



Documentation for Microsoft Addin

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Microsoft Addin

Office Add-ins are compatible from version 2000 to version 2019

License



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Office Add-in Tool 7.1.x compatibility

Office Add-in tool version	OpenKM Compatibility		Status
	Professional	Community	
7.1.9	Version 7.1.14 and upper.	Not compatible.	Active.
7.1.8	Version 7.1.11 and upper.	Not compatible.	Deprecated.
7.1.7	Version 7.1.9 and upper.	Not compatible.	Deprecated.
7.1.6	Version 7.1.8 and upper.	Not compatible.	Deprecated.
7.1.5	Version 7.1.8 and upper.	Not compatible.	Deprecated.
7.1.4	Version 7.1.5 and upper.	Not compatible.	Deprecated.
7.1.3	Version 7.1.4 and upper.	Not compatible.	Deprecated.
7.1.2	Version 7.1.4 and upper.	Not compatible.	Deprecated.
7.1.1	Version 7.1.3 and upper.	Not compatible.	Deprecated.

7.1.0	Version 7.1.2 and upper.	Not compatible.	Deprecated.
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Office Add-in Tool 6.2.x compatibility

Office Add-in tool version	OpenKM Compatibility		Status
	Professional	Community	
6.2.12	Version 6.4.52 and upper.	Not compatible.	Active.
6.2.11	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.10	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.9	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.8	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.7	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.6	Version 6.4.45 and upper.	Not compatible.	Deprecated.
6.2.5	Version 6.4.38 to 6.4.44.	Not compatible.	Deprecated.
6.2.4	Version 6.4.38 to 6.4.44.	Not compatible.	Deprecated.
6.2.3	Version 6.4.31 to 6.4.44.	Not compatible.	Deprecated.
6.2.2	Version 6.4.26 to 6.4.44.	Not compatible.	Deprecated.
6.2.1	Version 6.4.21 to 6.4.44.	Not compatible.	Deprecated.
6.2.0	Version 6.4.21 to 6.4.44.	Not compatible.	Deprecated.

Office Add-in 6.1.x compatibility

Office Add-in tool version	OpenKM Compatibility		Status
	Professional	Community	
6.1.2	Version 6.4.25 to 6.4.26.	Version 6.3.2 to 6.3.8.	Active.
6.1.1	Version 6.4.1 to 6.4.25.	Version 6.3.2 and upper.	Deprecated.

Download

- OpenKM Office Add-in tool 7.1.9 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.8 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.7 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.6 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.5 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.4 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.3 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.2 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.1 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 7.1.0 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 6.2.12 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 6.2.11 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 6.2.10 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 6.2.9 available at OpenKM [Download center](#).
- OpenKM Office Add-in tool 6.2.8 available at OpenKM [Download center](#).
- [OpenKM Office Add-in tool 6.1.2](#)
- [OpenKM Office Add-in tool 6.1.1](#)

Requirements

Before running the application be sure you get installed Visual C++ Redistributable for Visual Studio.

- Visual C++ Redistributable for Visual Studio 2012 ([x86 or x64](#)) (Recommended).
- Windows installer 4.5.
- .NET Framework 4.5.2 ([x86 or x64](#)).

User guide version 7.1.x

Outlook Add-in

[Outlook Add-in 7.1.x](#) enables users to select several emails and import content and attachments to OpenKM.

Importing mail creates a folder structure based on received email date (year/month/day folder structure) and imports into the mail content OpenKM mail tab view.

Word Add-in

[Word Add-in 7.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Excel Add-in

[Excel Add-in 7.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

PowerPoint Add-in

[PowerPoint Add-in 7.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Visio Add-in

[Visio Add-in 7.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Visio Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Access Add-in

[Access Add-in 7.1.x](#) allows users to upload new files to OpenKM.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Access Add-in will be visible once a database is opened.

Project Add-in

[Project Add-in 7.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

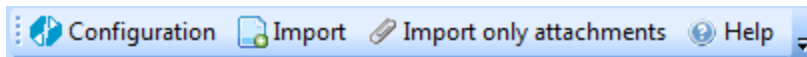
The OpenKM Project Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Outlook Add-in 7.1.x







Outlook addin enables users to select several emails and import them into OpenKM among other actions.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.





Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Import mail.
	Import only attachments.
	Help.

Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Attachment path	String	OpenKM path where will be stored the intercepted attachment when the user is sending an email. <input type="text"/>

		<code>/okm:root/attachments</code>
Add metadata	Bool	To enable/disable metadata selection form.
Intercept attachment	Select	<p>Choose the behaviour when the user send an email with attachments.</p> <ul style="list-style-type: none"> • Never do anything • Ask if you want to intercept and import into OpenKM. • Always intercept and import into OpenKM. <div>  When OpenKM intercepts an attachment, it is imported to OpenKM and replaced into the sent email by and OpenKM URL of the document (attachment imported). </div>
Enable attachment log	Checkbox	<p>Enable or disable activity log of intercepted attachments.</p> <div>  This feature is only available when OpenKM is working with MySQL or MariaDB database. </div>



When you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**.

In this OpenKM folder, a configuration file named **openkm.xml** and another file named **document.xml** are created. The OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

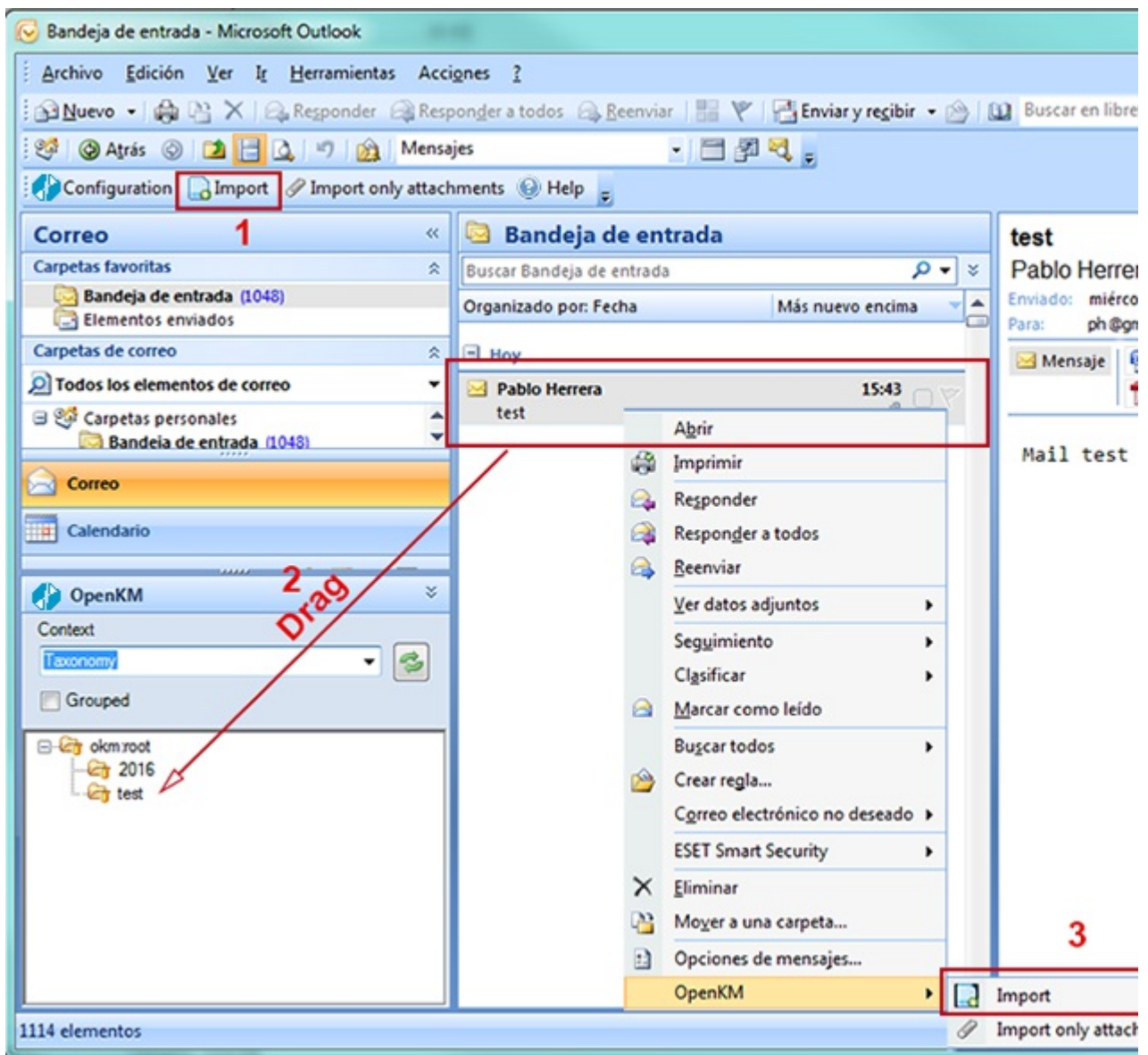
Importing emails to OpenKM

The user can import emails from Outlook to OpenKM in three ways:



To import emails, first select one or more emails.

1. Select the option **"Import"** in the **OpenKM toolbar**.
2. Dragging the mail to a folder inside the **OpenKM navigator tree** in the left panel.
3. Right click on the mail and choose the option **"import"** inside the menu OpenKM.

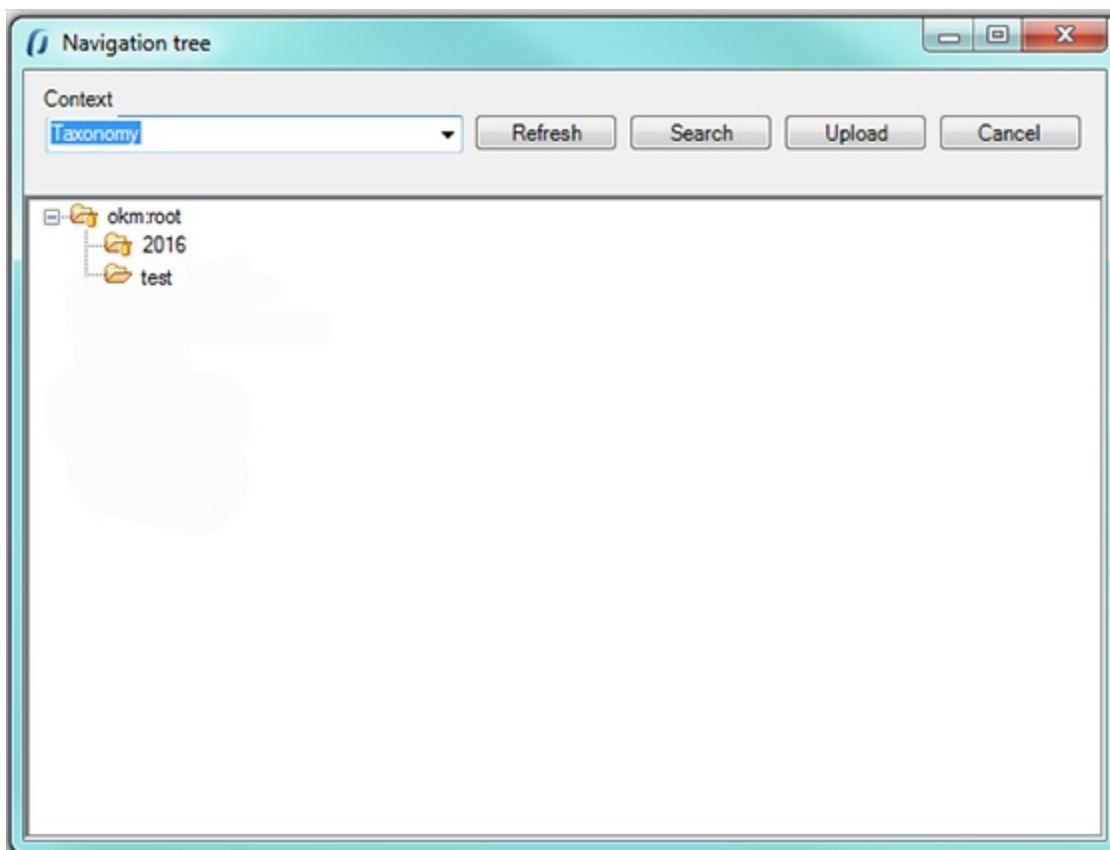


In cases one and three then you must select the destination path to import the mail.

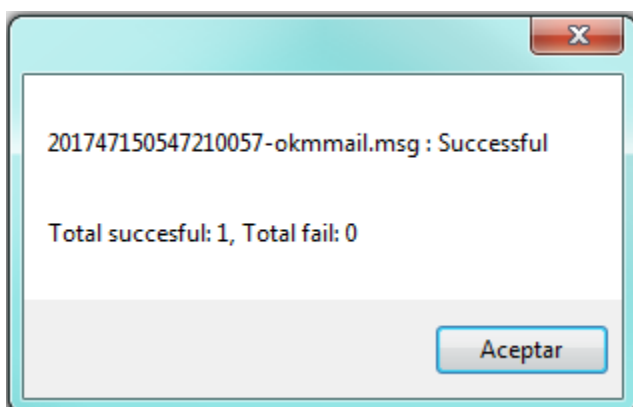


When **grouped checkbox** is checked will be **added** at the end of the path the subfolder **Year/Month/Day**.

That means if you have chosen destination path **"/okm:root/email"** and grouped checkbox is checked the destination path will be **"/okm:root/email/2017/03/24"** (sample based in actual date value as **"2017/03/24"**).



After importing is finished, a message indicating the number of emails and attachments imported will be displayed.

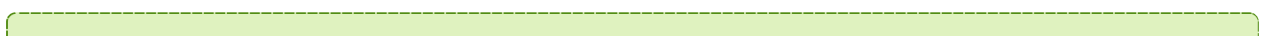


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Importing attachments to OpenKM

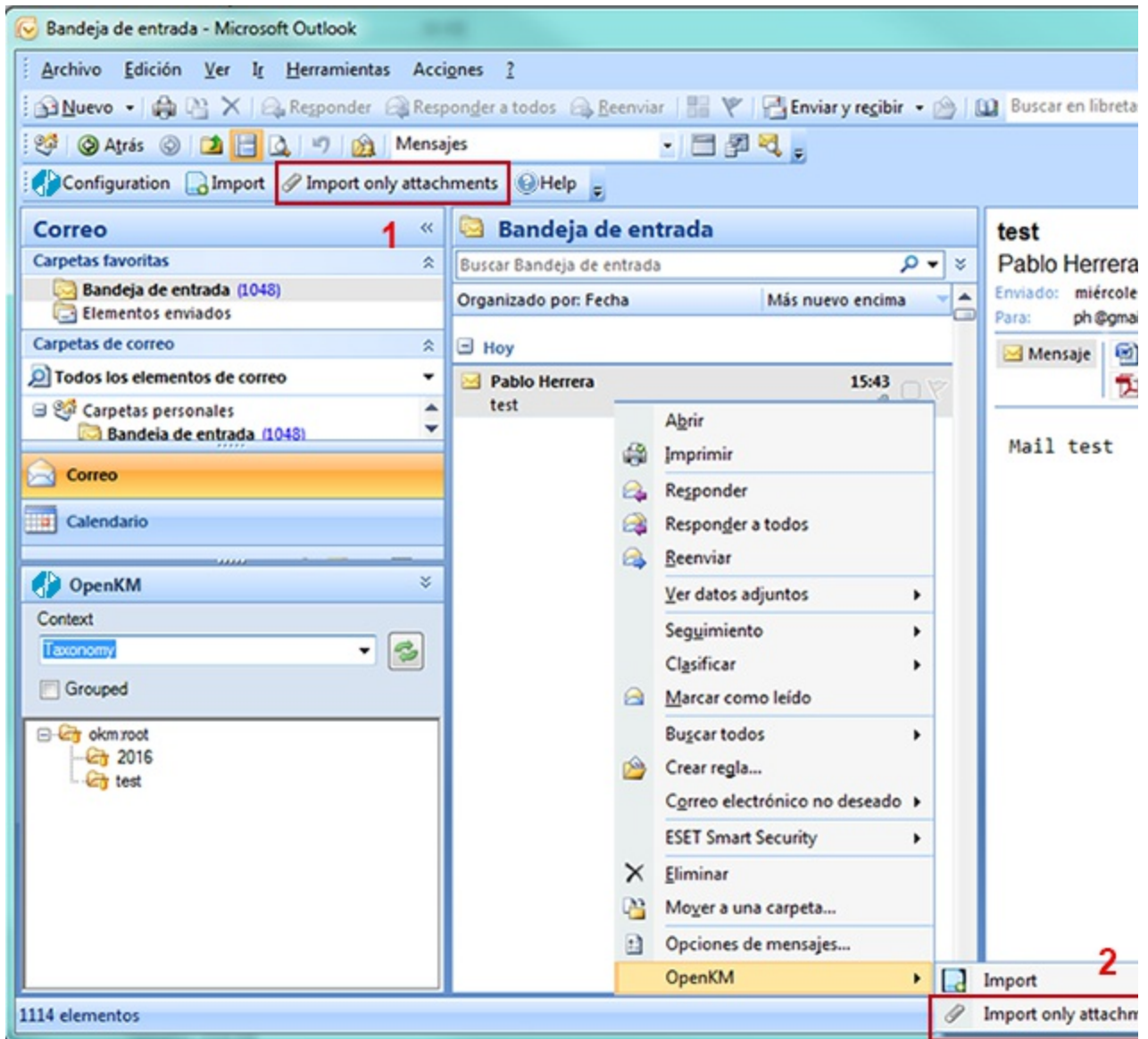
The user can import attachments from Outlook to OpenKM in two ways:

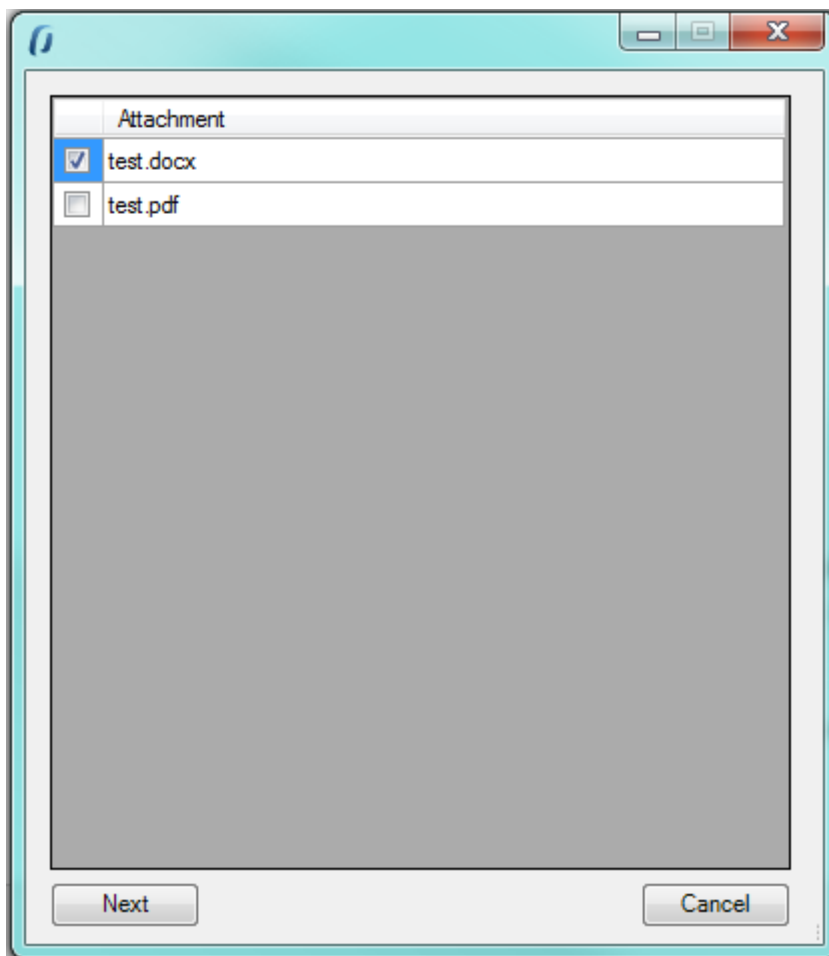




To import attachments, first select one email.

1. Select the option "Import only attachments" in the OpenKM toolbar .
2. Right click on the mail and choose the option to "Import only attachments" inside the menu OpenKM.





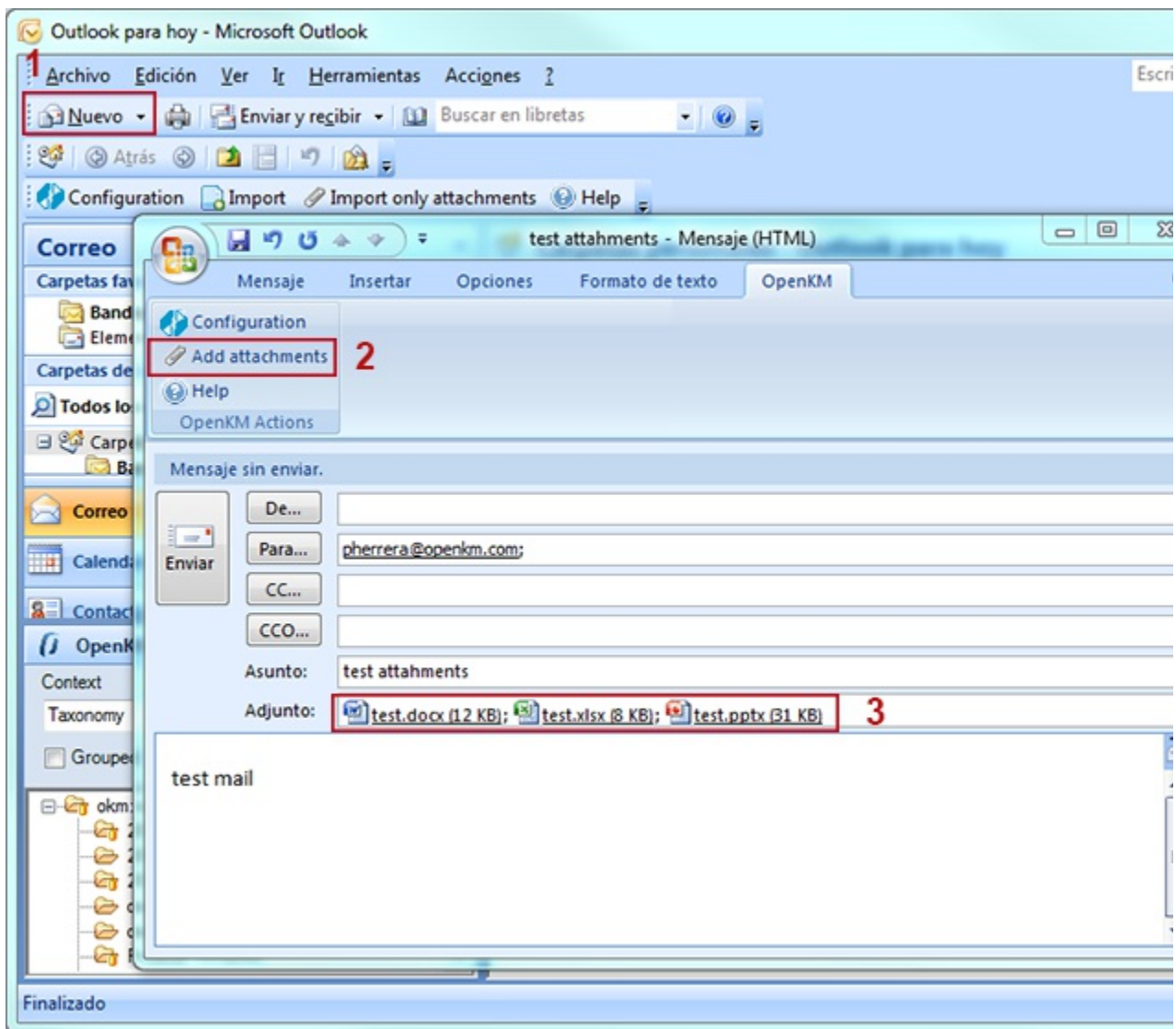
Check the attachments to be imported and click the **next** button to finish.

After importing is finished, a message indicating the attachments imported will be displayed.

Add attachments from openkm to a new mail

The user can add attachments from OpenKM.

1. First we click the **New** button to create a new mail.
2. Press the **Add attachment** button, it will show the file explorer inside OpenKM from which you might select one or more documents that you want to attach into the mail and then press the **select** button.
3. You can view the attachments in the compose mail section for it.





Log

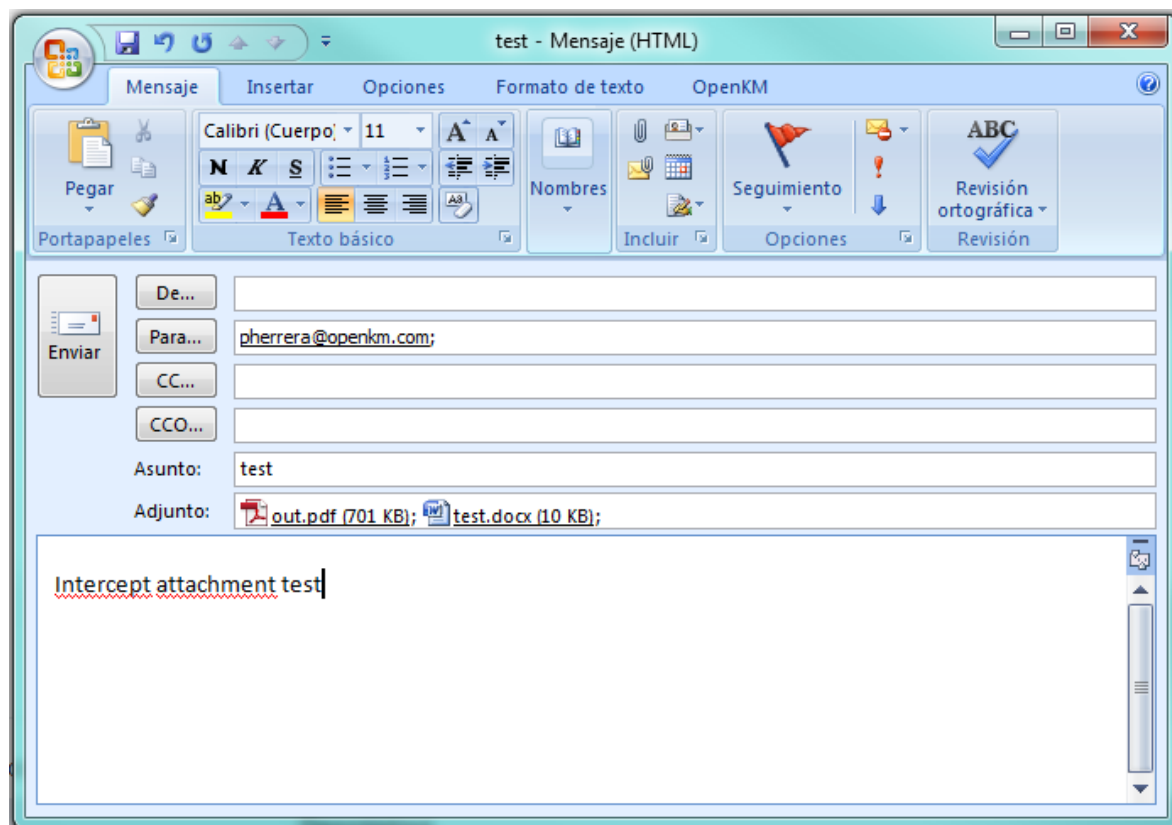
In **My Documents/OpenKM** there's a file log called OutlookAddin.log with a complete log trace.

Intercept attachments

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

Property	Type	Description
Attachment path	String	<p>OpenKM path where will be stored the intercepted attachment when the user is sending an email.</p> <div>/okm:root/attachments</div>
Intercept attachment	Select	<p>Choose the behaviour when the user send an email with attachments.</p> <ul style="list-style-type: none"> • Never do anything • Ask if you want to intercept and import into OpenKM. • Always intercept and import into OpenKM. <div>  When OpenKM intercepts an attachment, it is imported to OpenKM and replaced into the sent email by and OpenKM URL of the document (attachment imported). </div>
Enable attachment log	Checkbox	<p>Enable or disable activity log of intercepted attachments.</p> <div>  This feature is only available when OpenKM is working with MySQL or MariaDB database. This is only possible if the feature intercept attachments has the ask or always options selected. </div>

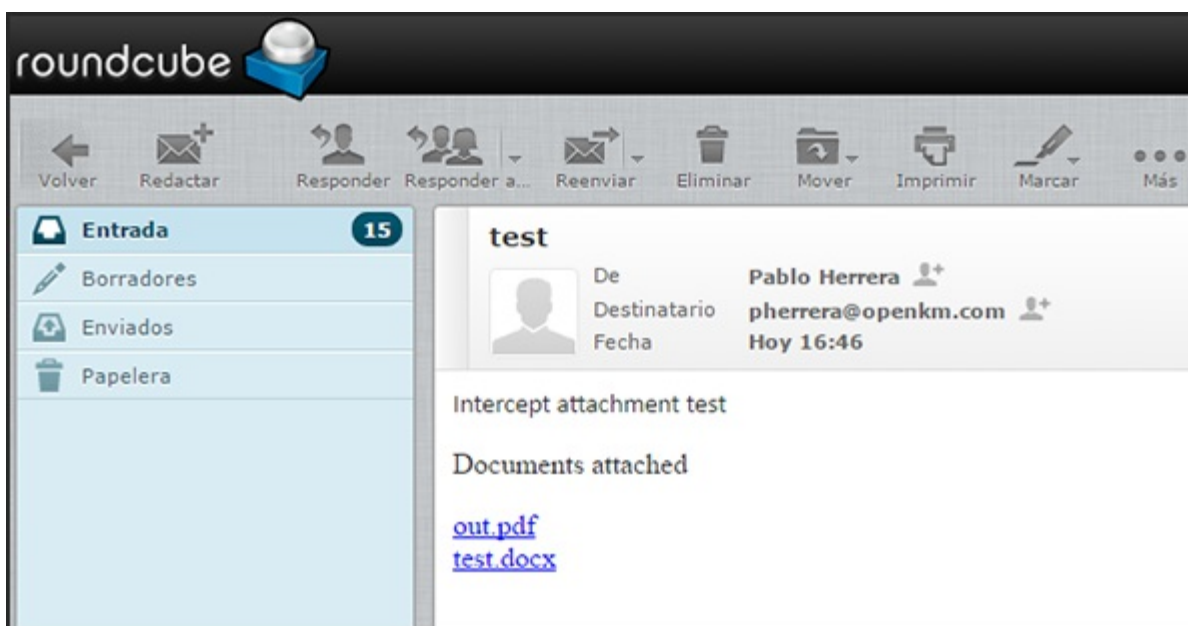
Once **configured**, create a **new mail** with some attached files and we **send** it.



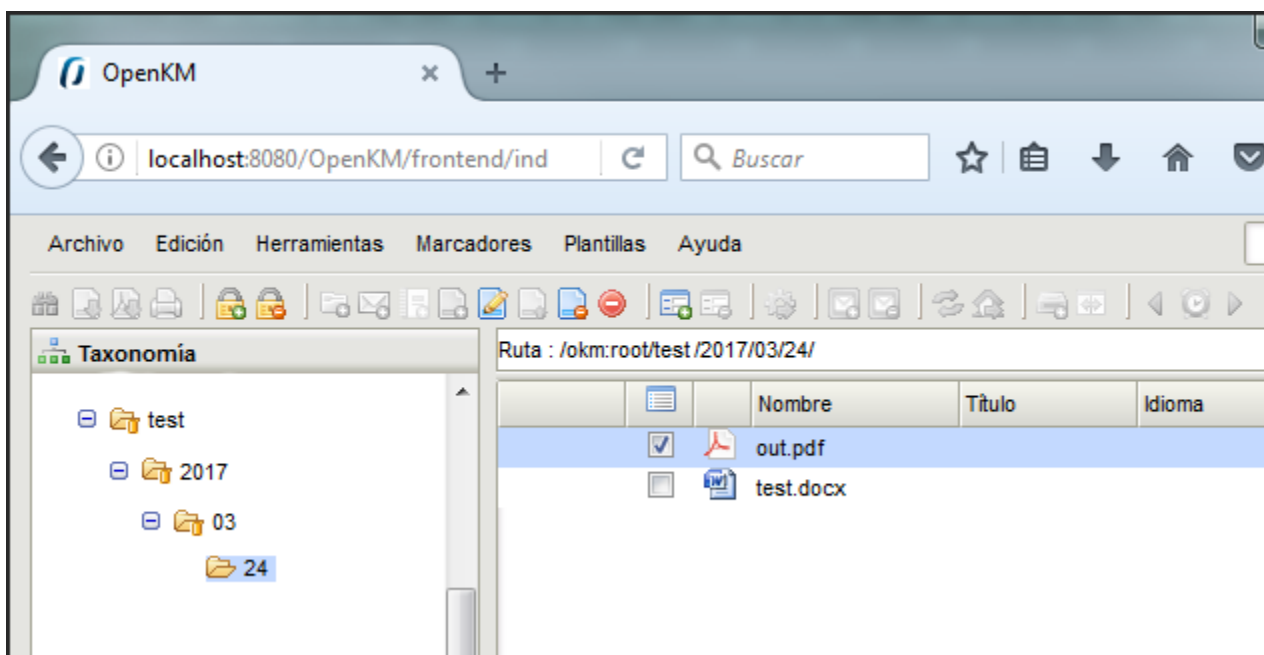
The attachment it is imported into OpenKM and the mail attachment is replaced on fly by OpenKM URL of the document (attachment imported).



In case you have selected the **Ask** or **Always** option of the **Intercept attachment** feature and the **Enable attachment log** feature is **activated**, it will be stored in the database a log of mail with senders and date.



If you click in the OpenKM URL of the document you will be directed to the location of the document into OpenKM.



Word Add-in 7.1.x

Word Add-in enables users to upload new files and edit existing OpenKM files.

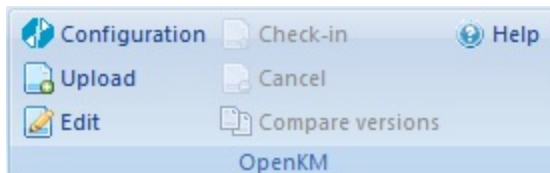
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.










Office Add-ins are compatible from version 2000 to version 2019.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

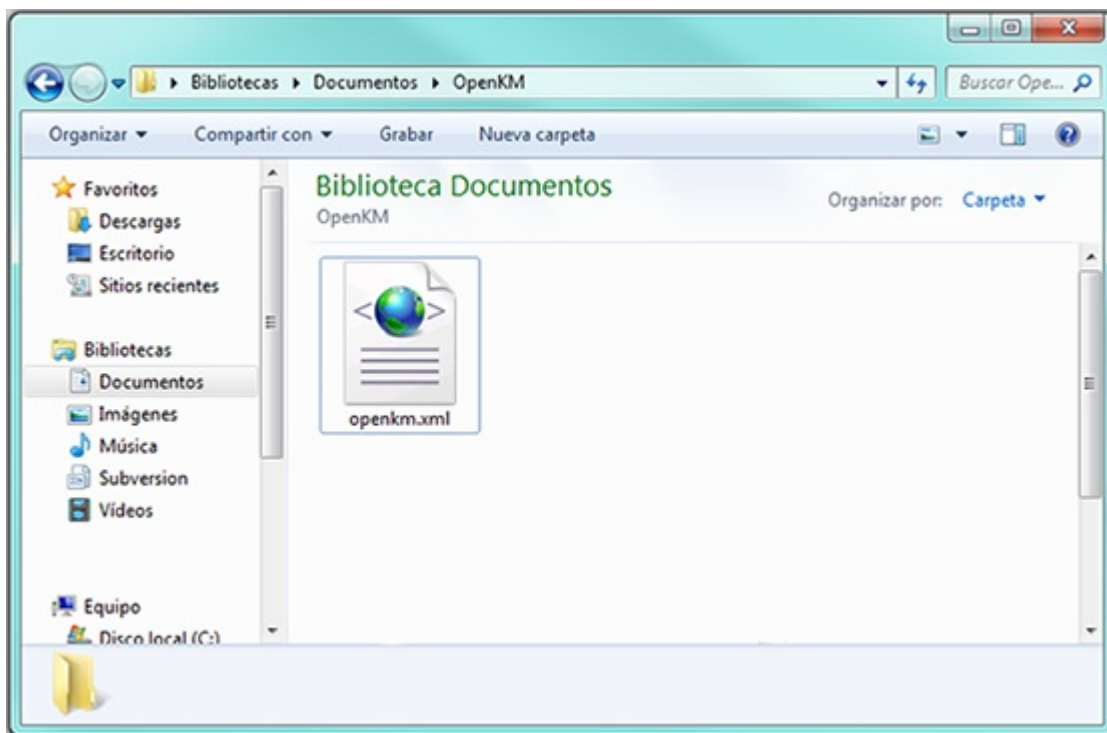
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Compare versions
	Help

Configure OpenKM Add-In


First, you must choose the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

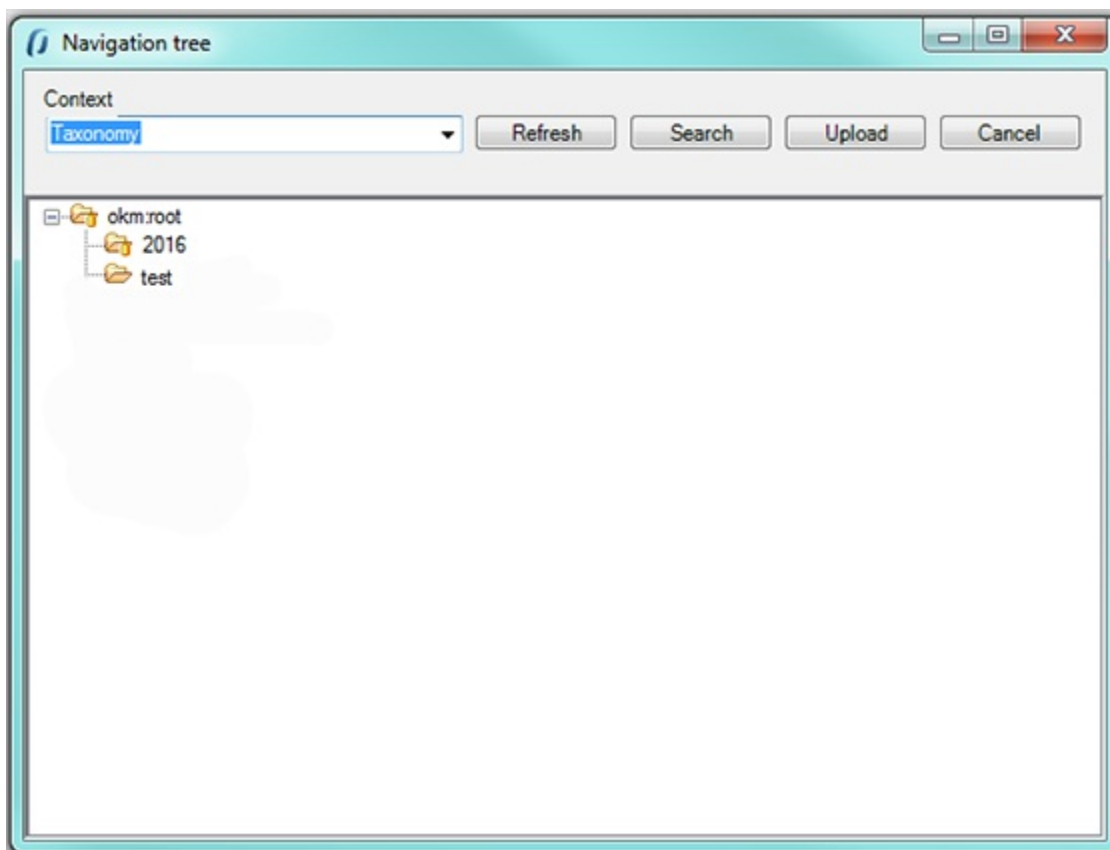
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <code>okmAdmin</code>
Password	String	The password of the user. <code>admin</code>
Host	String	OpenKM url. <code>https://demo.openkm.com/OpenKM/</code>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

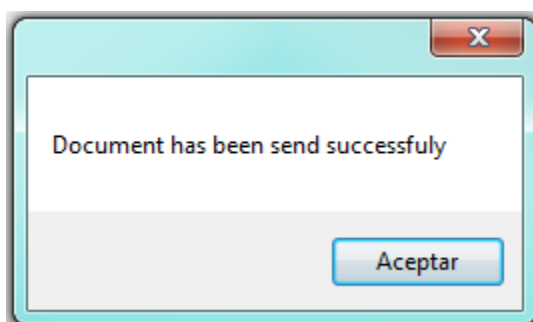


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Send** Button and after that, the document will be uploaded to OpenKM and a notification message will be shown.

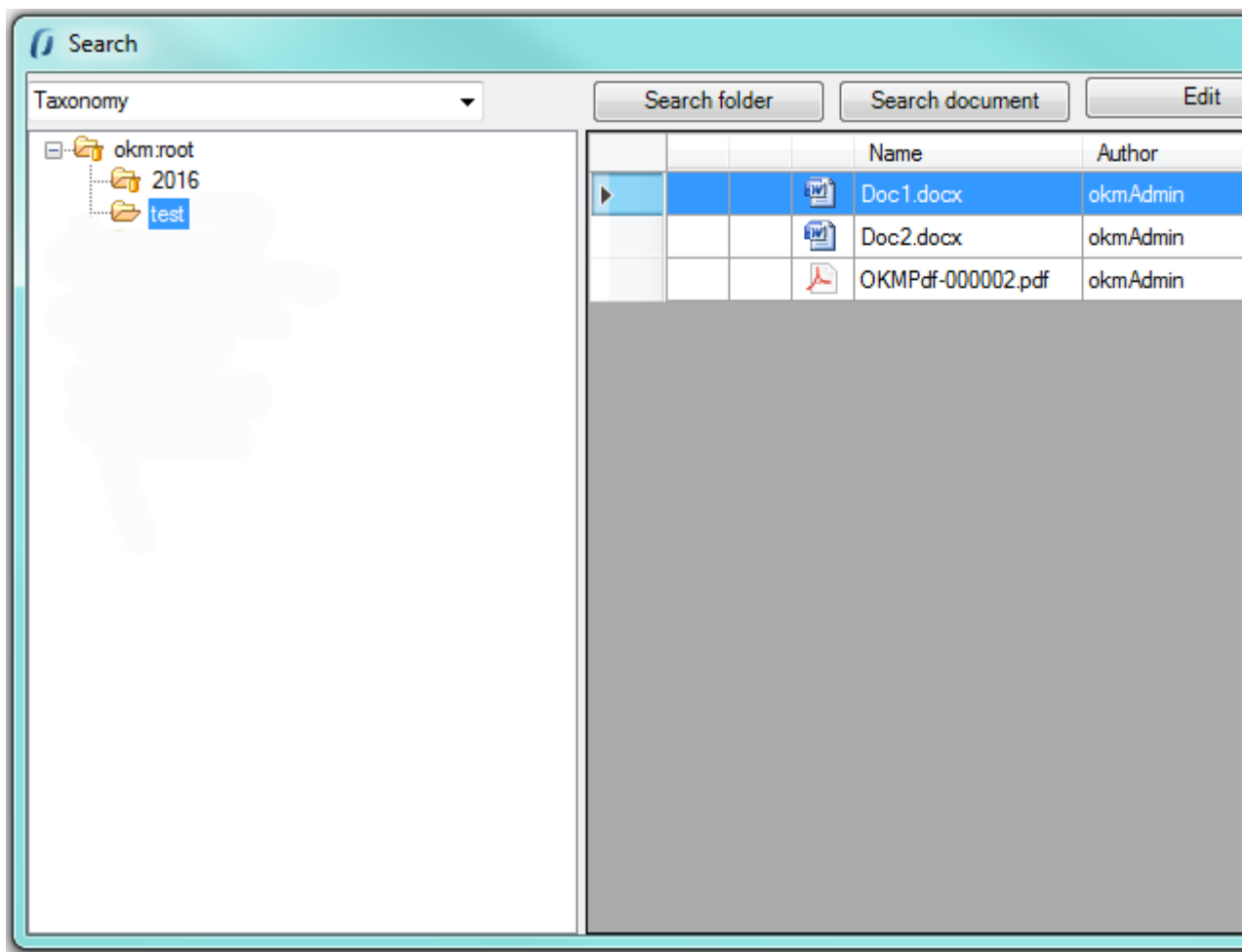


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

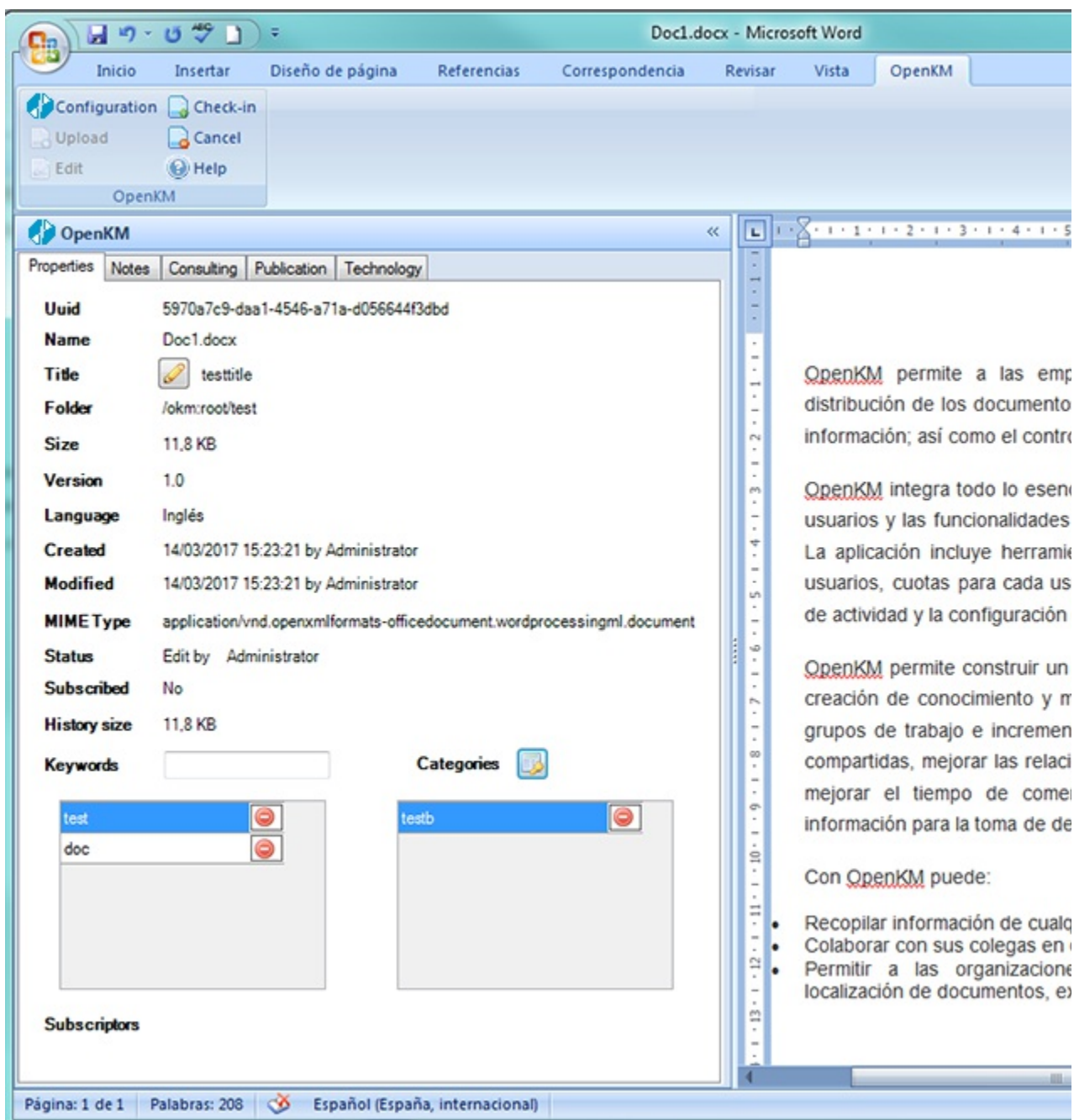
In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

Clicking on the  document edit button, a folder navigator will be shown. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.



Doc1.docx - Microsoft Word

Inicio Insertar Diseño de página Referencias Correspondencia Revisar Vista OpenKM

Configuration Check-in Upload Cancel Edit Help OpenKM

OpenKM

Properties Notes Consulting Publication Technology

Uuid 5970a7c9-daa1-4546-a71a-d056644f3dbd

Name Doc1.docx

Title testtitle

Folder /okm:root/test

Size 11,8 KB

Version 1.0

Language Inglés

Created 14/03/2017 15:23:21 by Administrator

Modified 14/03/2017 15:23:21 by Administrator

MIME Type application/vnd.openxmlformats-officedocument.wordprocessingml.document

Status Edit by Administrator

Subscribed No

History size 11,8 KB

Keywords

Categories testb

test doc

testb

Subscribers

Página: 1 de 1 Palabras: 208 Español (España, internacional)

OpenKM permite a las empresas la distribución de los documentos y la información; así como el control de la misma.

OpenKM integra todo lo esencial para la gestión de usuarios y las funcionalidades de la aplicación. La aplicación incluye herramientas para la gestión de usuarios, cuotas para cada usuario, de actividad y la configuración de la misma.

OpenKM permite construir un sistema de creación de conocimiento y gestión de grupos de trabajo e incrementa la productividad compartida, mejorar las relaciones y mejorar el tiempo de comunicación para la toma de decisiones.

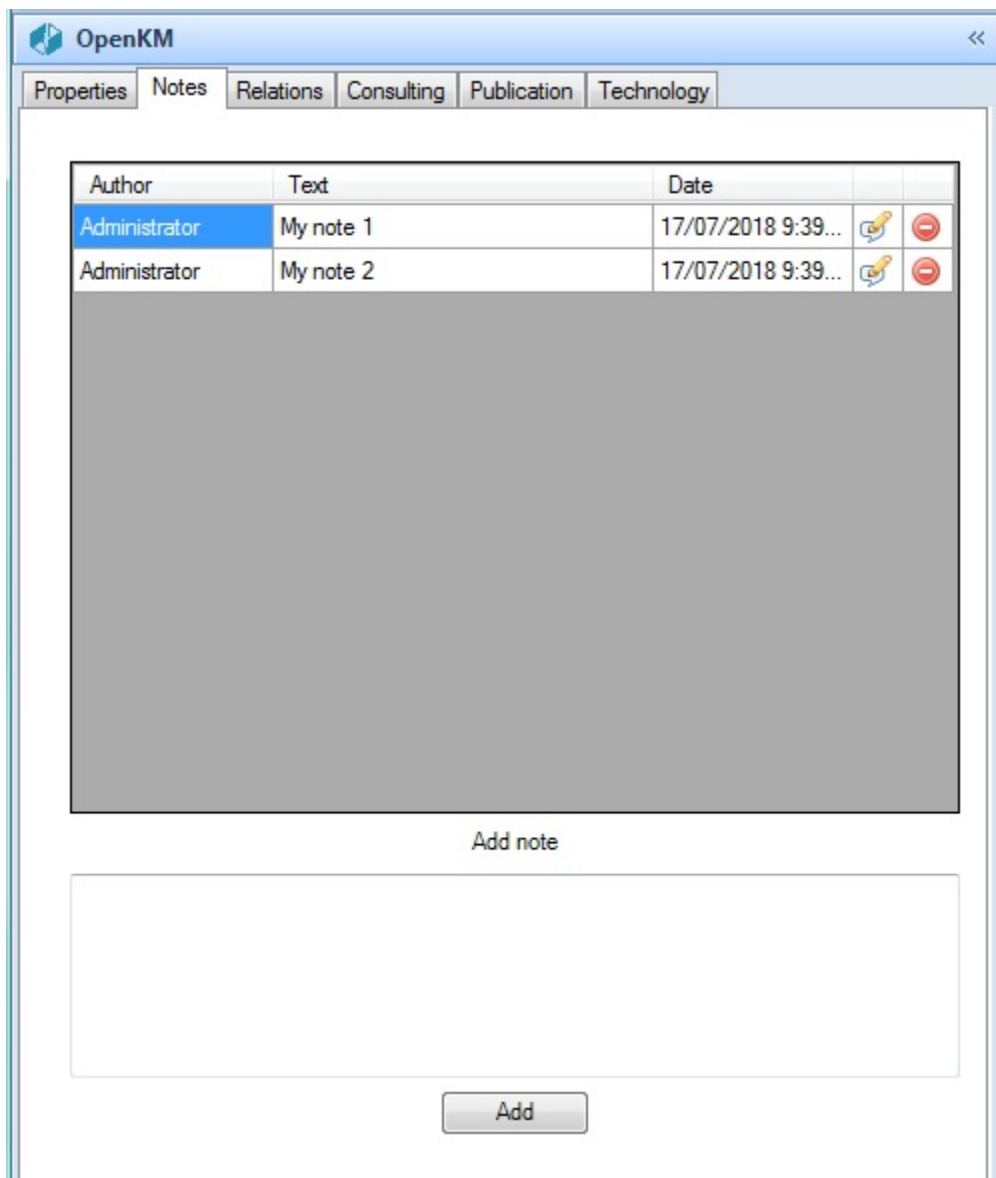
Con OpenKM puede:

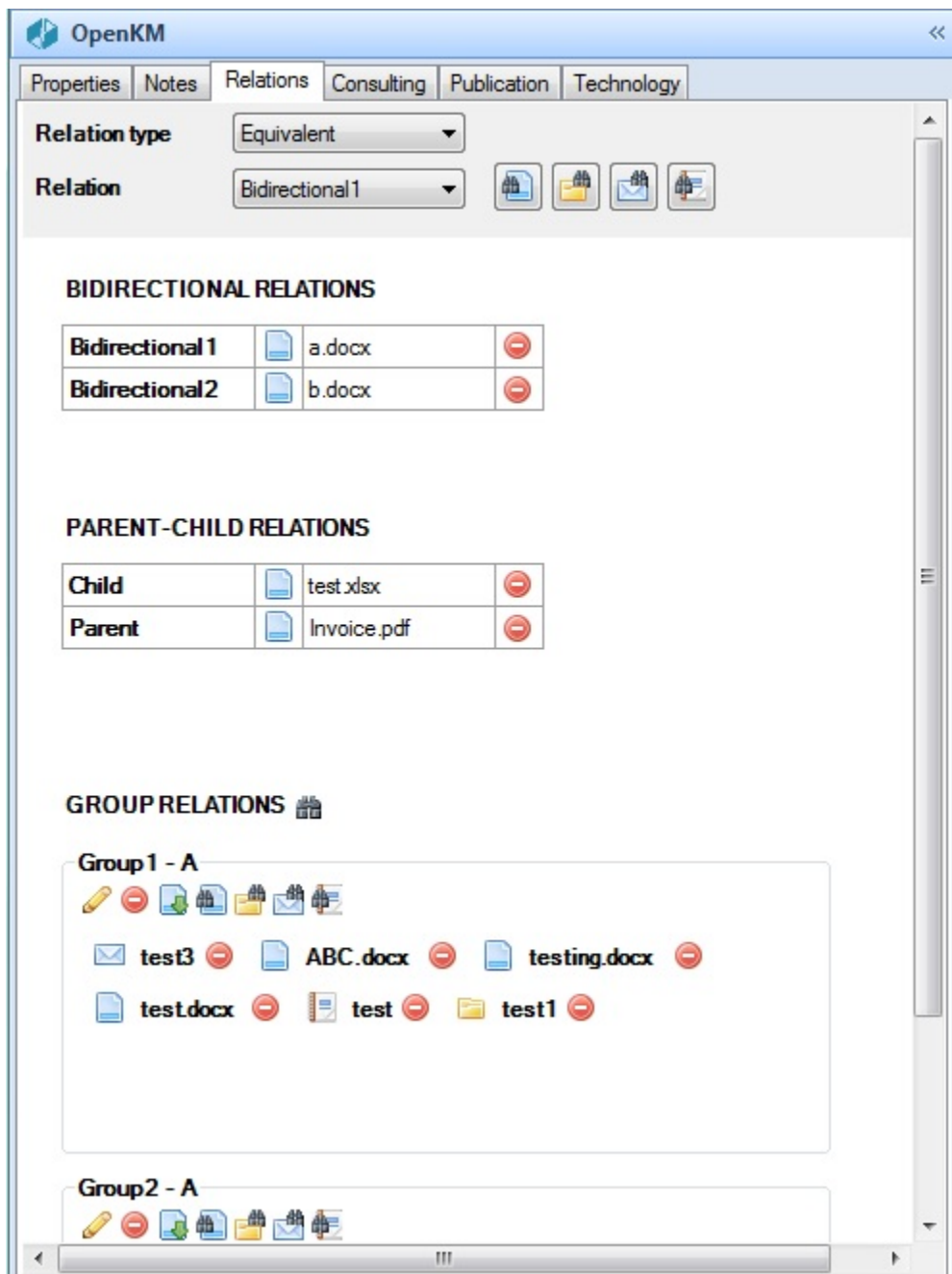
- Recopilar información de cualquier fuente.
- Colaborar con sus colegas en la gestión de la información.
- Permitir a las organizaciones la localización de documentos, e



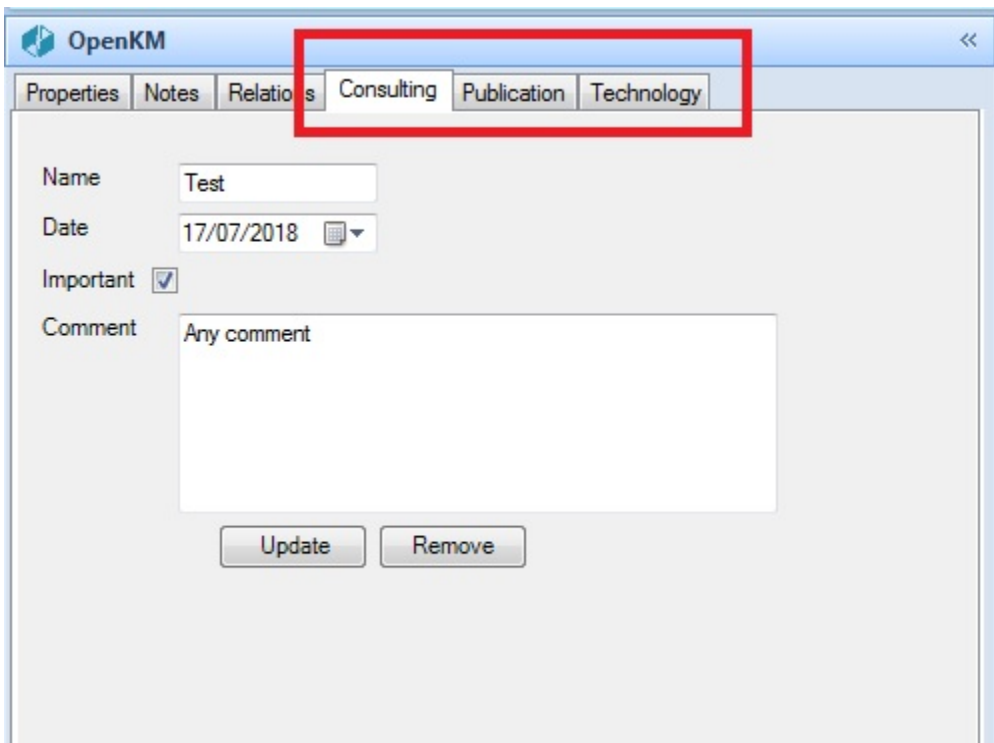
In the left panel, you can view the properties, notes, relations, and metadata of the document.

Notes tab

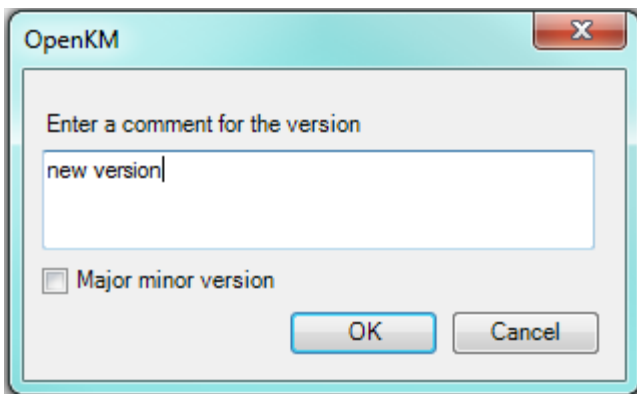
**Relations tab**



Metadata tab



- To upload a modified document, use the  Upload modified document (check-in) toolbar button.




Insert a comment for the version and press the **OK** button.

- To cancel document edition, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Compare versions

Clicking on the  "Compare versions" button will display the version history in a pop-up allowing you to select a version to compare with.



You must first **edit** a document for the "**Compare versions**" button to be **enabled**.



The comparison is made in a **new Office Word window**, to return to the main document just close this window.

Imagen S.A. Cliente: **Pepe Perez**
 CIF: B12578946
 Av. Paraíso, Nº 123
 Granada, España

CANTIDAD	CONCEPTO	PRECIO	NETO	IVA
1	Material gráfico y recursos	100,00€	100,00€	21%
1	Formación equipo marketing	350,00€	350,00€	21%

TOTAL FACTURA	
Detalles	Importe
Base imponible	450,00€
Total IVA	94,50€
TOTAL	544,50€

Note: openkm

Log

In **My Documents/OpenKM** there's a file log called WordAddin.log with a complete log trace.

Excel Add-in 7.1.x

Excel Add-in enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.



Office Add-ins are compatible from version 2000 to version 2019.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

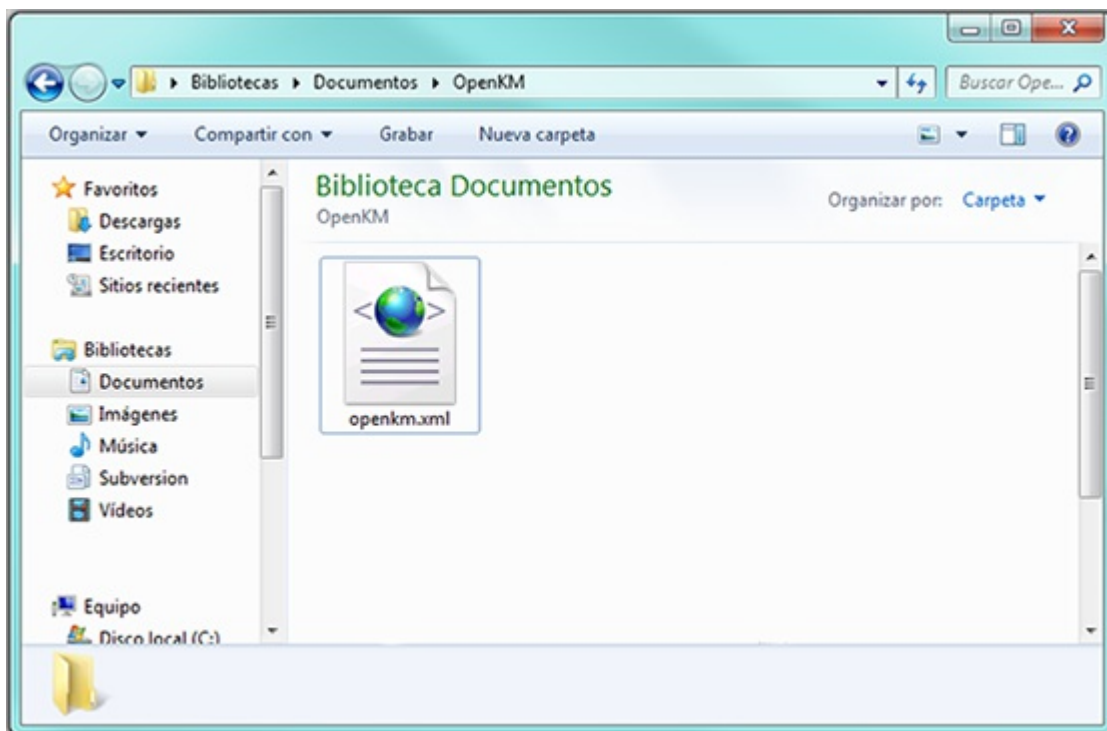
Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.


Property	Type	Description
Language	Select	Ms Addin user interface language.

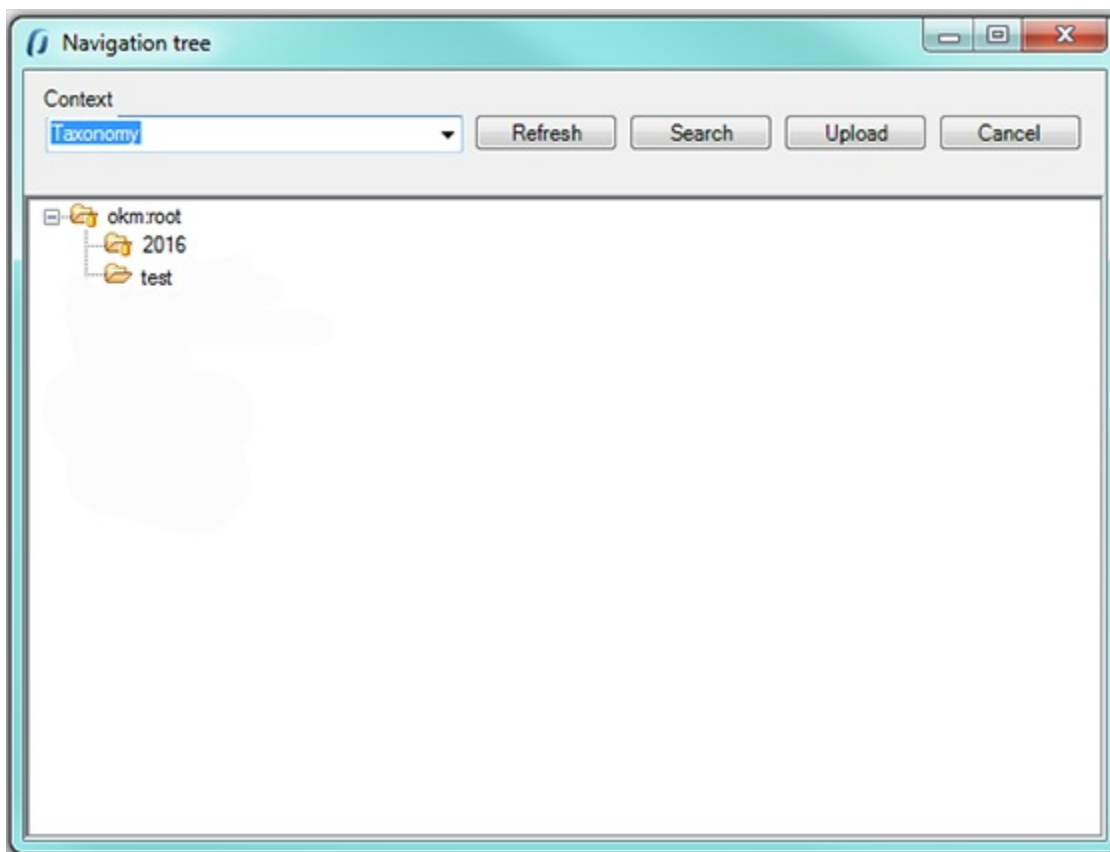
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Host	String	OpenKM url. <input type="text" value="https://demo.openkm.com/OpenKM/"/>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

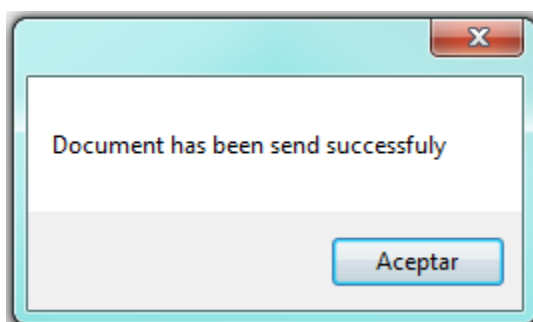


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.

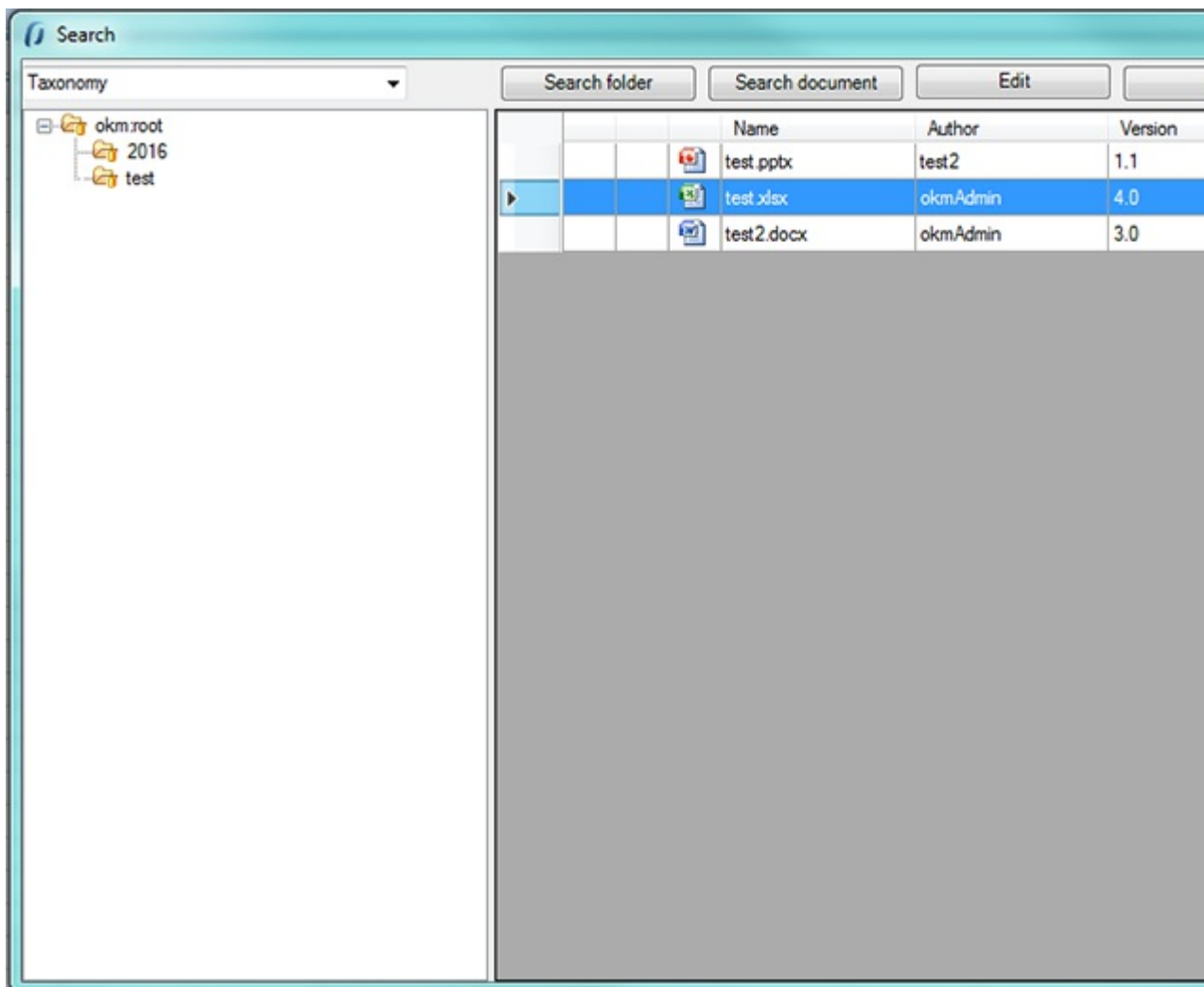


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

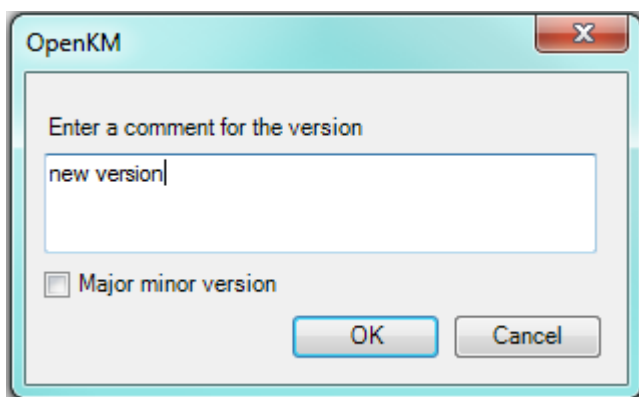
Editing an OpenKM document

Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the  **Upload modified document** (check-in) and  **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the  Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called ExcelAddin.log with a complete log trace.

PowerPoint Add-in 7.1.x

PowerPoint Addin enables users to upload new files and edit existing OpenKM files.

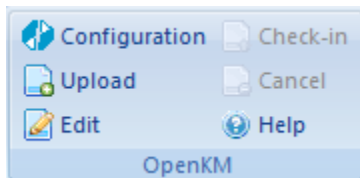
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2019.

After installing the PowerPoint add-in, a new menu item "OpenKM" will appear in PowerPoint .



Detail of the functions according to their icons:

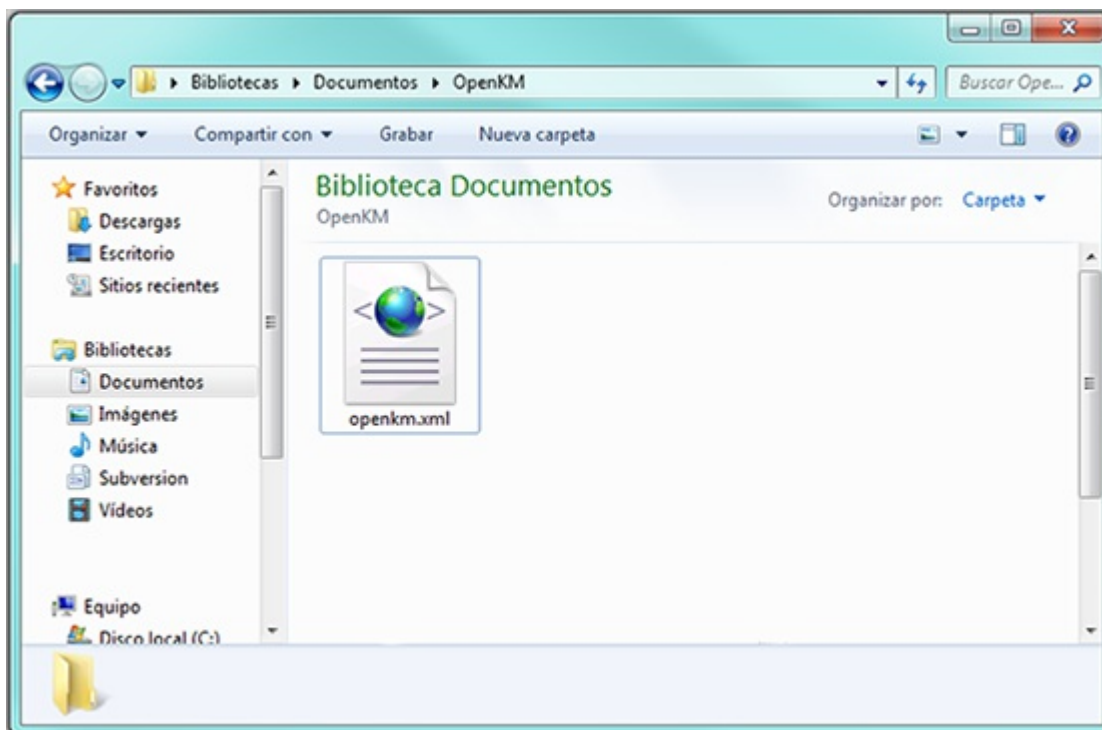
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

Configure OpenKM Add-In


First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

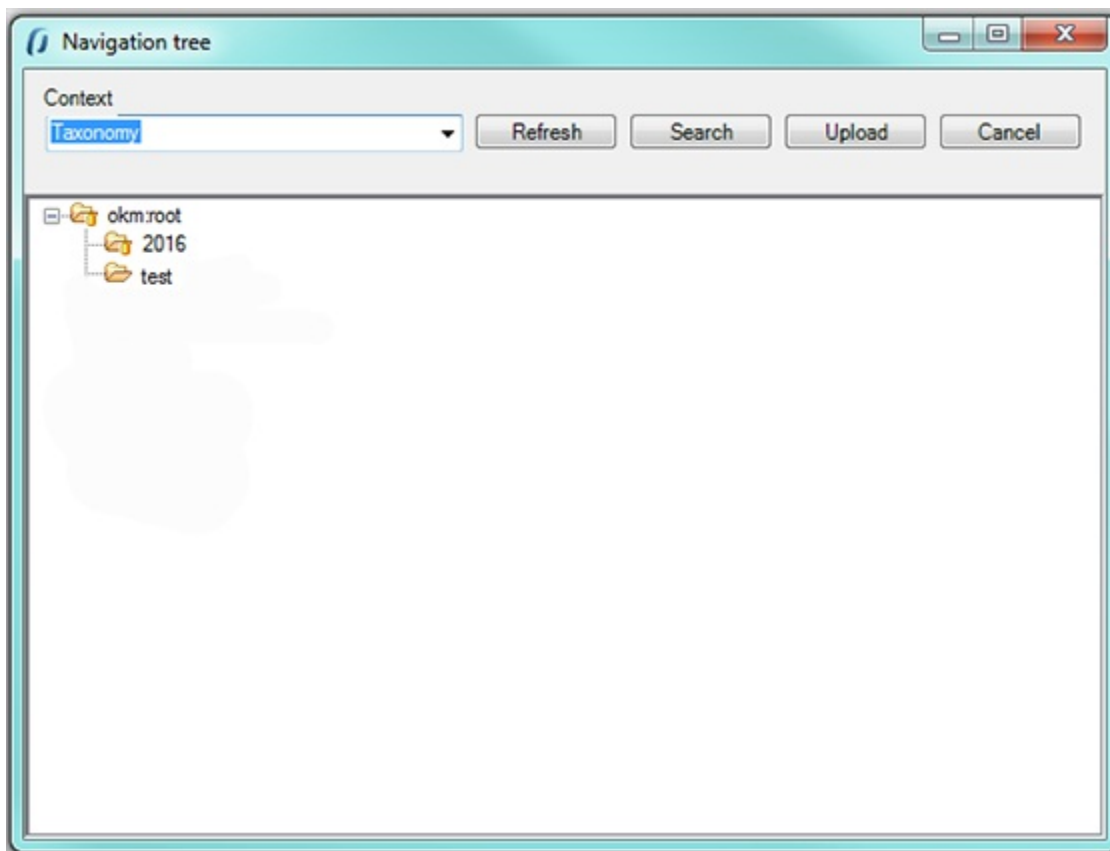
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. okmAdmin
Password	String	The password of the user. admin
Host	String	OpenKM url. https://demo.openkm.com/OpenKM/
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

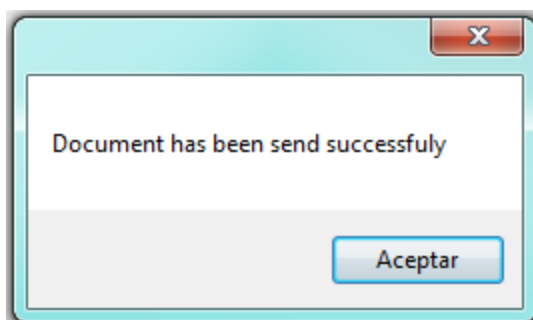


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.



Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.



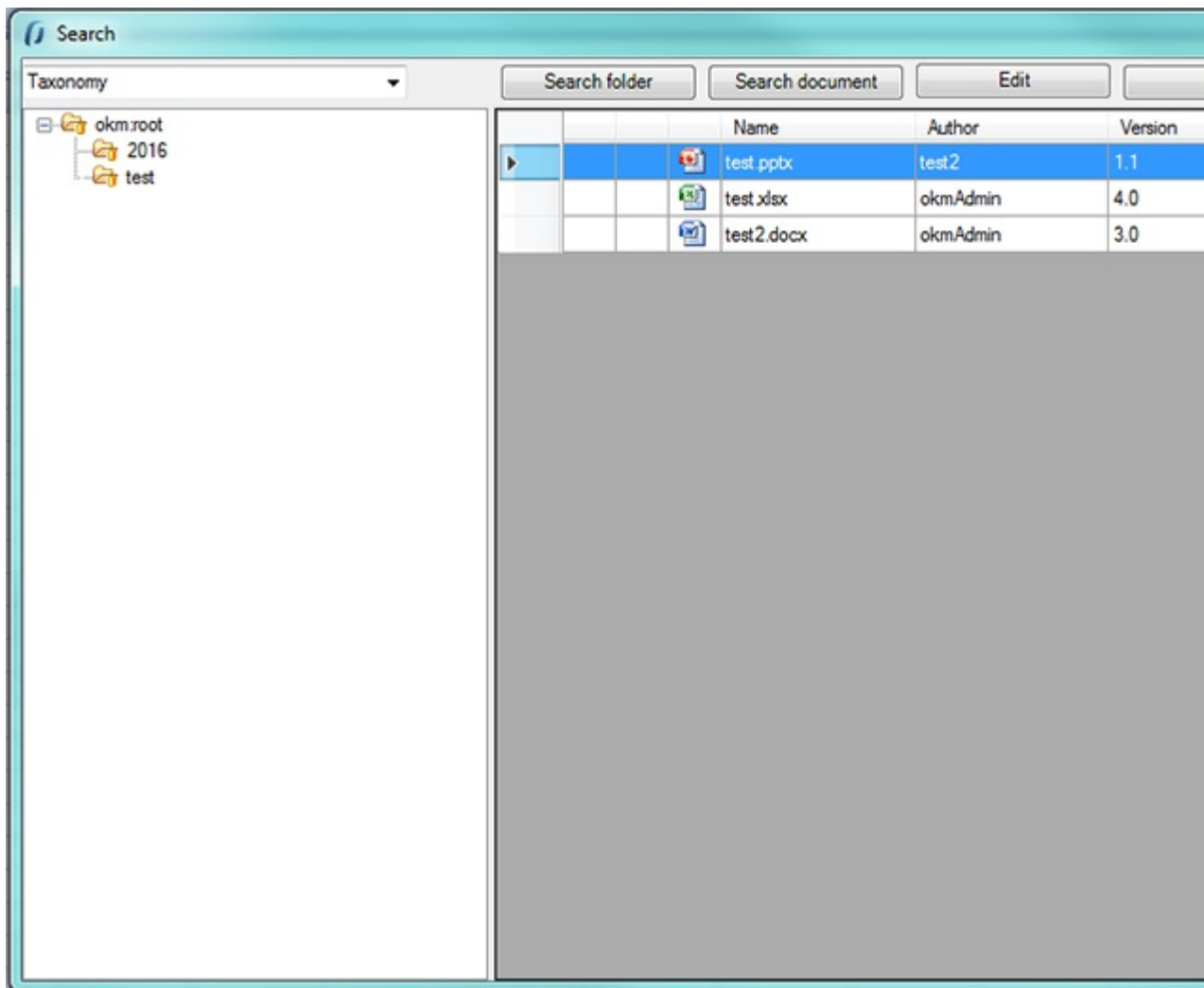
If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

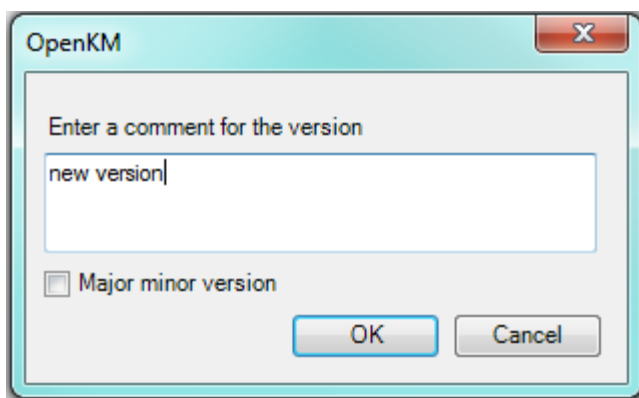
Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document

that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called PowerPointAddin.log with a complete log trace.

Visio Add-in 7.1.x

Visio Addin enables users to upload new files and edit existing OpenKM files.

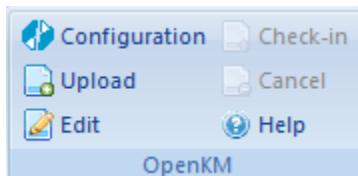
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Visio Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.



Office Add-ins are compatible from version 2000 to version 2019.

After installing the Visio add-in, a new menu item "OpenKM" will appear in Visio.



Detail of the functions according to their icons:

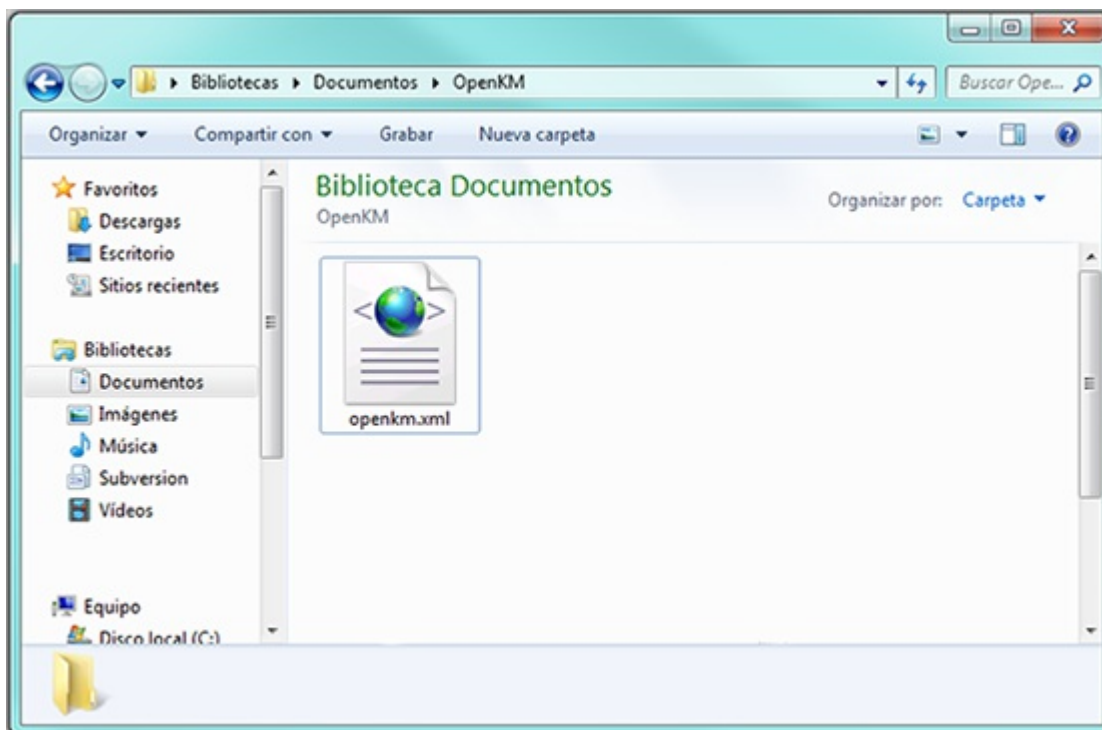
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

Configure OpenKM Add-In


First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

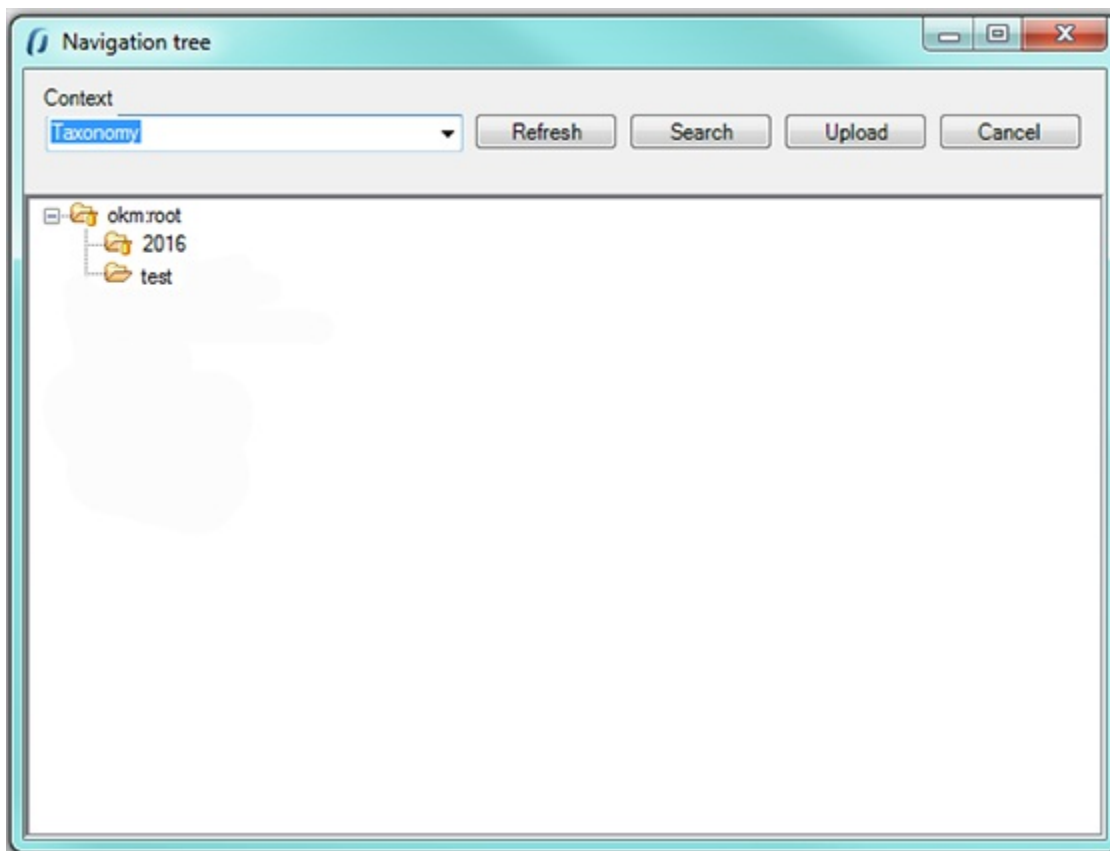
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. okmAdmin
Password	String	The password of the user. admin
Host	String	OpenKM url. https://demo.openkm.com/OpenKM/
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

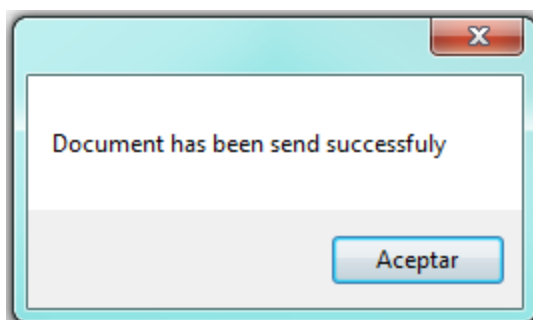


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.



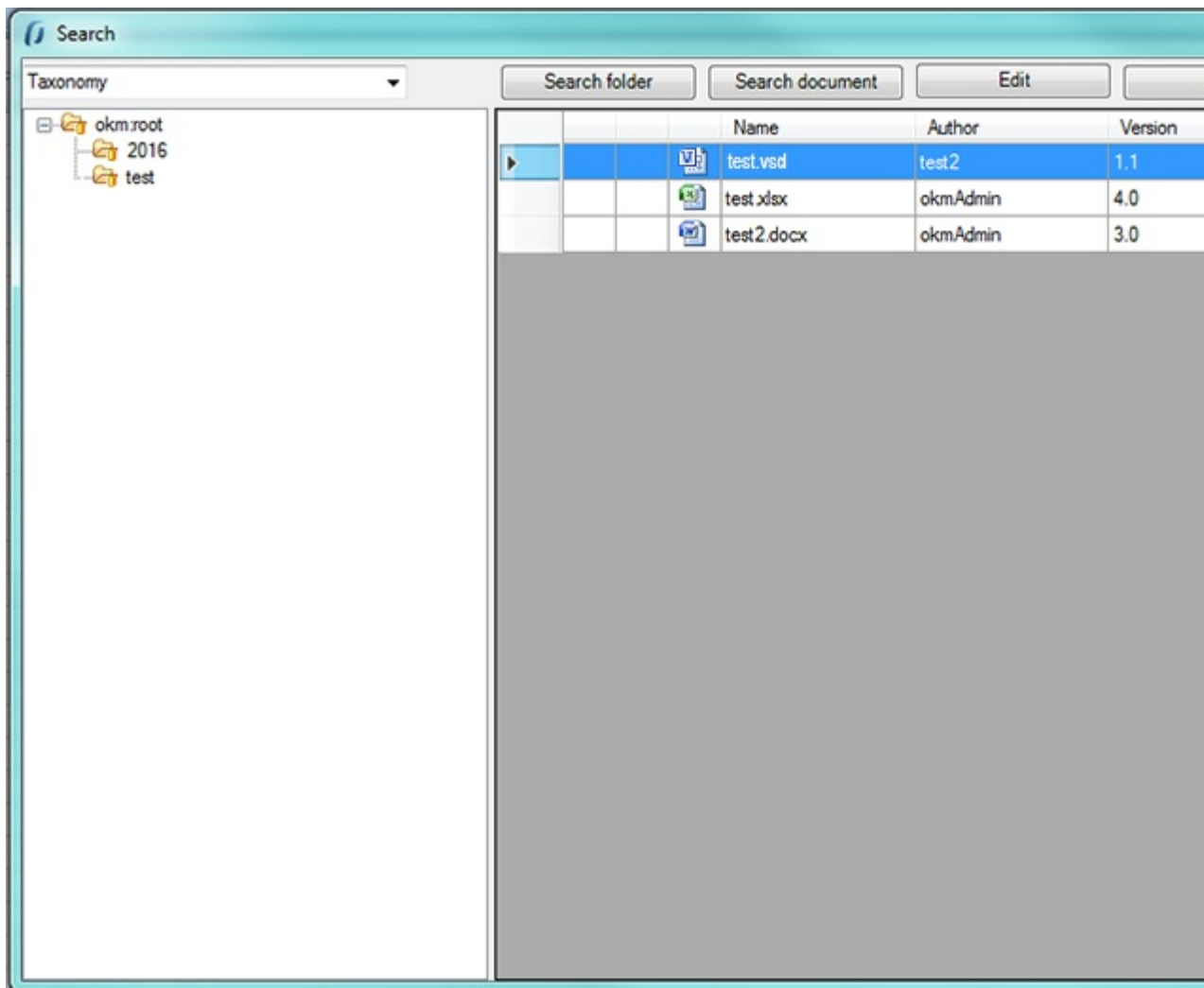
If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

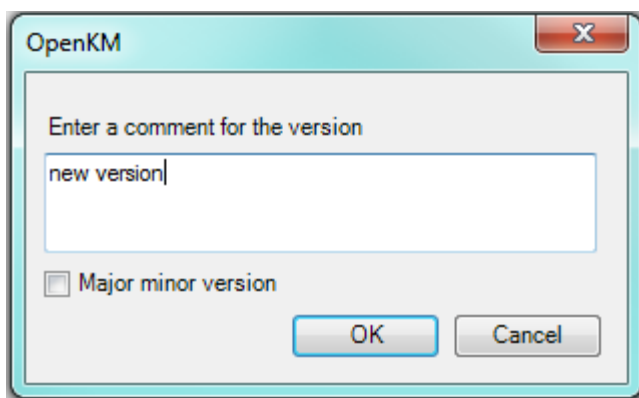
Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document

that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called PowerPointAddin.log with a complete log trace.

Access Add-in 7.1.x

Access Addin allows users to upload new files to OpenKM.

To upload a new file, choose a destination folder from the OpenKM tree view.

The OpenKM Access Add-in will be visible once a database is opened.






Office Add-ins are compatible from version 2003 to version 2019.

After installing the Access add-in, a new menu item "OpenKM" will be shown in Access.



Detail of the features according to their icons:

Button	Action
	Addin configuration.
	Upload file.
	Help

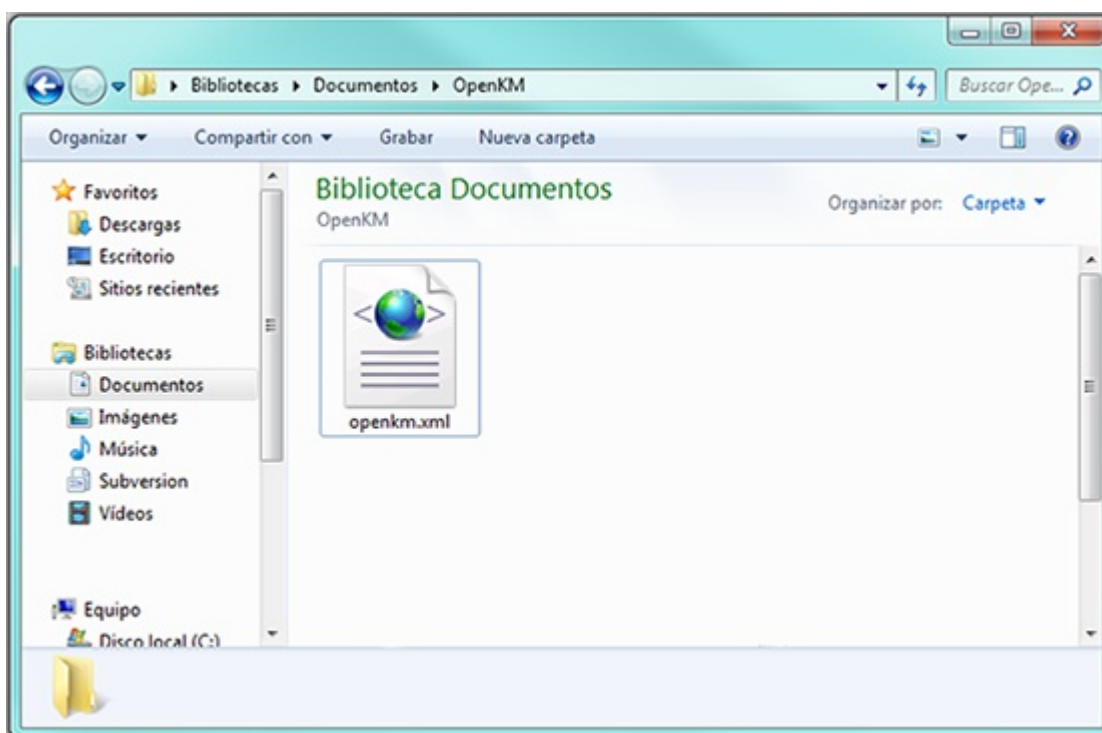
Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.


Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>

Host	String	OpenKM url. <code>https://demo.openkm.com/OpenKM/</code>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder named **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file named **openkm.xml** and another file named **document.xml** are created. The OpenKM Add-in it uses to store some document editing information. You should not edit or delete these files.



Uploading a new file

Click on the  upload button, a folder tree view will be shown. You must select the destination folder where you want to upload the file.

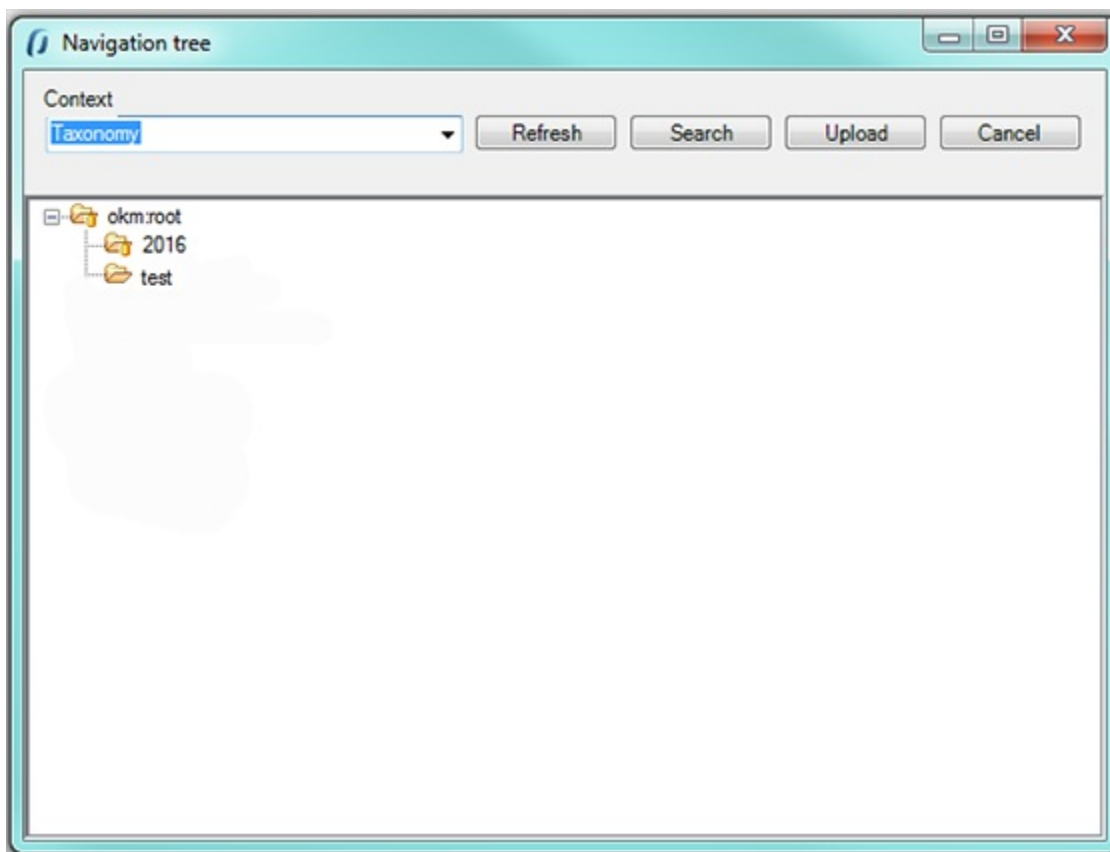


You need to save your changes first.



Then a message will be issued to which we will give **Yes** if we have saved the entire access project.

Now you can choose the folder where you want to upload the file.



Click on the **Upload** Button and after that, the document will be uploaded to OpenKM and a notification message will be shown "**File has been send successfully**".



In case the file **already exists** in the repository, a pop-up window will be shown indicating that the file already exists. If we want to update it, press the **YES button** and the file will be updated with a new version.

Log

In **My Documents/OpenKM** there's a file log called AccessAddin.log with a complete log trace.

Project Add-in 7.1.x

Project Addin enables users to upload new files and edit existing OpenKM files.

To upload a new file, choose a destination folder from the OpenKM tree view.

The OpenKM Project Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.



Office Add-ins are compatible from version 2003 to version 2019.

After installing the Project add-in, a new menu item "OpenKM" will appear in Project.



Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

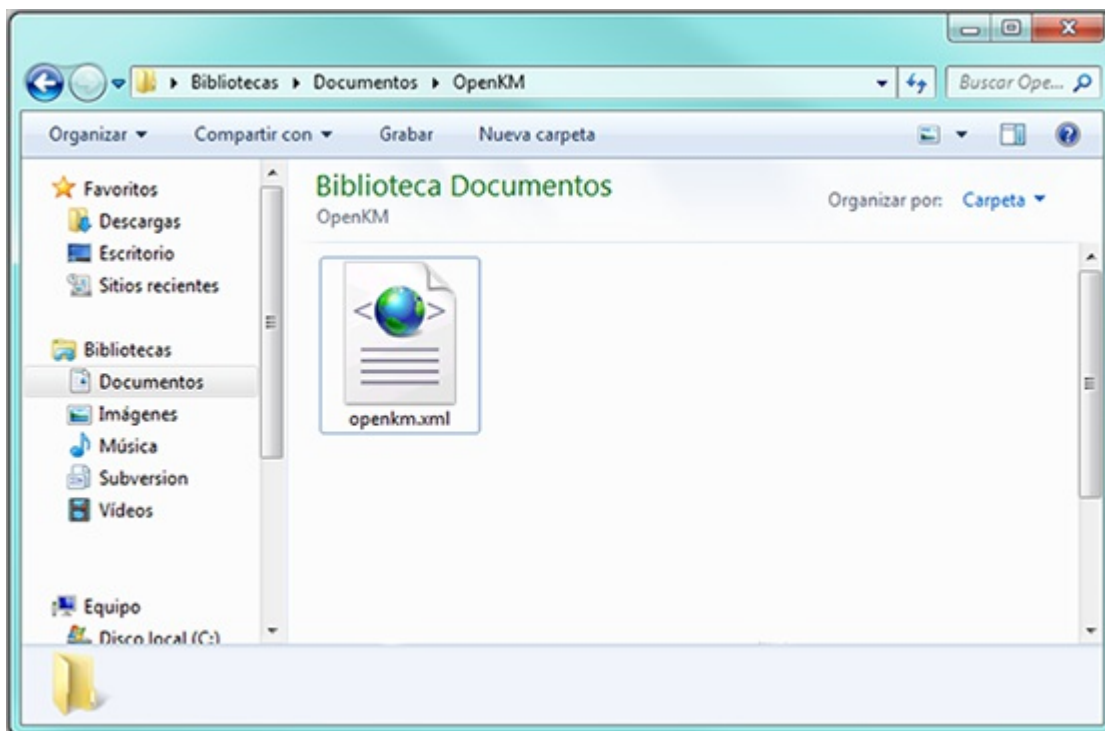
Configure OpenKM Add-in

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

Property	Type	Description
Language	Select	MS Addin user interface language.

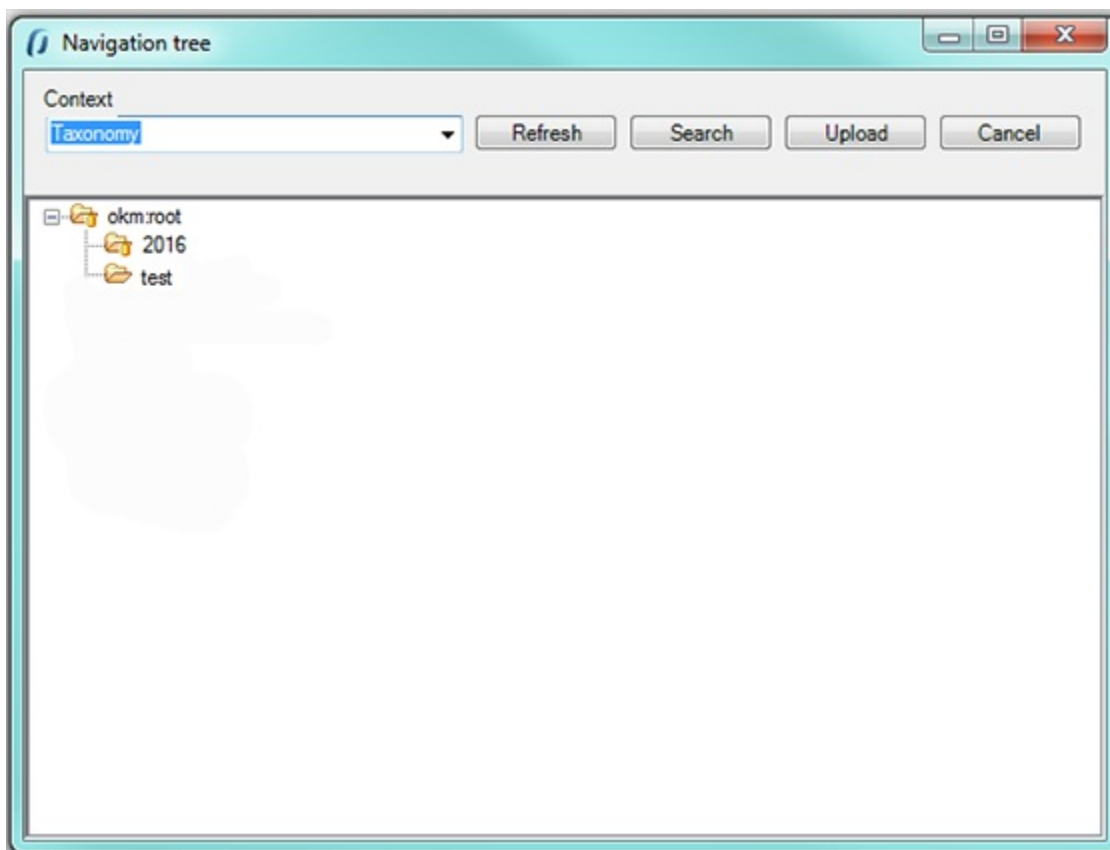
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Host	String	OpenKM url. <input type="text" value="https://demo.openkm.com/OpenKM/"/>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder named **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file named **openkm.xml** and another file named **document.xml** are created. The OpenKM Add-in it uses to store some document editing information. You should not edit or delete these files.

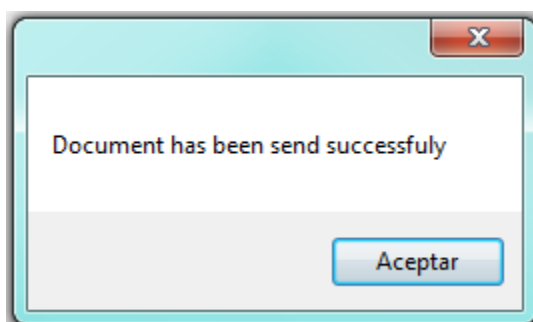


Uploading a new file

Click on the add new document button, a folder tree view will be shown. You must choose the folder where you want to upload the file.



Click on the **Send** Button and after that, the document will be uploaded to OpenKM and a notification message will be shown.

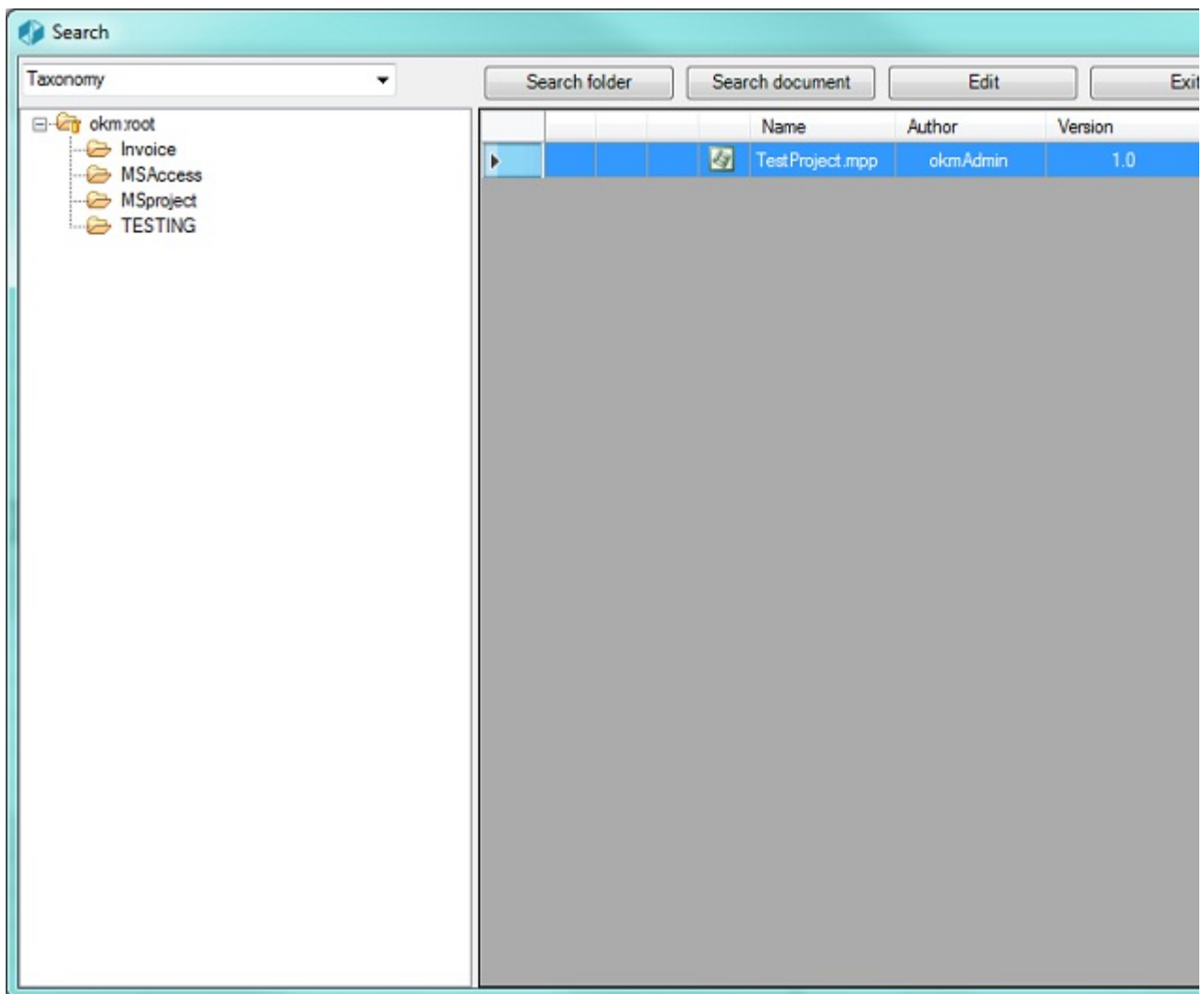


If you have activated the option "**Add metadata**" in the configuration, it will allow to select and fill in the corresponding data.

In case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

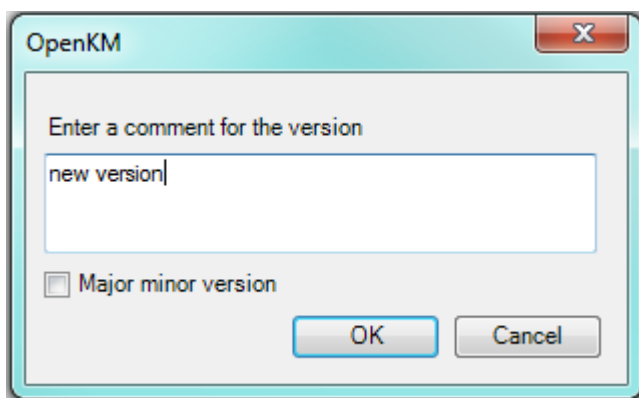
Editing an OpenKM document

Click on the document edit button, a folder navigator will appear. You must navigate across folders and choose a document that you want to edit.



When you've got some OpenKM document opened, the  **Upload modified document** (check-in) and  **Cancel document edit** toolbar options will be enabled.

- **To upload the modified document**, use the  Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log named ProjectAddin.log with a complete log trace.

User guide version 6.2.x

Outlook Add-in

[Outlook Add-in](#) enables users to select several emails and import content and attachments to OpenKM.

Importing mail creates a folder structure based on received email date (year/month/day folder structure) and imports into the mail content OpenKM mail tab view.

Word Add-in

[Word Add-in](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Excel Add-in

[Excel Add-in](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

PowerPoint Add-in

[PowerPoint Add-in](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Visio Add-in

[Visio Add-in](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Visio Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Access Add-in

[Access Add-in](#) allows users to upload new files to OpenKM.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Access Add-in will be visible once a database is opened.

Project Add-in

[Project Add-in](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

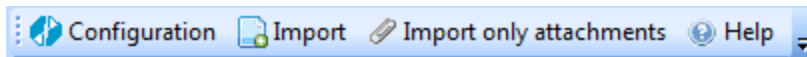
The OpenKM Project Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Outlook Add-in







Outlook addin enables users to select several emails and import them into OpenKM among other actions.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.





Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Import mail.
	Import only attachments.
	Help.

Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Attachment path	String	OpenKM path where will be stored the intercepted attachment when the user is sending an email. <input type="text"/>

		<code>/okm:root/attachments</code>
Add metadata	Bool	To enable/disable metadata selection form.
Intercept attachment	Select	<p>Choose the behaviour when the user send an email with attachments.</p> <ul style="list-style-type: none"> • Never do anything • Ask if you want to intercept and import into OpenKM. • Always intercept and import into OpenKM. <div>  When OpenKM intercepts an attachment, it is imported to OpenKM and replaced into the sent email by and OpenKM URL of the document (attachment imported). </div>
Enable attachment log	Checkbox	<p>Enable or disable activity log of intercepted attachments.</p> <div>  This feature is only available when OpenKM is working with MySQL or MariaDB database. </div>



When you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**.

In this OpenKM folder, a configuration file named **openkm.xml** and another file named **document.xml** are created. The OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

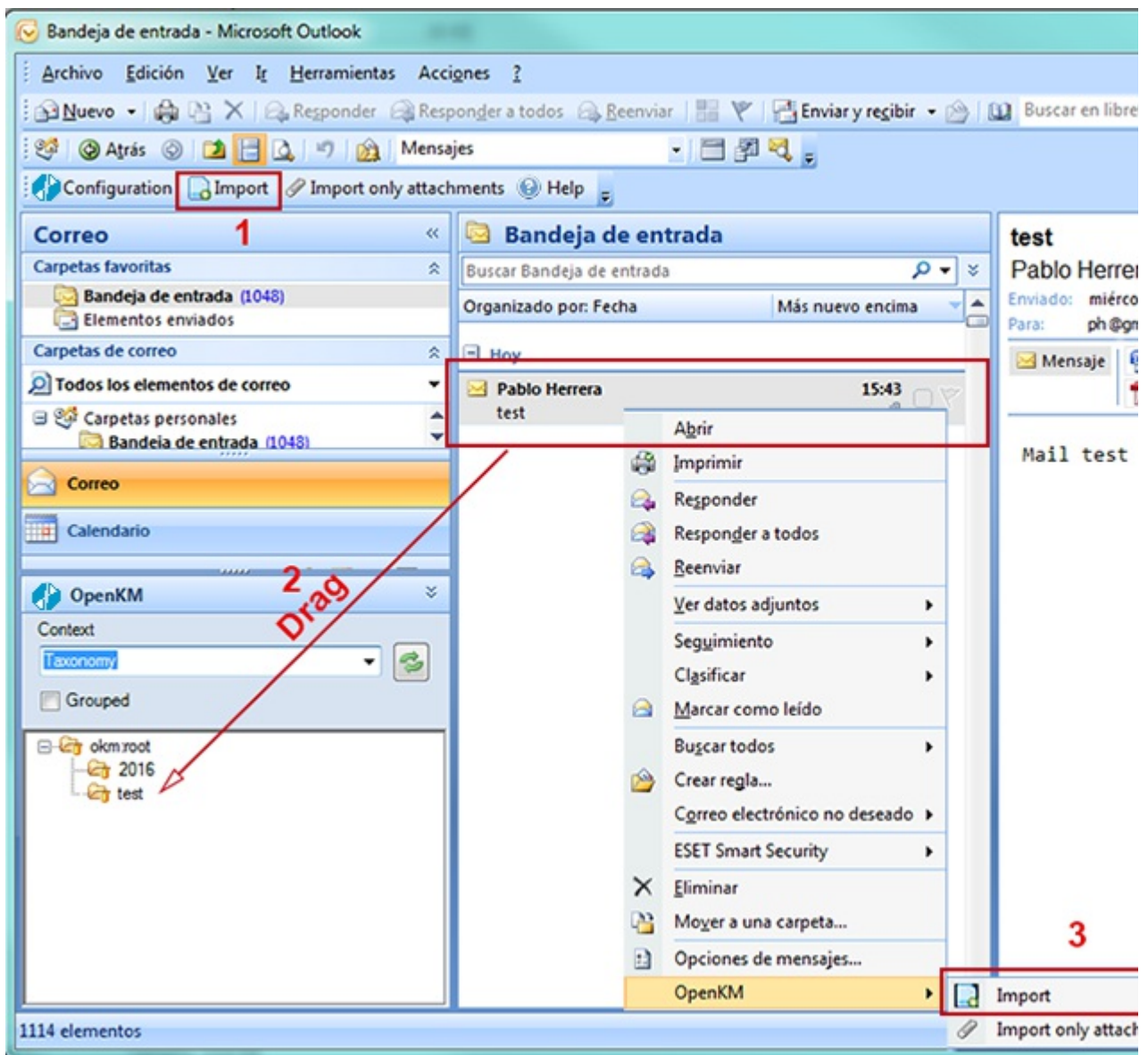
Importing emails to OpenKM

The user can import emails from Outlook to OpenKM in three ways:



To import emails, first select one or more emails.

1. Select the option **"Import"** in the **OpenKM toolbar**.
2. **Dragging the mail to a folder** inside the **OpenKM navigator tree** in the left panel.
3. **Right click on the mail** and **choose the option "import"** inside the menu OpenKM.

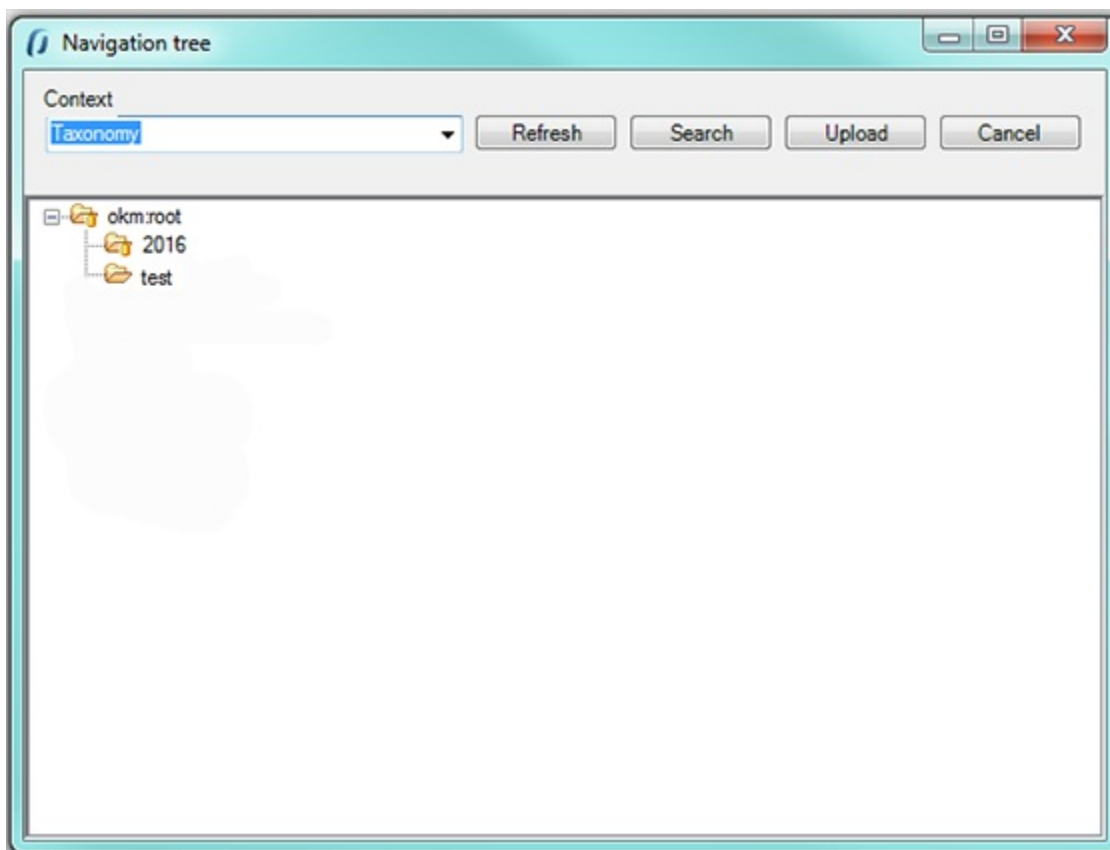


In cases one and three then you must select the destination path to import the mail.



When **grouped checkbox** is checked will be added at the end of the path the subfolder **Year/Month/Day**.

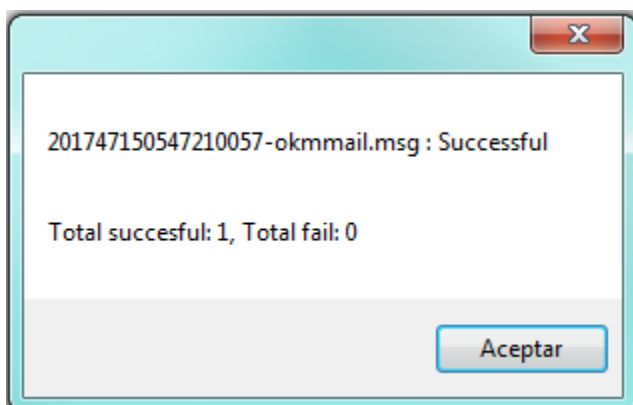
That means if you have chosen destination path **"/okm:root/email"** and grouped checkbox is checked the destination path will be **"/okm:root/email/2017/03/24"** (sample based in actual date value as **"2017/03/24"**).



If you have activated the option **"Add metadata" in the configuration**, it will allow you to select and fill in the corresponding data.

In the case of having **multiple selection metadata** to **mark** and **unmark** all options, you can use the key combination **"Ctrl" + "E"** and **"Supr"** respectively.

After importing is finished, a message indicating the number of emails and attachments imported will be displayed.



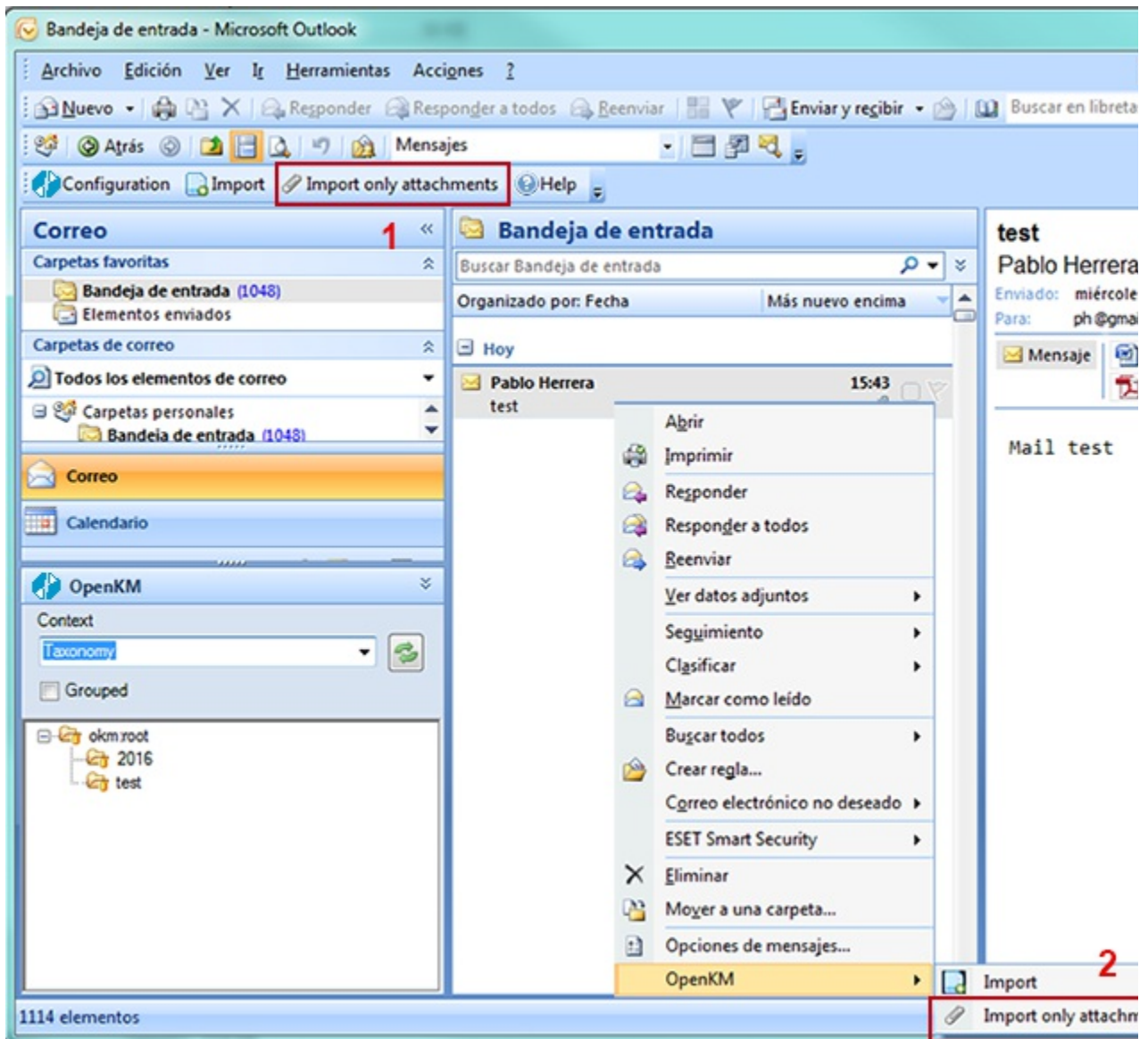
Importing attachments to OpenKM

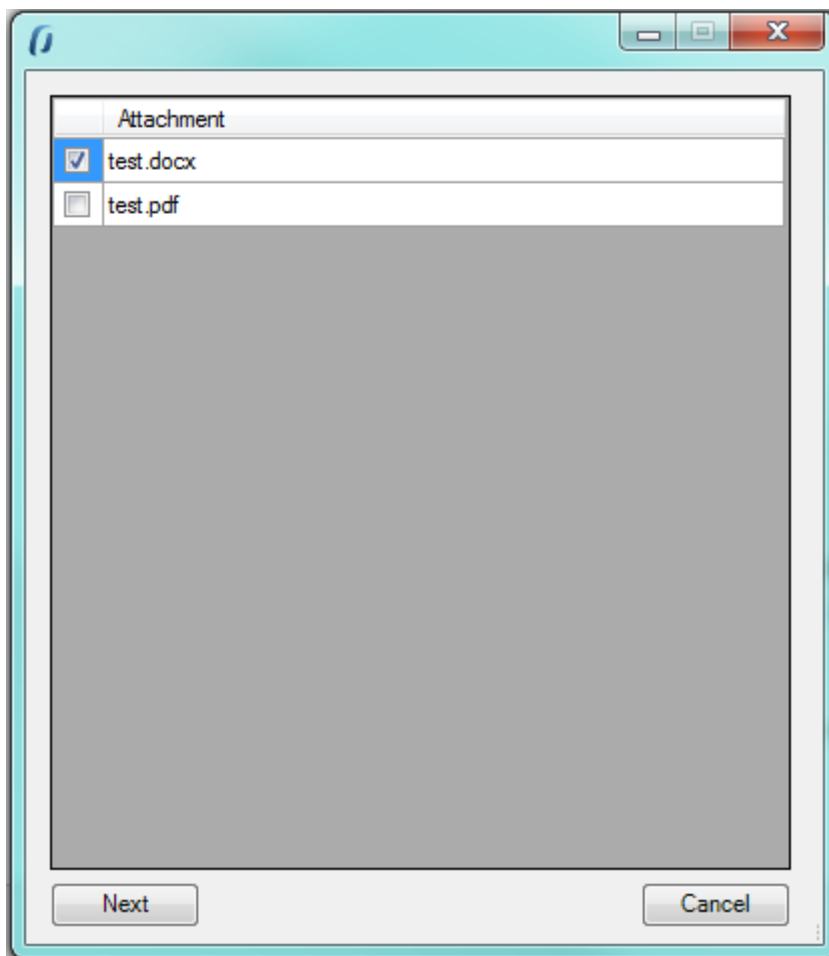
The user can import attachments from Outlook to OpenKM in two ways:



To import attachments, first select one email.

1. Select the option "Import only attachments" in the OpenKM toolbar.
2. Right click on the mail and choose the option to "Import only attachments" inside the menu OpenKM.





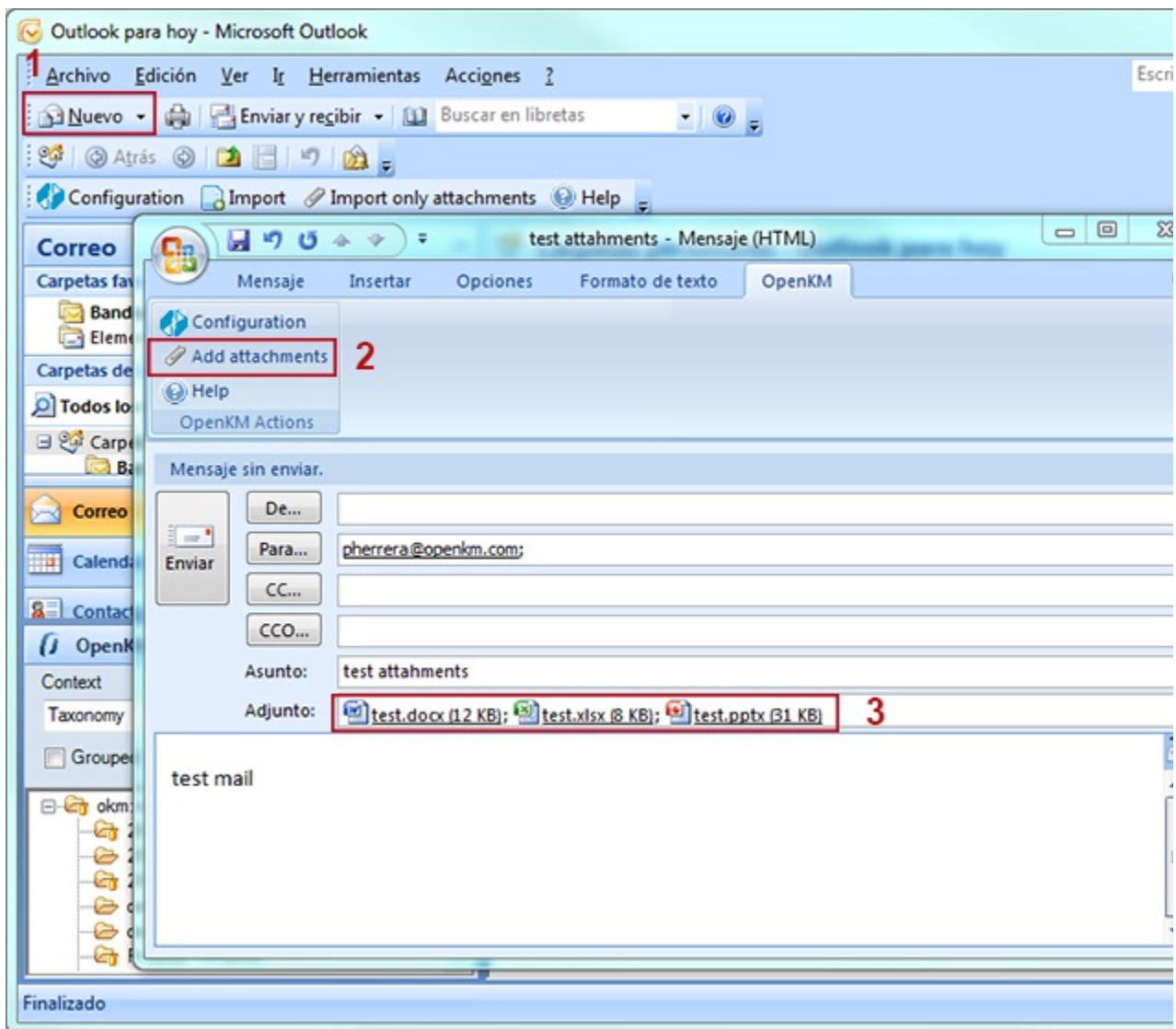
Check the attachments to be imported and click the **next** button to finish.

After importing is finished, a message indicating the attachments imported will be displayed.

Add attachments from openkm to a new mail

The user can add attachments from OpenKM.

1. First we click the **New** button to create a new mail.
2. Press the **Add attachment** button, it will show the file explorer inside OpenKM from which you might select one or more documents that you want to attach into the mail and then press the **select** button.
3. You can view the attachments in the compose mail section for it.





Log

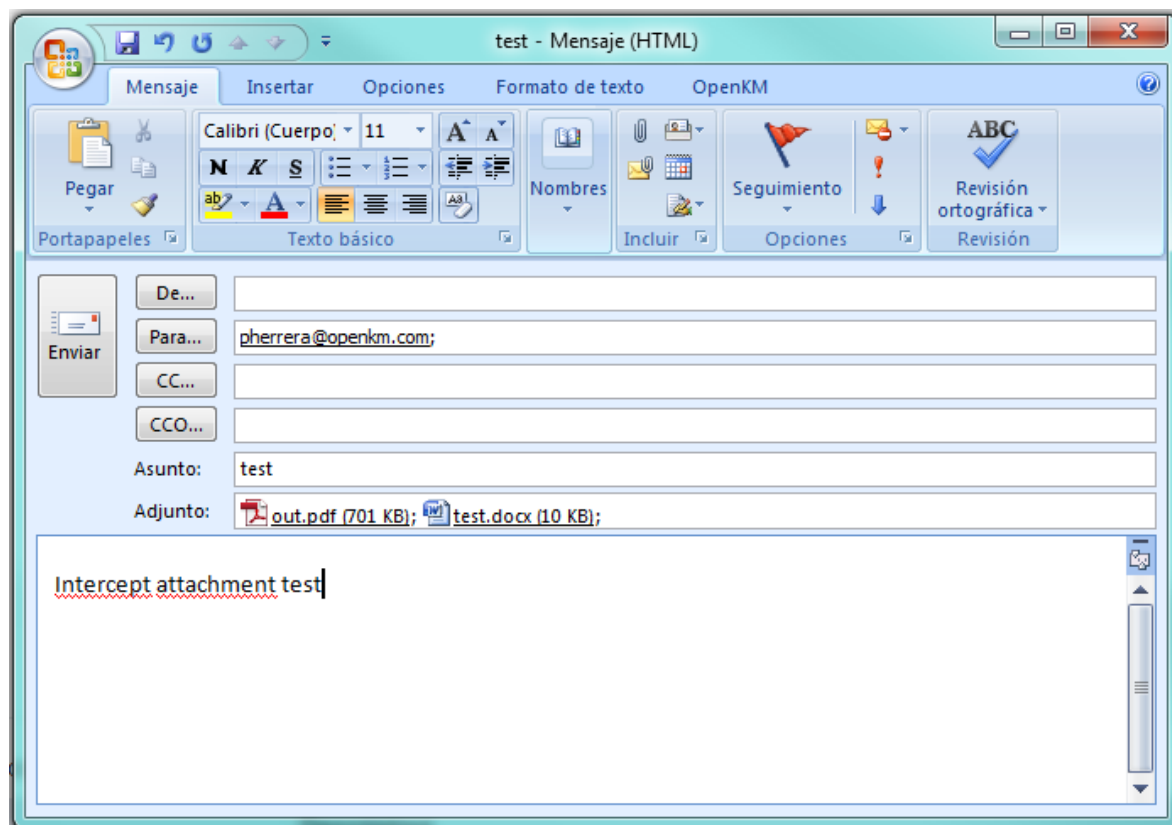
In **My Documents/OpenKM** there's a file log called OutlookAddin.log with a complete log trace.

Intercept attachment

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

Property	Type	Description
Attachment path	String	<p>OpenKM path where will be stored the intercepted attachment when the user is sending an email.</p> <div>/okm:root/attachments</div>
Intercept attachment	Select	<p>Choose the behaviour when the user send an email with attachments.</p> <ul style="list-style-type: none"> • Never do anything • Ask if you want to intercept and import into OpenKM. • Always intercept and import into OpenKM. <div>  When OpenKM intercepts an attachment, it is imported to OpenKM and replaced into the sent email by and OpenKM URL of the document (attachment imported). </div>
Enable attachment log	Checkbox	<p>Enable or disable activity log of intercepted attachments.</p> <div>  This feature is only available when OpenKM is working with MySQL or MariaDB database. This is only possible if the feature intercept attachments has the ask or always options selected. </div>

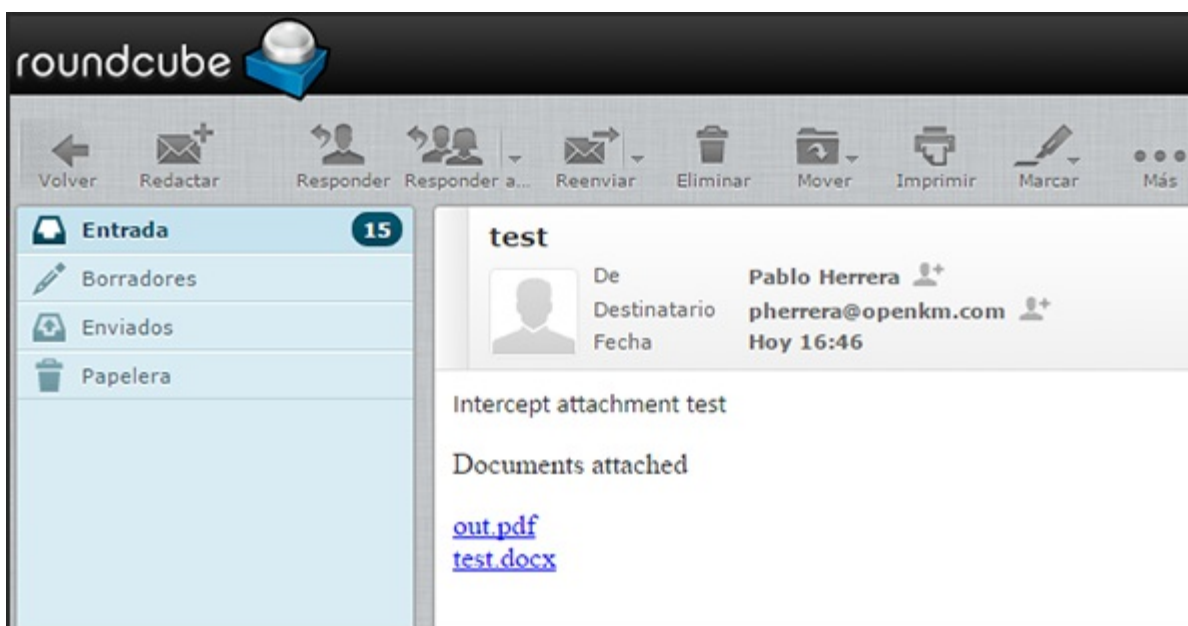
Once **configured**, create a **new mail** with some attached files and we **send** it.



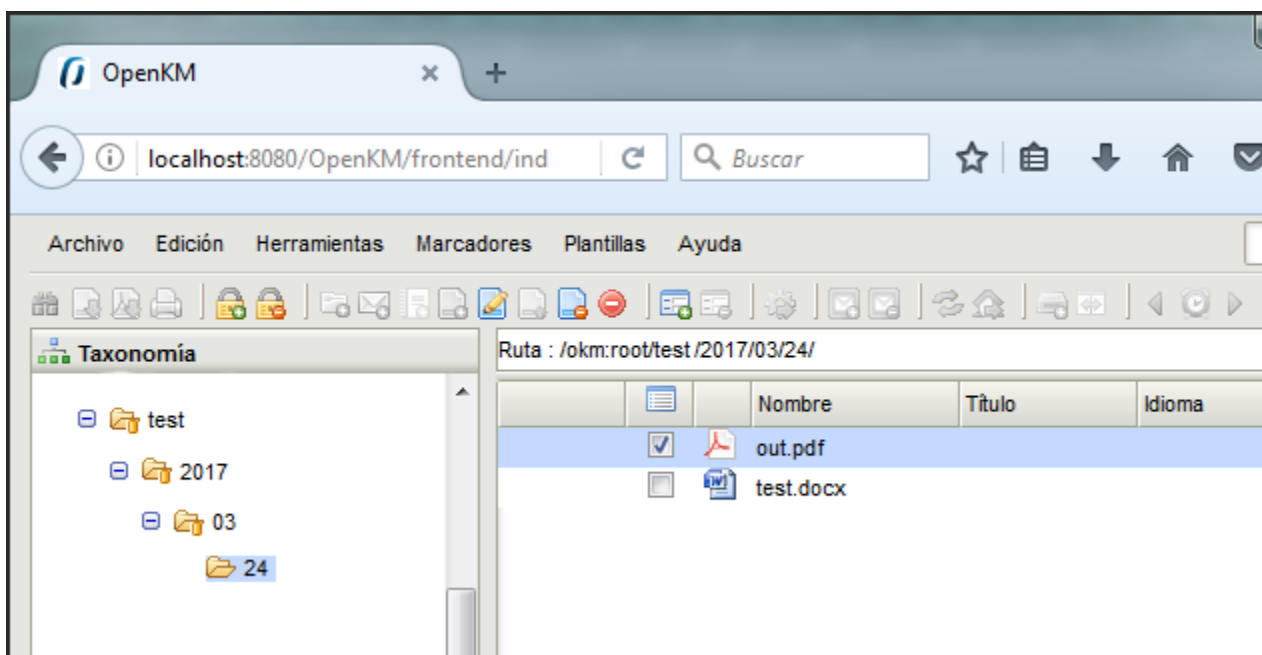
The attachment it is imported into OpenKM and the mail attachment is replaced on fly by OpenKM URL of the document (attachment imported).



In case you have selected the **Ask** or **Always** option of the **Intercept attachment** feature and the **Enable attachment log** feature is **activated**, it will be stored in the database a log of mail with senders and date.



If you click in the OpenKM URL of the document you will be directed to the location of the document into OpenKM.



Word Add-in

Word Add-in enables users to upload new files and edit existing OpenKM files.

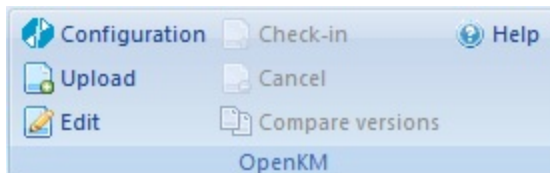
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.










Office Add-ins are compatible from version 2000 to version 2019.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

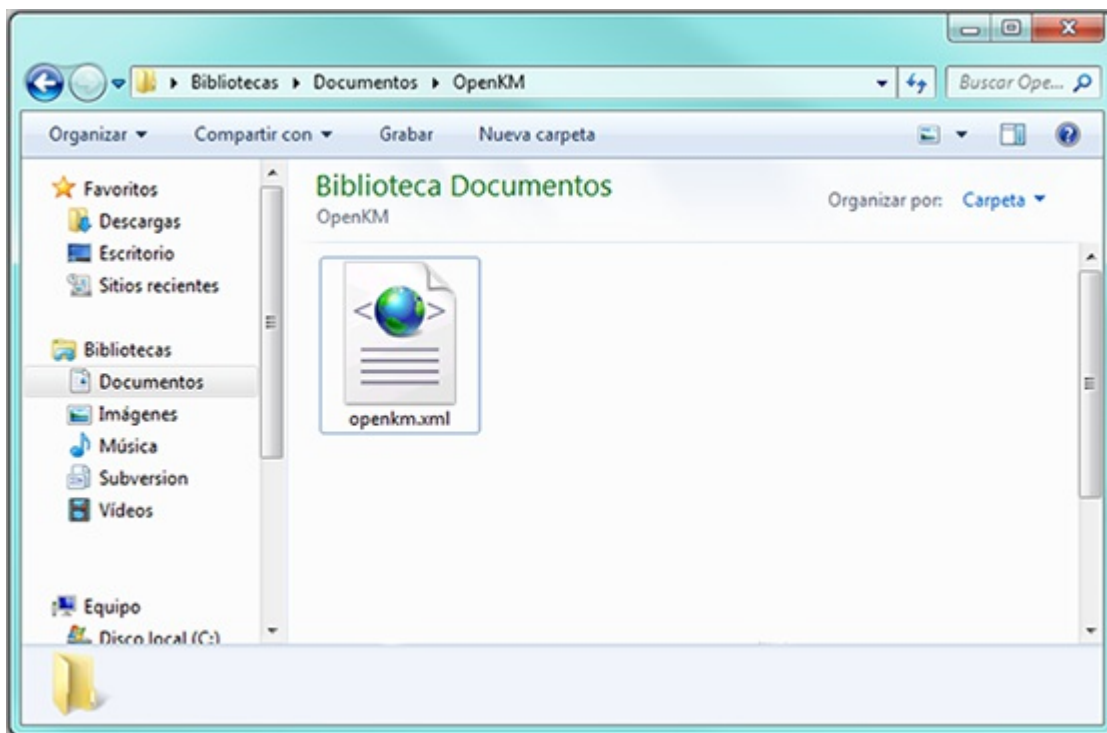
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Compare versions
	Help

Configure OpenKM Add-In


First, you must choose the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

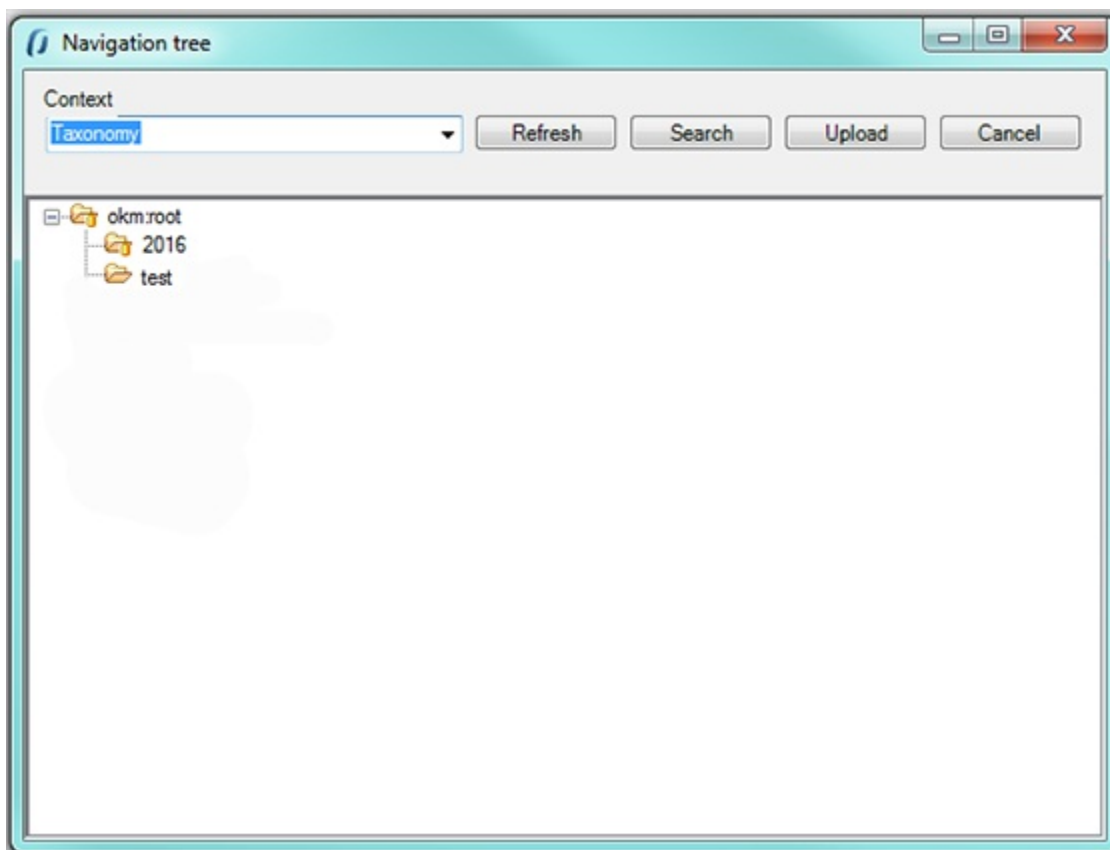
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <code>okmAdmin</code>
Password	String	The password of the user. <code>admin</code>
Host	String	OpenKM url. <code>https://demo.openkm.com/OpenKM/</code>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

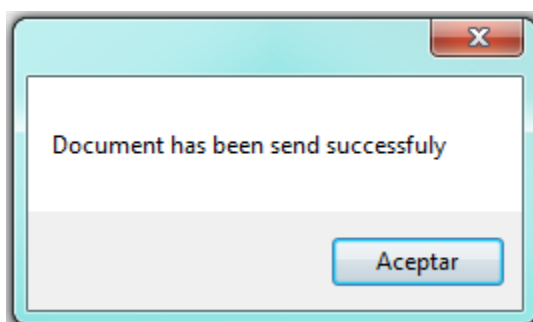


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Upload** button and after that, the document will be uploaded to OpenKM and a notification message will be shown.

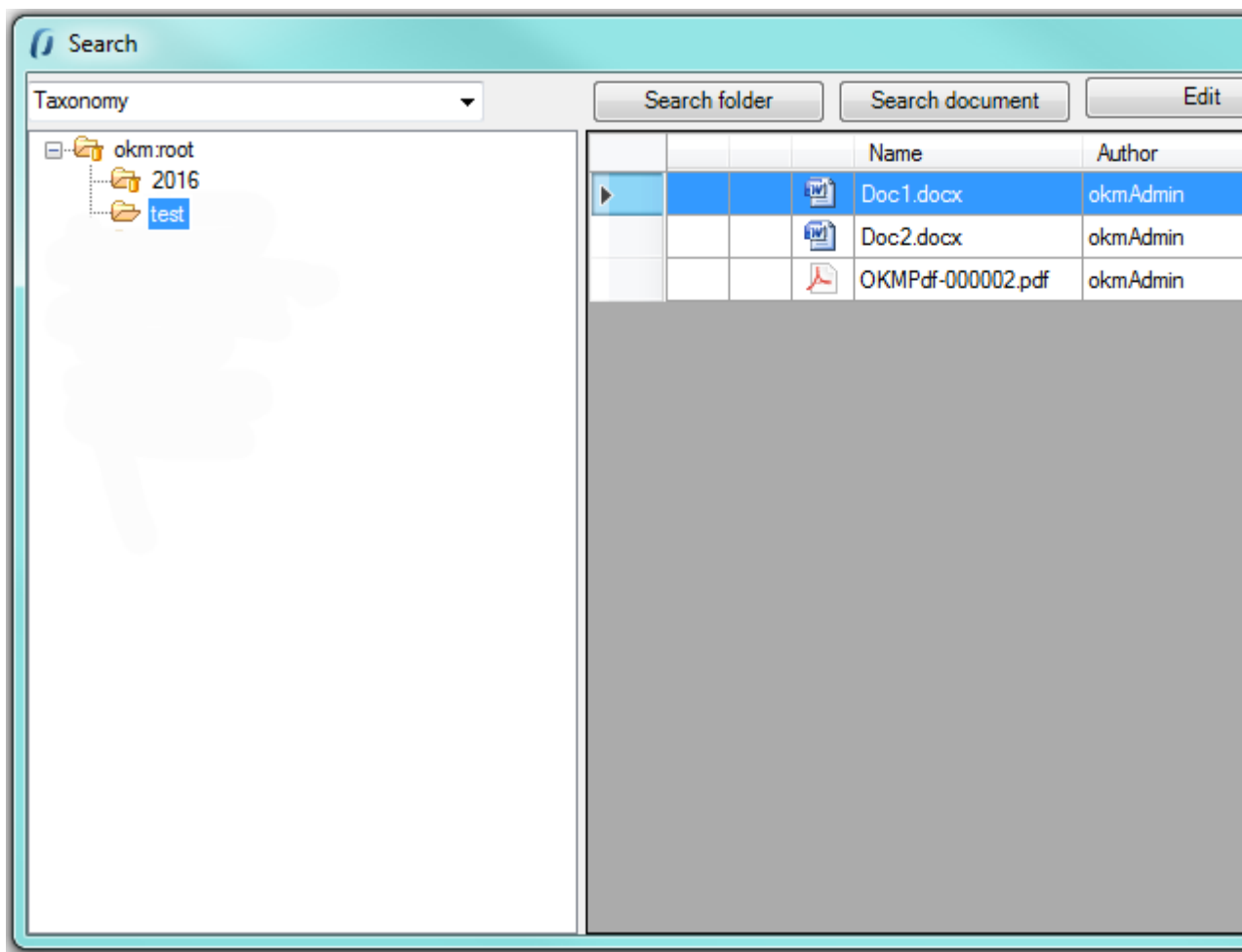


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having **multiple selection metadata** to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

Clicking on the  document edit button, a folder navigator will be shown. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

The screenshot shows the Microsoft Word interface with the OpenKM add-in. The OpenKM panel is open, displaying document properties for 'Doc1.docx'. The 'Notes' tab is selected, showing a list of notes with 'test' and 'doc' entries. The right pane shows a document with text about OpenKM.

OpenKM Properties:

- Uuid: 5970a7c9-daa1-4546-a71a-d056644f3dbd
- Name: Doc1.docx
- Title: testtitle
- Folder: /okm:root/test
- Size: 11,8 KB
- Version: 1.0
- Language: Inglés
- Created: 14/03/2017 15:23:21 by Administrator
- Modified: 14/03/2017 15:23:21 by Administrator
- MIME Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
- Status: Edit by Administrator
- Subscribed: No
- History size: 11,8 KB
- Keywords:
- Categories:

Notes:

- test
- doc

Subscribers:

Document Content:

OpenKM permite a las emp
distribución de los documento
información; así como el contr

OpenKM integra todo lo esen
usuarios y las funcionalidades
La aplicación incluye herram
usuarios, cuotas para cada us
de actividad y la configuración

OpenKM permite construir un
creación de conocimiento y m
grupos de trabajo e incremen
compartidas, mejorar las relac
mejorar el tiempo de come
información para la toma de de

Con OpenKM puede:

- Recopilar información de cualq
- Colaborar con sus colegas en
- Permitir a las organizaciones

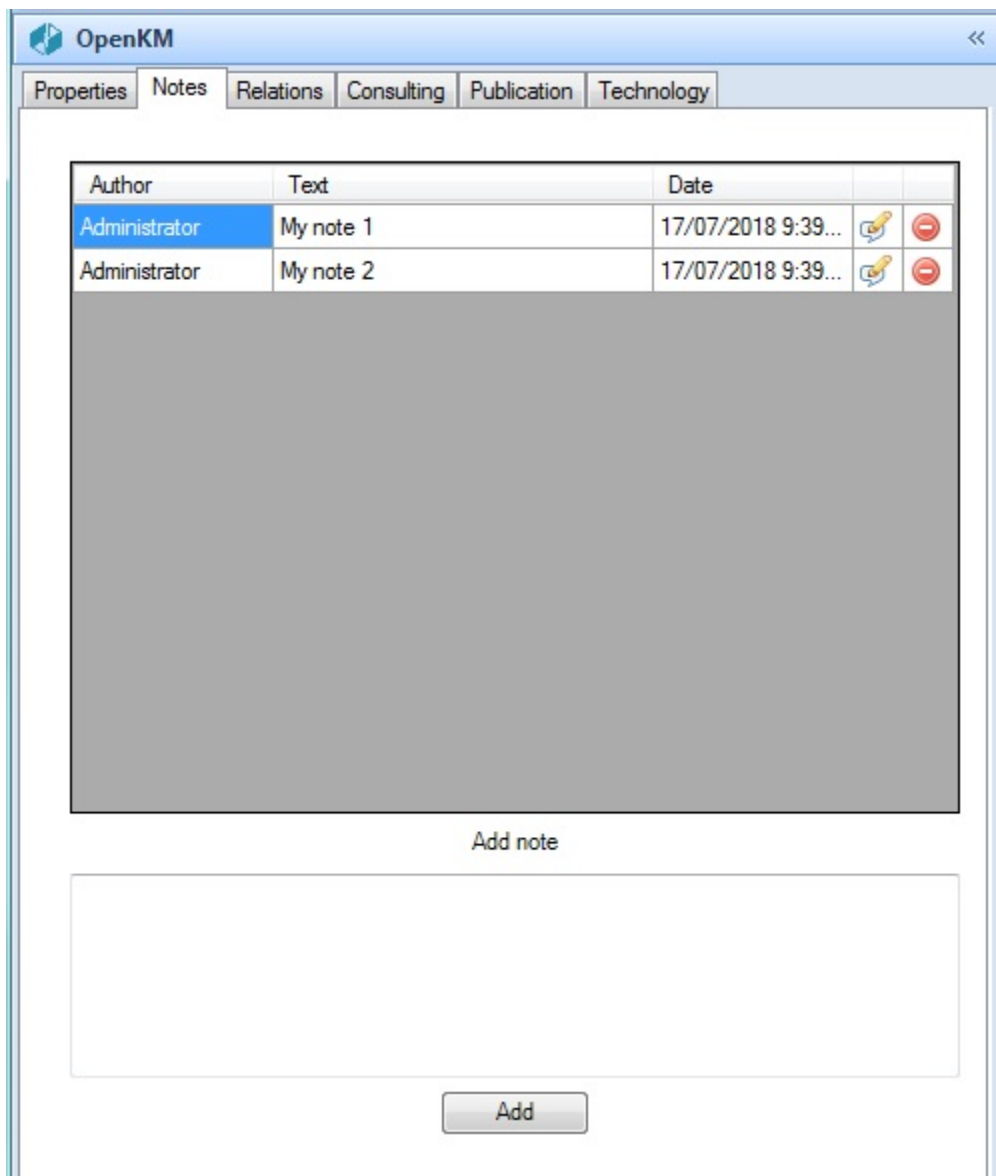
localización de documentos, e

Footer: Página: 1 de 1 Palabras: 208 Español (España, internacional)

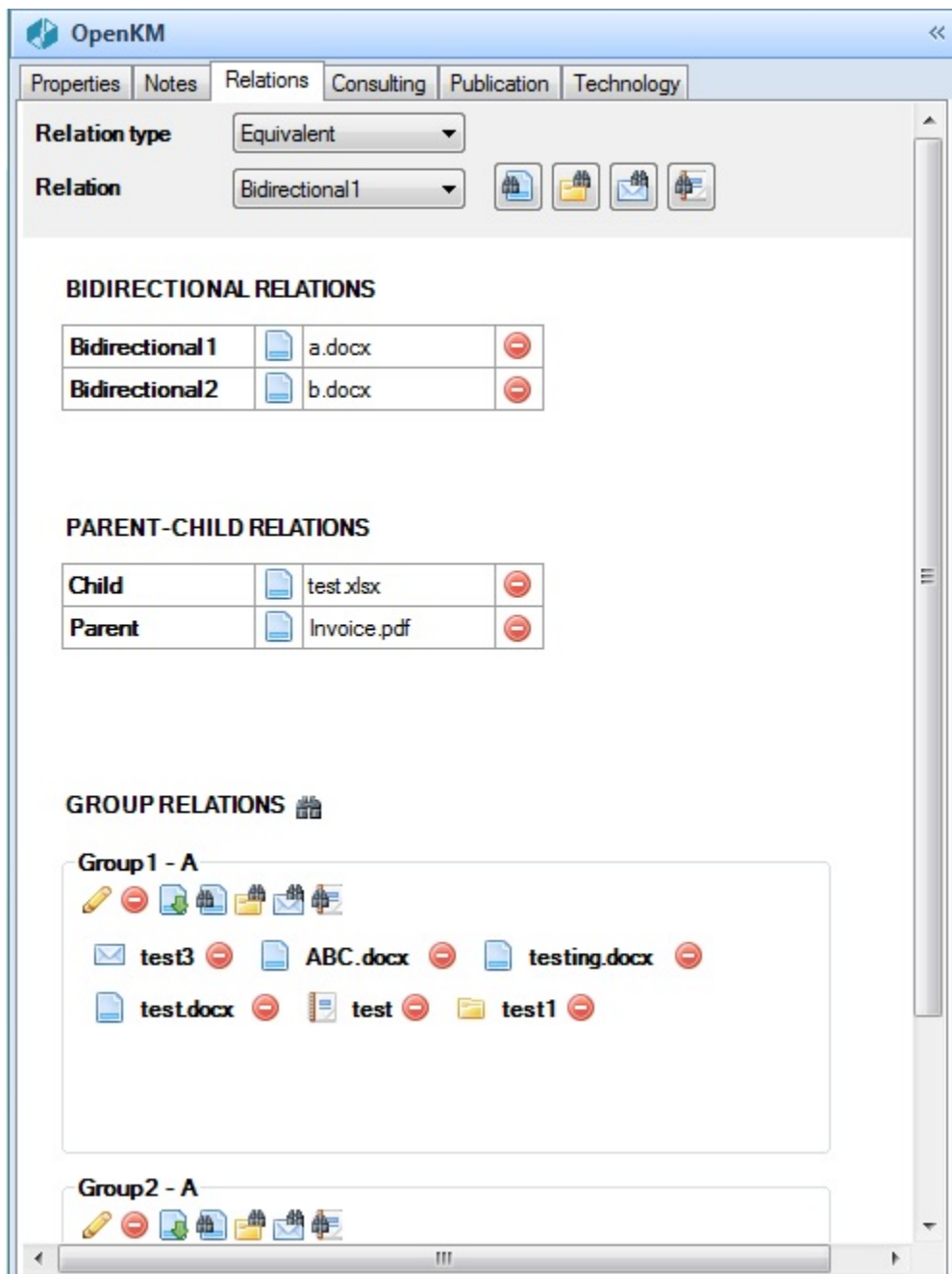


In the left panel, you can view the properties, notes, relations, and metadata of the document.

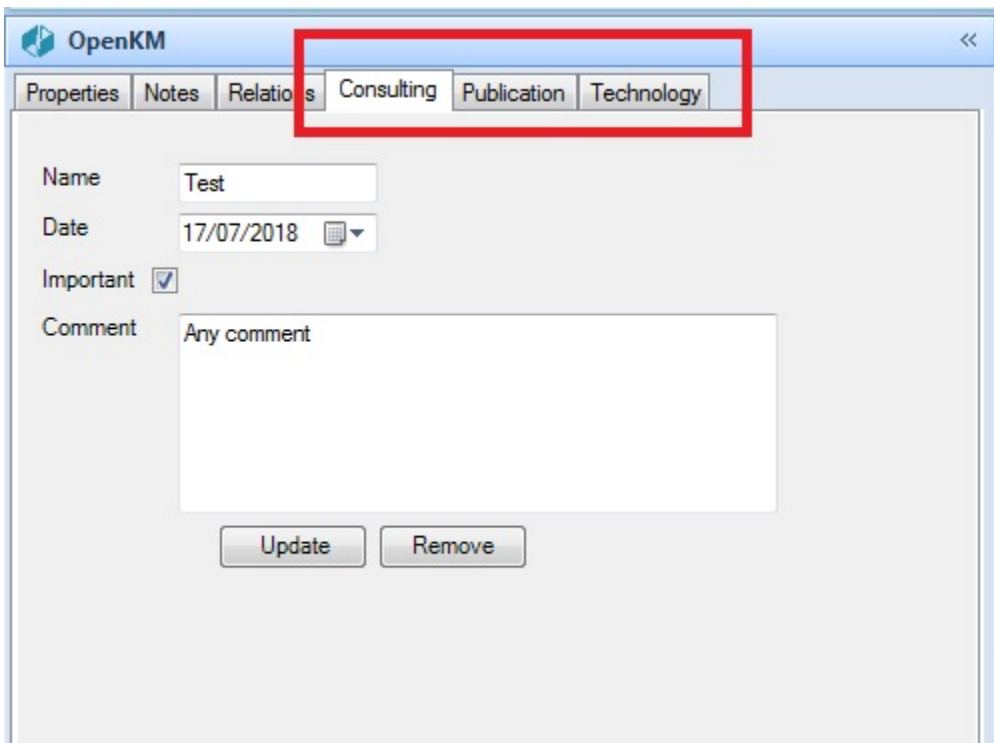
Notes tab



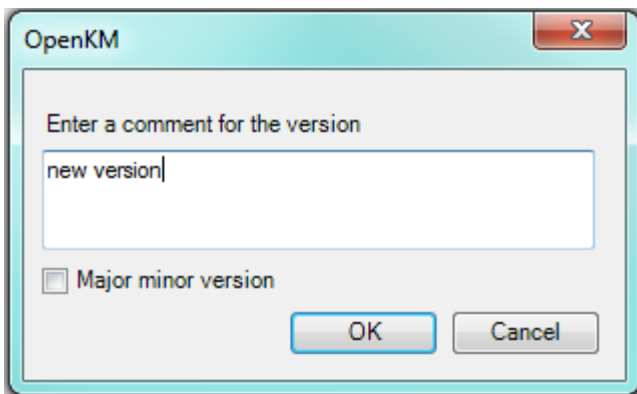
Relations tab



Metadata tab



- To upload a modified document, use the  Upload modified document (check-in) toolbar button.




Insert a comment for the version and press the **OK** button.

- To cancel document edition, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Compare versions

Clicking on the  "Compare versions" button will display the version history in a pop-up allowing you to select a version to compare with.



You must first **edit** a document for the "**Compare versions**" button to be **enabled**.



The comparison is made in a **new Office Word window**, to return to the main document just close this window.

Imagen S.A. Cliente: **Pepe Perez**

CIF: B12578946
Av. Paraíso, Nº 123
Granada, España

CANTIDAD	CONCEPTO	PRECIO	NETO	IVA
1	Material gráfico y recursos	100,00€	100,00€	21%
1	Formación equipo marketing	350,00€	350,00€	21%

TOTAL FACTURA	
Detalles	Importe
Base imponible	450,00€
Total IVA	94,50€
TOTAL	544,50€

Note: openkm

Log

In **My Documents/OpenKM** there's a file log called WordAddin.log with a complete log trace.

Excel Add-in

Excel Add-in enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.



Office Add-ins are compatible from version 2000 to version 2019.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

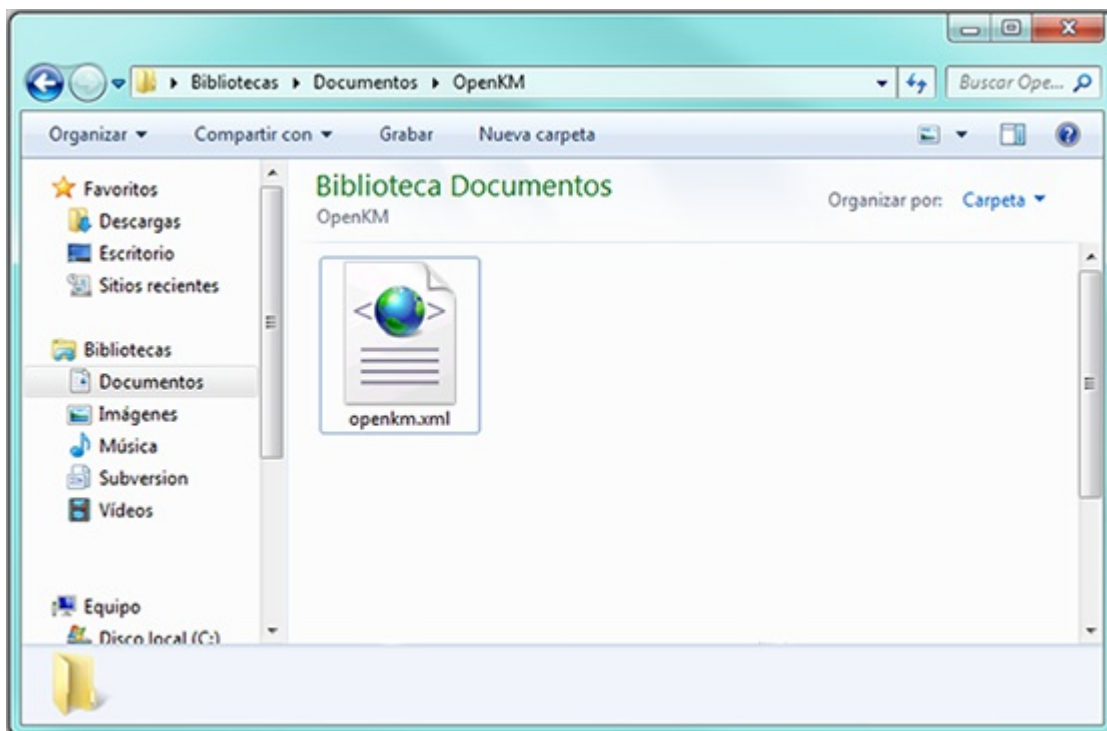
Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.


Property	Type	Description
Language	Select	Ms Addin user interface language.

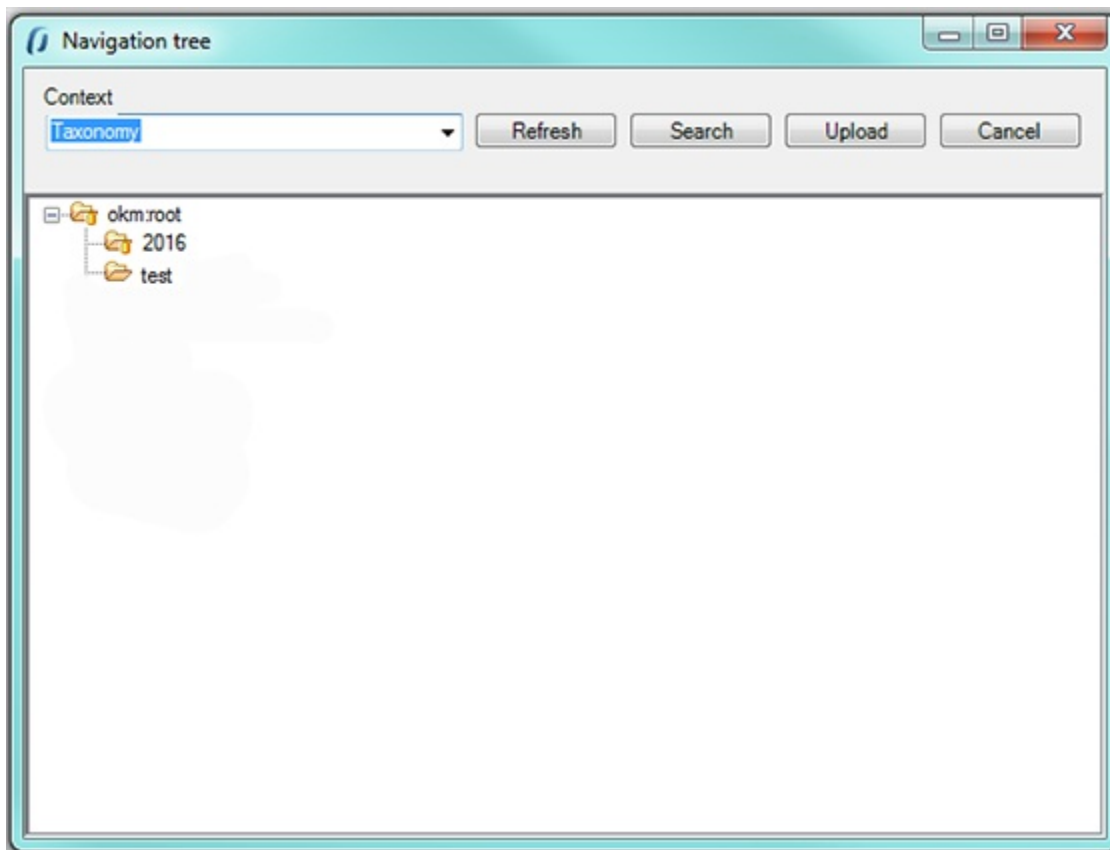
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Host	String	OpenKM url. <input type="text" value="https://demo.openkm.com/OpenKM/"/>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

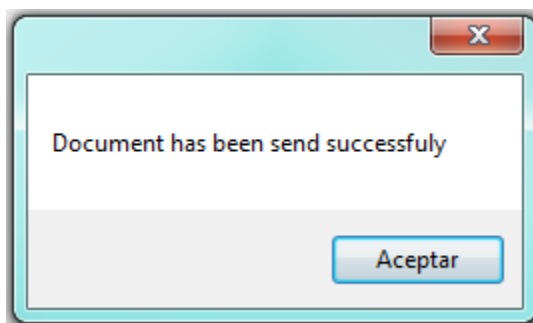


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Upload** button and after that, the document will be uploaded to OpenKM and a notification message will be shown.

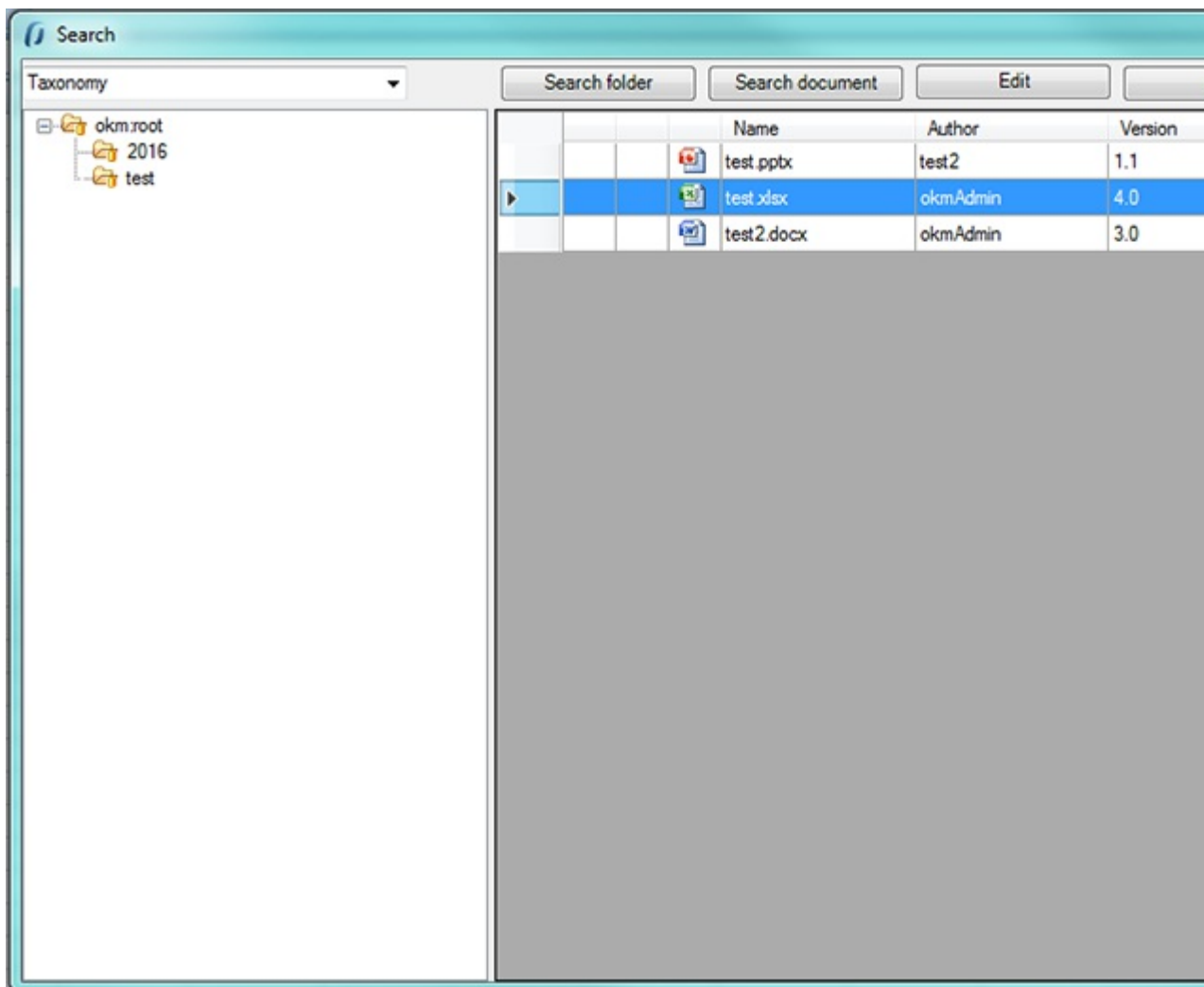


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having **multiple selection metadata** to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

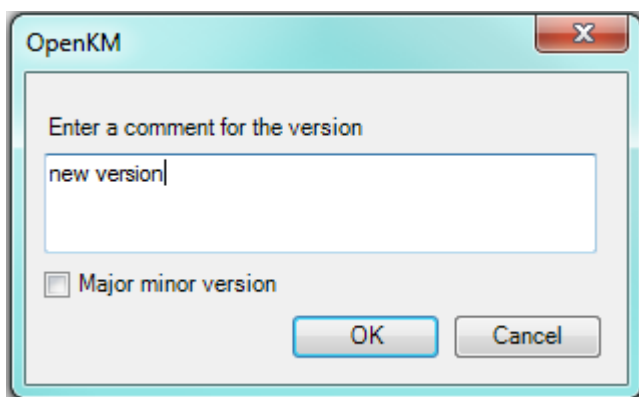
Editing an OpenKM document

Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the  **Upload modified document** (check-in) and  **Cancel document edit** toolbar options will be enabled.

- To upload a modified document, use the  Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called ExcelAddin.log with a complete log trace.

PowerPoint Add-in

PowerPoint Addin enables users to upload new files and edit existing OpenKM files.

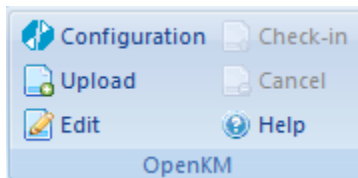
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2019.

After installing the PowerPoint add-in, a new menu item "OpenKM" will appear in PowerPoint .



Detail of the functions according to their icons:

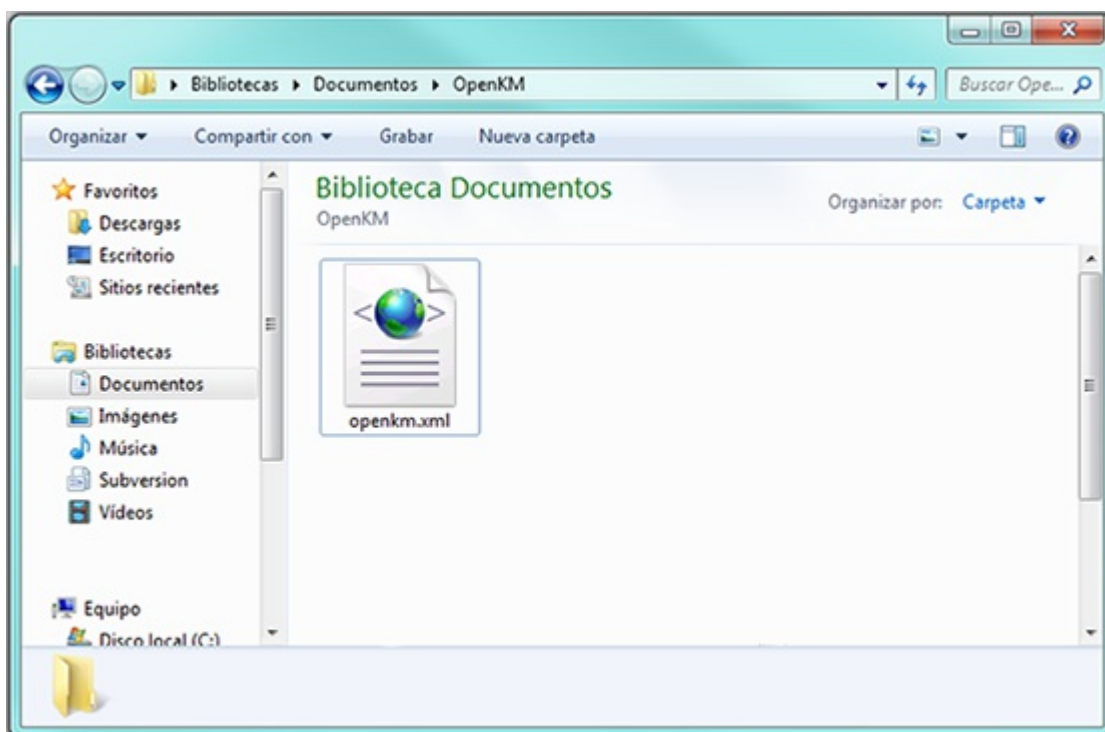
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

Configure OpenKM Add-In


First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

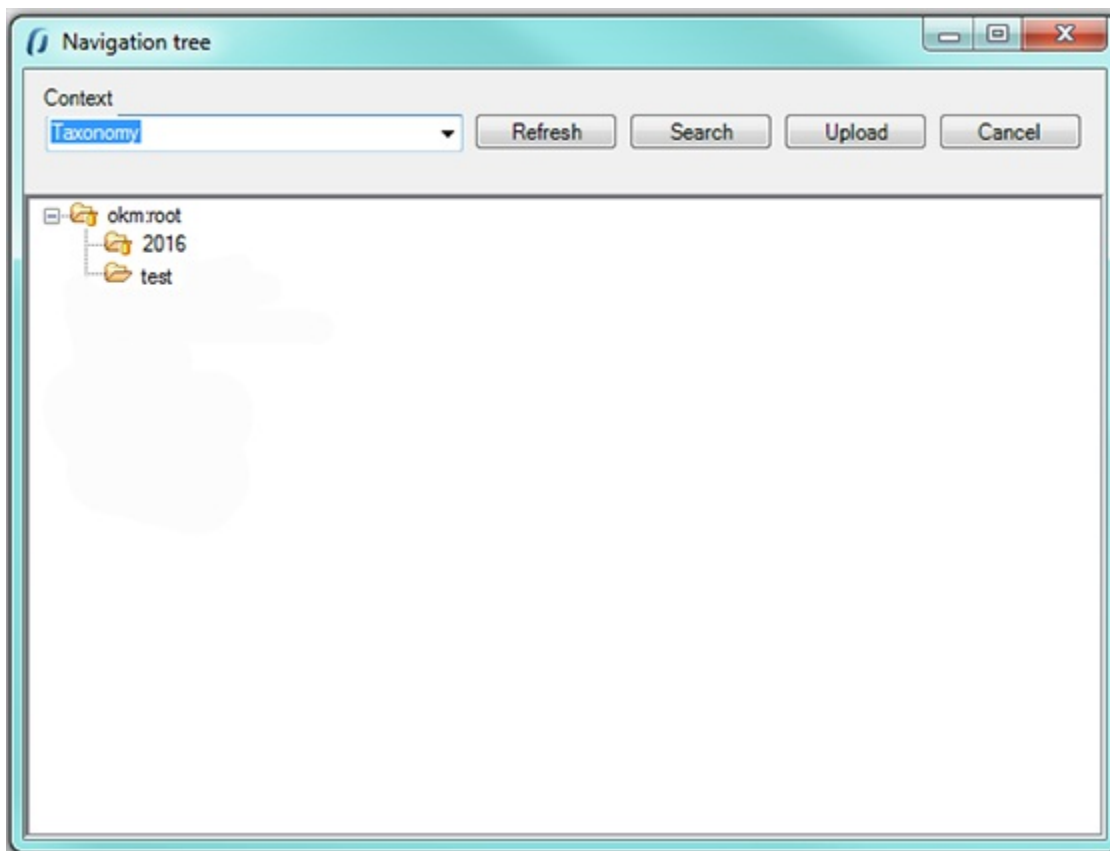
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. okmAdmin
Password	String	The password of the user. admin
Host	String	OpenKM url. https://demo.openkm.com/OpenKM/
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

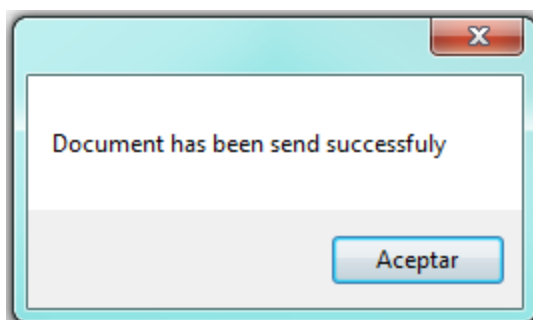


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.



Click on the **Upload** button and after that, the document will be uploaded to OpenKM and a notification message will be shown.



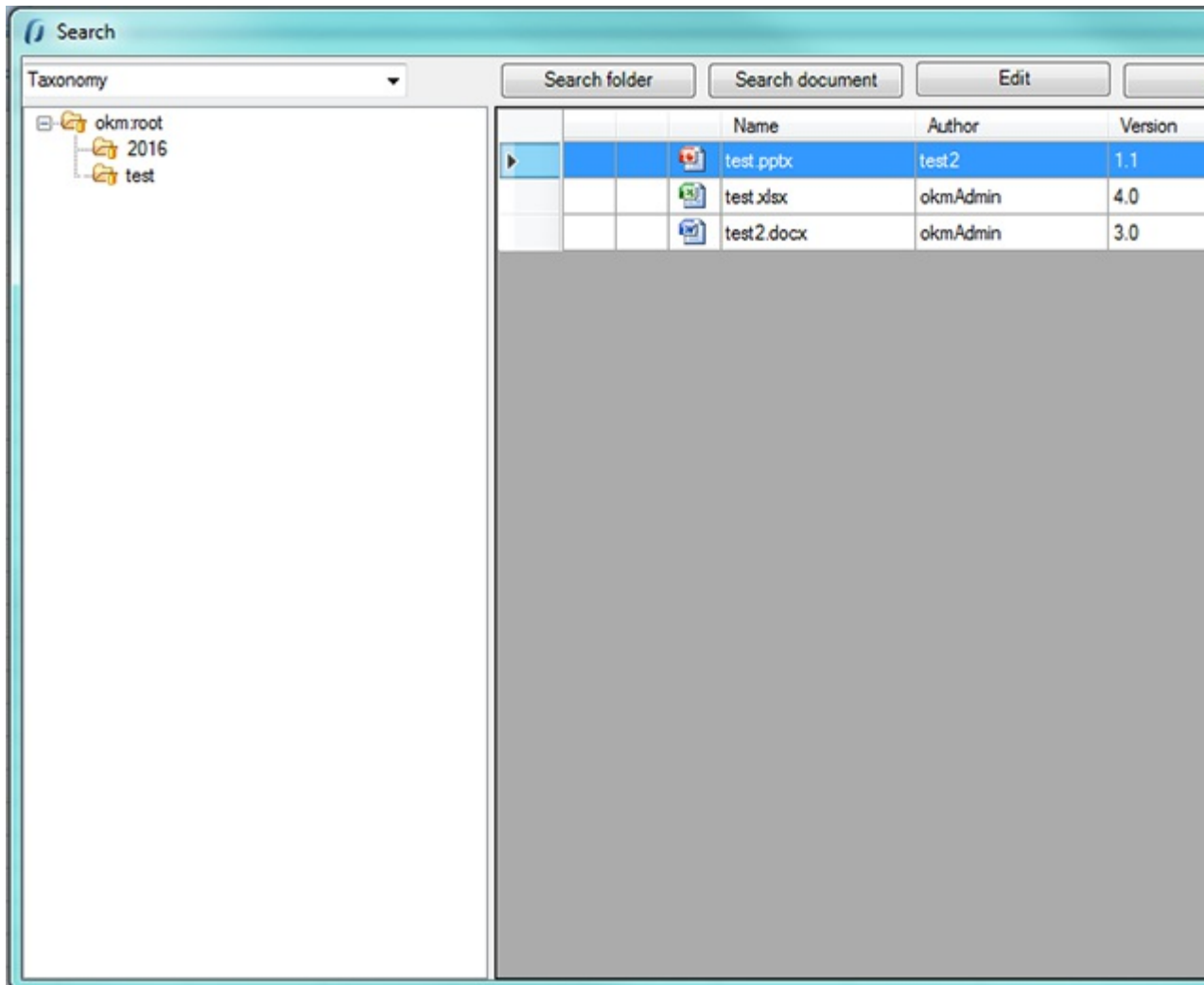
If you have activated the option "**Add metadata**" in the **configuration**, it will allow you to select and fill in the corresponding data.

In the case of having **multiple selection metadata** to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

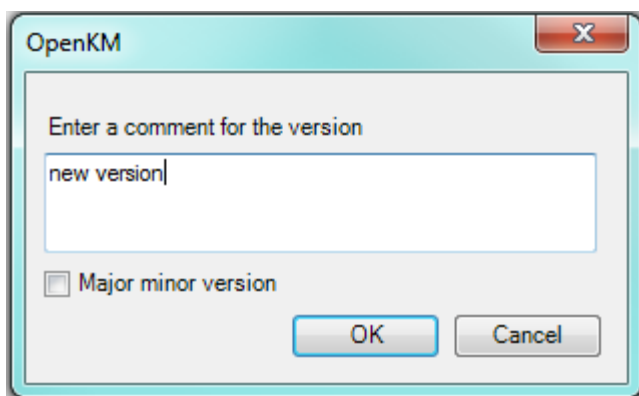
Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document

that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- **To upload a modified document**, use the Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called PowerPointAddin.log with a complete log trace.

Visio Add-in

Visio Addin enables users to upload new files and edit existing OpenKM files.

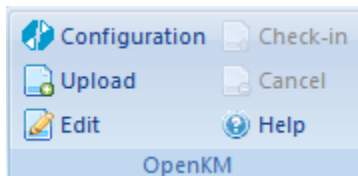
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Visio Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2019.

After installing the Visio add-in, a new menu item "OpenKM" will appear in Visio.



Detail of the functions according to their icons:

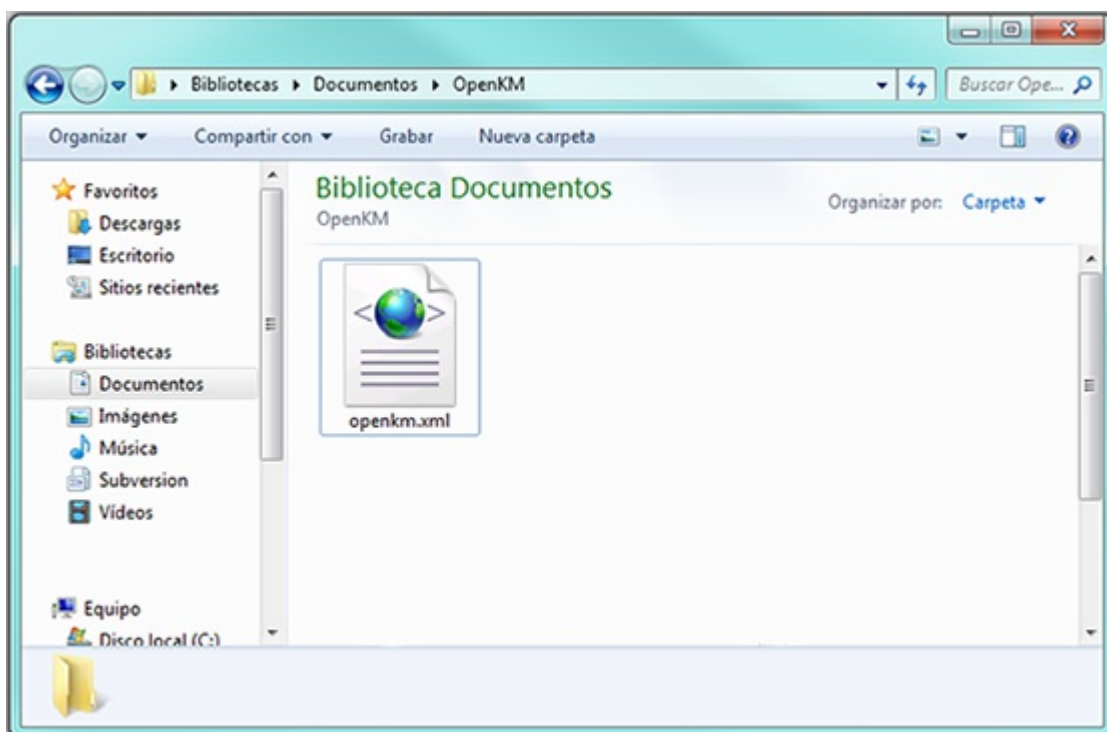
Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

Configure OpenKM Add-In


First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.

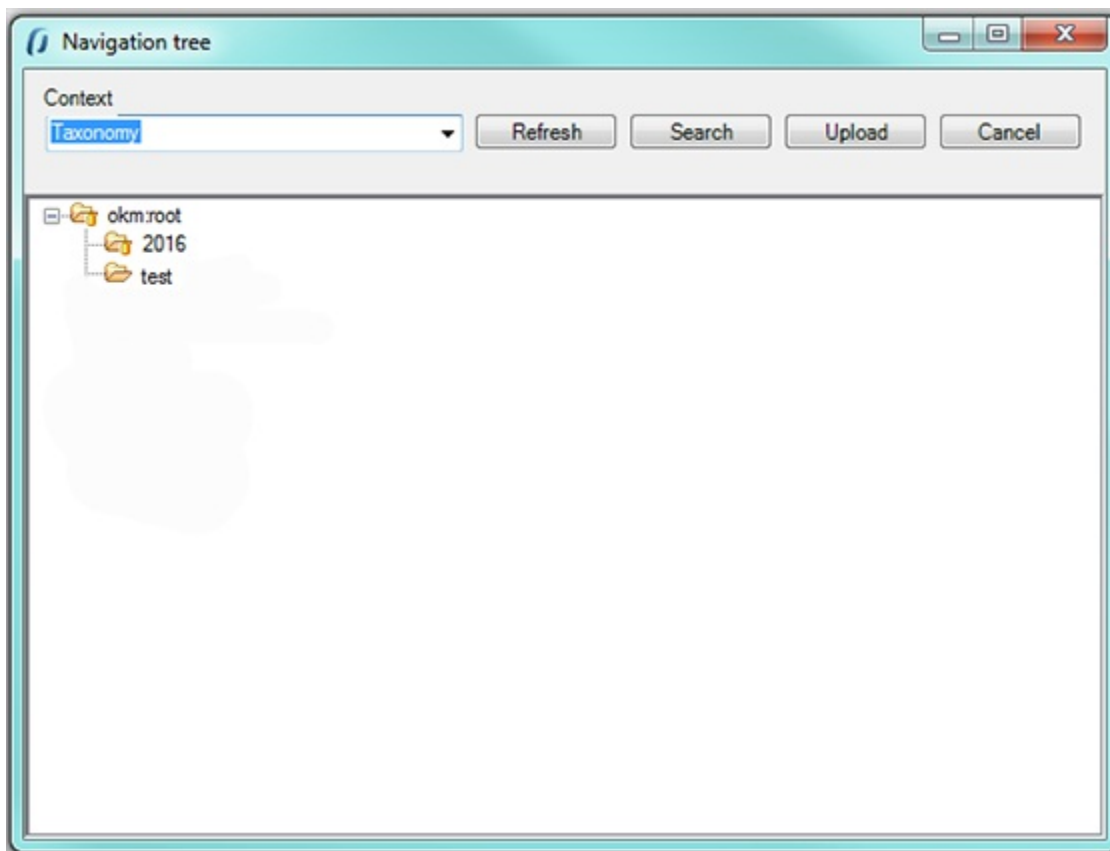
Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. okmAdmin
Password	String	The password of the user. admin
Host	String	OpenKM url. https://demo.openkm.com/OpenKM/
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

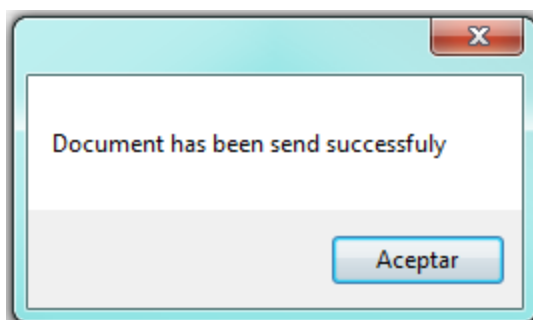


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.




Click on the **Upload** button and after that the document will be uploaded to OpenKM and a notification message will be shown.



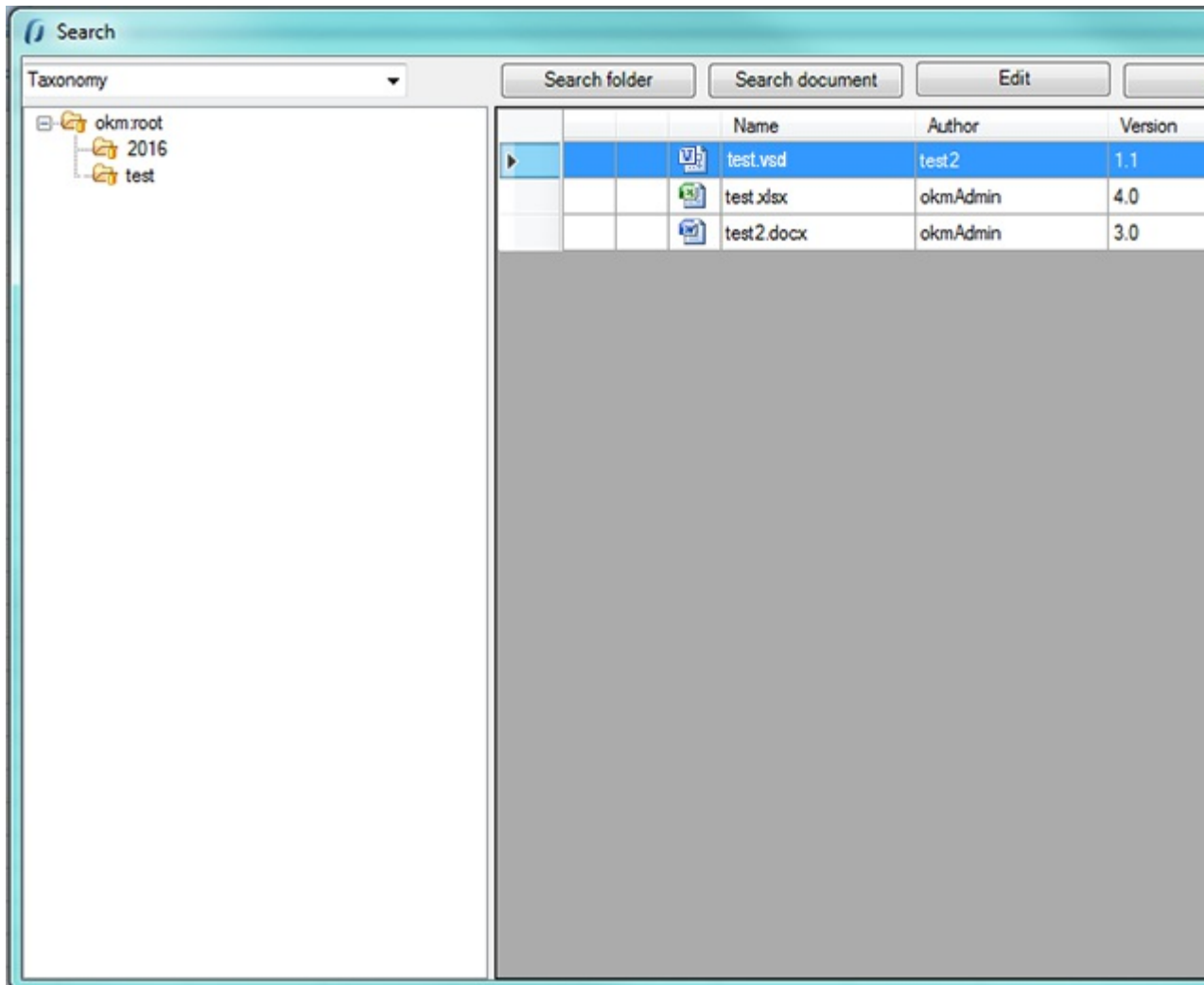
If you have activated the option "**Add metadata**" in the **configuration**, it will allow you to select and fill in the corresponding data.

In the case of having **multiple selection metadata** to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

Editing an OpenKM document

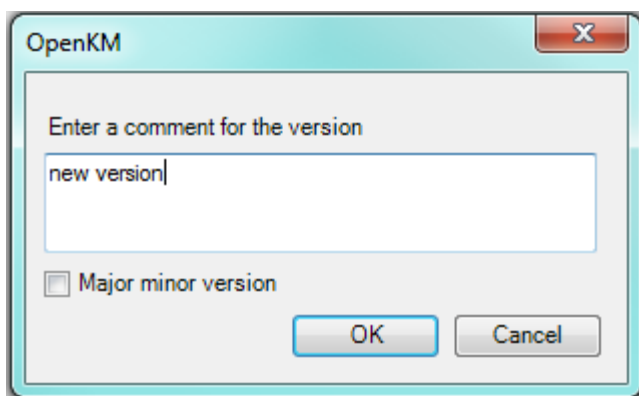
Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document

that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called PowerPointAddin.log with a complete log trace.

Access Add-in

Access Addin allows users to upload new files to OpenKM.

To upload a new file, choose a destination folder from the OpenKM tree view.

The OpenKM Access Add-in will be visible once a database is opened.



Office Add-ins are compatible from version 2003 to version 2019.

After installing the Access add-in, a new menu item "OpenKM" will appear in Access.



Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Upload file.
	Help

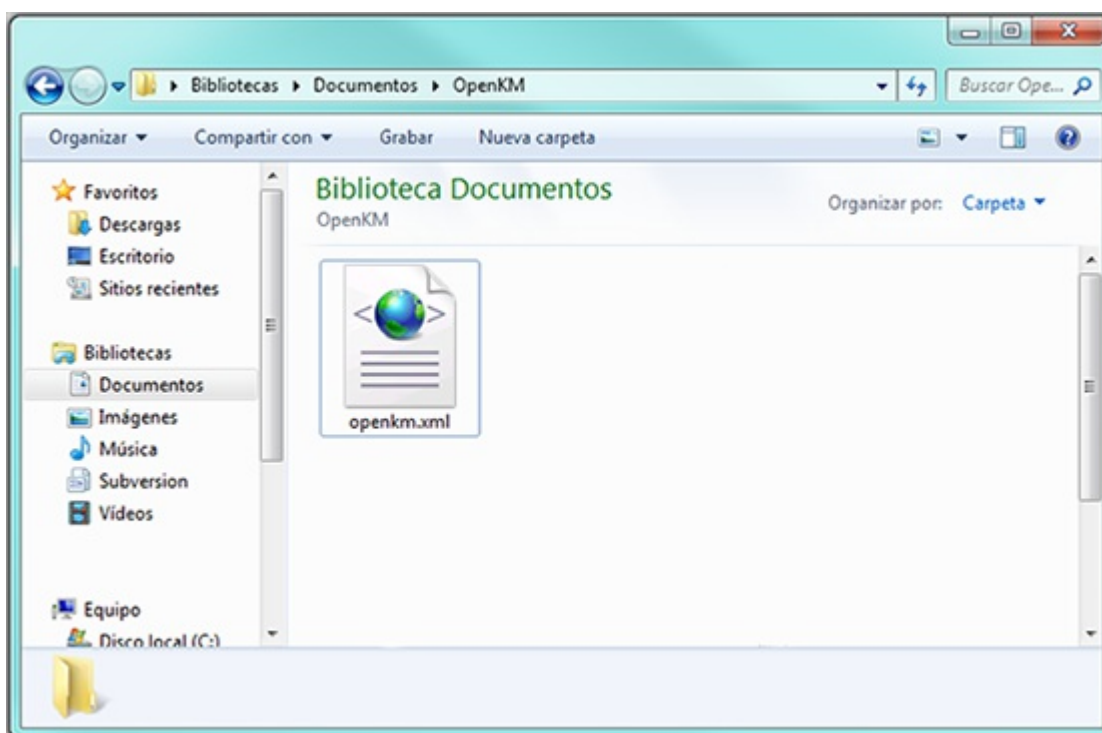
Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.


Property	Type	Description
Language	Select	Ms Addin user interface language.
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>

Host	String	OpenKM url. <code>https://demo.openkm.com/OpenKM/</code>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder named **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file named **openkm.xml** and another file named **document.xml** are created. The OpenKM Add-in it uses to store some document editing information. You should not edit or delete these files.



Uploading a new file

Click on the  upload button, a folder tree view will be shown. You must select the folder where you want to upload the file.

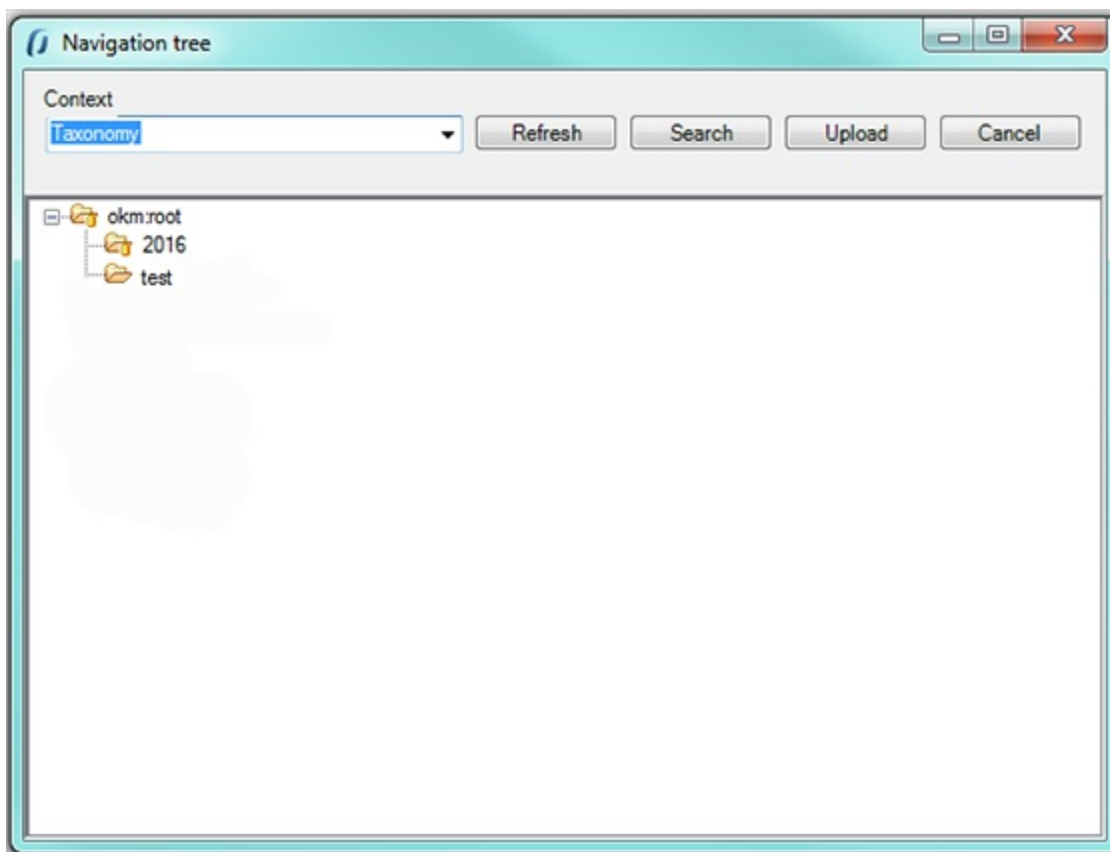


You need to save your changes first.



Then a message will be issued to which we will give **Yes** if we have saved the entire access project.

Now you can select the folder where you want to upload the file.



Click on the **Upload** Button and after that, the document will be uploaded to OpenKM and a notification message will be shown "**File has been send successfully**".



In case the file **already exists** in the repository, a pop-up window will be shown indicating that the file already exists. If we want to update it, press the **YES button** and the file will be updated with a new version.

Log

In **My Documents/OpenKM** there's a file log named AccessAddin.log with a complete log trace.

Project Add-in

Project Addin enables users to upload new files and edit existing OpenKM files.

To upload a new file, choose a destination folder from the OpenKM tree view.

The OpenKM Project Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.



Office Add-ins are compatible from version 2003 to version 2019.

After installing the Project add-in, a new menu item "OpenKM" will appear in Project.



Detail of the functions according to their icons:

Button	Action
	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

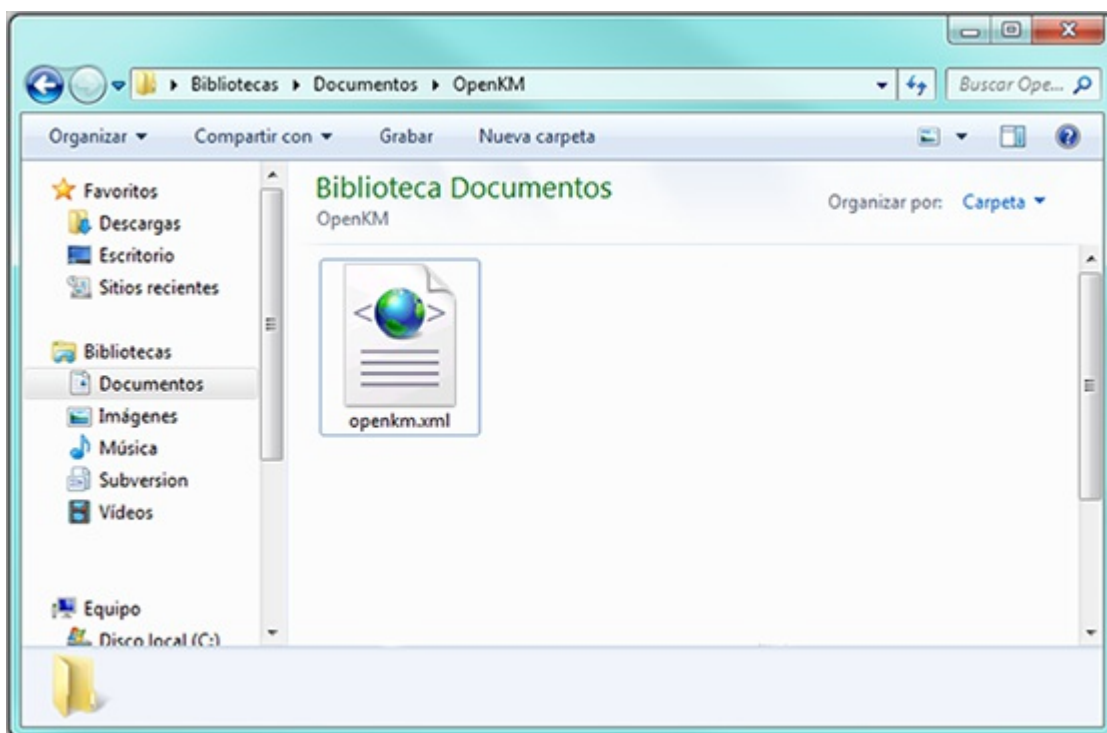
Configure OpenKM Add-In

First, you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.


Property	Type	Description
Language	Select	MS Addin user interface language.

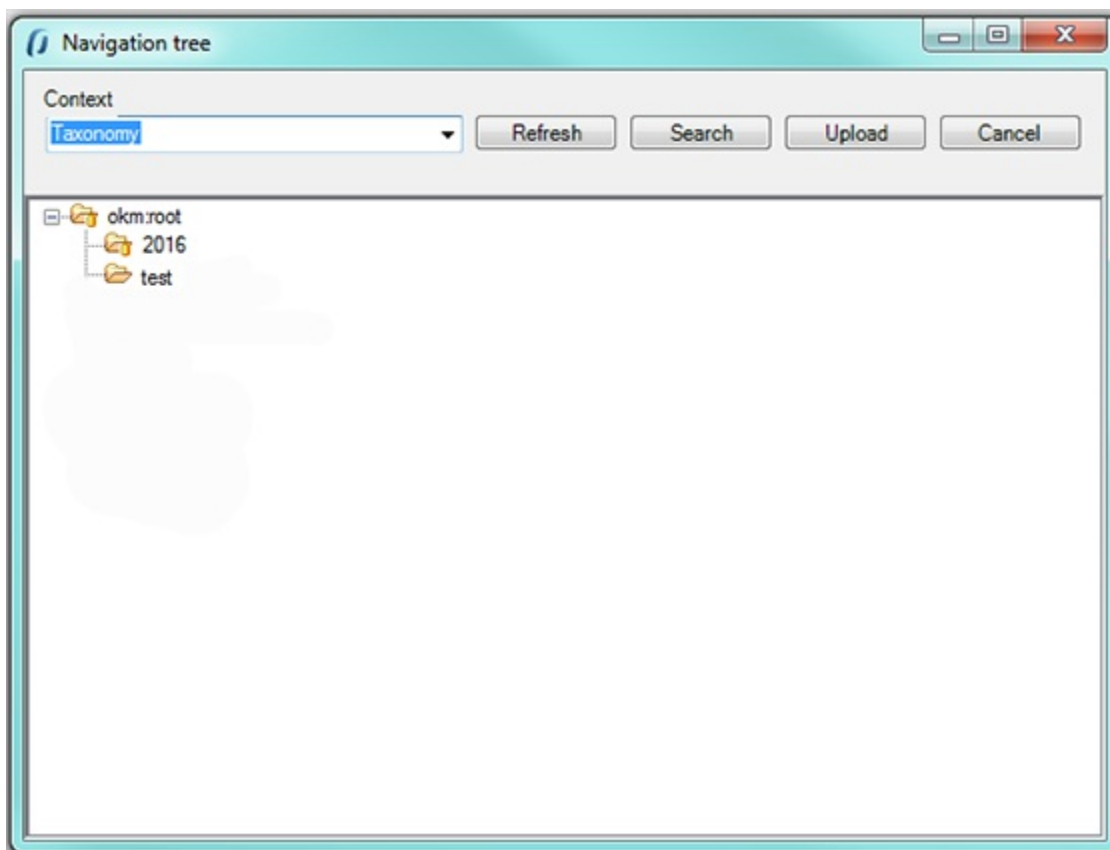
User	String	User id for accessing OpenKM. <input type="text" value="okmAdmin"/>
Password	String	The password of the user. <input type="text" value="admin"/>
Host	String	OpenKM url. <input type="text" value="https://demo.openkm.com/OpenKM/"/>
Add metadata	Bool	To enable/disable metadata selection form.

After you set your configuration values, a folder named **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file named **openkm.xml** and another file called **document.xml** are created. The OpenKM Add-in it uses to store some document editing information. You should not edit or delete these files.

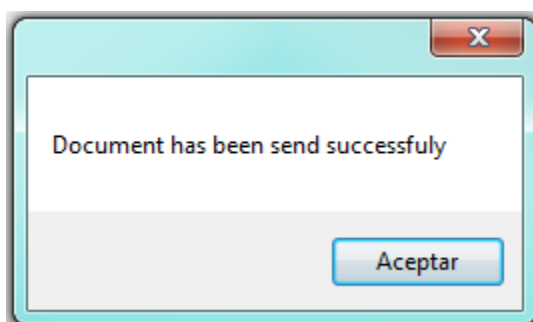


Uploading a new file

Click on the  add new document button, a folder tree view will be shown. You must choose the folder where you want to upload the file.




Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.

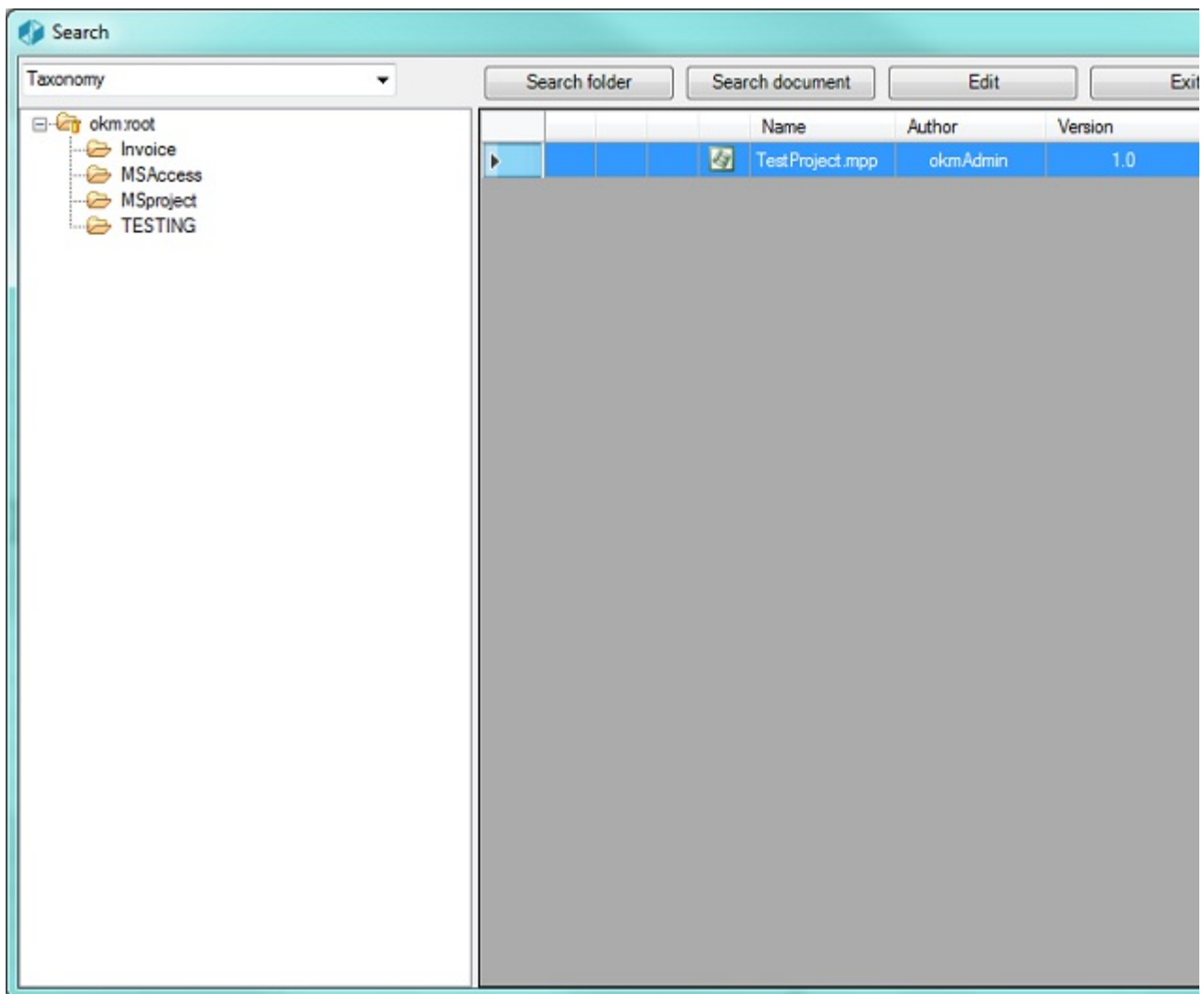


If you have activated the option "**Add metadata**" in the configuration, it will allow you to select and fill in the corresponding data.

In the case of having multiple selection metadata to **mark** and **unmark** all options, you can use the key combination "**Ctrl**" + "**E**" and "**Supr**" respectively.

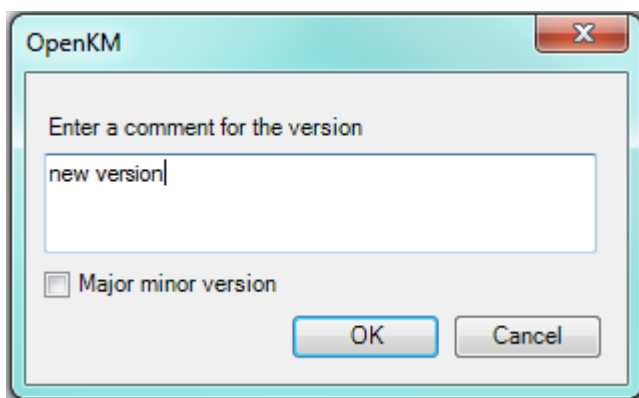
Editing an OpenKM document

lick on the  document edit button, a folder navigator will appear. You must navigate across folders and choose a document that you want to edit.



When you've got some OpenKM document opened, the  **Upload modified document** (check-in) and  **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the  Upload modified document (check-in) toolbar button.



Insert a comment for the version and press the **OK** button.

- To cancel document editing, use the  Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log named ProjectAddin.log with a complete log trace.

User guide version 6.1.x

Outlook Add-in

[Outlook Add-in 6.1.x](#) enables users to select several emails and import content and attachments to OpenKM.

Importing mail creates a folder structure based on received email date (year/month/day folder structure) and imports into the mail content OpenKM mail tab view.

Word Add-in

[Word Add-in 6.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Excel Add-in

[Excel Add-in 6.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

PowerPoint Add-in

[PowerPoint Add-in 6.1.x](#) enables users to upload new files and edit existing OpenKM files.

When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.

Outlook Add-in 6.1.x

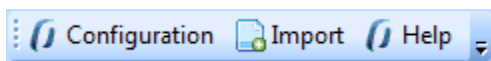
Outlook addin enables users to select several emails and import content and attachments to OpenKM.

Importing mail creates a folder structure based on received email date (year/month/day folder structure) and imports into the mail content OpenKM mail tab view.






Office Add-ins are compatible from version 2000 to version 2013.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
 Configuration	Addin configuration.
	Import mail.
	Help

Configure OpenKM Add-In

First you must select the **Configuration** menu item to set your configuration values to access OpenKM from the client computer.



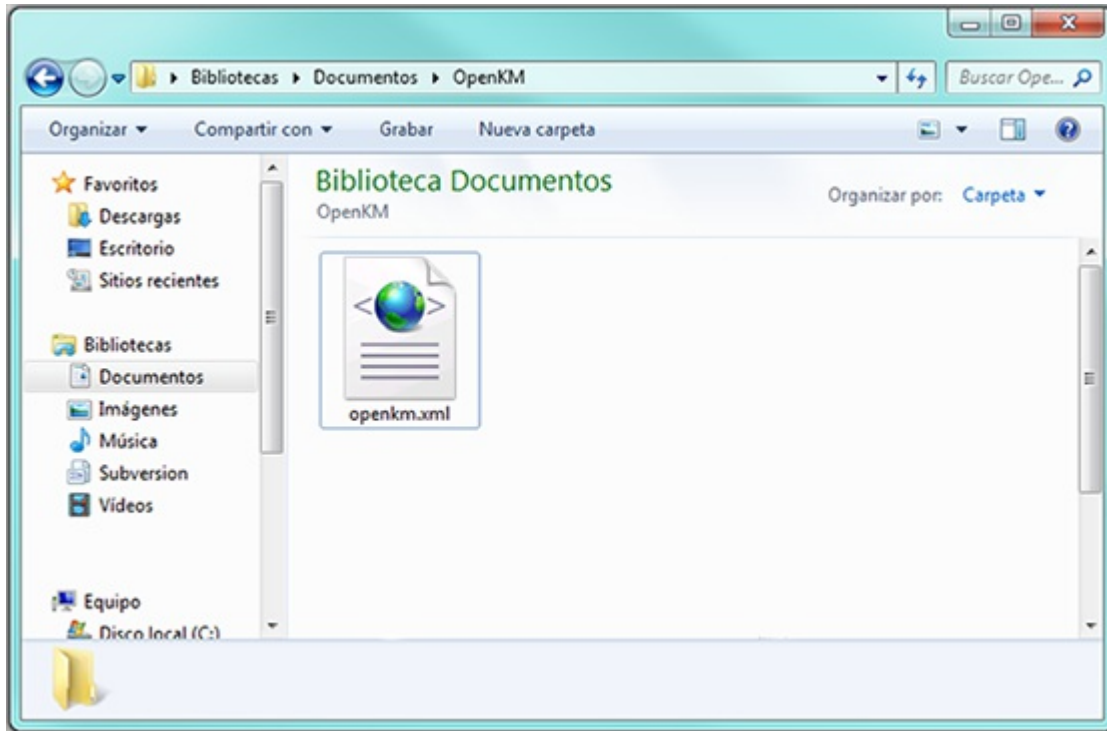
Users of **OpenKM version 6.3.x** should use "**Webservices 1.0**" option in the **OpenKM version configuration** option.

The Configuration dialog box includes the OpenKM logo on the left. The configuration fields are as follows:

Field	Value
OpenKM Version	Pro 6.2+
Language	English
User	user1
Password	*****
Host	http://demo.openkm.comOpenKM/

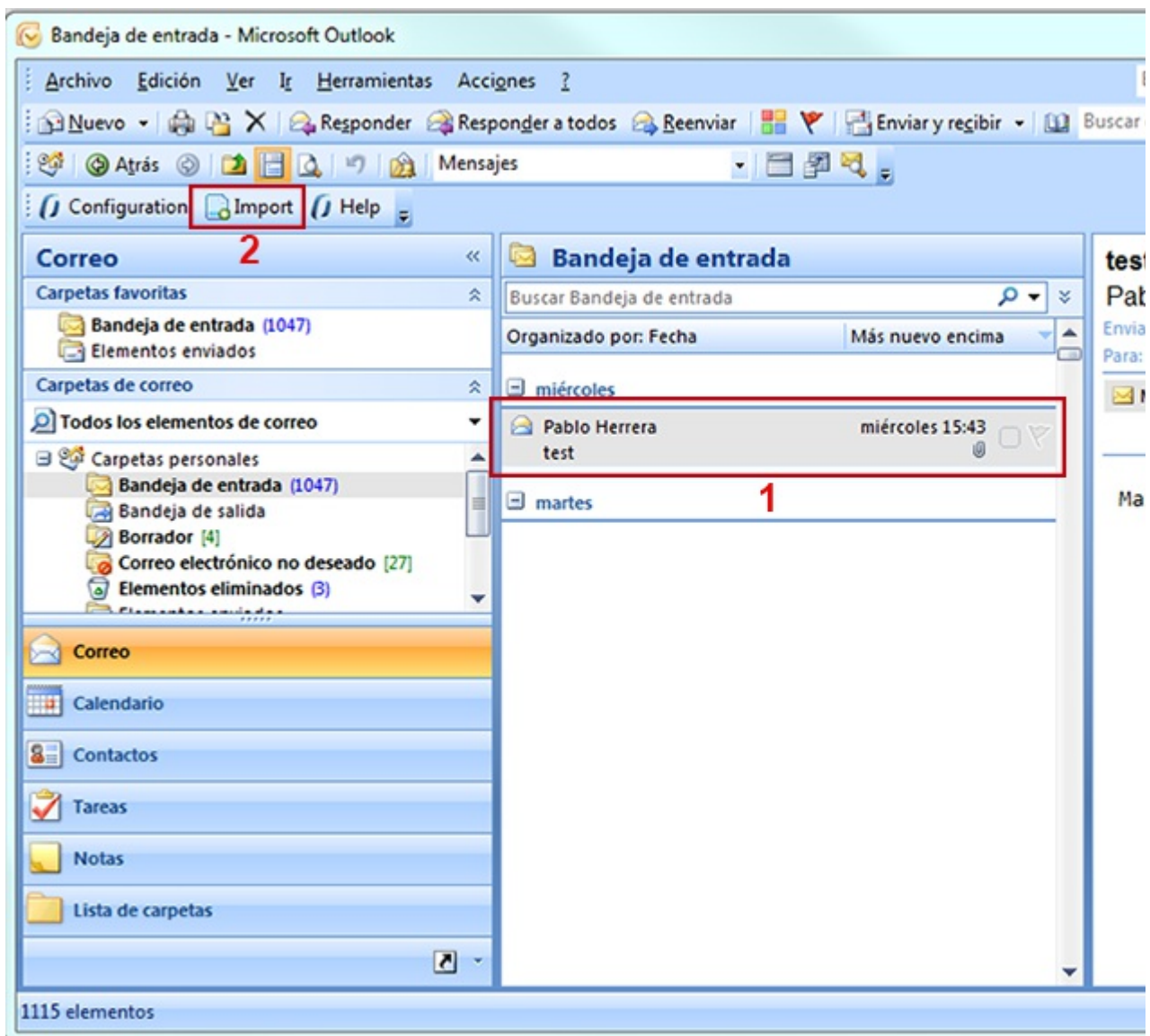
Buttons: Accept, Cancel, Test

After you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

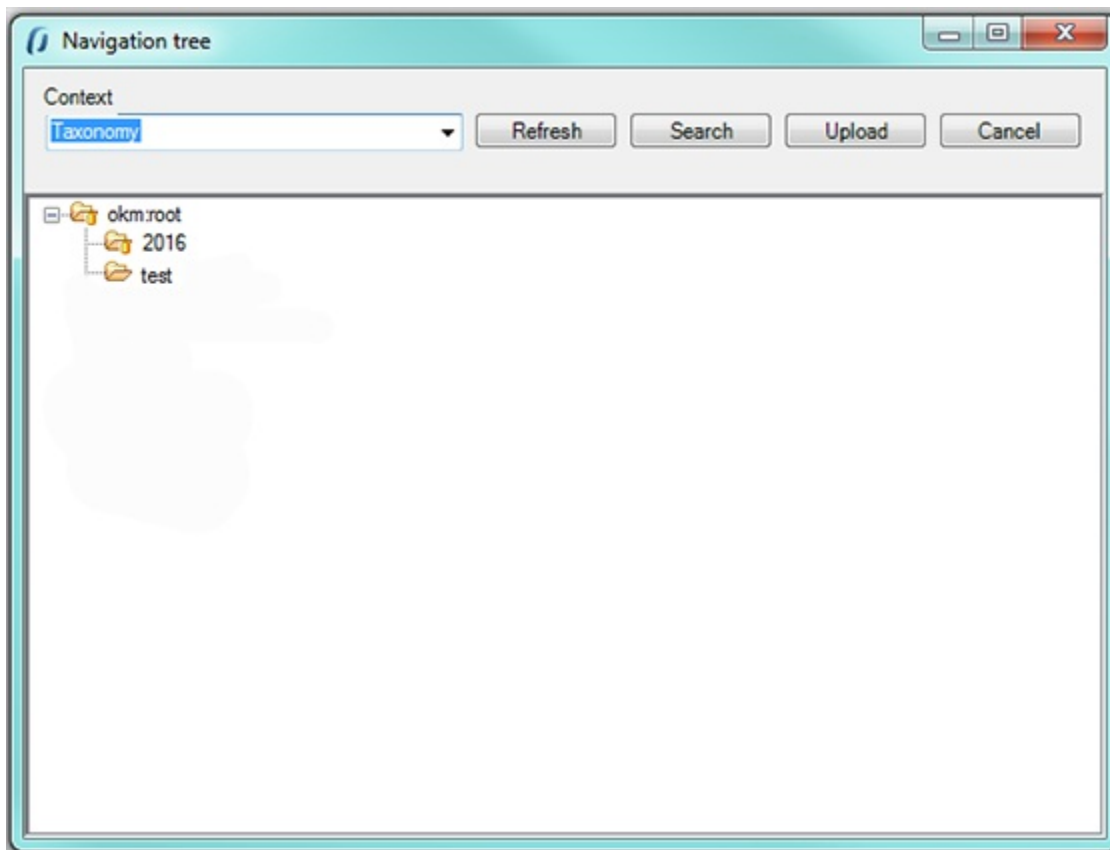


Importing emails to OpenKM

After configuration is done, the user can import emails from Outlook to OpenKM. To import emails, first select one or more emails and then select the Import mail into OpenKM option menu.



Then you must select the path where the mail will import and press the **upload** button.



After importing is finished, a message indicating the number of emails and attachments imported will be displayed.

Log

In **My Documents/OpenKM** there's a file log called OutlookAddin.log with a complete log trace.

Word Add-in 6.1.x

Word Add-in enables users to upload new files and edit existing OpenKM files.

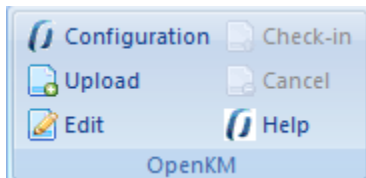
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Word Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2013.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
 Configuration	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

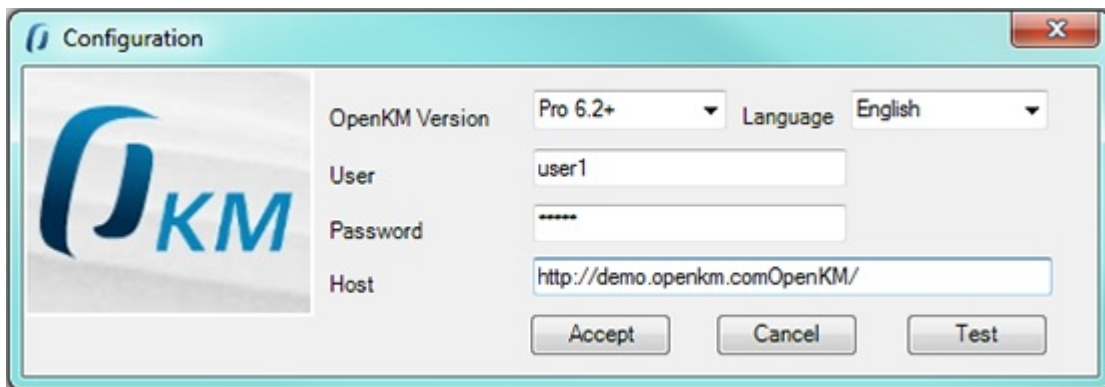
Configure OpenKM Add-In

First you must select the OpenKM tool bar option to set your configuration values to access OpenKM from the client computer.

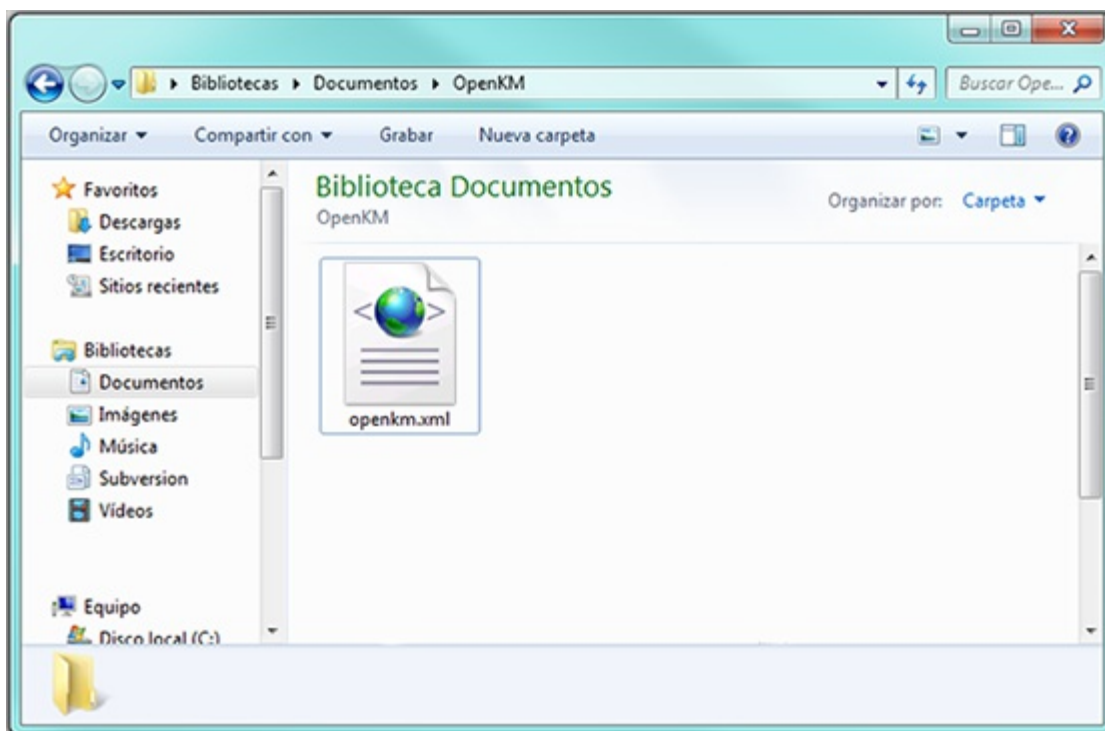
If you've got other OpenKM Add-Ins already installed, this may not be needed.




Users of **OpenKM version 6.3.x** should use "**Webservices 1.0**" option in the **OpenKM version configuration** option.

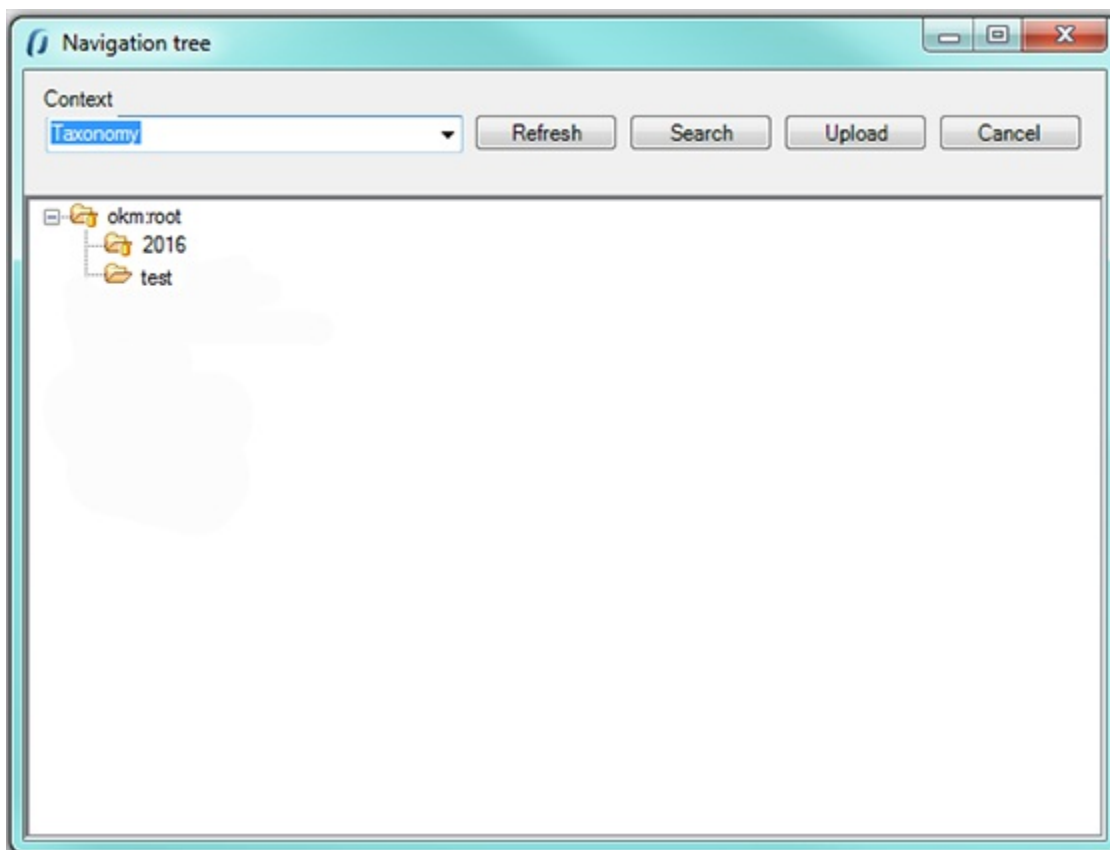


When you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

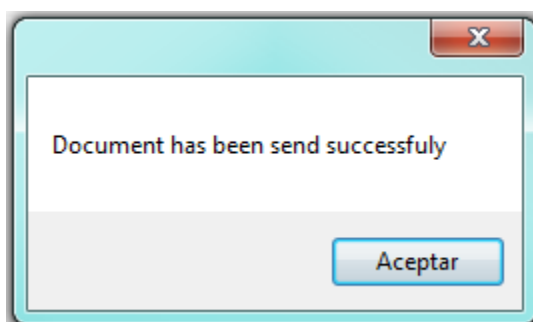


Uploading a new file


Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.

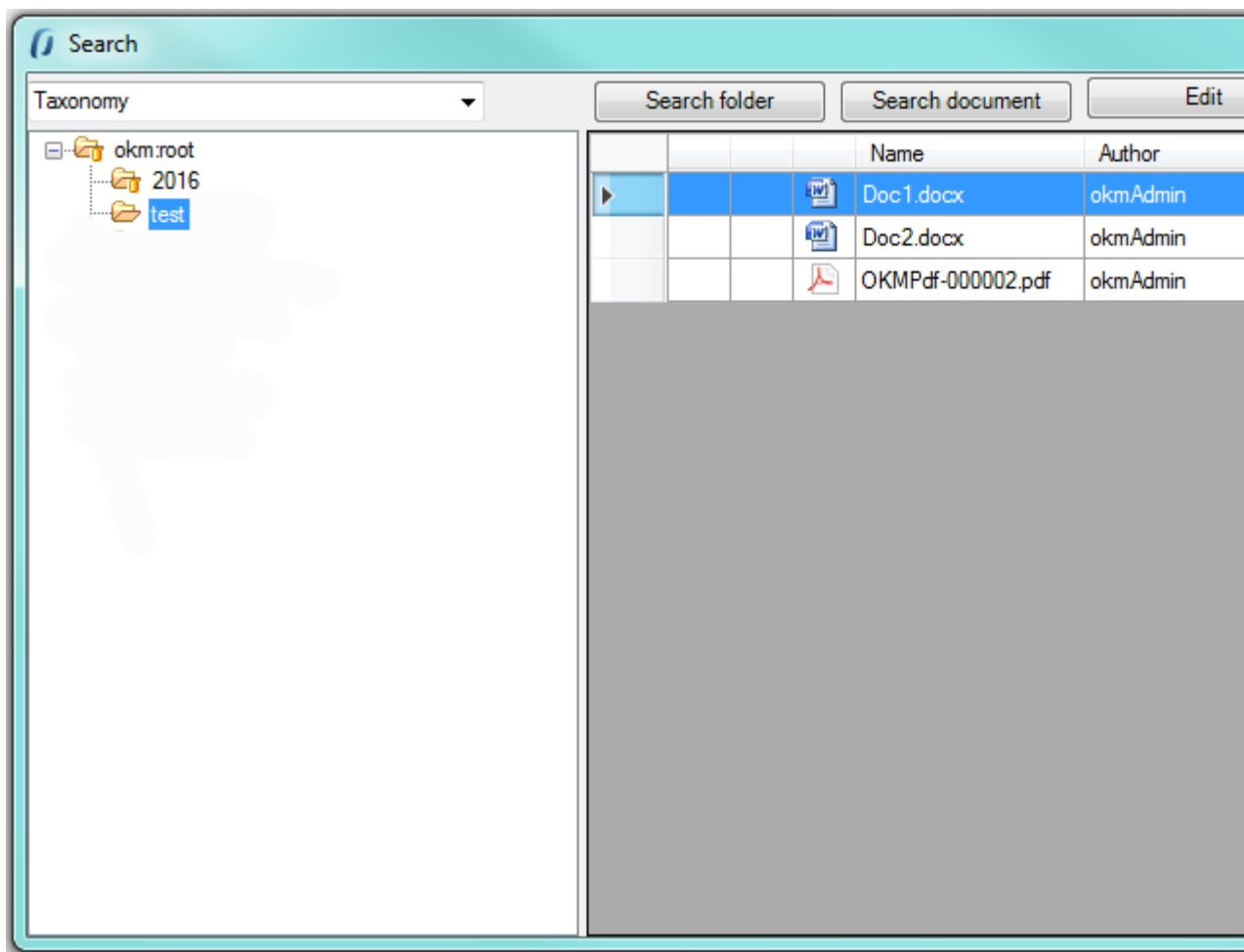


Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.



Editing an OpenKM document

Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the Upload modified document (check-in) toolbar button.
- To **cancel document editing**, use the Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called WordAddin.log with a complete log trace.

Excel Add-in 6.1.x

Excel Add-in enables users to upload new files and edit existing OpenKM files.

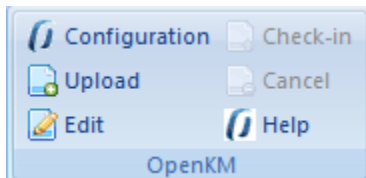
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM Excel Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2013.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
 Configuration	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

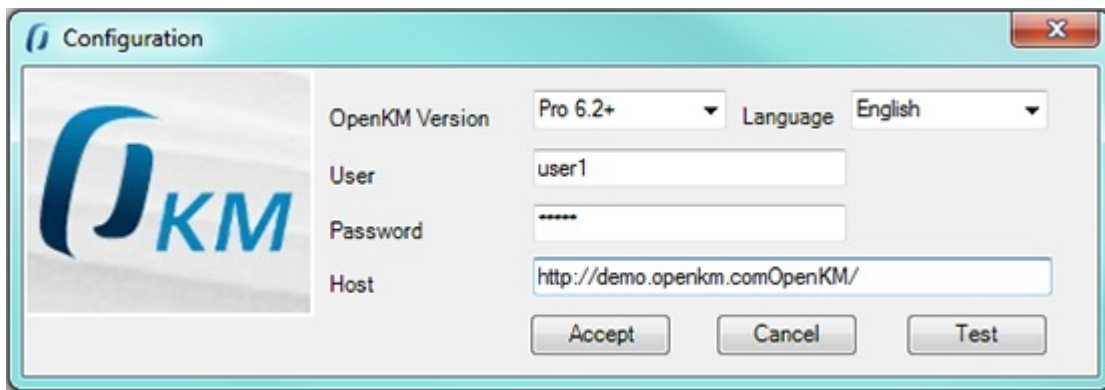
Configure OpenKM Add-In

First you must select the OpenKM tool bar option to set your configuration values to access OpenKM from the client computer.

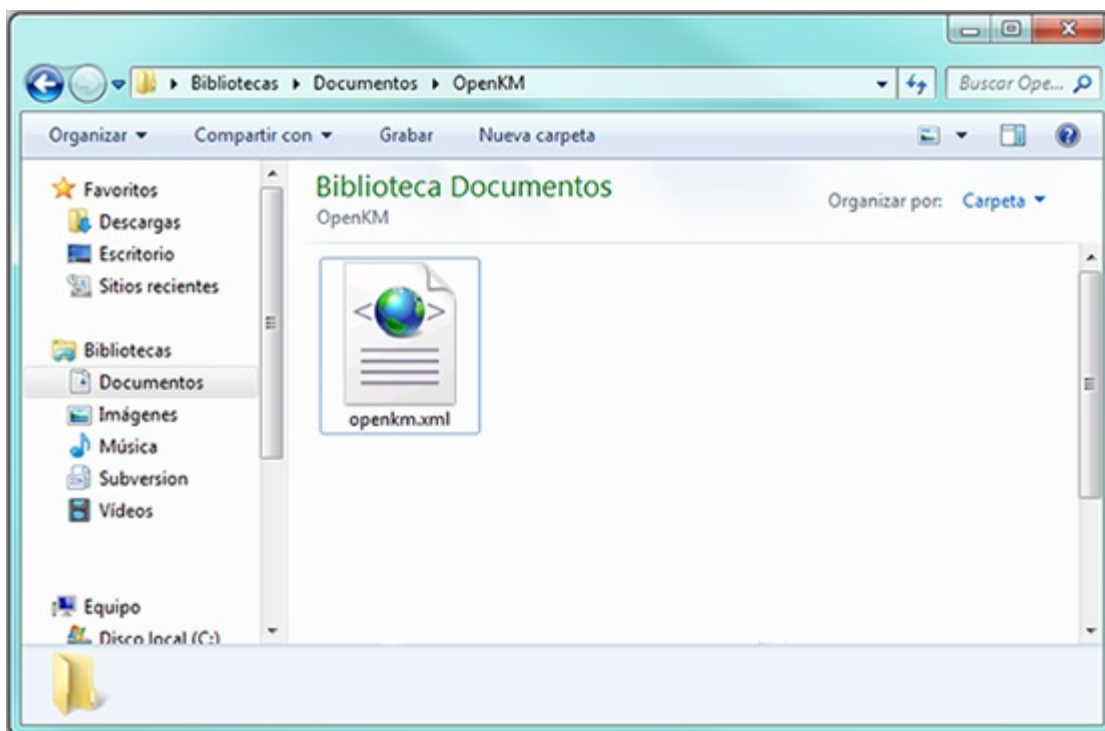
If you've got other OpenKM Add-Ins already installed, this may not be needed.




Users of **OpenKM version 6.3.x** should use "**Webservices 1.0**" option in the **OpenKM version configuration** option.

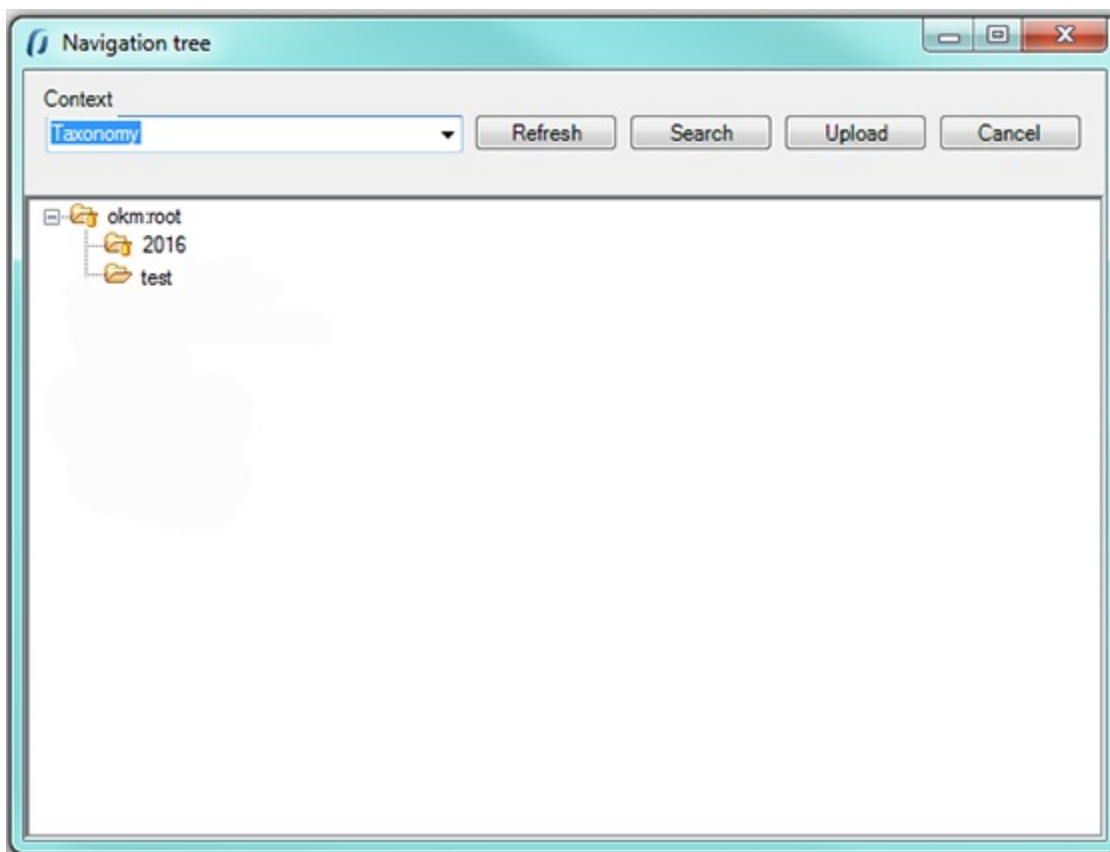


When you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

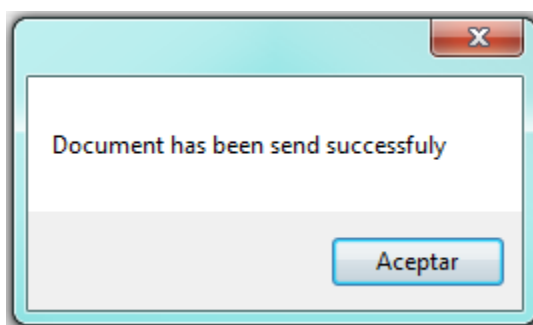


Uploading a new file


Click on the  add new document button, a folder tree view will be shown. You must select the folder where you want to upload the file.

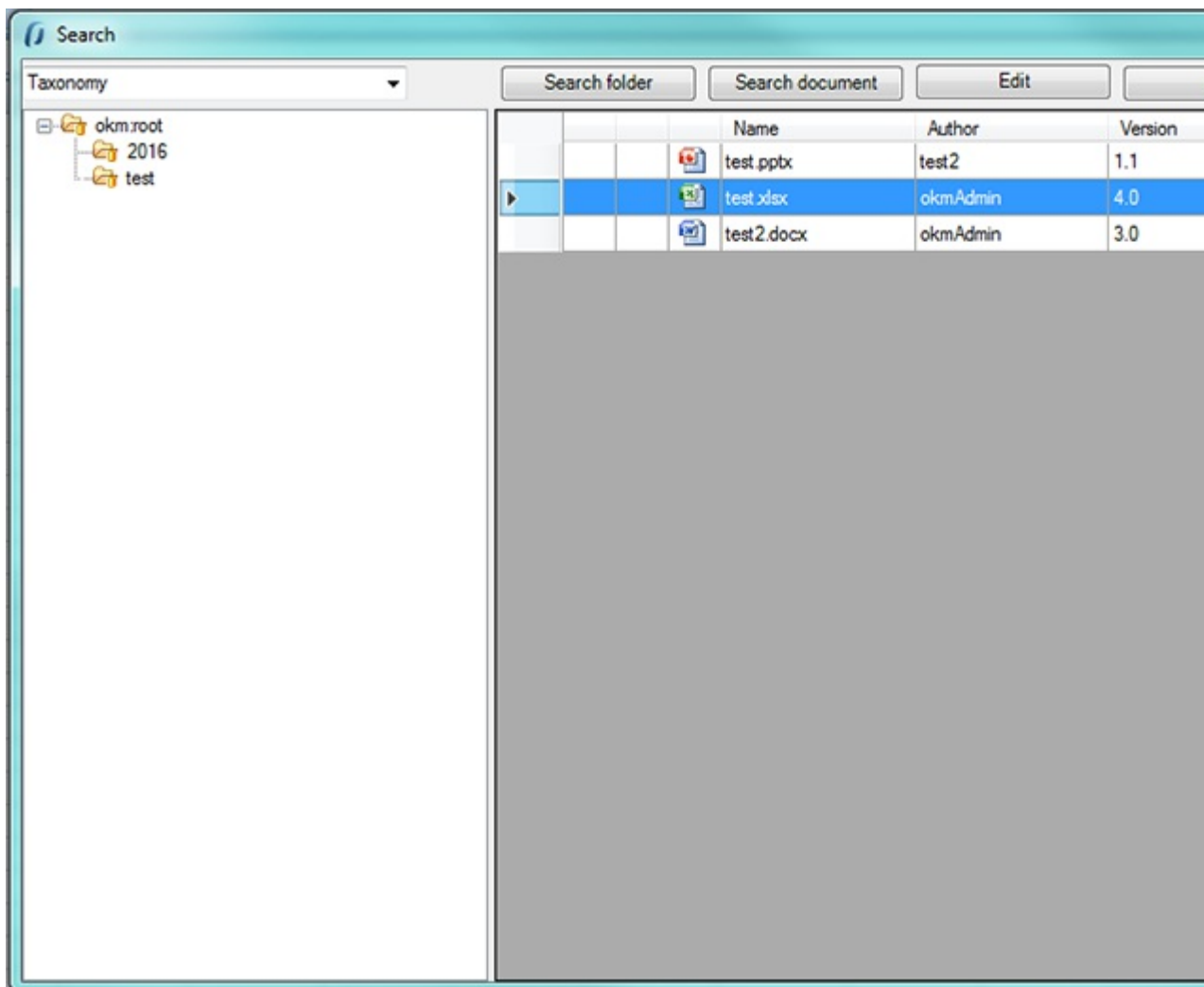


Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.



Editing an OpenKM document

Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

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After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called ExcelAddin.log with a complete log trace.

PowerPoint Add-in 6.1.x

PowerPoint Addin enables users to upload new files and edit existing OpenKM files.

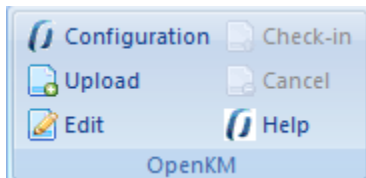
When a user uploads new files, he browses across the OpenKM tree view to select where he wants to upload the file.

The OpenKM PowerPoint Add-in detects if the document opened by a user is an OpenKM file and enables or disables some toolbar options.









Office Add-ins are compatible from version 2000 to version 2013.

After installing the Outlook add-in, a new menu item "OpenKM" will appear in Outlook.



Detail of the functions according to their icons:

Button	Action
 Configuration	Addin configuration.
	Add new document
	Document edit (check-out)
	Upload modified document (check-in)
	Cancel document edit
	Help

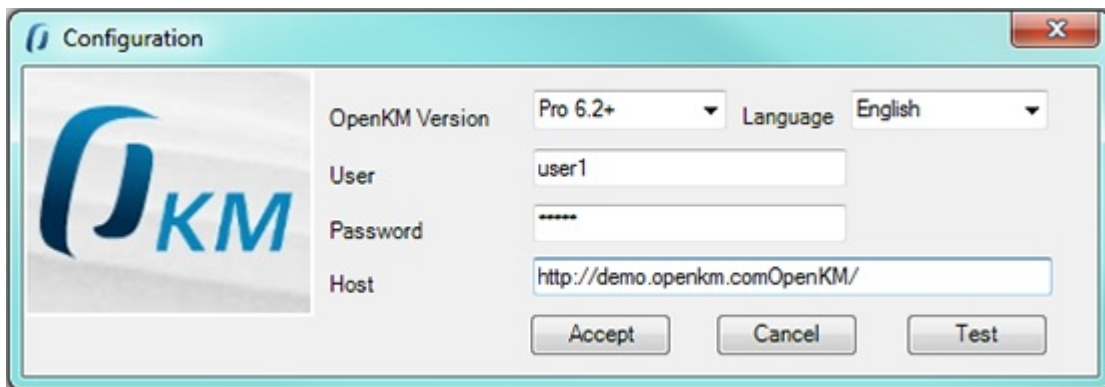
Configure OpenKM Add-In

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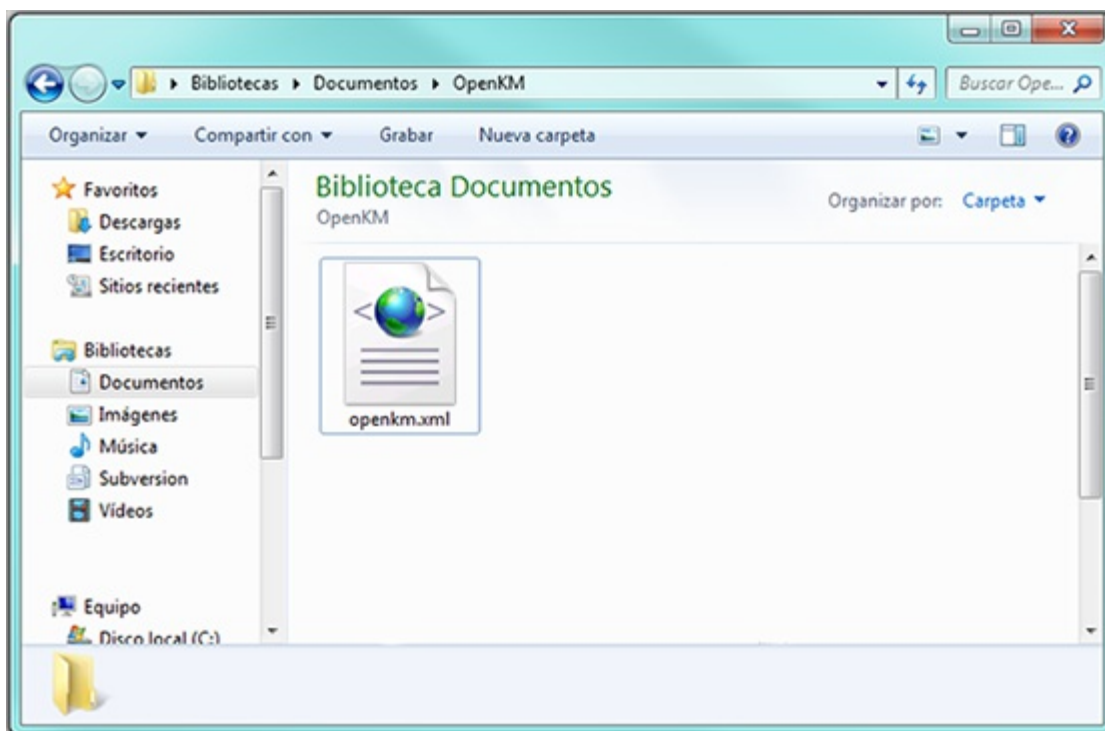
If you've got other OpenKM Add-Ins already installed, this may not be needed.




Users of **OpenKM version 6.3.x** should use "**Webservices 1.0**" option in the **OpenKM version configuration** option.

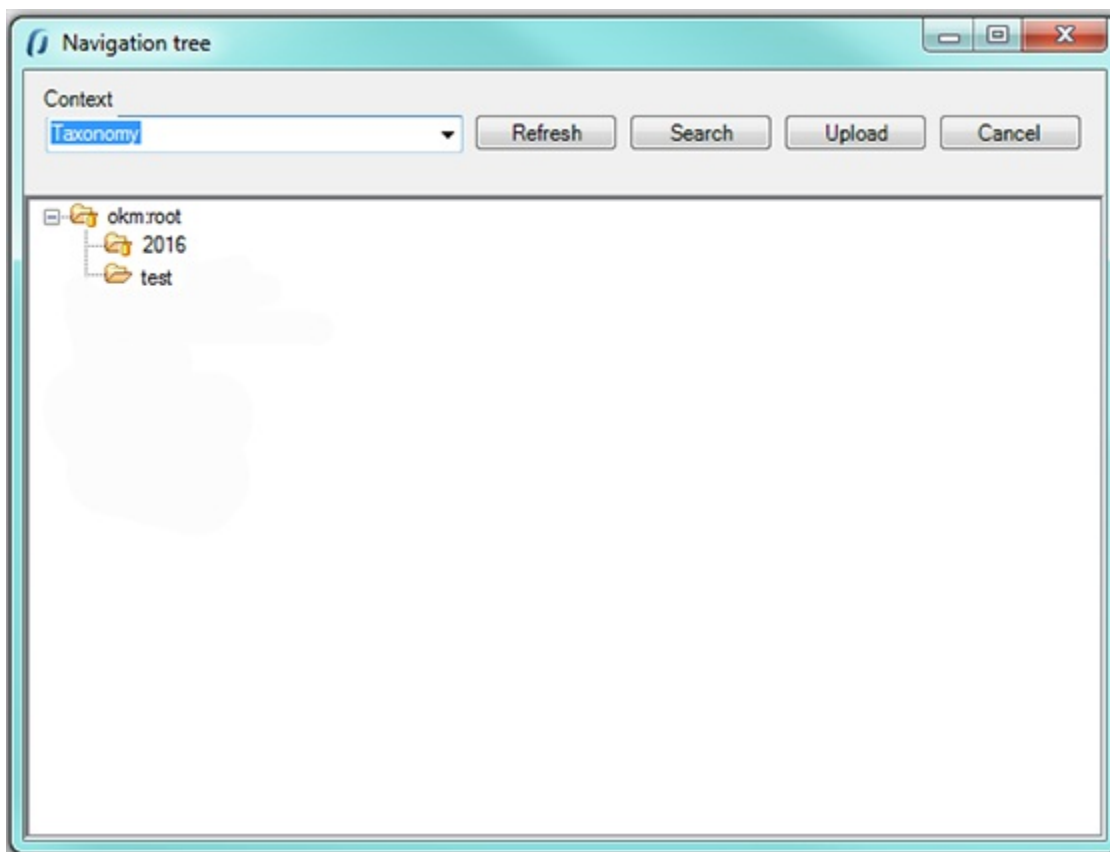


When you set your configuration values, a folder called **OpenKM** is created in your user **My documents folder**. In this OpenKM folder, a configuration file called **openkm.xml** and another file called **document.xml** are created that the OpenKM Add-in uses to store some document editing information. You should not edit or delete these files.

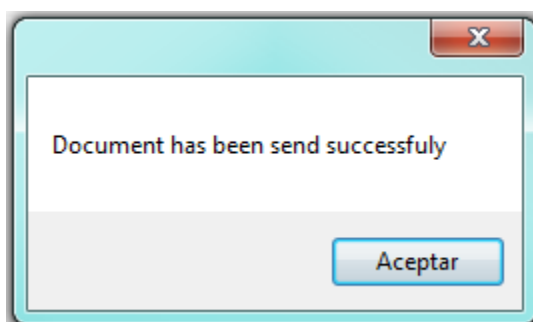


Uploading a new file


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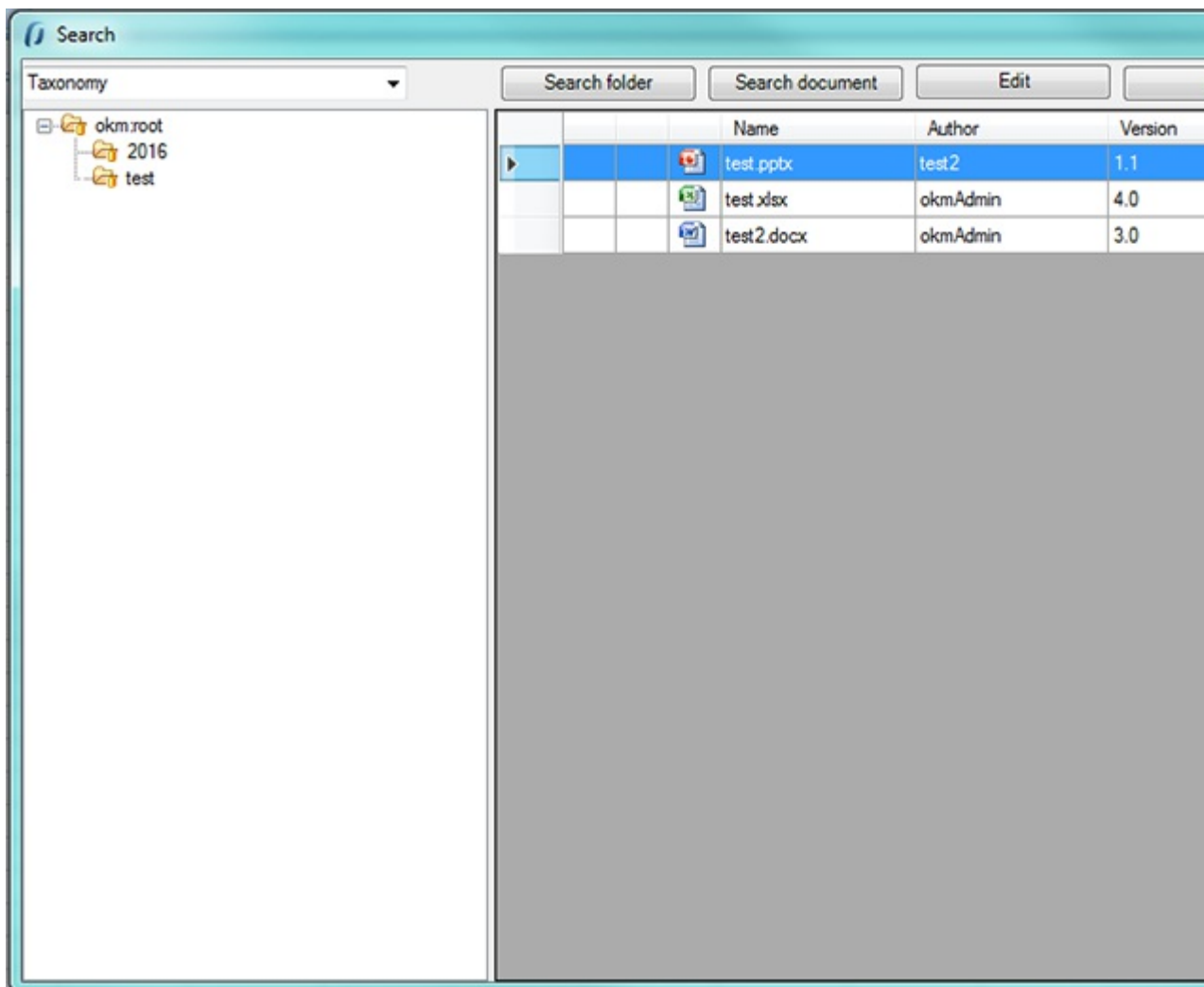


Click on the **Send** Button and after that the document will be uploaded to OpenKM and a notification message will be shown.



Editing an OpenKM document

Click on the  document edit button, a folder navigator will appear. You must navigate across folders and select a document that you want to edit.



When you've got some OpenKM document opened, the **Upload modified document** (check-in) and **Cancel document edit** toolbar options will be enabled.

- To **upload modified document**, use the Upload modified document (check-in) toolbar button.
- To **cancel document editing**, use the Cancel document edit toolbar button.



After editing, your local document copy will be deleted to prevent user mistakes.

Log

In **My Documents/OpenKM** there's a file log called PowerPointAddin.log with a complete log trace.

Change log of version 7.1.x

Office Add-in Tool 7.1.x

v 7.1.9

- Released 2020-06-22.
- Update **OKMRest version 3.7.1**.
- New add-ins for **MSProject** and **MSAccess**.

v 7.1.8

- Released 2020-04-17.
- Allows **comparing versions** of a document with the **OKMWordAddin**.
- By selecting a document for editing, you can navigate through the **categories** for easier access. (Word, Excel, PowerPoint and Visio)
- Update **OKMRest version 3.7.0** (compatible with OpenKM version 7.1.11 and upper)
- Bugs
 - Error to import an email whose subject was not defined. (Outlook)
 - Error selecting language set from settings.

v 7.1.7

- Released 2020-02-18
- Update OKMRest version 3.6.0 (compatible with OpenKM version 7.1.9 and upper)

v 7.1.6

- Released 2020-02-07
- It works with all versions of Microsoft Office from 2000 to Office 2019.

v 7.1.5

- Released 2019-11-25
- Update OKMRest version 3.5.0.

v 7.1.4

- Released 2019-09-06
- Bugs
 - Error adding metadata with OpenKM 7.1.5

v 7.1.3

- Released 2019-04-05
- Allows uploading documents, linked to the OneDrive account, to the OpenKM repository.
- Bugs
 - Validation of the host URL for methods using System.Net.Http in the SDK to .net.

v 7.1.2

- Released 2019-02-11
- Update OKMRest version 3.1:
 - Replacement of objects with the name "XXXList", by lists directly (List<T>).

v 7.1.1

- Released 2019-01-24
- Allow select multiple in metadata fields.
- Authentication by Token.

Change log of version 6.2.x

Office Add-in Tool 6.2.x

v 6.2.12

- Released 2020-06-22
- Update **OKMRest version 2.7.0** (compatible with OpenKM version 6.4.52 and upper)
- New add-ins for **MSProject** and **MSAccess**.

v 6.2.11

- Released 2020-04-17.
- Allows **comparing versions** of a document with the **OKMWordAddin**.
- By selecting a document for editing, you can navigate through the **categories** for easier access. (Word, Excel, PowerPoint and Visio)
- Update **OKMRest version 2.6.3** (compatible with OpenKM version 6.4.45 and upper)
- Bugs
 - Error to import an email whose subject was not defined. (Outlook)
 - Error selecting language set from settings.

v 6.2.10

- Released 2020-02-07
- It works with all versions of Microsoft Office from 2000 to Office 2019.

v 6.2.9

- Released 2019-04-09
- Allows uploading documents, linked to the OneDrive account, to the OpenKM repository.
- Bugs
 - Validation of the host URL for methods using System.Net.Http in the SDK to .net.

v 6.2.8

- Released 2018-12-21
- Allow select multiple in metadata fields.

v 6.2.7

- Released 2018-11-16
- Implementation of WIX installers, to install the add-in for "**Everyone**" or "**Just me**".

- Updated tools:
 - Net Framework 4.5.2
 - AddIn Express version 9.1.4620
- Bug SDK:
 - Upload, download and update large files. Affected methods: createDocumetSimple, getContent and check-in.

v 6.2.6

- Released 2018-09-14
- Update:
 - OKMRest version 2.6.0

v 6.2.5

- Released 2018-07-17.
- Word Add-in:
 - Allow you to manage the relations of the document (Bidirectional, Parent-Child and Group Relations).

v 6.2.4

- Released 2017-12-16.
- Customization:
 - The text "OpenKM" what is shown by default in the main tab, now can be replaced by your own.

v 6.2.3

- Released 2017-09-20.
- Visio Add-in:
 - Implementation for Microsoft Visio.
- Outlook Add-in:
 - Allows you to add mail attachments from OpenKM when you send new emails.
 - Allows creating, editing and deleting folders within OpenKM from the contextual menu of the navigator tree.
- Outlook Add-in, Word Add-in, Excel Add-inand Powerpoint Add-in:
 - Allows you to add metadata.
 - AddIn-Express update to version 8.6.4408
 - Improve the portion of how translations are loaded.
- Bug
 - Remove method execute a script. (Word Add-in, Excel Add-in and Powerpoint Add-in)
 - Refresh explorer from after a check-in.

v 6.2.2

- Released
- Outlook Add-in:
 - Allow dragging emails to OpenKM tree view panel to import.
 - Allow import only attachments feature to OpenKM.
 - Add options in configuration form:
 - Attachment path and enable attachment log options: Create a log (in an OpenKM table) to audit the file what has been sent.
 - Intercept attachments option: Replace attachments with OpenKM document links.
- Word Add-in:
 - When editing, you can update to a major or minor version of the document.
 - Implementation of the panel to display document properties, notes, and metadata.

v 6.2.1

- Released

v 6.2.0

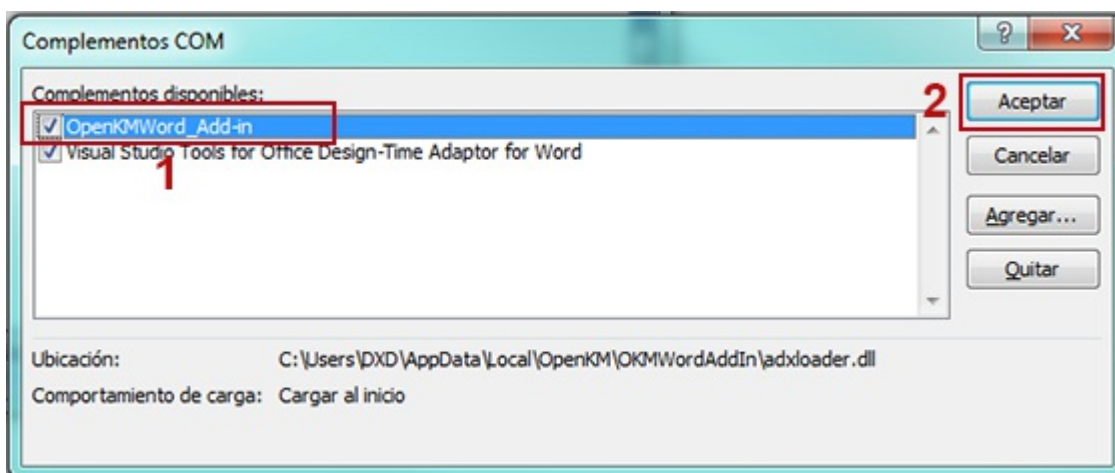
- Released
- Outlook Add-in, Word Add-in, Excel Add-in and Powerpoint Add-in:
 - Use OKMRest library (remove old SOAP support).

Troubleshooting

Enable or disable the OpenKM AddIns toolbar in Microsoft Office.

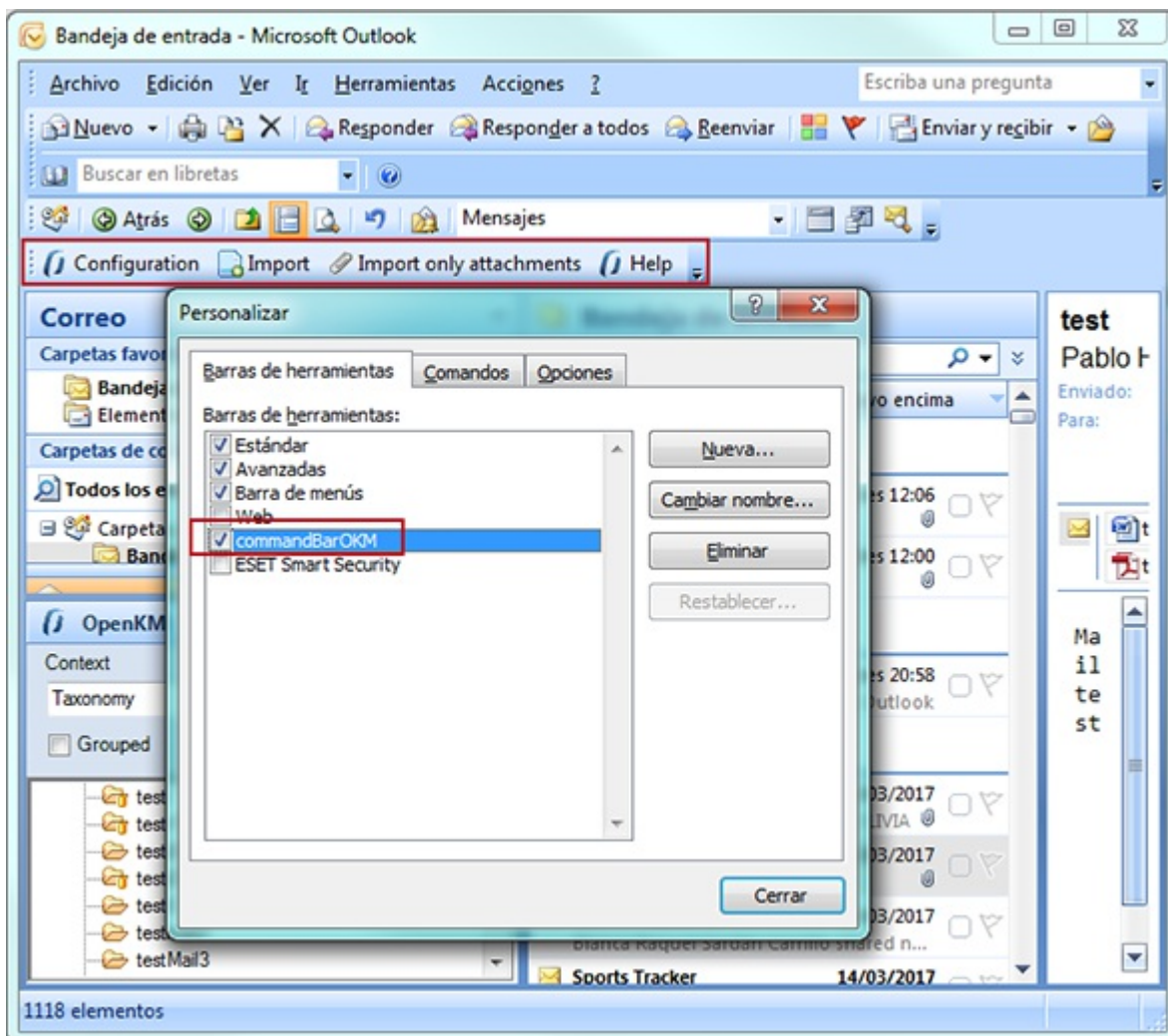
For WordAddIn, ExcelAddIn and PowerPointAddIn:

1. Click the office button and go to word options.
2. A new window will be shown, look for the option complements, select the **Complement COM** option and press the **Go** button.
3. Finally **check** the box **OpenKMWord_AddIn** and press the **OK** button.



For OutlookAddIn:

1. Go to the **Tools menu** and look for the option to **customize**.
2. A new window will be shown in what you should select the box of the **commandBarOKM** option and press the **close** button.



Uninstall Office Addins

To **uninstall** OpenKM Office Add In, follow these steps:

1. Press the **start** button of windows and look for the **control panel**.
2. It will show a window in which you should choose the option to **uninstall a program**, select the OKMOfficeAddIn you want to remove and press the **uninstall** button.



In some cases for **OutlookAddIn** is good idea **before installing an upper version, remove the addin** from it.

Follow these steps:

1. Go to the **Tools menu** and look for the option to **customize**.
2. A new window will appear in which we must select the box of the **commandBarOKM** option, press the **remove** button and press the **close** button.

Language pack

The application can work with several languages, there are set the languages terms definitions.



Sometimes translations are not fully completed and some terms are missing. The "en-GB" is used to identify which are the missing terms and how many are.

When a term is missing in other languages the "en-GB" term is used in its place.



en-GB translation cannot be removed.

Spanish translation

```
# Main tab
addins.main.tab.caption=OpenKM

# Configuration form
form.configuration.name=Configuración
form.configuration.language=Idioma
form.configuration.version=OpenKM Versión
form.configuration.userName=Usuario
form.configuration.password=Contraseña
form.configuration.host=Host
form.configuration.error.msg=El campo {0} no puede estar vacío
form.configuration.button.accept=Aceptar
form.configuration.button.cancel=Cancelar
form.configuration.button.test=Prueba
form.configuration.test.error=Error en la prueba de conexión!!!
form.configuration.connection.error=La conexión falló!!!
form.configuration.test.ok=Conexión establecida satisfactoriamente
form.configuration.attachment=Ruta archivos adjuntos
form.configuration.label.intercept.attachments=Interceptar archivos adjuntos
form.configuration.option.never=Nunca
form.configuration.option.ask=Preguntar
form.configuration.option.always=Siempre
form.configuration.label.attachmentLog=Habilitar registro archivos adjuntos
form.configuration.label.addMetadata=Añadir metadatos

# Tree form
form.tree.title=Árbol de navegación
form.tree.context.root=Taxonomía
form.tree.context.templates=Plantillas
form.tree.context.personal=Personal
form.tree.context.mail=Correo
form.tree.contextmenu.newfolder=Nueva carpeta
form.tree.contextmenu.renamefolder=Renombrar carpeta
form.tree.contextmenu.deletefolder=Borrar carpeta
form.tree.button.accept=Cargar
form.tree.button.select=Seleccionar
form.tree.input.title=Gestión de carpetas
form.tree.button.refresh=Refrescar
form.tree.button.search=Buscar
form.tree.button.cancel=Cancelar
form.tree.msg.foldername.empty=Error, el nombre de la carpeta está vacío
form.tree.grouped=Agrupar

# Search form
```

```

form.search.title=Buscar
form.search.msg.min.char=Por lo menos necesitas agregar tres caracteres
form.search.msg.empty=La búsqueda ha devuelto resultados en blanco
form.search.button.search=Buscar
form.search.button.cancel=Cancelar

# Explorer form
form.explorer.form.name=Editor de documentos
form.explorer.context.taxonomia=Taxonomía
form.explorer.context.plantilla=Plantillas
form.explorer.context.usuario=Personal
form.explorer.context.categories=Categorías
form.explorer.button.edit=Editar
form.explorer.button.select=Seleccionar
form.explorer.button.searchFolder=Buscar carpeta
form.explorer.button.searchDoc=Buscar documento
form.explorer.button.exit=Salir
form.explorer.button.sign=Firmar
form.explorer.dataGrid.column.name=Nombre
form.explorer.dataGrid.column.author=Autor
form.explorer.dataGrid.column.version=Versión
form.explorer.dataGrid.column.date=Fecha
form.explorer.dataGrid.column.title=Título
form.explorer.button.searchMail=Buscar correo
form.explorer.dataGrid.column.size=Tamaño

# Attachment form
form.attachment.button.next=Siguiente
form.attachment.button.cancel=Cancelar
form.attachment.title=Archivos adjuntos
form.attachment.datagridview.column.name=Archivos
form.attachment.message.successful.load=Archivos adjuntos cargados correctamente

# Addins
addins.ribbon.button.configure=Configuración
addins.ribbon.button.add=Subir
addins.ribbon.button.edit=Editar
addins.ribbon.button.cancel=Cancelar
addins.ribbon.button.cheking=Actualizar
addins.ribbon.button.help=Ayuda
addins.ribbon.commandBar.configure=Configuración
addins.ribbon.commandBar.add=Subir
addins.ribbon.commandBar.edit=Edit
addins.ribbon.commandBar.cancel=Cancelar
addins.ribbon.commandBar.cheking=Actualizar
addins.ribbon.commandBar.help=Ayuda
addins.ribbon.commandBar.import=Importar
addins.ribbon.commandBar.import.attachment=Importar archivos adjuntos
addins.ribbon.commandBar.add.attachment=Añadir adjuntos
addins.confirm.check.in=Está seguro de actualizar el documento?
addins.confirm.cancel.checkout=Está seguro que desea cancelar edición del documento?
addins.status.checkin=Documento actualizado...
addins.status.checkout=Cancelar edición...
addins.status.document.send=El documento se ha enviado correctamente
addins.label.comment=Introduzca un comentario para la versión
addins.word.document.extension.warning=Parece que no tiene una extensión de archivo d
addins.excel.document.extension.warning=Parece que no tiene una extensión de archivo
addins.powerpoint.document.extension.warning=Parece que no tiene una extensión válida
addins.visio.document.extension.warning=Parece que no tiene una extensión de archivo
addins.project.document.extension.warning=Parece que no tiene una extensión de archivo
addins.access.document.extension.warning=Parece que no tiene una extensión de archivo
addins.mail.without.subject=Asunto: (Vacío)
addins.mail.success=Exitoso
addins.mail.fail=Falla
addins.mail.without.subject.imported=Asunto: (Vacío) se ha importado correctamente
addins.mail.without.subject.imported.fail=Asunto: (Vacío) no se ha importado correctam
addins.mail=Correo

```

```
addins.mail.total.sucess=Total exitosos
addins.mail.total.fail=Total fallidos
addins.intercept.message=Desea reemplazar los archivos adjuntos?
addins.message.sent.continue=Desea continuar enviando el correo con archivos adjuntos
addins.message.notFoundLogTable=No pudo encontrar la tabla de registro, si continúa e
addins.message.progressFrom=En proceso, por favor espere...
addins.mail.without.successful.imported=Correo importado correctamente.
addins.ribbon.commandBar.navigation=Navegación
addins.ribbon.commandBar.compare=Comparar versiones
addins.message.change.existing.document=El documento {0} ya existe, desea actualizarlo
addins.message.change.existing.file=El archivo {0} ya existe, desea actualizarlo?
addins.message.warning.title=Aviso
addins.message.save.elements=Asegúrese de guardar todos los cambios. Si ha guardado t
addins.message.document.existing=El documento {0} ya existe.
addins.status.file.send=El archivo se ha enviado correctamente.

# TabPages
adxwordtaskpane.tabpage.properties.caption=Propiedades
adxwordtaskpane.tabpage.properties.label.uuid=UUID
adxwordtaskpane.tabpage.properties.label.name=Nombre
adxwordtaskpane.tabpage.properties.label.title=Título
adxwordtaskpane.tabpage.properties.label.folder=Carpeta
adxwordtaskpane.tabpage.properties.label.size=Tamaño
adxwordtaskpane.tabpage.properties.label.version=Versión
adxwordtaskpane.tabpage.properties.label.language=Idioma
adxwordtaskpane.tabpage.properties.label.created=Creado
adxwordtaskpane.tabpage.properties.label.lastModified=Modificado
adxwordtaskpane.tabpage.properties.label.mimeType=Tipo MIME
adxwordtaskpane.tabpage.properties.label.keywords=Palabras claves
adxwordtaskpane.tabpage.properties.label.status=Estado
adxwordtaskpane.tabpage.properties.label.subscribed=Suscritos
adxwordtaskpane.tabpage.properties.label.subscriptors=Subscriptores
adxwordtaskpane.tabpage.properties.label.categories=Categorías
adxwordtaskpane.tabpage.properties.label.historySize=Tamaño del histórico
adxwordtaskpane.tabpage.properties.button.editTitle=Editar
adxwordtaskpane.tabpage.properties.msg.status.by=por
adxwordtaskpane.tabpage.properties.msg.status.edit=Editado por
adxwordtaskpane.tabpage.properties.msg.status.locked=Bloqueado por
adxwordtaskpane.tabpage.properties.msg.status.available=Disponible
adxwordtaskpane.tabpage.properties.msg.subscribed.yes=Si
adxwordtaskpane.tabpage.properties.msg.subscribed.no=No
adxwordtaskpane.tabpage.notes.caption=Notas
adxwordtaskpane.tabpage.notes.button.add=Añadir
adxwordtaskpane.tabpage.notes.button.edit=Editar
adxwordtaskpane.tabpage.notes.button.cancel=Cancelar
adxwordtaskpane.tabpage.notes.label.addNote=Añadir nota
adxwordtaskpane.tabpage.metadata.button.remove=Eliminar
adxwordtaskpane.tabpage.metadata.question=Desea eliminar este grupo de metadatos?

#Relations
adxwordtaskpane.tabpage.relation.caption=Relaciones
adxwordtaskpane.tabpage.relation.label.type=Tipo de relación
adxwordtaskpane.tabpage.relation.label.title=Relación
adxwordtaskpane.tabpage.relation.type.bidirectional=Equivalente
adxwordtaskpane.tabpage.relation.type.parent=Es padre de
adxwordtaskpane.tabpage.relation.type.child=Es hijo de
adxwordtaskpane.tabpage.relation.type.many=De grupo
adxwordtaskpane.tabpage.relation.group.title=Relaciones de grupo
adxwordtaskpane.tabpage.relation.bidirectional.title=Relaciones equivalentes
adxwordtaskpane.tabpage.relation.parentchild.title=Relaciones padre-hijo
adxwordtaskpane.tabpage.relation.confirm.title=Confirmación
adxwordtaskpane.tabpage.relation.confirm.question.delete.relation=Seguro que deseas e
adxwordtaskpane.tabpage.relation.confirm.question.delete.node=Seguro que deseas elimi
adxwordtaskpane.tabpage.relation.confirm.question.delete.group=Seguro que deseas elim
adxwordtaskpane.tabpage.relation.confirm.question.rename.group=Renombrar grupo
adxwordtaskpane.tabpage.relation.group.find=Buscar relaciones de grupo
```

```
#Download
form.download.information=Información
form.download.documents=Cocumentos
form.download.button.accept=Descargar ahora
form.download.button.close=Cerrar
form.download.size=Tamaño
form.download.progressform=Descargando, espere por favor...

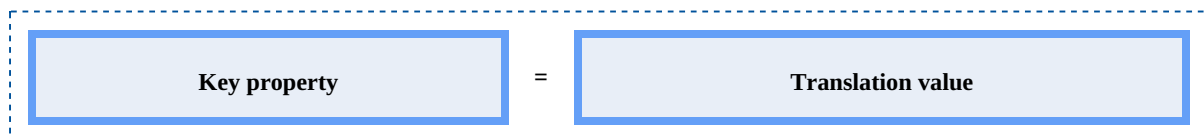
# Metadatas
form.selectMetadata.caption=Añadir grupo de metadatos
form.selectMetadata.button.add=Añadir
form.selectMetadata.button.cancel=Cancelar
form.selectMetadata.button.finish=Finalizar
form.selectMetadata.add.message=metadatos agregados correctamente.

# Application messages
message.required=Requerido
message.required.field=Faltan llenar campos.

# Version History form
form.versionHistory.title=Historial
form.versionHistory.dataGridViewVersions.column.version=Versión
form.versionHistory.dataGridViewVersions.column.date=Fecha
form.versionHistory.dataGridViewVersions.column.author=Autor
form.versionHistory.dataGridViewVersions.column.size=Tamaño
```

Create a new language

Language translations are displayed with the following structure.



To **create** a file with a new **language**, follow these steps:

1. Creates a new text document named **OKMAddin-xxXX** with the **.properties** extension, where **xxXX** refers to the **language identifier** (ISO 639).

For example in the case of the Spanish language, it would be esES (in English is enGB), that means the file must be named **OKMAddin-esES.properties**.



More information about [ISO 639](#).

2. Copy into the file created the example of the top of the Spanish translation. Each line of text it has sections, the " **Key property**" and "**Translation value**". The first one should not be changed and the second it refers to translated text and is what you should change.

For example:

```
# Configuration form
form.configuration.name=Configuration
form.configuration.language=Language
form.configuration.version=OpenKM Version
```

...

Replace by:

```
# Configuration form
form.configuration.name=Configuración
form.configuration.language=Idioma
form.configuration.version=OpenKM Versión
...
```

3. Save the file into the **installation folder**, if:

- Installation for "**Just me**" -> for example "**C:\Users\<Name>\AppData\Local\OpenKM**".
- Installation for "**Everyone**" -> for example "**C:\Program Files (x86)\OpenKM\OKMWordAddIn**".
- Or the path you selected for installation.