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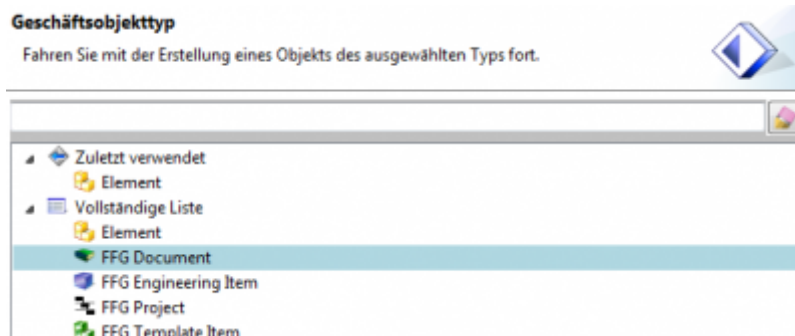
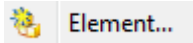


# 7 Working with Office documents

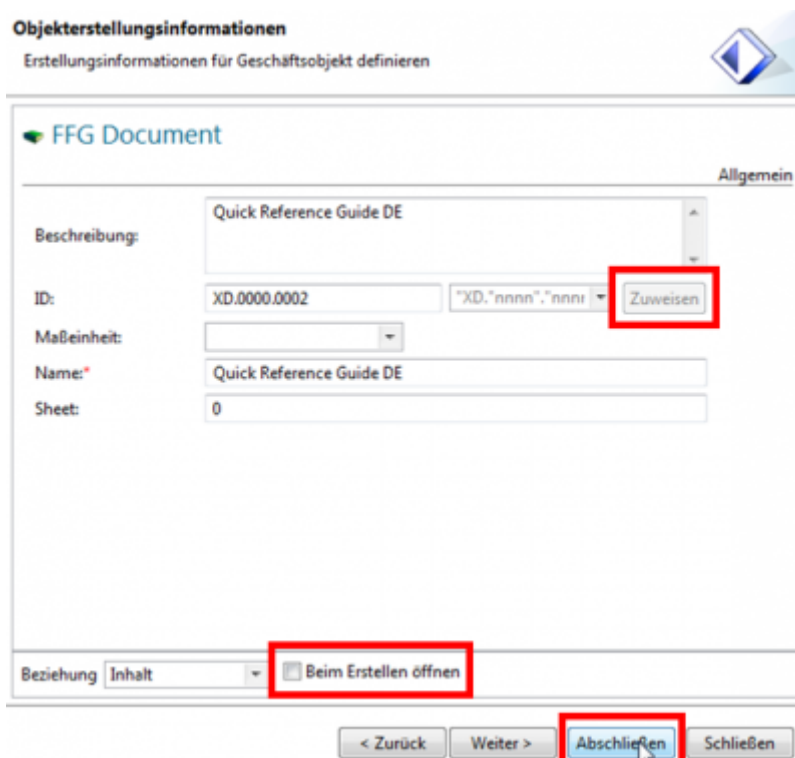
## 7.1 Creating an Office Document

Office documents are stored in Teamcenter in a dedicated item.

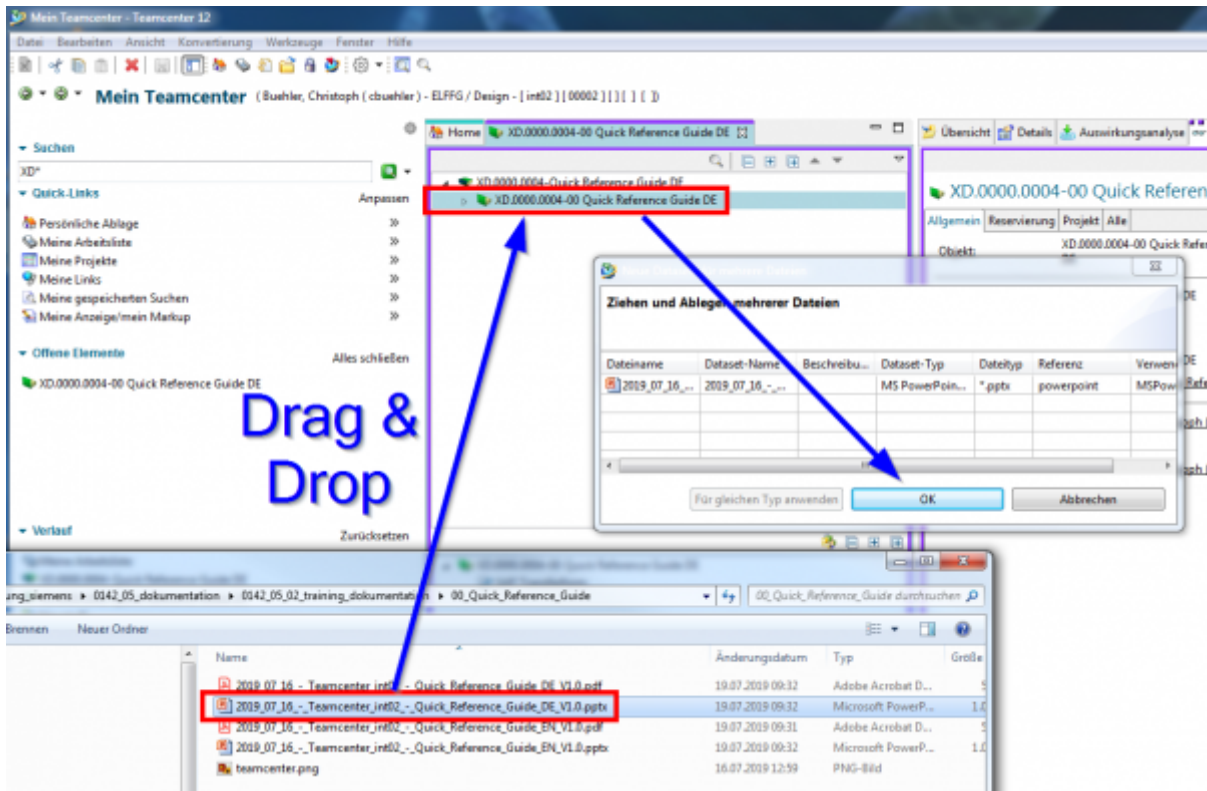
To create a new Office document please go to File → New → Item... and select the element „FFG Document“.



The following form will appear which must be filled in.

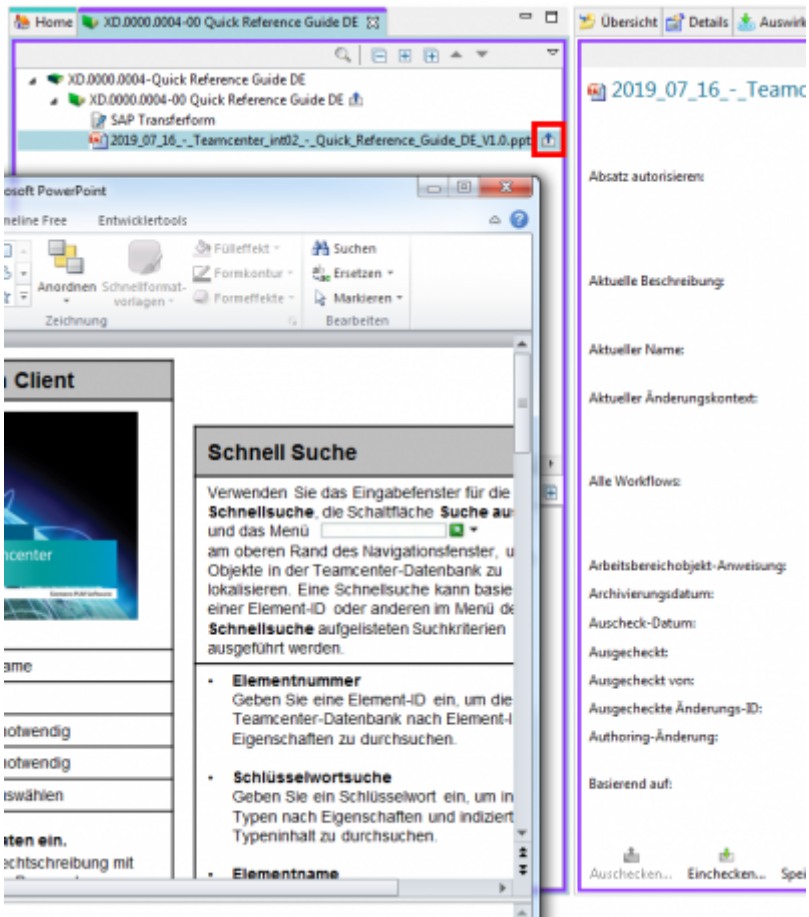
A screenshot of the "Objekterstellungsinformationen" (Object Creation Information) dialog box. The title bar says "Objekterstellungsinformationen" and the subtitle says "Erstellungsinformationen für Geschäftsobjekt definieren" (Define creation information for business object). The main area is titled "FFG Document" and has a tab "Allgemein" (General). The form contains the following fields: "Beschreibung:" (Description) with the value "Quick Reference Guide DE"; "ID:" with the value "XD.0000.0002" and a dropdown menu showing "XD." followed by "nnnn" and "nnnr"; "Maßeinheit:" (Unit) with a dropdown menu; "Name:" with the value "Quick Reference Guide DE"; and "Sheet:" with the value "0". There is a "Zuweisen" (Assign) button next to the ID field. At the bottom, there is a "Beziehung" (Relationship) dropdown menu set to "Inhalt" (Content) and a checkbox labeled "Beim Erstellen öffnen" (Open on creation) which is checked. At the very bottom, there are four buttons: "< Zurück" (Back), "Weiter >" (Next), "Abschließen" (Finish) (highlighted with a red box), and "Schließen" (Close).

If you select „Open on creation“ (recommended) before closing, the newly created item opens automatically. You can close the plant window.



Now simply drag and drop the desired document onto the Revision item. Confirm with OK to check the document in to Teamcenter.

A double click on the document opens it automatically and unchecks it from Teamcenter.



You can now make changes to the document. After saving and exiting the Office application, the document is automatically checked back into Teamcenter and your changes are saved.