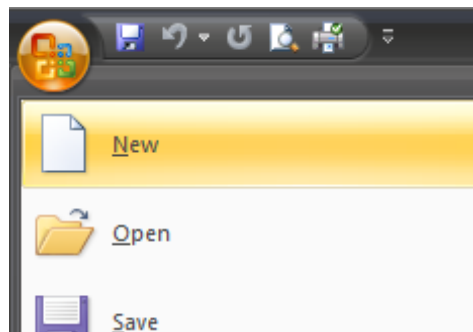


FIGURE 10: CREATE NEW DOCUMENT

- ▶ Step #2 : Click on « **Add-ins** » tab, then click on GrooveIT! icon « **Publish to Groove** » :
 - Chose your Groove Identity
 - Select your Groove Workspace
 - Click on « **Publish** »
- ▶ Step #3 : Choose your document name in window and click the “**OK**” button

You are now working on a document published in Microsoft Office Groove. Each time you will click on “**Save your documents**” your file will be updated in Microsoft Office Groove.

Advantage: You have the peace of mind, knowing that the most recent updates are available to your team and secure within Microsoft Office Groove.

EDIT A GROOVE DOCUMENT

- ▶ Step #1 : Open document, either or:
 - Directly from your Groove Workspace
 - From GrooveIT! for My Documents
 - From “GrooveIT! Advanced Search” (explained in the next chapter)
- ▶ Step #2 : Save your document:
 - You can save your document in the workspace it comes from, click the “**Save your documents**” in the Microsoft Office application menu or ribbon.
 - If you want to publish in another workspace, got to step #3.
- ▶ Step #3 : Click on « **Add-ins** » tab, then click on the GrooveIT! icon « **Publish to Groove** » :
 - Chose your Groove Identity
 - Select your Groove Workspace
 - Click on « **Publish** »

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3.4. Advanced Search

WHERE TO FIND

The Advanced Search can be found at two different locations:

- In GrooveIT! pour My Documents user interface, go to the left pane, choose “Groove» as source connector, click on the “Reading glass” icon, as shown in the figure below:

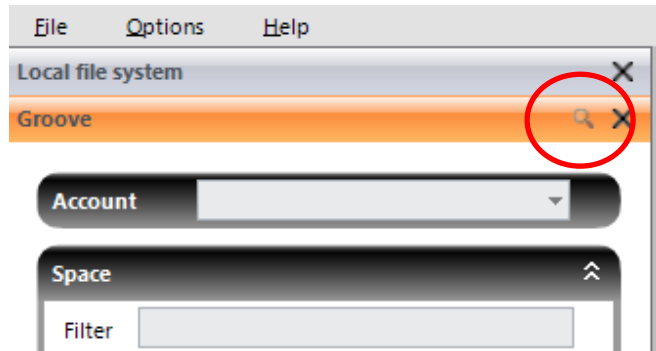


FIGURE 11: ADVANCED SEARCH ACCESS FROM GROOVEIT! FOR MY DOCUMENTS

- Access from Microsoft Office 2003 applications in GrooveIT! menu, click the GrooveIT! icon “Search in Groove” shown in the following figure:



FIGURE 12: GROOVEIT! MENU IN WORD 2003

- Access from Microsoft Office 2007 applications menu or ribbon, click the GrooveIT! icon “Search in Groove” shown in the following figure:

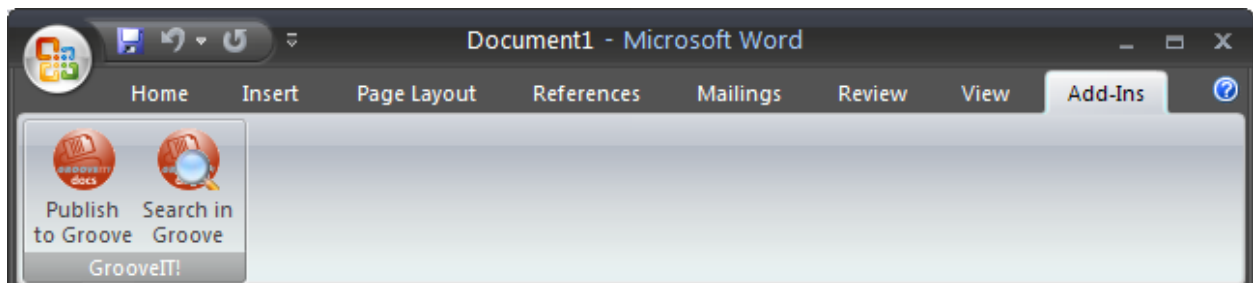


FIGURE 13: ADD-INS TAB

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SEARCH FOR A DOCUMENT OR A GROOVE WORKSPACE

You can search for files included in your Groove Workspaces or Groove Workspaces with the Advanced Search module. To do so, enter your key words in the appropriate fields and click on "Search".

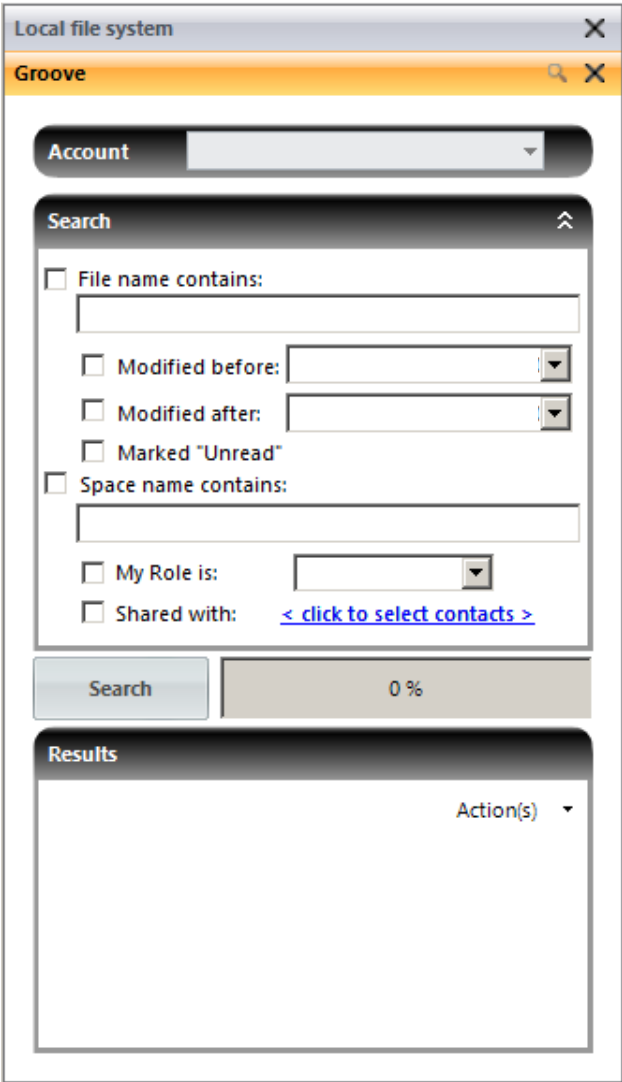


FIGURE 14: GROOVEIT! ADVANCED SEARCH

You can also combine both searches (file and workspace) to refine your searches.

To open immediately your files or workspaces: double-click on a file or workspace name.

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COMBINE ADVANCED SEARCH AND PUBLICATION

You can immediately publish a document in a workspace retrieved using GrooveIT! Search module, by clicking on the GrooveIT! icon "**Publish in Groove**" as shown in figure 15,

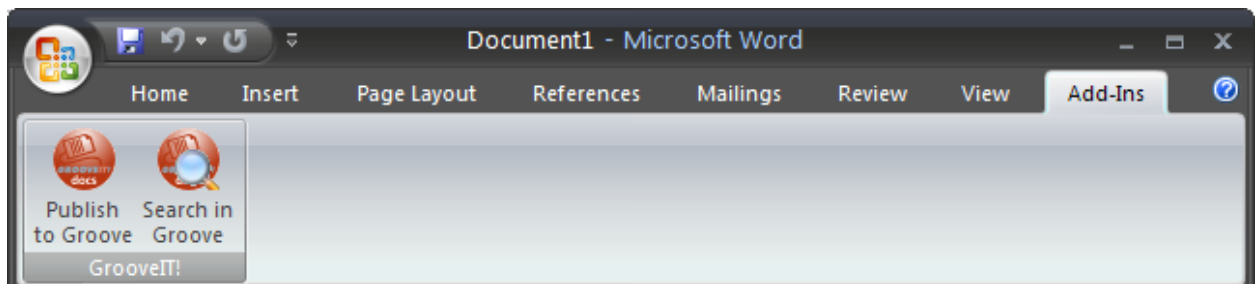


FIGURE 15: ADD-INS TAB

Combine these two features to gain efficiency!