Euro-Office guide

Everything about working online with documents, spreadsheets, presentations and pdfs in your WebOké Nextcloud. Explained step by step, with screenshots for every step.

www.weboke.nl · 24-10-2026

All chapters

1. Getting acquainted

1.1 What is Euro-Office?
1.2 What can you do with Euro-Office?
1.3 Euro-Office or the old Nextcloud Office: what changes for you?
1.4 Which browsers and file formats work with Euro-Office?

2. Getting started

2.1 Logging in and finding your documents
2.2 Creating a new document, spreadsheet or presentation
2.3 Opening an existing Word, Excel or PowerPoint file
2.4 Saving: how automatic saving works
2.5 Download as docx, xlsx, pptx, odt or pdf
2.6 Closing a document and returning to your files

3. Getting to know the editor

3.1 A tour of the Euro-Office screen
3.2 Zooming, view and the theme in Euro-Office
3.3 Language, spell checking and dictionary
3.4 Undo, redo and the clipboard

4. Text documents

4.1 Formatting text: font, size, colour and alignment
4.2 Using styles and headings
4.3 Creating an automatic table of contents
4.4 Bullets and numbering
4.5 Inserting and formatting tables
4.6 Images, shapes and text boxes
4.7 Headers, footers and page numbers
4.8 Page settings, columns and breaks
4.9 Footnotes, endnotes and links
4.10 Find and replace
4.11 Creating a letter or quote
4.12 Printing and saving as PDF

5. Spreadsheets

5.1 Working with cells, rows and columns
5.2 Formulas and functions: SUM, AVERAGE, IF and VLOOKUP
5.3 Formatting numbers, dates and currency
5.4 Conditional formatting
5.5 Sort and filter
5.6 Creating charts
5.7 Pivot tables
5.8 Managing sheets
5.9 Freezing rows and columns
5.10 Data validation and drop-down lists
5.11 Importing and exporting CSV files

6. Presentations

6.1 Adding, moving and deleting slides
6.2 Layouts and themes
6.3 Text, images, shapes and tables on a slide
6.4 Transitions and animations
6.5 Presenting and Presenter View
6.6 Saving a presentation as PDF or PPTX

7. Pdf

7.1 Viewing a PDF
7.2 Annotations, highlights and comments in a PDF
7.3 Filling in a PDF form
7.4 Creating a PDF Form
7.5 Editing a PDF

8. Collaborating

8.1 Working on a document at the same time
8.2 Fast or Strict: the two co-editing modes
8.3 Commenting and mentioning someone
8.4 Tracking and accepting changes
8.5 Chatting in the document
8.6 Version History: restoring an older version
8.7 Comparing documents

9. Sharing

9.1 Sharing a document with a colleague
9.2 Creating a public link (view or edit)
9.3 Password and expiration date on a link
9.4 Using a watermark
9.5 Sharing with someone outside your organisation

10. On your computer and on the go

10.1 Euro-Office as a program on your computer: what is it and when do you use it?
10.2 Downloading and installing on Windows (x64 and ARM64)
10.3 Downloading and installing on Mac (Apple Silicon)
10.4 Downloading and installing on Linux (deb and rpm)
10.5 Linking the program to your WebOké Nextcloud
10.6 Working together with colleagues in the browser and the program
10.7 Euro-Office in the Nextcloud app on your phone or tablet
10.8 Working with the Nextcloud desktop app (synchronisation)

11. Shortcuts and tips

11.1 Handy keyboard shortcuts for all editors
11.2 Tips for working faster in Euro-Office
11.3 Keyboard shortcuts for text documents
11.4 Keyboard shortcuts for spreadsheets
11.5 Keyboard shortcuts for presentations
11.6 Keyboard shortcuts for PDF files

12. Troubleshooting

12.1 A document won't open or keeps loading
12.2 A document opens as read only
12.3 Fonts look different
12.4 Saving or syncing isn't working
12.5 When you contact support
12.6 Pop-ups, the clipboard and your browser's cache
12.7 Euro-Office notifications and what they mean

13. For the administrator of your Nextcloud

13.1 Ordering Office licences and assigning them to users
13.2 The switch to Euro-Office
13.3 Managing users and groups for Office

14. Frequently asked questions

14.1 Frequently asked questions about Euro-Office
14.2 Frequently asked questions about working with documents
14.3 Frequently asked questions about issues and administration

15. Advanced: questions and solutions

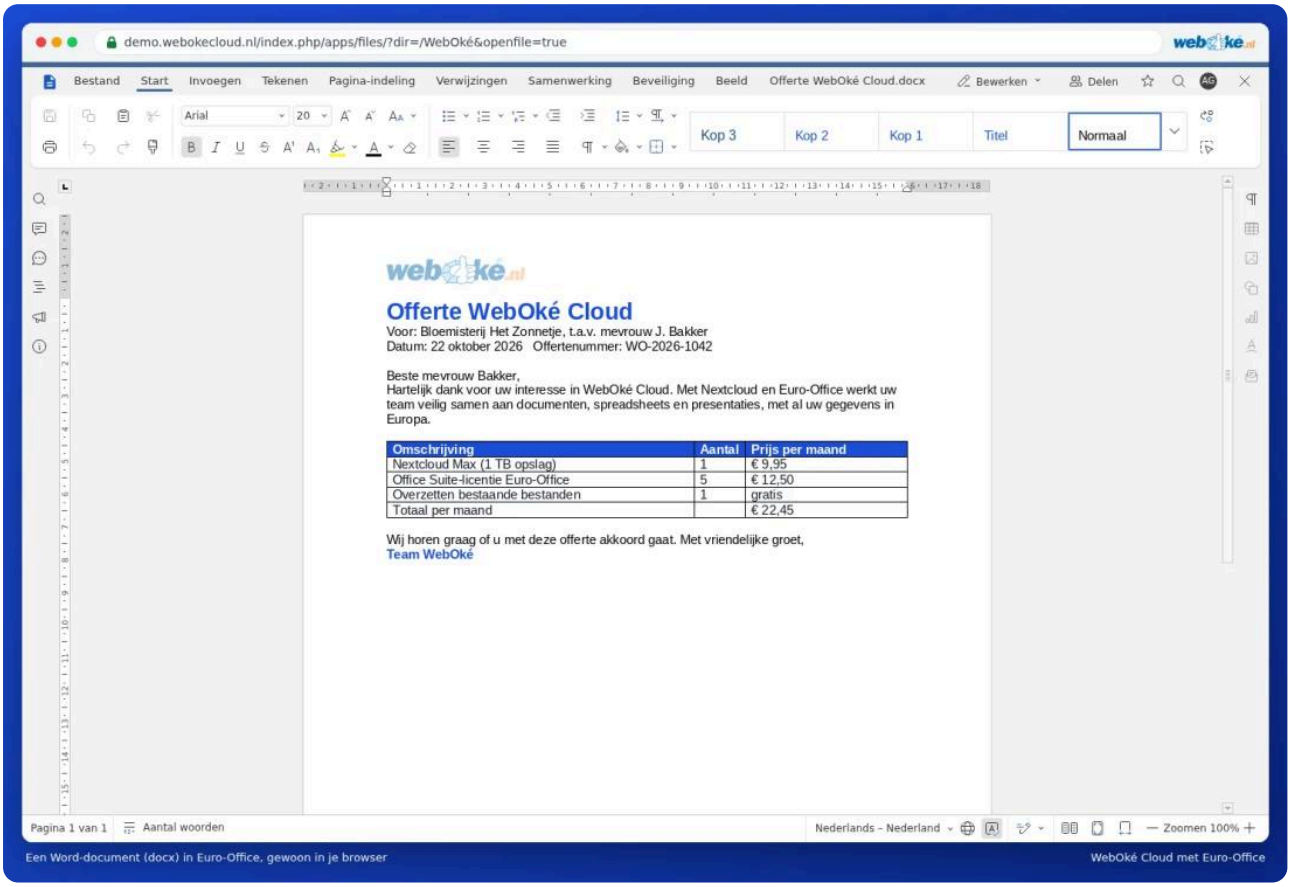
15.1 A total overview from multiple worksheets: expenses, income and balance
15.2 Copying formulas from Excel: English function names and the comma
15.3 VLOOKUP returns #N/A: here's how to fix it
15.4 XLOOKUP: looking up to the left and with your own message
15.5 Dates that come in as text or have day and month swapped
15.6 Keeping the leading zero in a phone number or postcode
15.7 Opening a CSV file with semicolons and strange characters correctly
15.8 Finding and removing duplicate customers
15.9 Colour the whole row when the invoice is paid
15.10 A checklist with check boxes in a spreadsheet
15.11 Protecting formulas in a shared spreadsheet
15.12 Filtering without bothering your colleagues
15.13 Splitting first name and surname from one column
15.14 Calculating working days between two dates, excluding public holidays
15.15 Printing a wide worksheet on one A4 page, with the header row on every page
15.16 Speed up a slow spreadsheet
15.17 Starting page numbers from page 3 onwards
15.18 One page in landscape within a portrait document
15.19 A blank page at the end that won't go away
15.20 Repeating the header row of a long table on every page
15.21 Images that jump around as you type
15.22 Creating letters from a recipient list
15.23 Seeing what's changed between two versions of a contract
15.24 Removing comments and changes before sending a document
15.25 Adding the logo to all slides at once
15.26 Making a presentation loop continuously (trade fair, waiting room, shop window)
15.27 Converting an old 4:3 presentation to widescreen 16:9
15.28 Making sensitive data invisible in a PDF
15.29 Rotating, deleting or merging PDF pages
15.30 An Excel file with VBA macros: what now?
15.31 Converting a PDF into an editable Word file
15.32 You don't see your changes when you download the file or open it on your computer

1

Getting acquainted

1.1 What is Euro-Office?

Euro-Office is an online office suite: a word processor, a spreadsheet program, a presentation program and a pdf editor in one. You use it in your browser, straight from your WebOké Nextcloud. You don't need to install anything, and your files simply stay in your own Nextcloud.



This is what a Word document looks like in Euro-Office

A European office suite

Euro-Office was announced in Berlin in March 2026 by a group of European technology companies, including Nextcloud, IONOS and Proton. The goal: a fully fledged alternative to Microsoft Office, developed and managed in Europe. This way, businesses, governments and individuals keep control over their own documents. This is known as digital sovereignty.

Euro-Office is open source. Anyone can view the source code on GitHub. The suite is based on ONLYOFFICE, a well-known online office that has handled Word, Excel and PowerPoint files reliably for years. You can read more about its background on Wikipedia.

Why choose it at WebOké?

- **Your files stay in Europe.** At WebOké, Euro-Office runs on our own servers in the Netherlands, just like your Nextcloud.
- **Your documents look great.** A Word, Excel or PowerPoint file looks almost identical in Euro-Office to how it looks on your own computer.
- **Collaborate without hassle.** You can work on the same file with colleagues at the same time and see exactly who's doing what.
- **No separate programs needed.** Everything works in your browser. Would you rather use a program on your computer instead? That's possible too, for Windows, Mac and Linux.

What do you need?

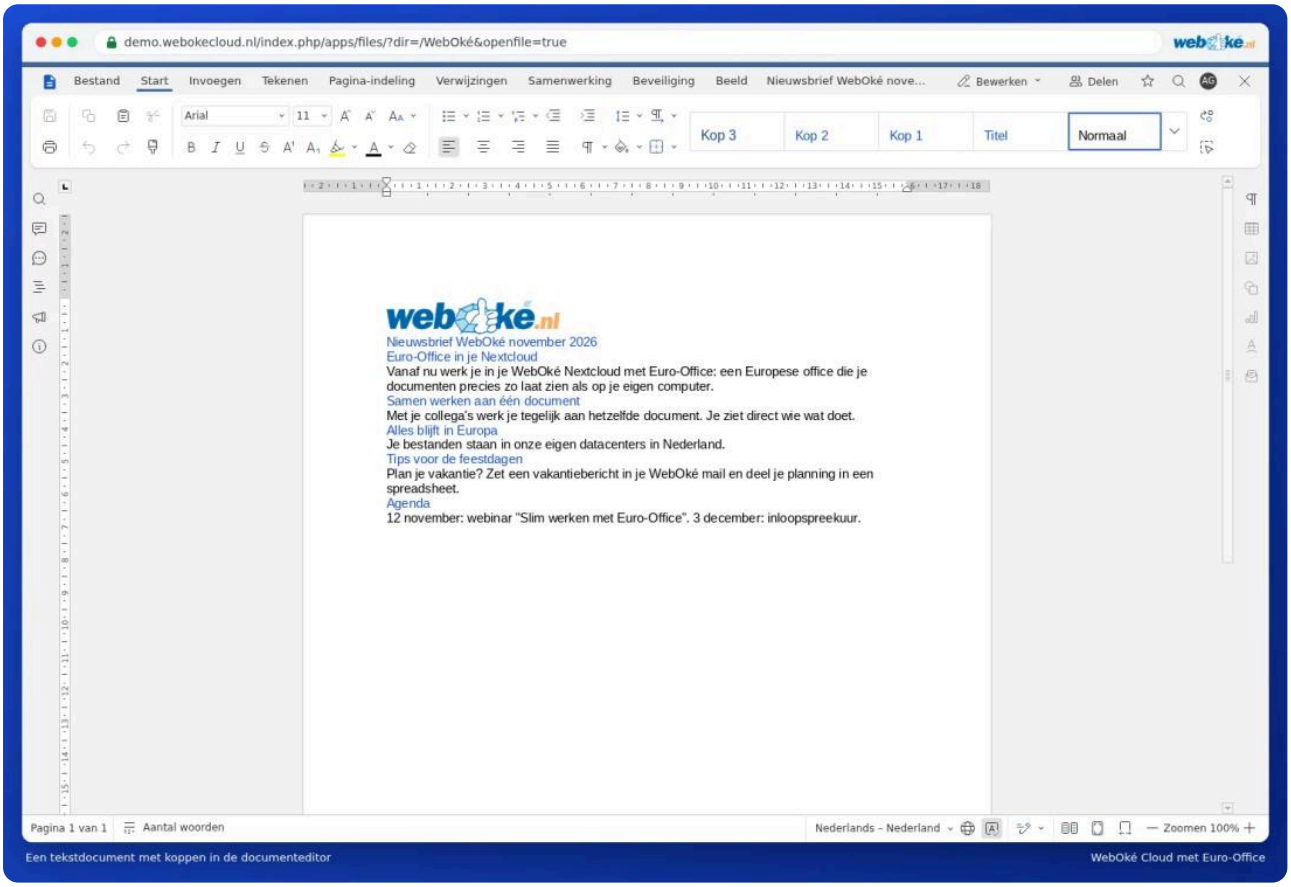
A WebOké Nextcloud with an Office Suite licence for the user who wants to use Euro-Office. Don't have one yet, or not sure if you do? In Ordering Office licences and assigning them to users you can read how your Nextcloud administrator orders licences and assigns them to users.

1.2 What can you do with Euro-Office?

Euro-Office has four parts. Which part opens depends on the file you click on. So you never have to choose yourself: click on a file and the right program opens automatically.

Text documents

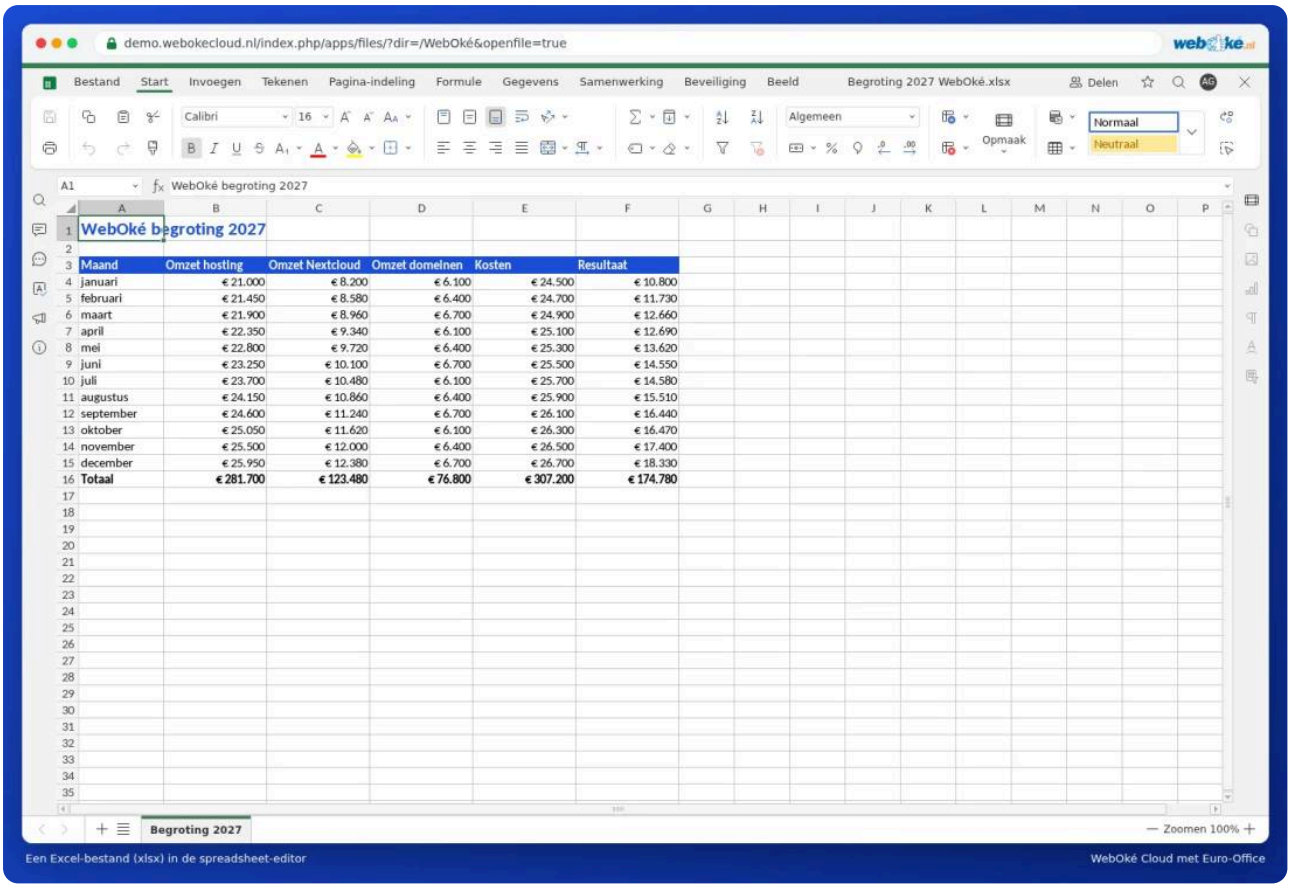
You create letters, quotes, reports and newsletters in the text editor. It works the way you're used to from Word: with styles and headings, tables, images, headers and footers, and an automatic table of contents. Euro-Office opens and saves Word files (docx), as well as OpenDocument (odt), rtf and more.



A text document with headings and the WebOké logo

Spreadsheets

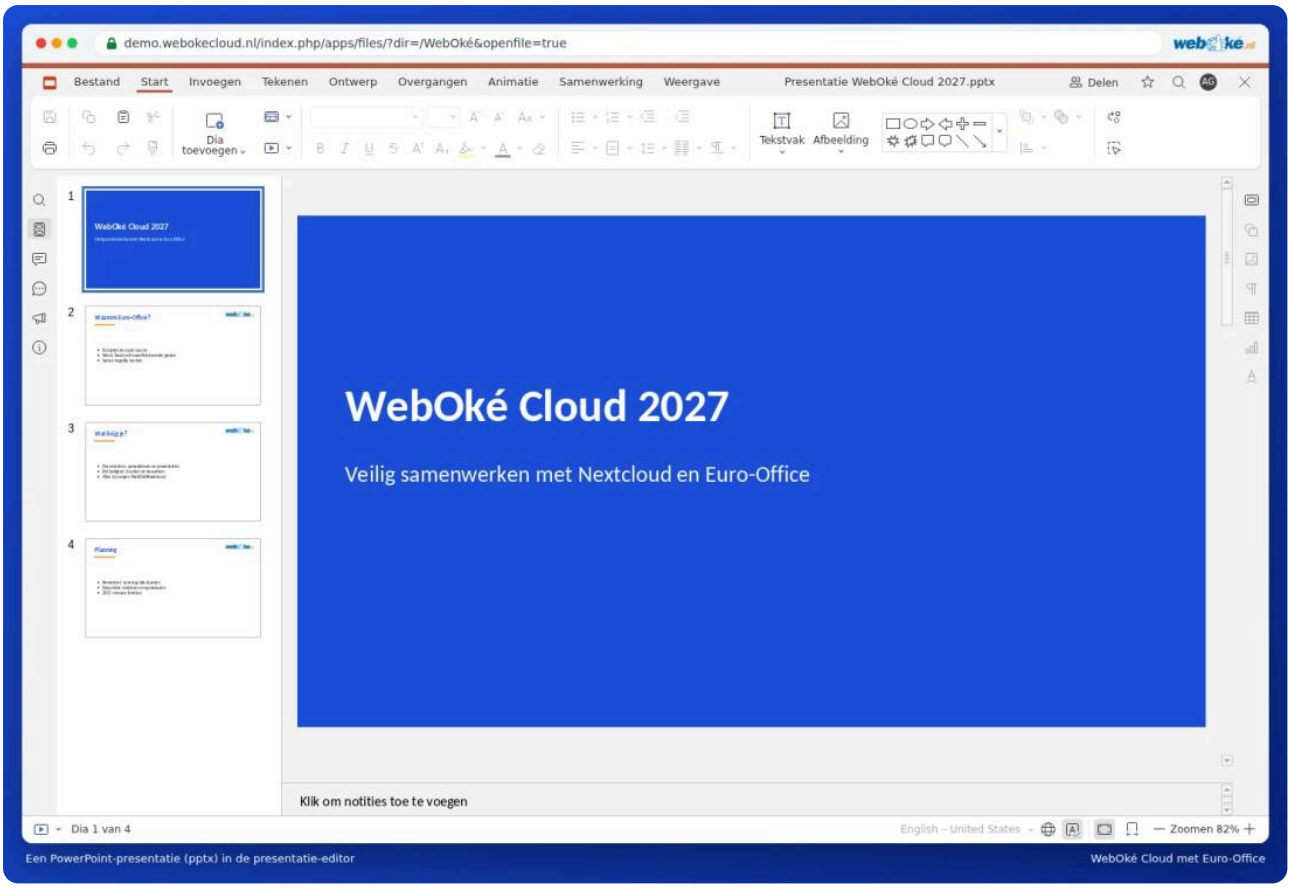
You create budgets, overviews and lists in the spreadsheet editor. You calculate with formulas and functions, create charts and pivot tables, and sort and filter your data. Excel files (xlsx) simply work, including formulas and formatting.



The 2027 budget as an Excel file in Euro-Office

Presentations

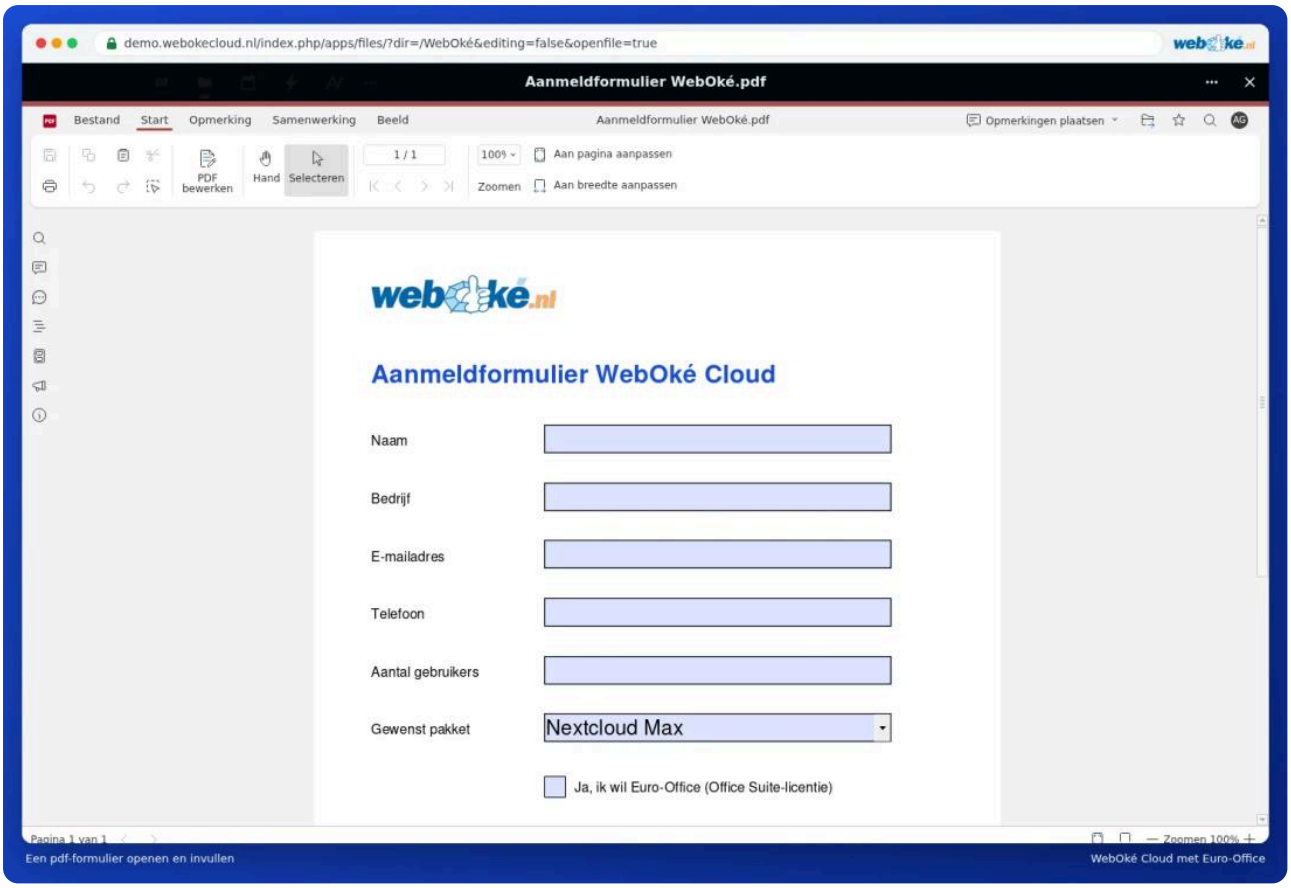
With the presentation editor, you create slides with text, images, shapes and charts. You add transitions and animations and present directly from your browser. You open and save PowerPoint files (pptx) without any conversion.



A PowerPoint presentation in Euro-Office

PDF files

You view PDFs in Euro-Office, and you can also work with them: fill in forms, add comments and highlights, and even edit the text of a PDF. You can also create your own fillable PDF form.



Filling in a PDF form in Euro-Office

Working together

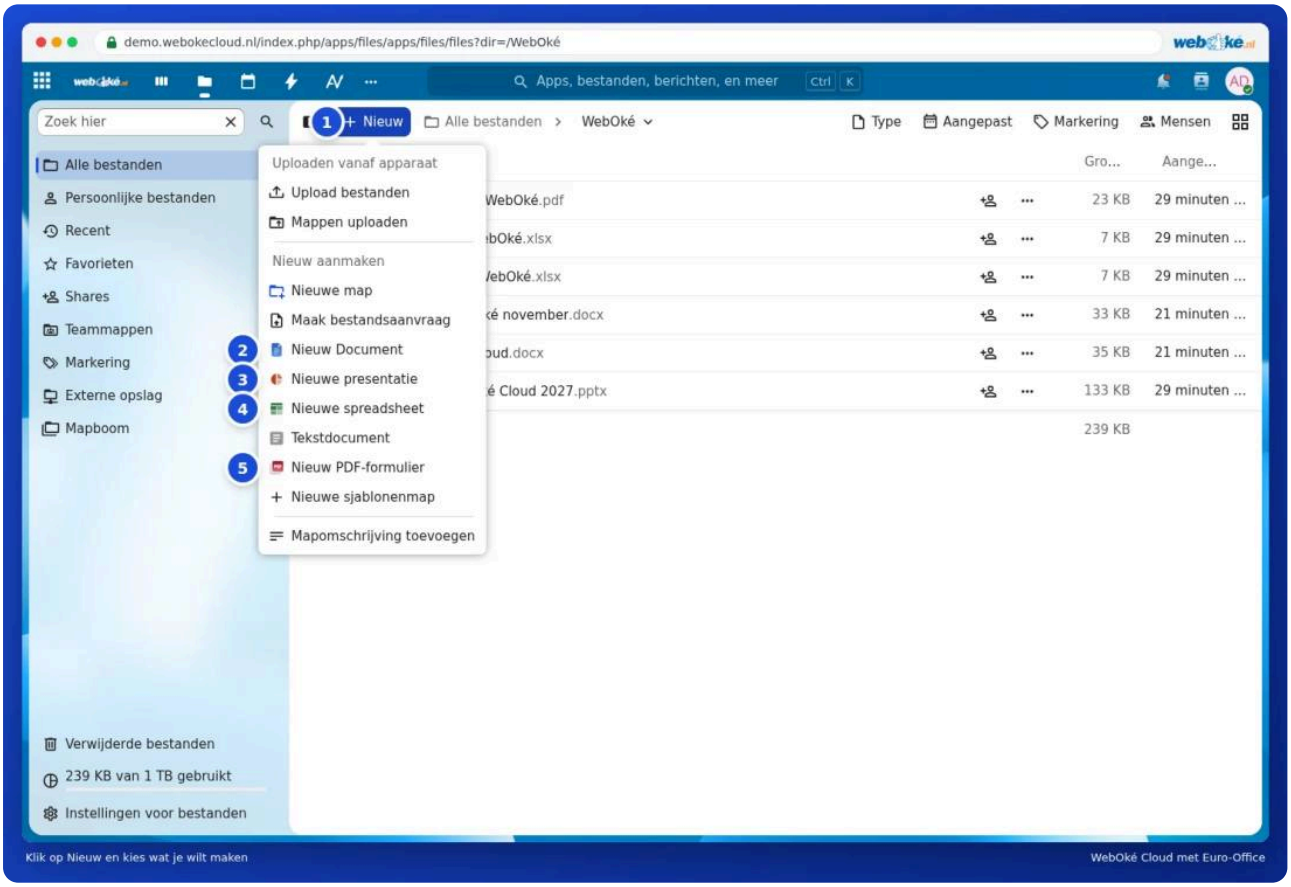
You can collaborate on all four parts. You share a file with a colleague and work on it together at the same time. You see each other's changes, add comments and can even chat with each other within the document. You can read more about this in Working on a document at the same time.

1.3 Euro-Office or the old Nextcloud Office: what changes for you?

Until the switch, you used WebOké Nextcloud with an Office Suite licence to work with the online office suite Collabora. In Nextcloud, this was called Nextcloud Office. WebOké is switching to Euro-Office. Confusingly, the new program for your computer is also called Nextcloud Office, but that's actually Euro-Office (see Euro-Office as a program on your computer: what is it and when do you use it?). Below, you can read what changes for you, and most importantly, what stays the same.

What stays the same

- Your files stay exactly where they are, in your own Nextcloud.
- You still open a document by clicking on it.
- You still create a new document via the New button.
- Sharing and collaborating works just like you're used to.



Use New to create a document, spreadsheet, presentation or pdf form

What's better

- **Word, Excel and PowerPoint files look better.** Euro-Office works directly with the Microsoft formats (docx, xlsx, pptx), so formatting, tables and fonts stay closer to

the original.

- **A familiar toolbar.** The Home, Insert, Layout and View tabs look a lot like what you know from Word and Excel.
- **More pdf features.** You can fill in pdf forms, create them yourself, and edit pdfs.
- **Also as a program on your computer.** Euro-Office is also available for Windows, Mac and Linux.

When do I switch?

At the same time as the switch, your Nextcloud moves to version 35. The administrator of your Nextcloud can start the switch themselves with a single button in My WebOké, under My Products. If you don't do anything, we'll arrange it for you by 1 December 2026 at the latest. Your files and settings will remain unchanged. You can read exactly how this works in The switch to Euro-Office and in our blog about the switch.

1.4 Which browsers and file formats work with Euro-Office?

Browsers

Euro-Office works in every modern browser. Preferably use the latest version of one of these browsers:

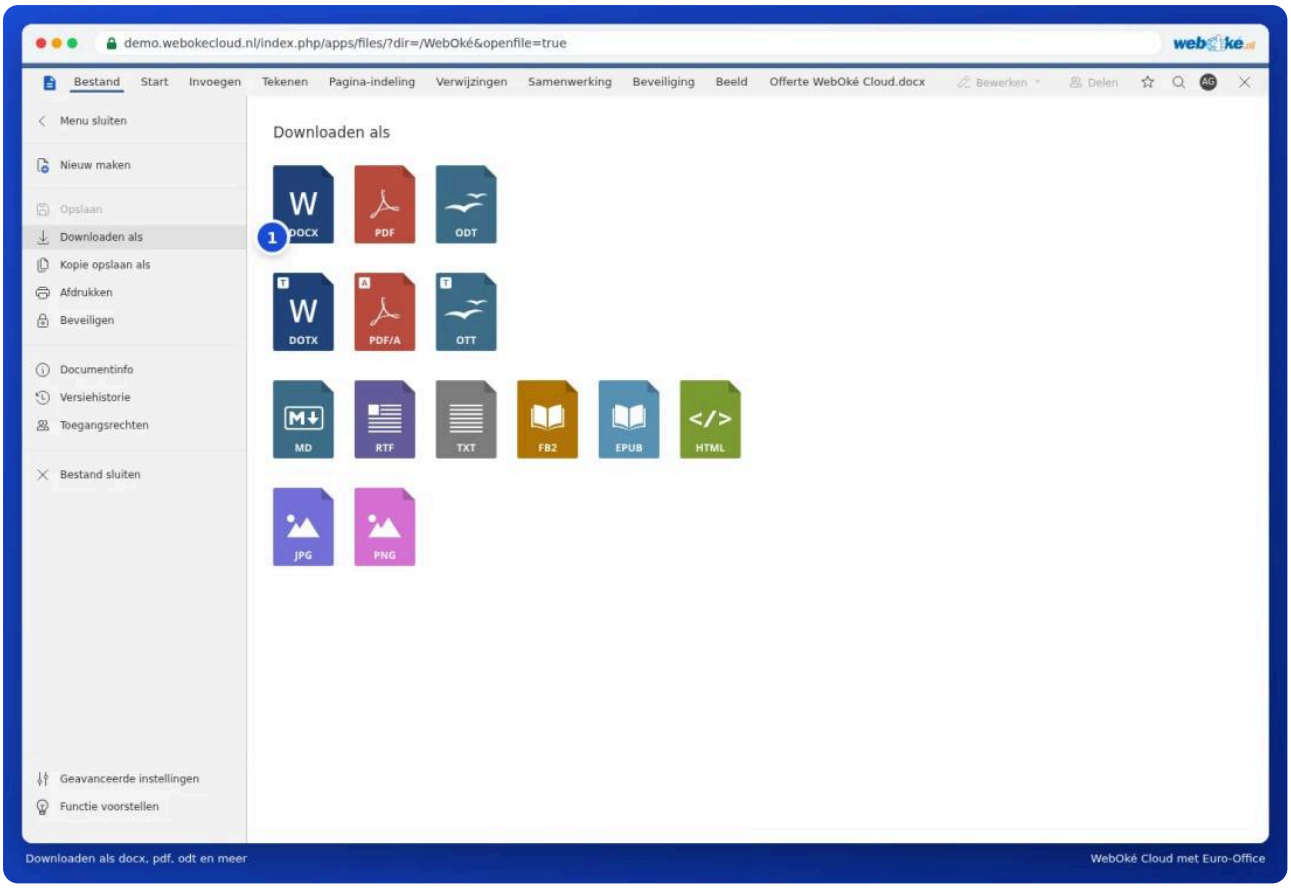
- Google Chrome or Chromium
- Microsoft Edge
- Mozilla Firefox
- Safari on the Mac

An older or uncommon browser may cause problems, such as a document that keeps loading. If that happens, update your browser first. On your phone or tablet, use the Nextcloud app. You can read more about this in Euro-Office in the Nextcloud app on your phone or tablet.

File formats

Euro-Office opens and saves the familiar formats of Microsoft Office and OpenDocument. So you don't need to convert your files.

Type	Open and edit	Download as
Text document	docx, odt, rtf, txt	docx, pdf, odt, rtf, txt, html, epub and more
Spreadsheet	xlsx, ods, csv	xlsx, pdf, ods, csv and more
Presentation	pptx, odp	pptx, pdf, odp and more
Pdf	pdf (view, fill in, comment, edit)	pdf



Downloading a document in a different format

Euro-Office also opens older Office files (doc, xls and ppt). Afterwards, it's best to save your work as docx, xlsx or pptx.

Tip: working together with people who use Microsoft Office? Save your files as docx, xlsx and pptx. They'll be able to open them without any problems.

2

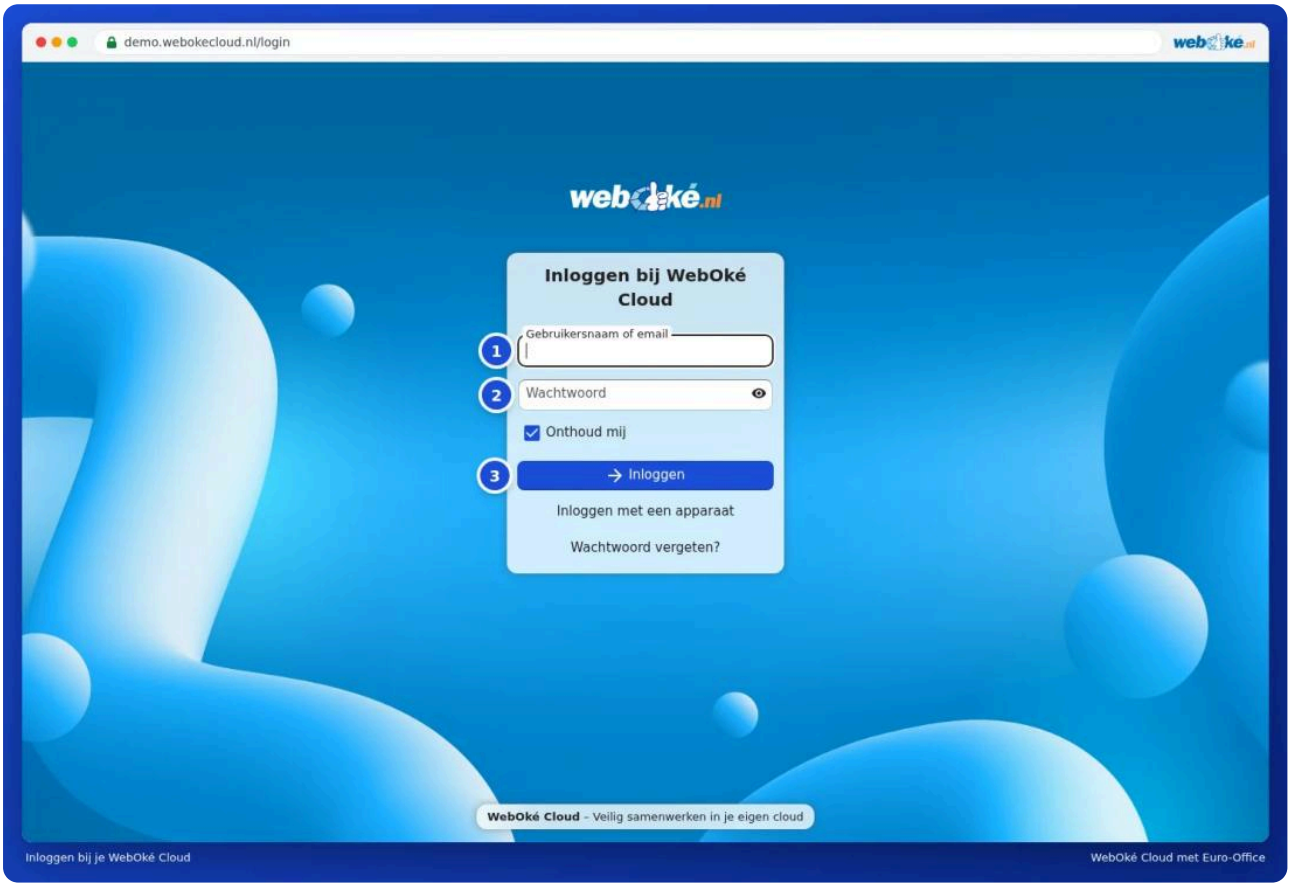
Getting started

2.1 Logging in and finding your documents

Euro-Office is part of your WebOké Nextcloud. So you always start by logging in to Nextcloud.

Step 1: log in

Go to your Nextcloud address in your browser, for example *jouwnaam.webokecloud.nl* or your own domain name. Enter your username or email address (1) and your password (2), then click Login (3).

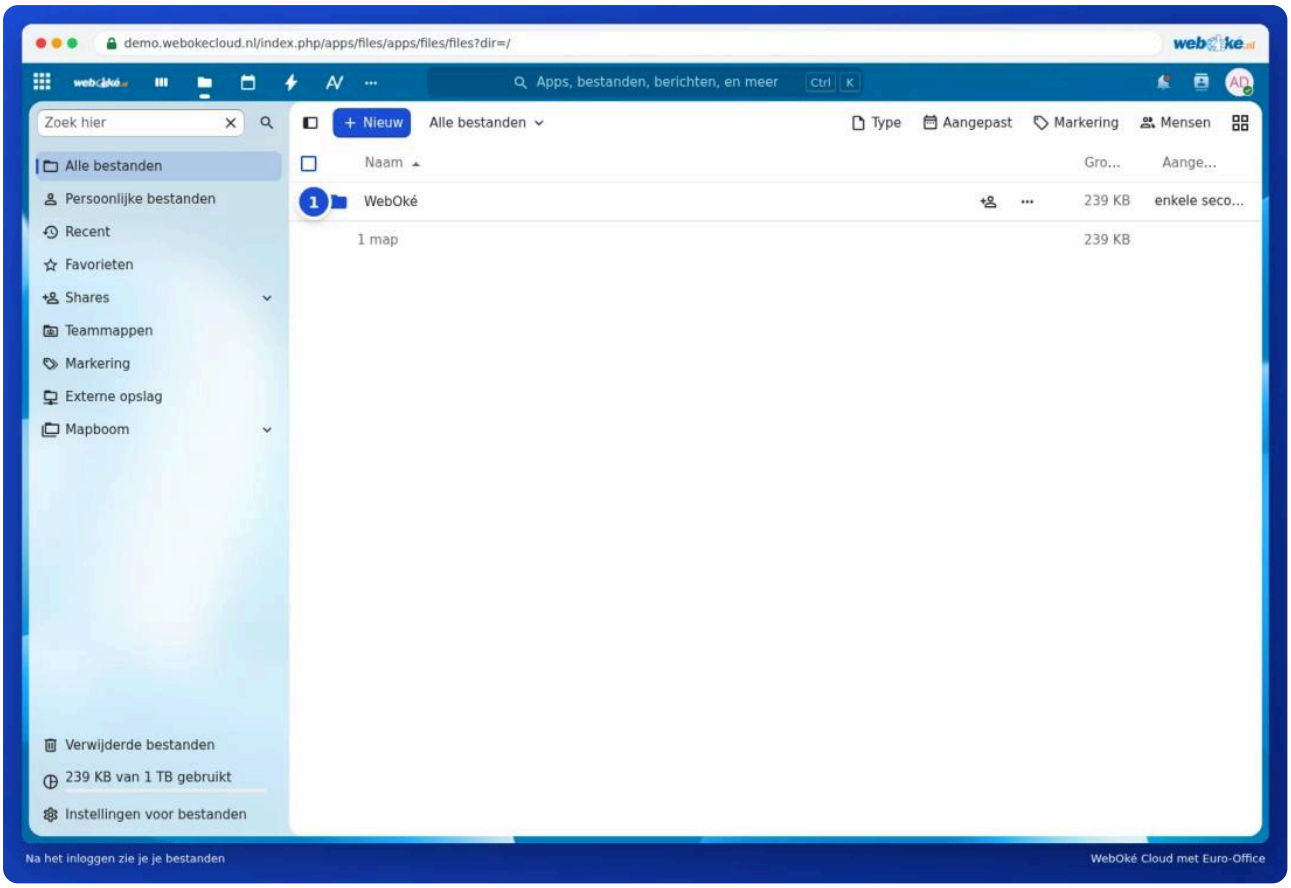


The login screen of your WebOké Nextcloud

Do you get a code by email afterwards? That's the extra security feature of WebOké. Enter the code from the email to continue.

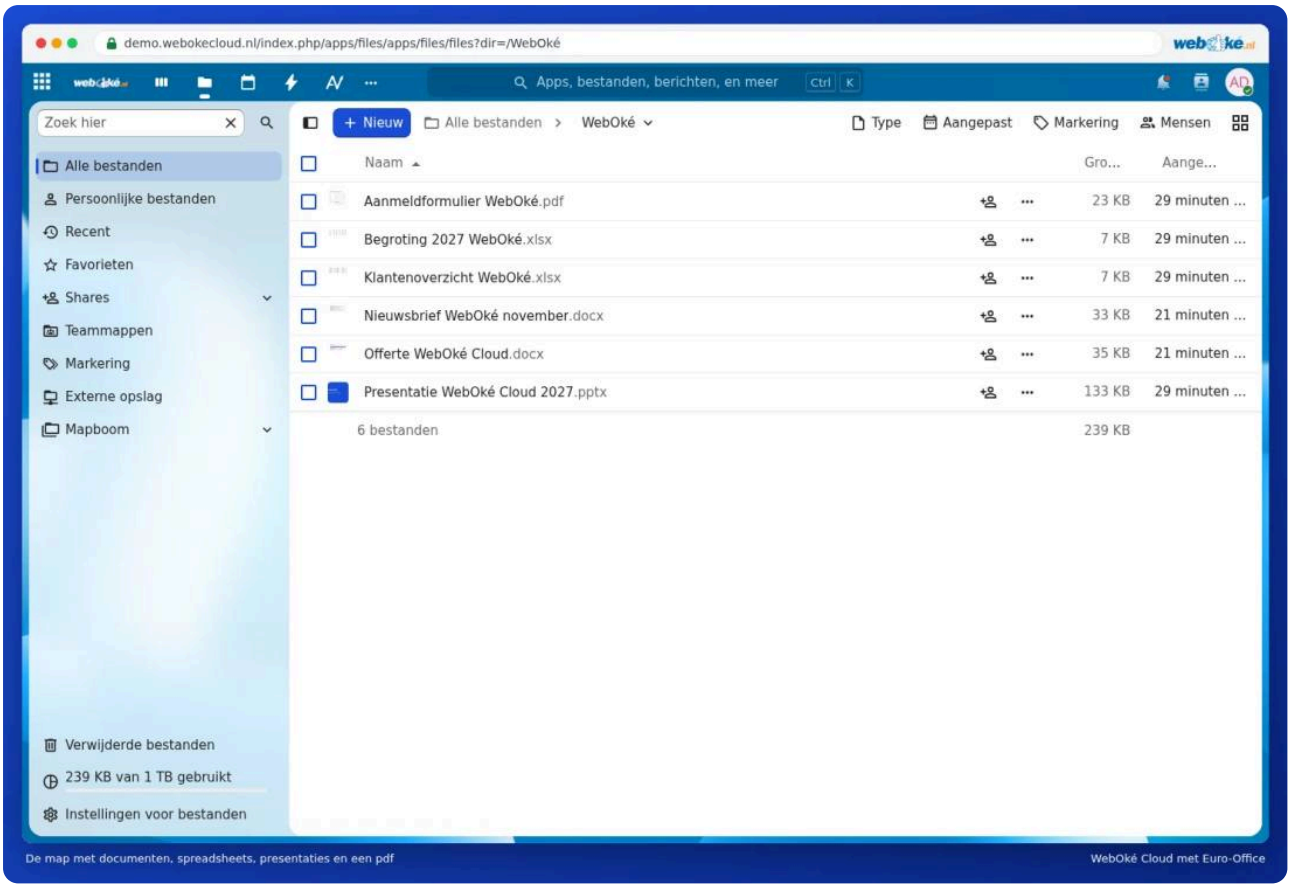
Step 2: open your files

After logging in, you'll see the Files app with all your folders and files. Click a folder to open it, for example the WebOké folder (1).



Your files and folders in Nextcloud

Inside the folder, you'll see your documents, spreadsheets, presentations and PDFs. The icon and the extension after the name show you what type of file it is.



A folder with different types of files

Searching for a file

Can't remember where a file is stored? Use the search field at the top of the screen or at the top left in Files, and type part of the name. Via Recent in the left-hand column, you'll find the files you worked on most recently.

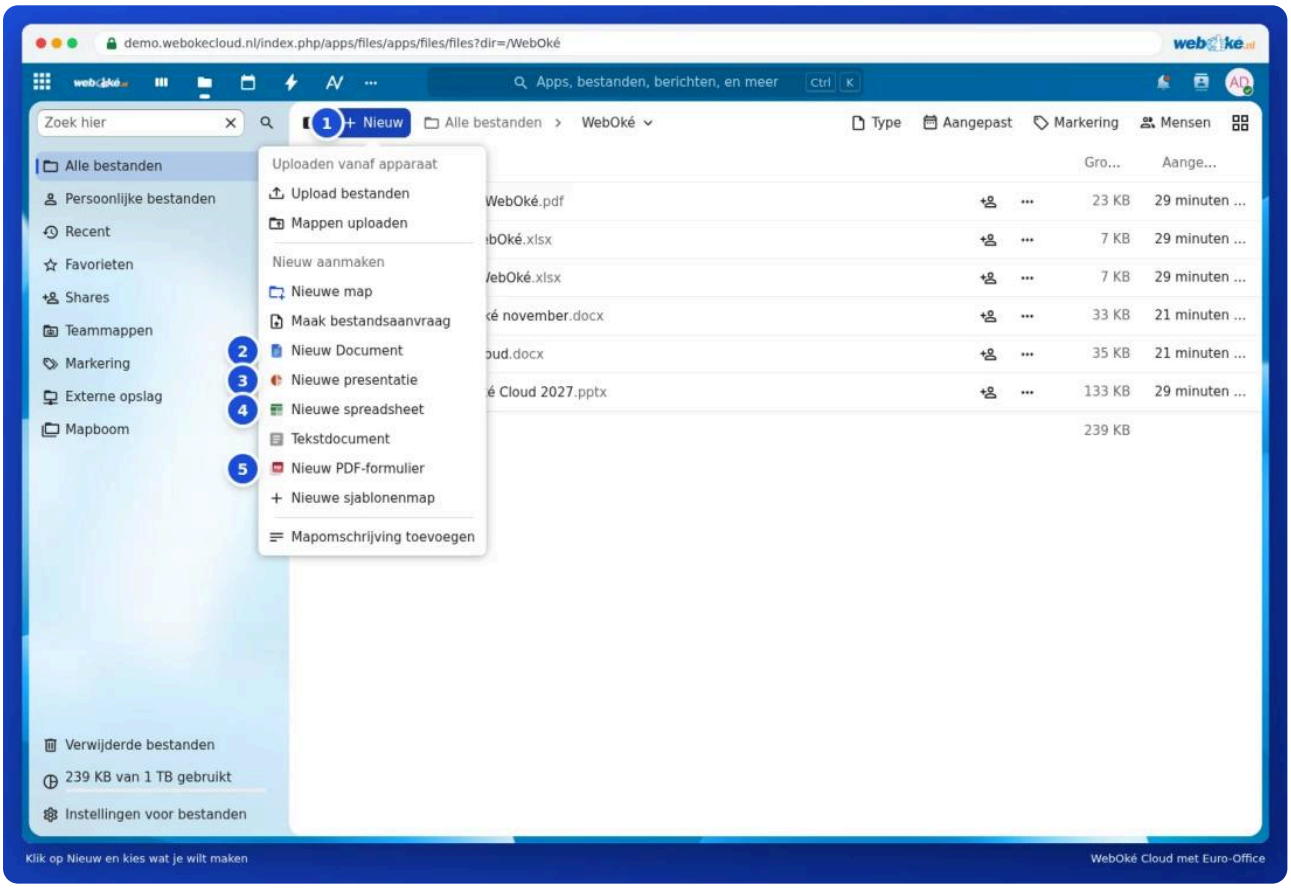
2.2 Creating a new document, spreadsheet or presentation

You create a new file in the folder where you want to keep it. So first open the right folder.

Step 1: click on New

Click the New button (1) at the top. A menu opens. Choose what you want to create:

- **New document** (2): a text document, such as a letter or quote (docx).
- **New presentation** (3): a presentation with slides (pptx).
- **New spreadsheet** (4): a spreadsheet, such as a budget (xlsx).
- **New PDF form** (5): a fillable PDF form.

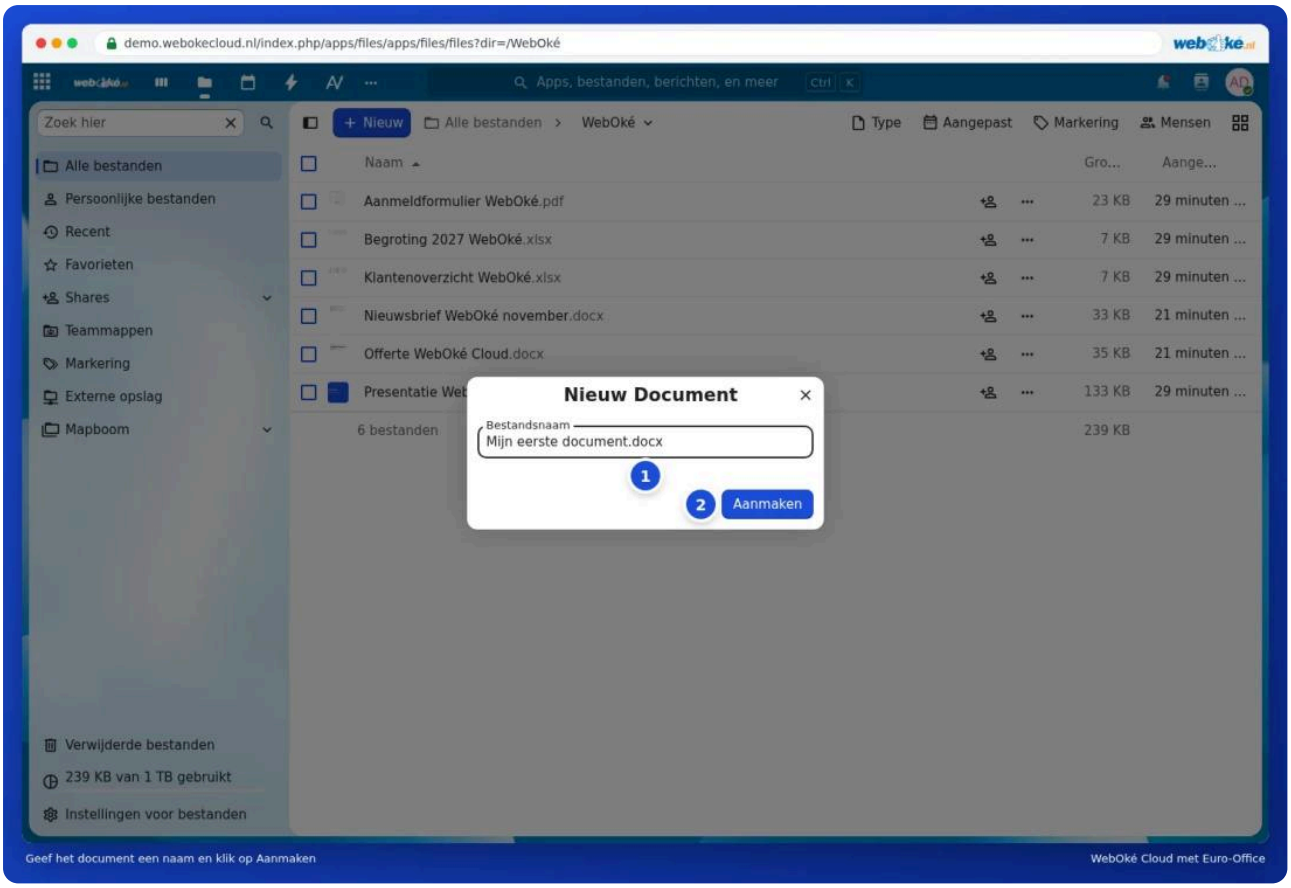


Choose what you want to create

Please note: the Text option creates a simple text file (md) for the Nextcloud Text app, not a Word document. So for letters and quotes, choose New document.

Step 2: give your file a name

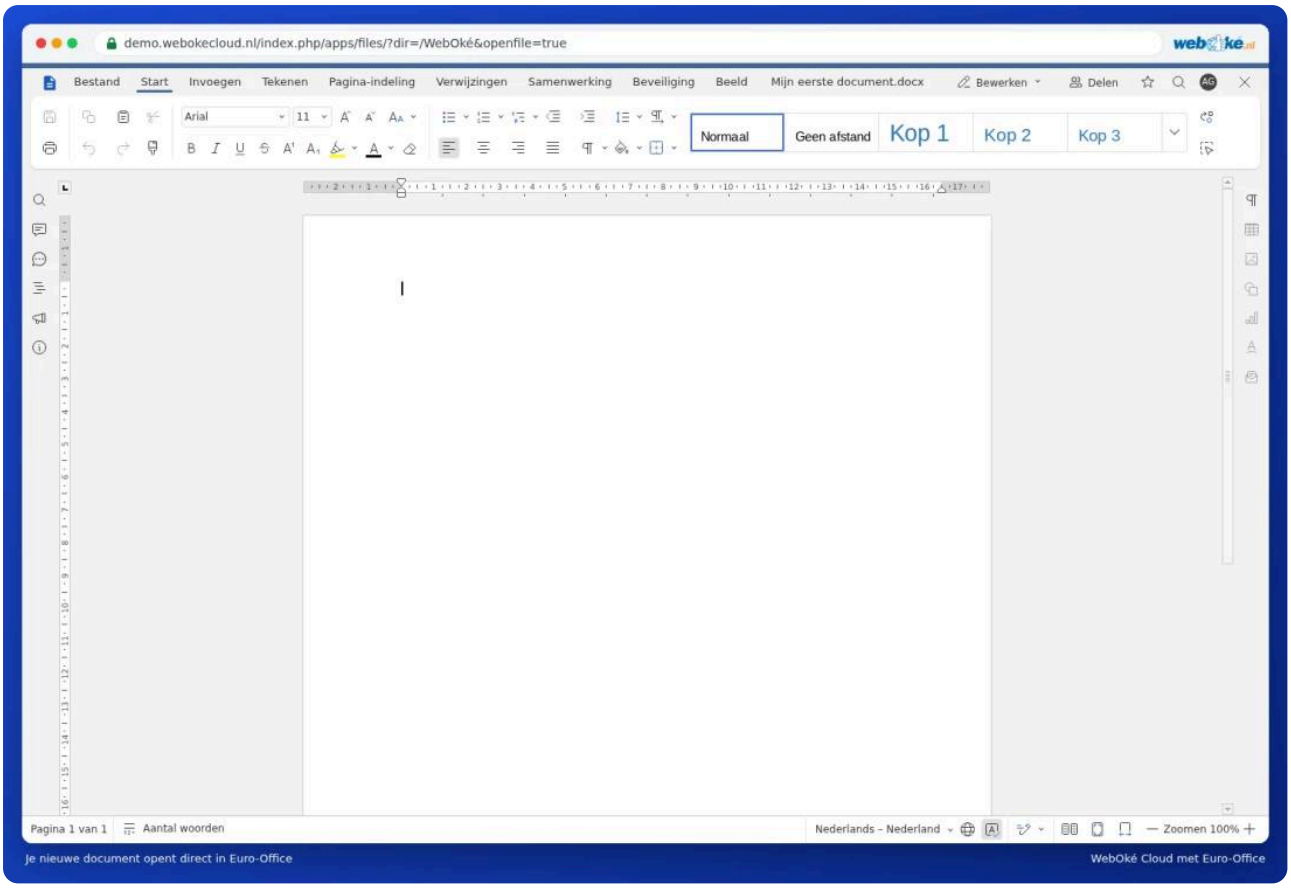
Type a clear name (1) and click Create (2). Leave the extension at the end, such as .docx for a document, .xlsx for a spreadsheet and .pptx for a presentation. This is how Nextcloud recognises what type of file it is.



Give the document a name

Step 3: start writing

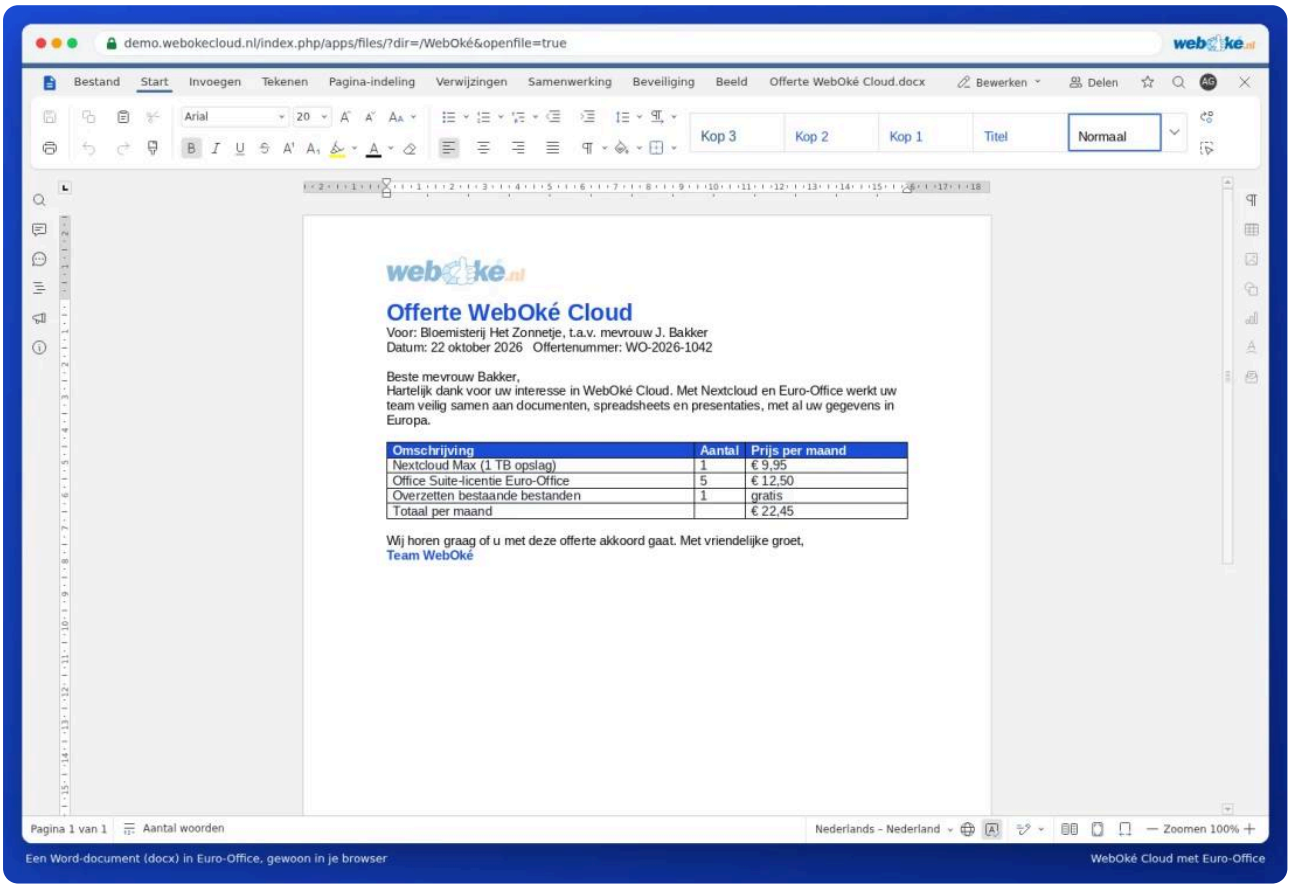
Your new file opens directly in Euro-Office. You can start right away. Everything you do is saved automatically.



Your new document, ready to get started

2.3 Opening an existing Word, Excel or PowerPoint file

You open a file that's already in your Nextcloud with a single click on its name. Euro-Office then automatically opens the right component: the word processor for a document, the spreadsheet editor for a spreadsheet, the presentation editor for slides and the PDF editor for a PDF.



A Word file opens with a single click

Adding a file from your computer

Is the file still on your computer? Drag it into the Nextcloud window, or click New and then Upload files. Once it's uploaded, click the name to open it.

Opening without editing

Just want to take a quick look? You still click the file as usual. You can read it without changing anything; as long as you don't type anything, the file stays as it was. If someone has shared the file with you with read only rights, it opens in reading view and you won't be able to make any changes.

Will my file be converted?

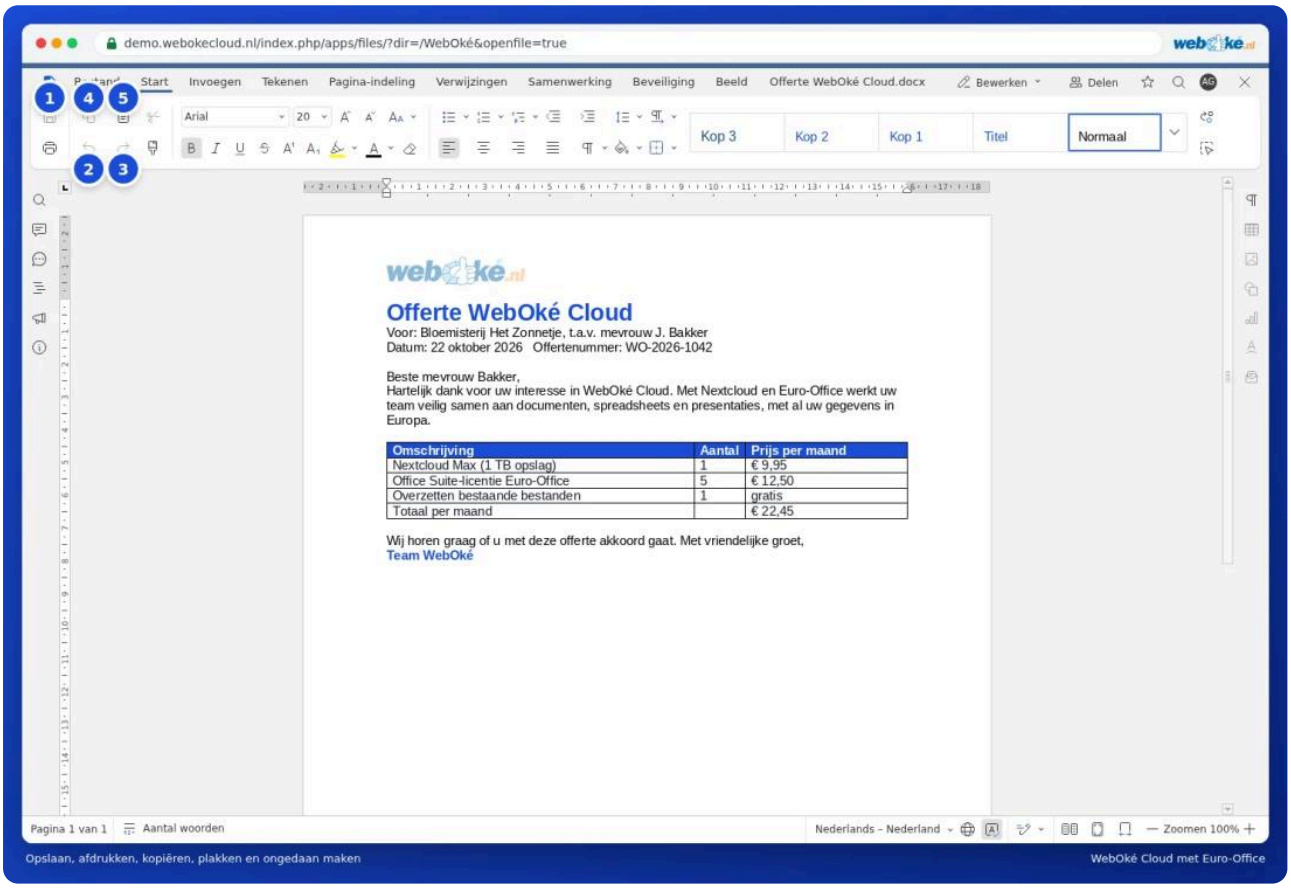
No. A docx stays a docx, an xlsx stays an xlsx and a pptx stays a pptx. Euro-Office works directly within the file. This means colleagues using Microsoft Office can simply keep opening the file as normal.

2.4 Saving: how automatic saving works

In Euro-Office, you don't need to save your work yourself. Everything you type is saved automatically. If you're working together with others, they'll see your changes straight away.

The Save button

At the top left of the toolbar, you'll still find a Save button (1). Use this when you want to be sure your latest change has been saved right away, for example just before you close the window. You can also press `Ctrl` + `S` (on Mac, `Cmd` + `S`).



Save, undo and the clipboard

Restoring an older version

Nextcloud automatically keeps older versions of your file. Accidentally deleted something? You can restore an earlier version. Find out how in Version History: restoring an older version.

When is the file in Nextcloud updated?

Euro-Office saves your changes straight away, but the file in Nextcloud itself is only fully updated once everyone has closed the document. Want to download the file or open it on

your computer? Close the document first. Read more about this in You don't see your changes when you download the file or open it on your computer.

Saving a copy

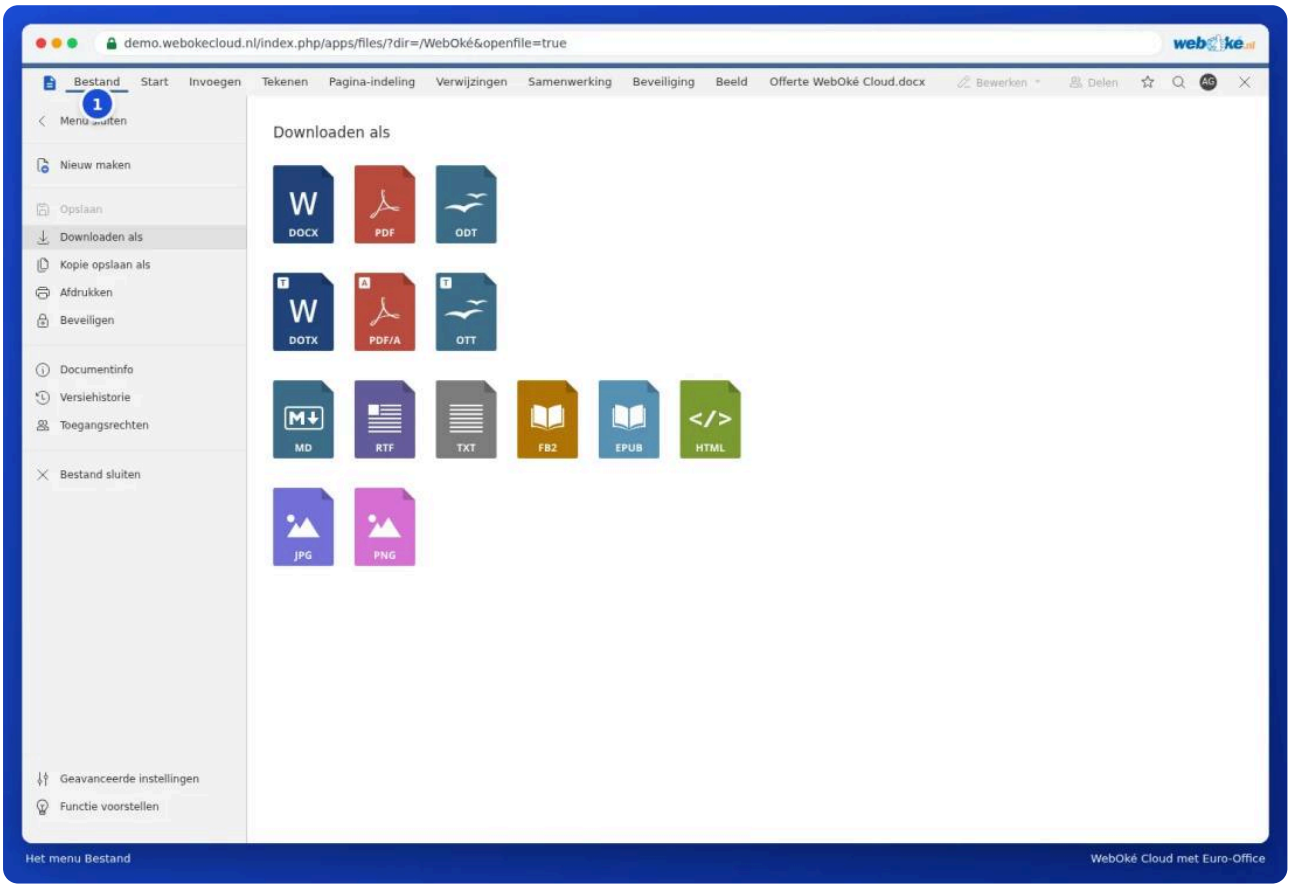
Want to keep the original as it is and carry on working in a copy? Choose File and then Save copy as. You can then choose a new name and, if you like, a different format.

2.5 Download as docx, xlsx, pptx, odt or pdf

Want to email a file to someone, put it on a usb stick or send it as a pdf? Then download it in the format you need.

Step 1: open the File menu

Click the File tab (1) in the top left. The menu with all file options opens.

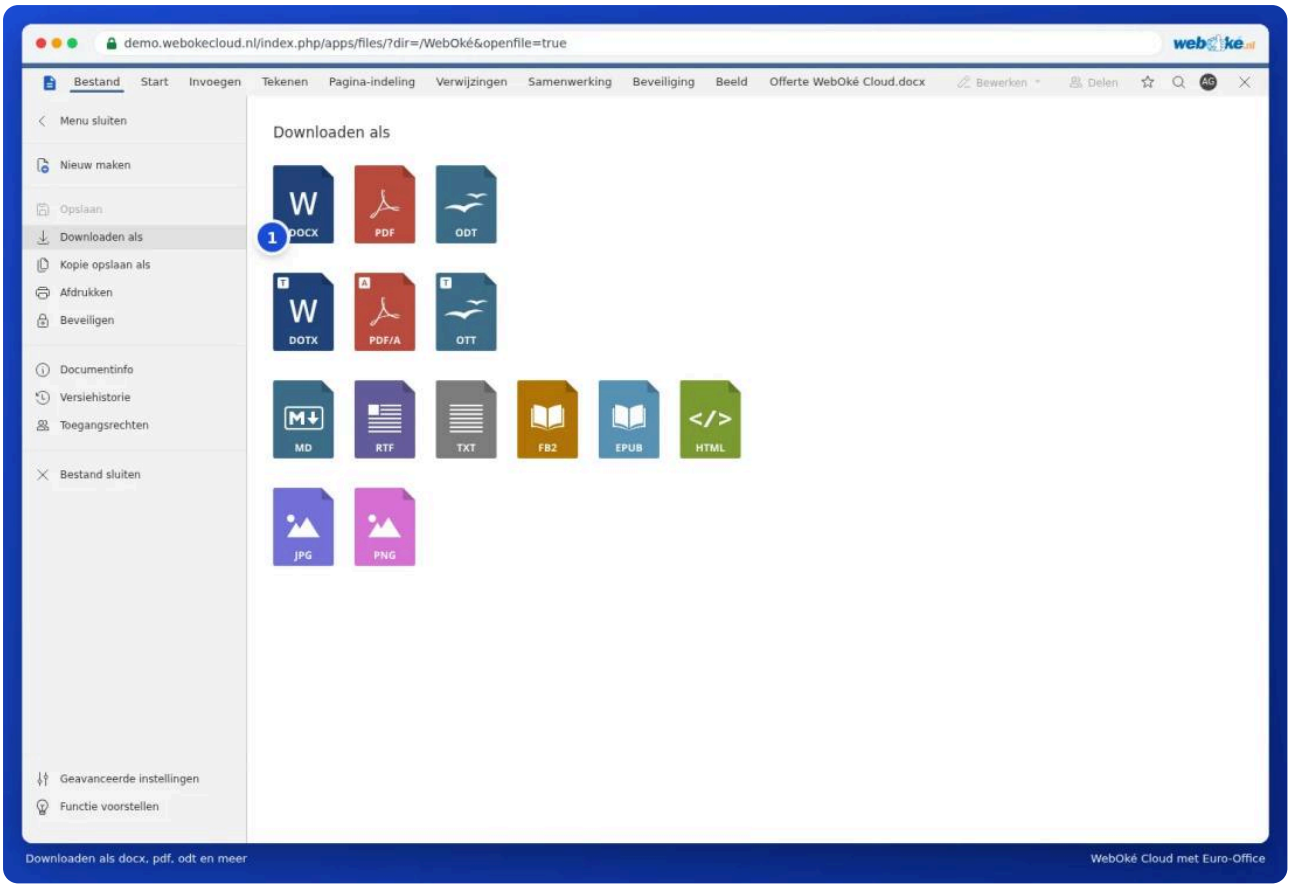


The File menu

Step 2: choose Download as

Click Download as and click the format you want, for example DOCX (1). For a text document, you can choose from options including:

- **DOCX**: for Microsoft Word.
- **PDF** and **PDF/A**: for sending or archiving. A pdf looks the same everywhere.
- **ODT**: for LibreOffice and other OpenDocument programs.
- **DOTX** and **OTT**: as a template.
- **MD, RTF, TXT, HTML, EPUB, FB2**: for other applications.
- **JPG** and **PNG**: as an image.



Choose the format to download

The file ends up in your computer's download folder. The original in Nextcloud remains unchanged.

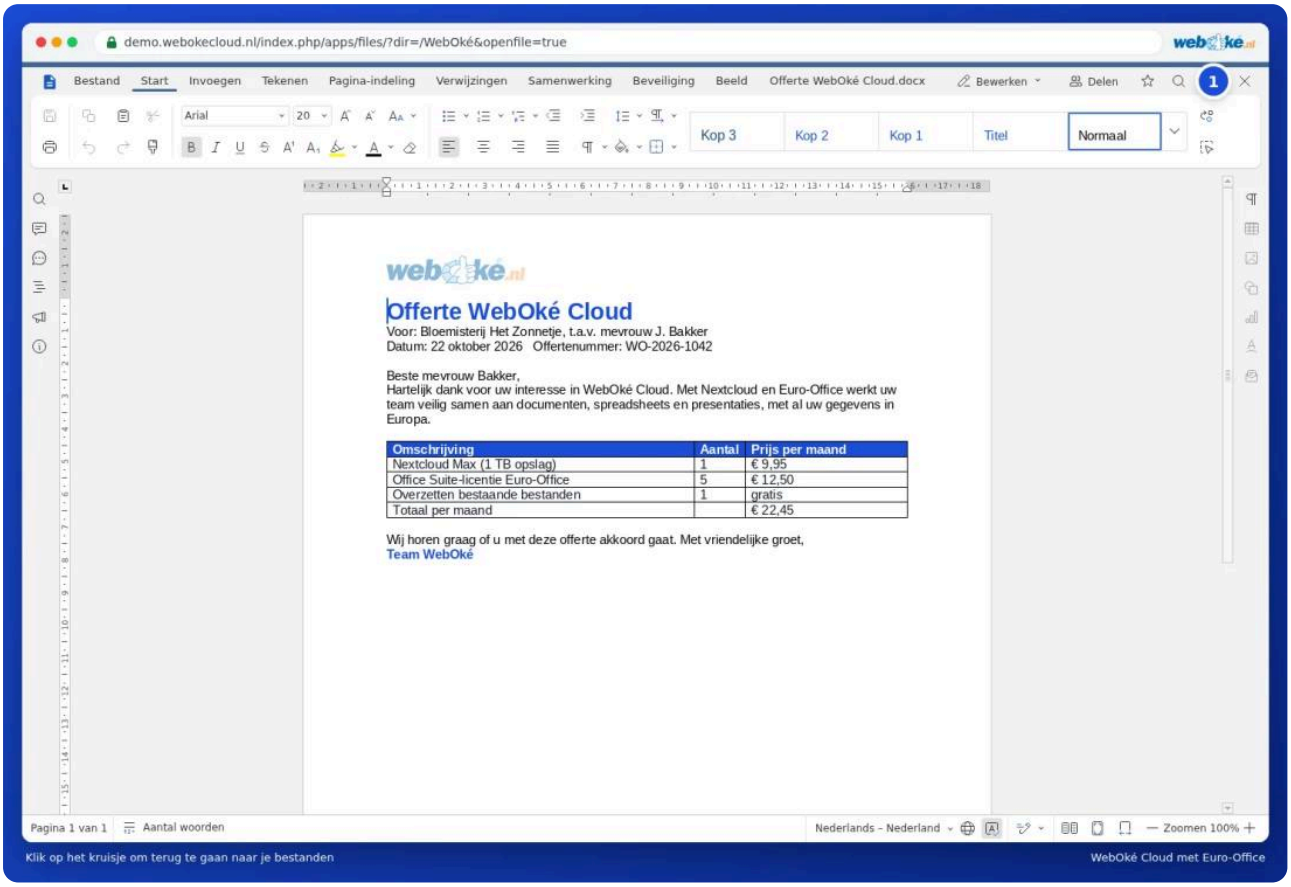
It works exactly the same in a spreadsheet or presentation. You might choose XLSX, ODS, CSV or PDF for a spreadsheet (see Importing and exporting CSV files), or PPTX, ODP or PDF for a presentation (see Saving a presentation as PDF or PPTX).

Prefer to save it in Nextcloud?

Then choose Save copy as instead of Download as. The copy, for example as a pdf, will then be saved in your Nextcloud.

2.6 Closing a document and returning to your files

All done? Click the cross in the top right corner (1). Euro-Office closes and you return to the folder where you opened the file. Your changes are already saved.



Closing with the cross in the top right corner

You can also choose File and then Close file. Or simply close your browser tab; nothing gets lost that way either.

Was someone else still working in the file?

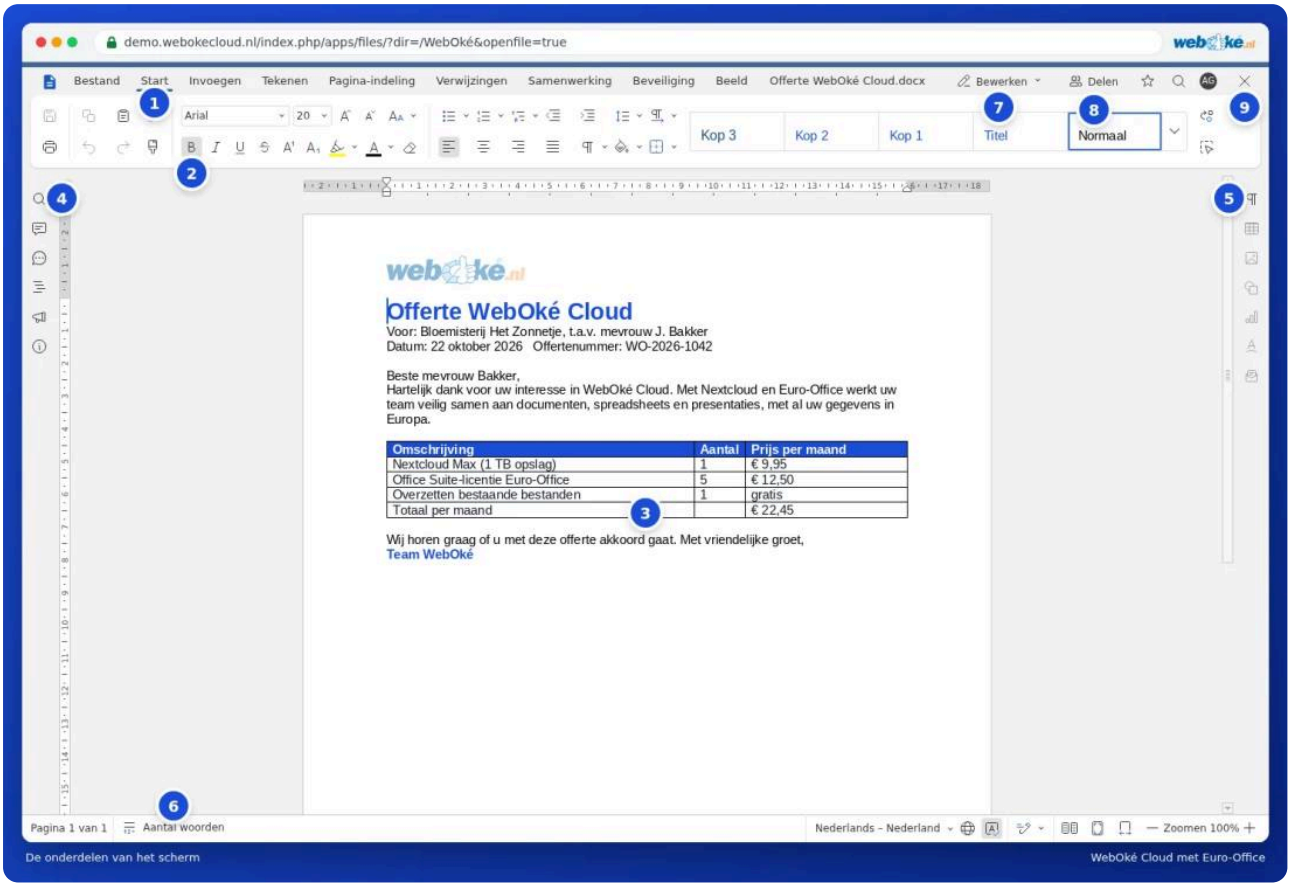
Then the file simply stays open for them. Your changes are already included. The file is permanently updated in Nextcloud once everyone has closed it. See also You don't see your changes when you download the file or open it on your computer.

3

Getting to know the editor

3.1 A tour of the Euro-Office screen

The Euro-Office screen is set up the way you know from Word and Excel. Let's walk through the parts.

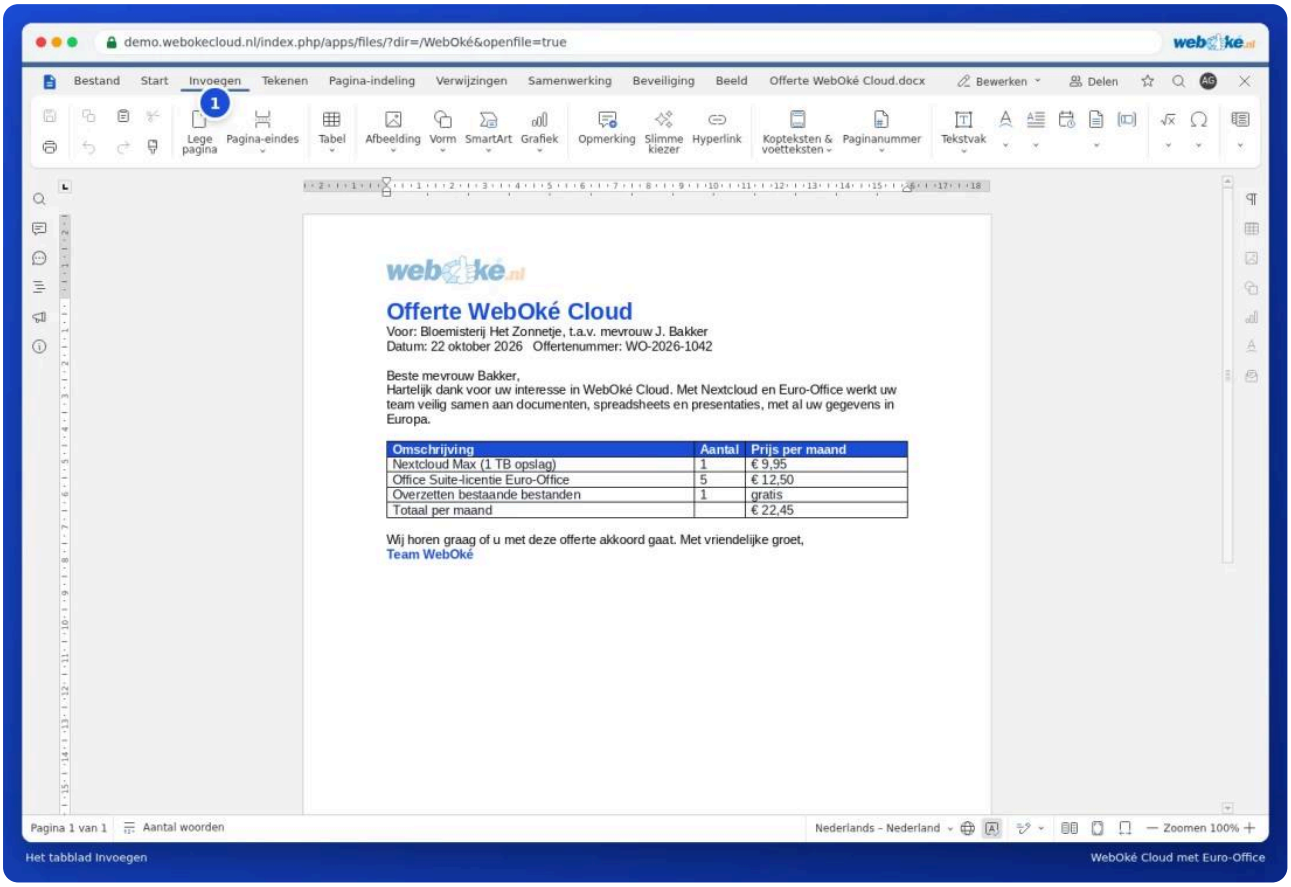


The parts of the screen

1. **Tabs.** File, Home, Insert, Draw, Layout, References, Collaboration, Protection and View. Each tab has its own buttons.
2. **Toolbar.** The buttons of the selected tab. On Home, for example, you'll find font, bold, italic, alignment, lists and styles.
3. **The document.** This is where you type and edit.
4. **Left sidebar.** Search, comments, chat, headings (navigation through your document) and information.
5. **Right sidebar.** Settings for what you've selected, such as a paragraph, table, image or chart.
6. **Status bar.** The page number, word count, language, spell check and zoom.
7. **Editing.** Choose how you work with the document: Editing, Reviewing (suggest changes) or Viewing (view only). See also A document opens as read only.
8. **Share.** Share the file with colleagues.
9. **Close.** Return to your files.

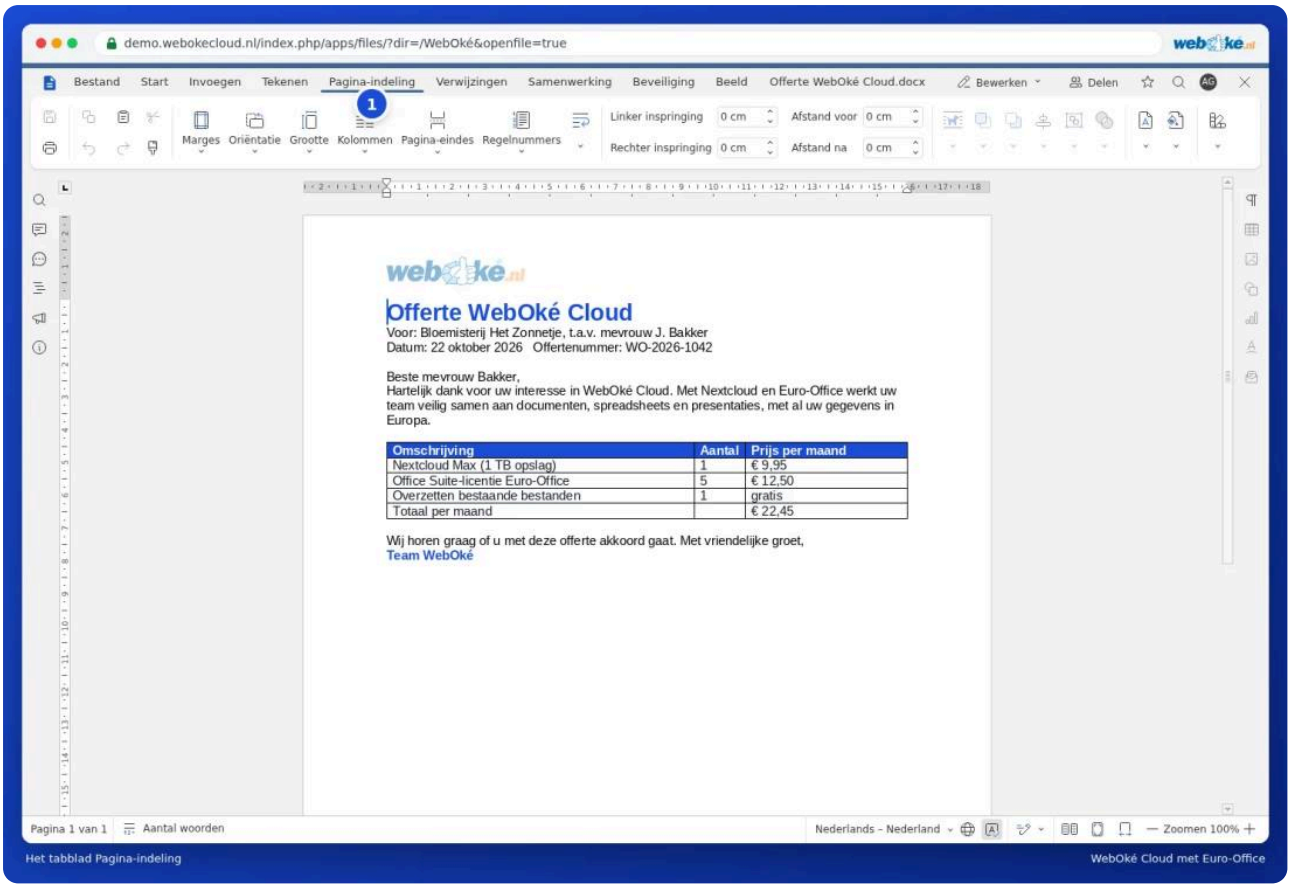
The tabs

On Insert, you add tables, images, shapes, charts, headers and footers, and page numbers.



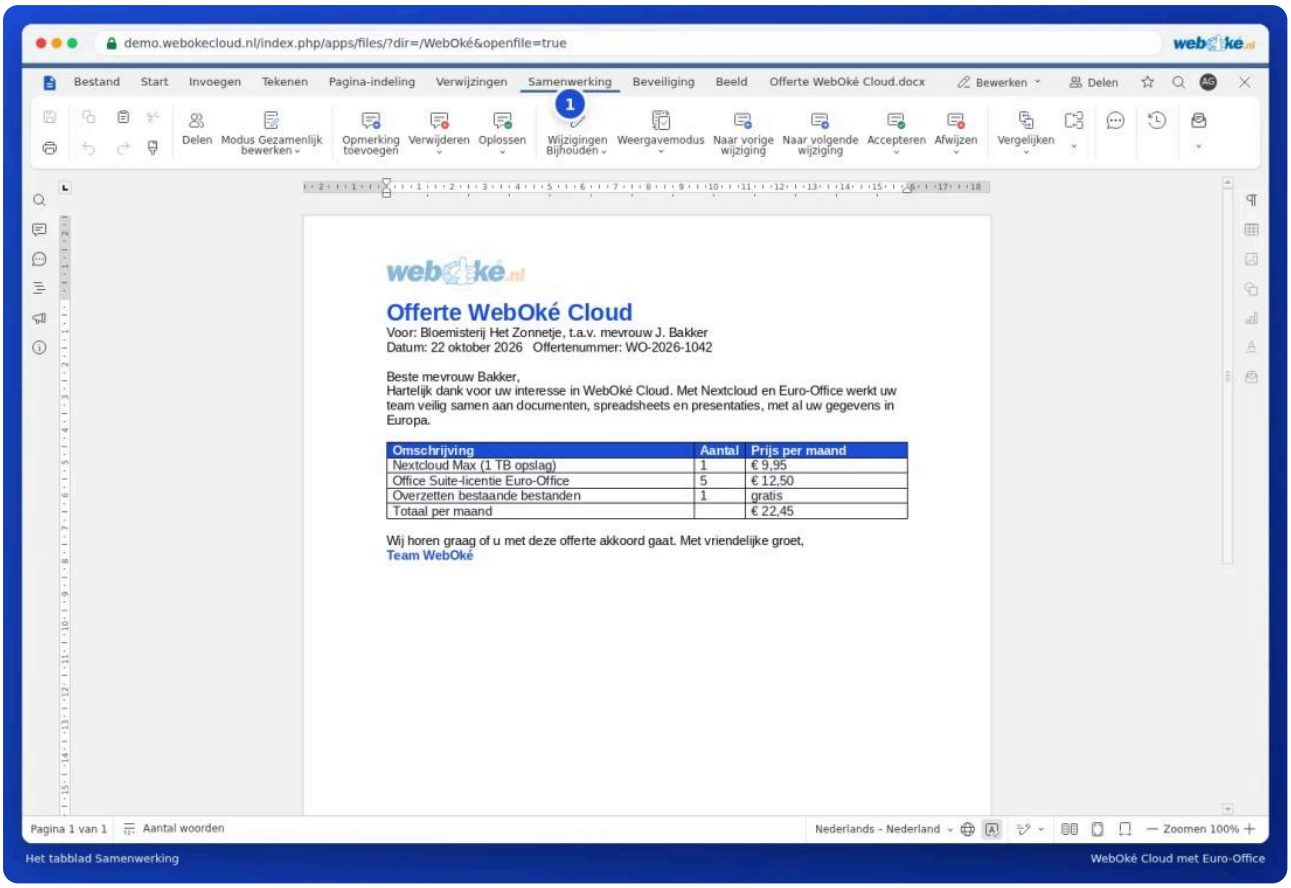
The Insert tab

On Layout, you set margins, page orientation, columns and page breaks.



The Layout tab

On Collaboration, you'll find comments, track changes, compare documents and version history.



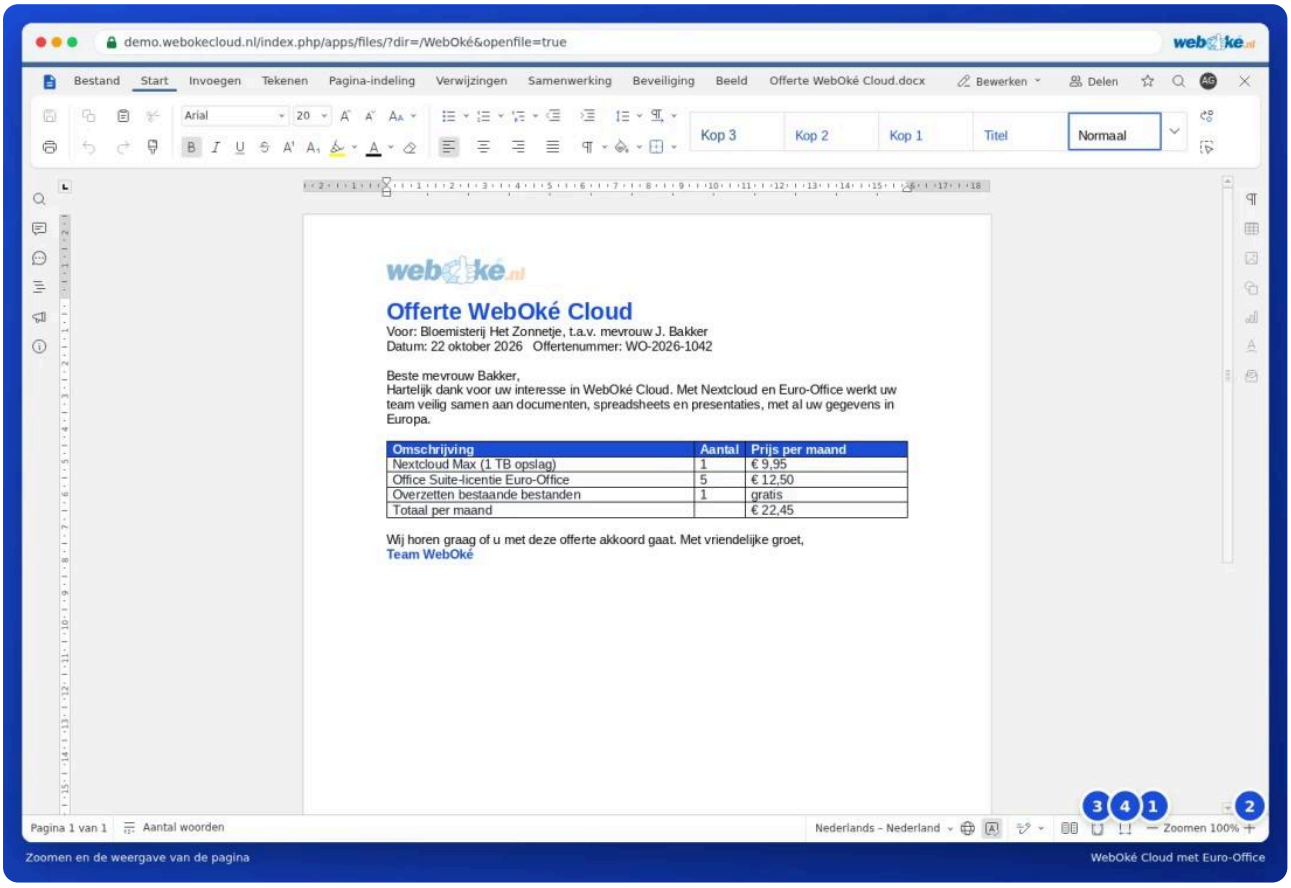
The Collaboration tab

The spreadsheet and presentation editors have the same structure, with tabs suited to that type of file, such as Formula and Data in a spreadsheet.

3.2 Zooming, view and the theme in Euro-Office

Zoom

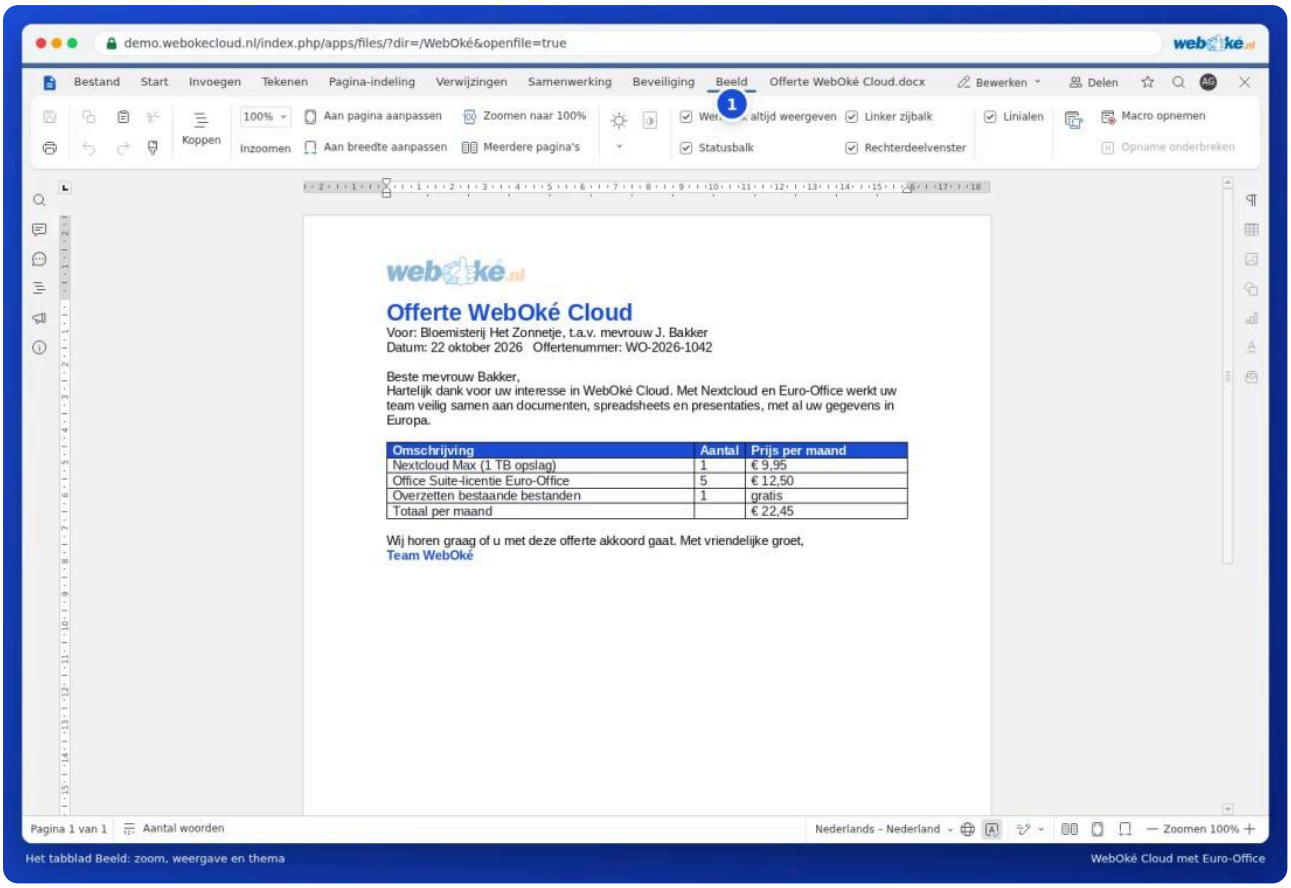
At the bottom right of the status bar, you can zoom out (1) or in (2). With Fit to Page (3) you see the whole page, and with Fit to Width (4) the page fills the width of your screen. You can also hold down `Ctrl` and scroll with your mouse.



Zooming in the status bar

The View tab

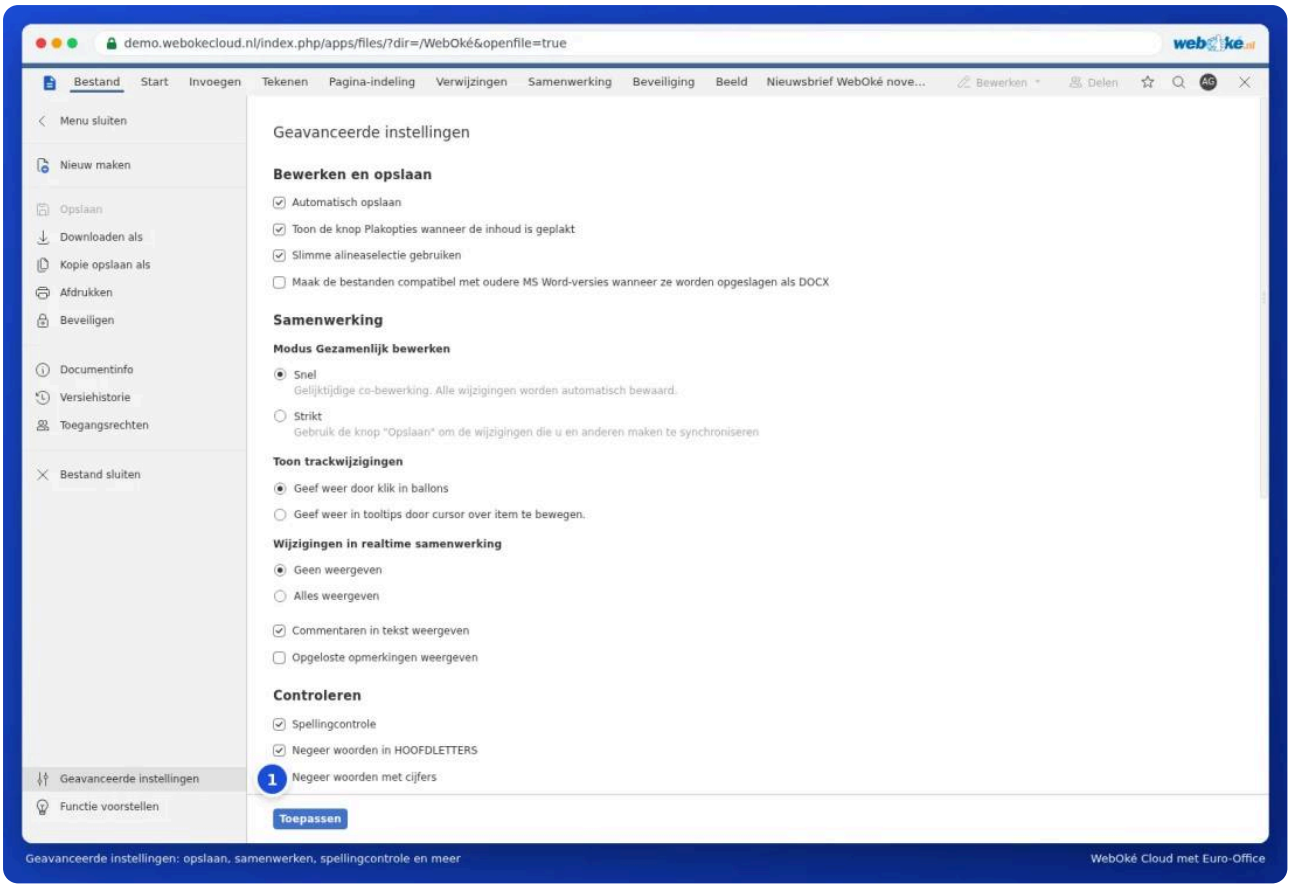
On the View tab (1), you choose what you see: the headings in the left-hand bar, the zoom level, multiple pages side by side, and whether you want to see the toolbar, status bar, side panels and rulers. Want more room for your text? Then turn off the toolbar or the rulers.



The View tab

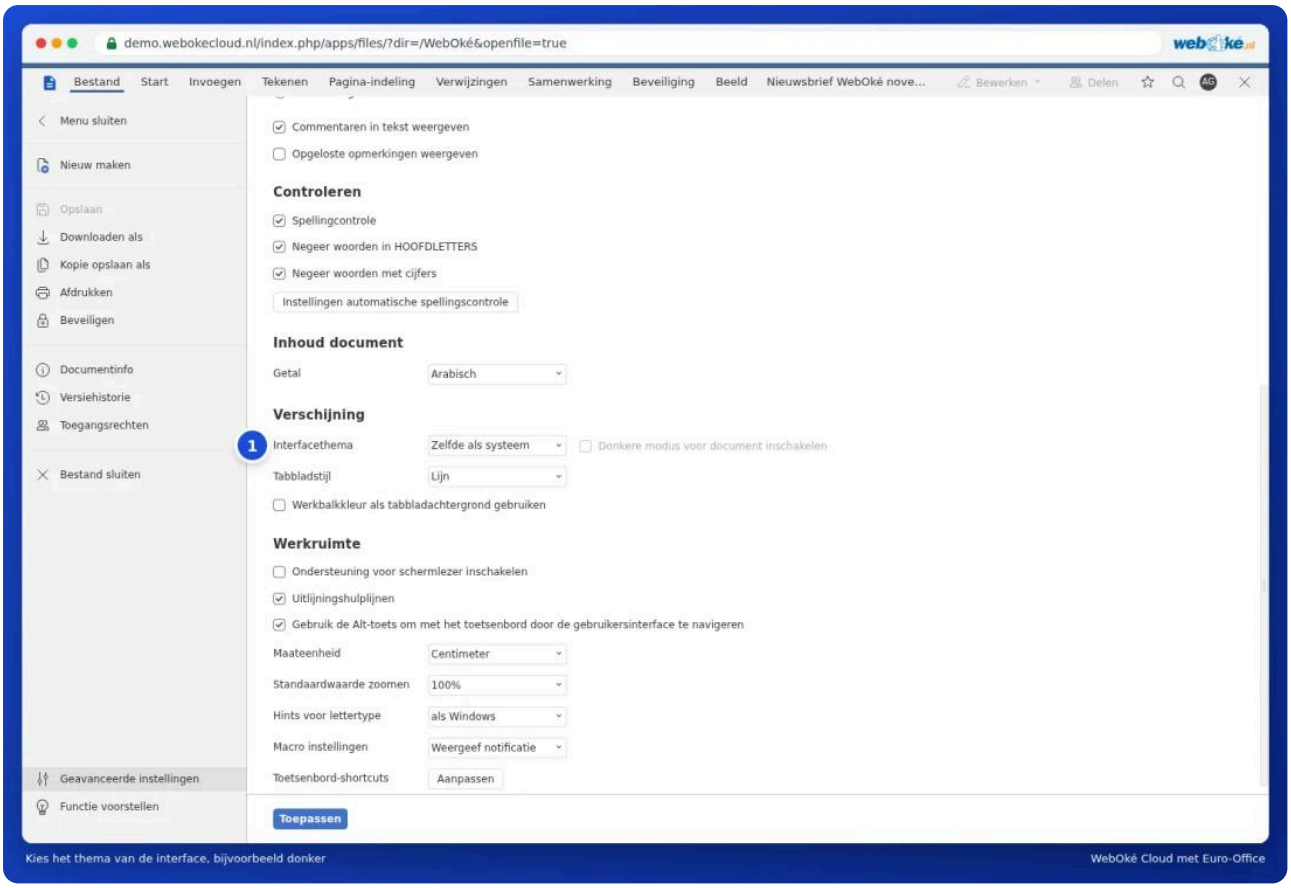
Light or dark theme

Prefer working with a dark screen? Choose File, then Advanced Settings (1). There you can also set other things, such as autosave, how you collaborate and spell checking.



The advanced settings

Scroll down to the heading Appearance. Under Interface theme (1), the default is Same as system: Euro-Office then follows your computer's setting. Here you can choose, for example, Light or Dark, and click Apply at the bottom. With Turn on document dark mode, the document itself also turns dark.



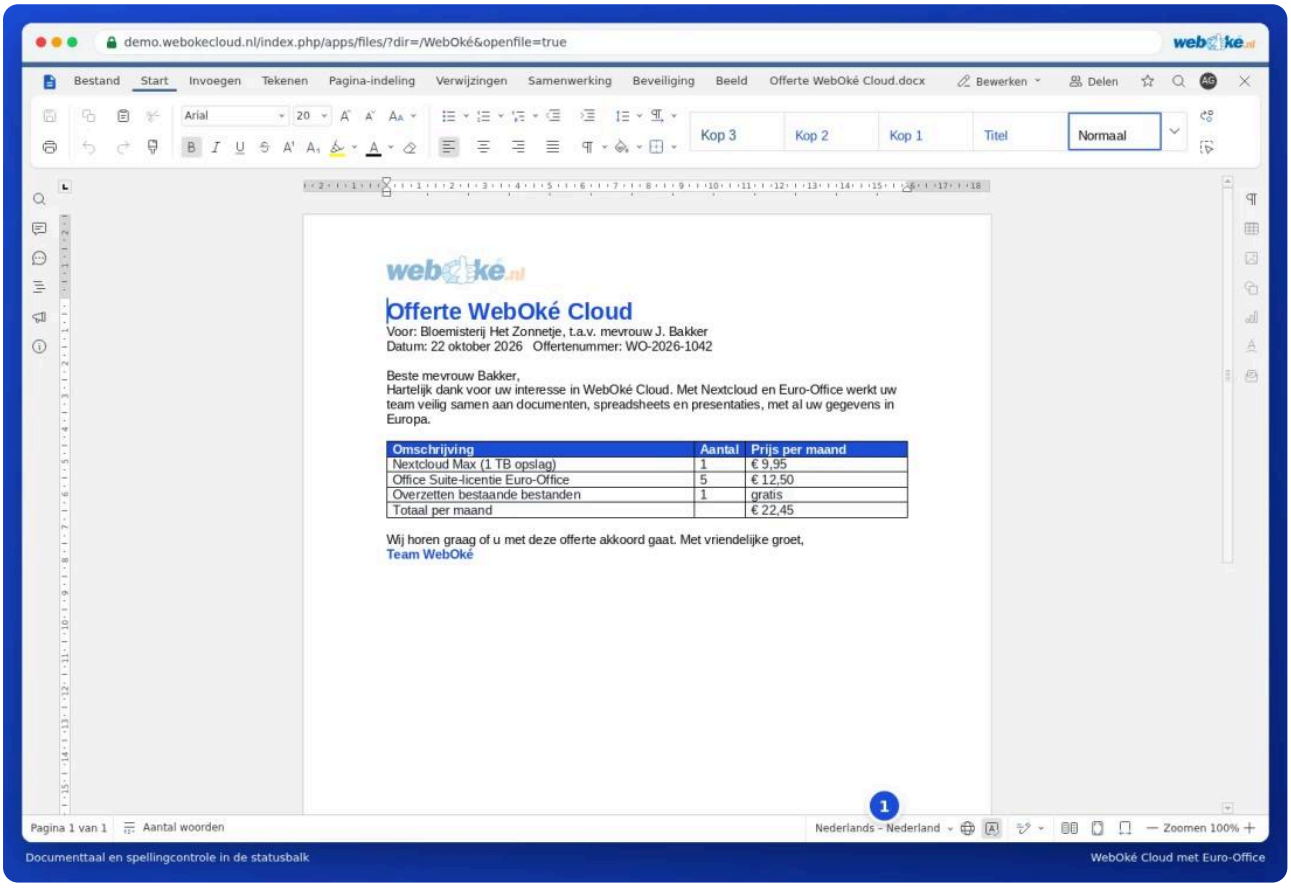
Choosing the interface theme

3.3 Language, spell checking and dictionary

Euro-Office checks your spelling as you type. Words it doesn't recognise get a red wavy underline. For this to work properly, your document language needs to be set correctly.

The language of your document

At the bottom right of the status bar, you'll see the language of the text where your cursor is (1), for example English. To the right of it are two buttons: the globe icon (**Set document language**) and the **Spell checking** button, which turns the check on or off.



The document language and spell checking

Is a different language shown, for example Dutch, making almost every word underlined in red? Click the globe icon and choose English. This applies to the whole document. Do you only want to set the language for a piece of text, for example a French sentence? Select that text, click the language in the status bar, and choose the language.

Correcting a spelling mistake

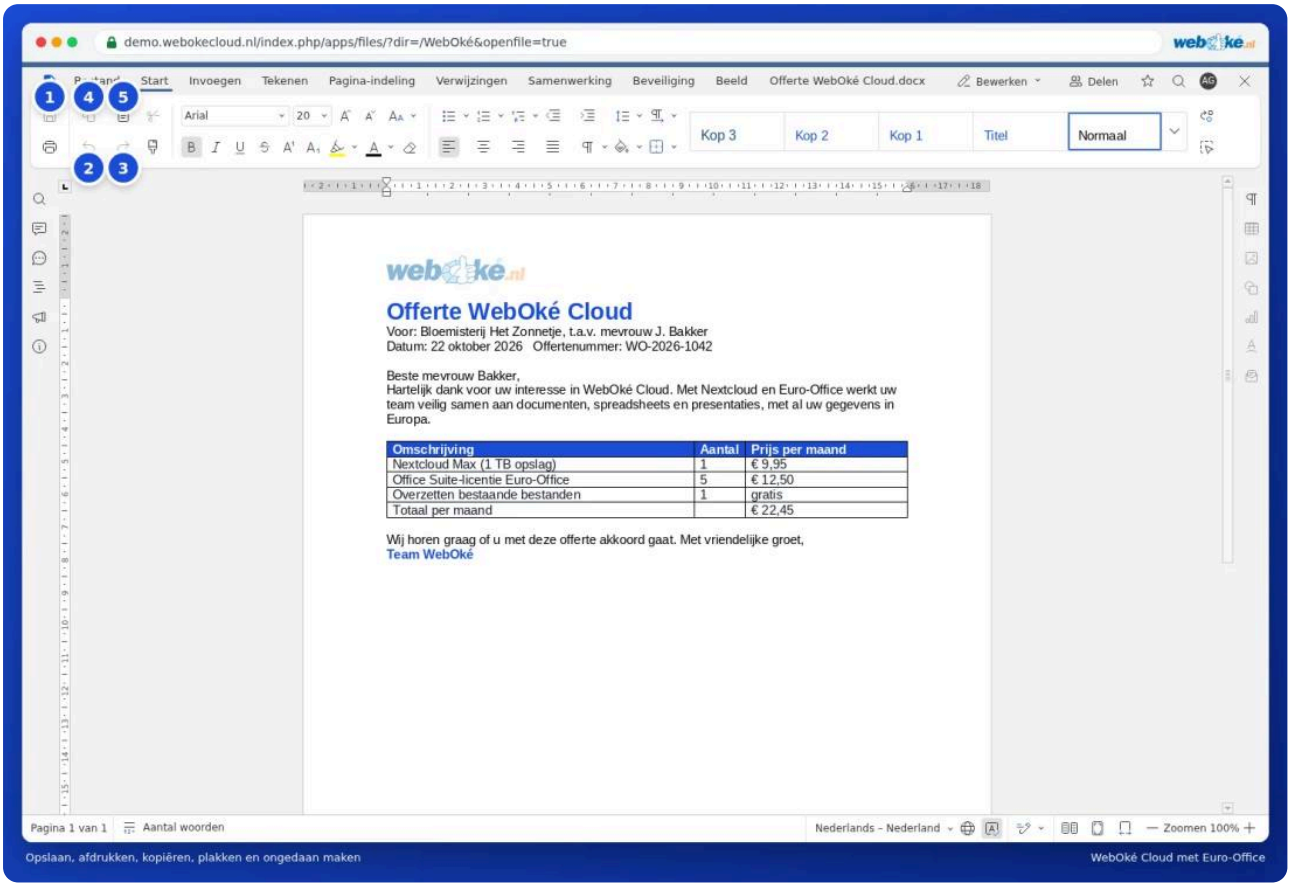
Right-click a word that's underlined in red. You'll then get suggestions for the correct spelling. Is the word actually correct, for example a name? Then choose **Ignore all**, or choose **Add to dictionary**, so the word won't be marked red again.

The language of the menus

The menus in Euro-Office use the language you've set in Nextcloud. You can change this in Nextcloud: click your profile picture at the top right, choose **Settings**, and open the language settings page on the left (**Language & locale**). There, choose your preferred language under Language.

3.4 Undo, redo and the clipboard

A mistake is easily fixed. On the left of the toolbar, you'll find the buttons you'll need most often.



The buttons for saving, undoing and the clipboard

1. **Save** (`Ctrl` + `S`): save your latest change immediately.
2. **Undo** (`Ctrl` + `Z`): reverse your last action. Click again to go back further.
3. **Redo** (`Ctrl` + `Y`): carry out an action again after undoing it.
4. **Copy** (`Ctrl` + `C`): copy the selected text or image.
5. **Paste** (`Ctrl` + `V`): insert what you've copied.

On Mac, use `Cmd` instead of `Ctrl`. To cut, use `Ctrl` + `X`.

Pasting from another program

You can paste text that you've copied in another program or on a website. Your browser may first ask permission to use the clipboard; if so, click Allow. If pasting with the button doesn't work, use `Ctrl` + `V` instead. This always works. You can read more about this in Pop-ups, the clipboard and your browser's cache.

Copying formatting

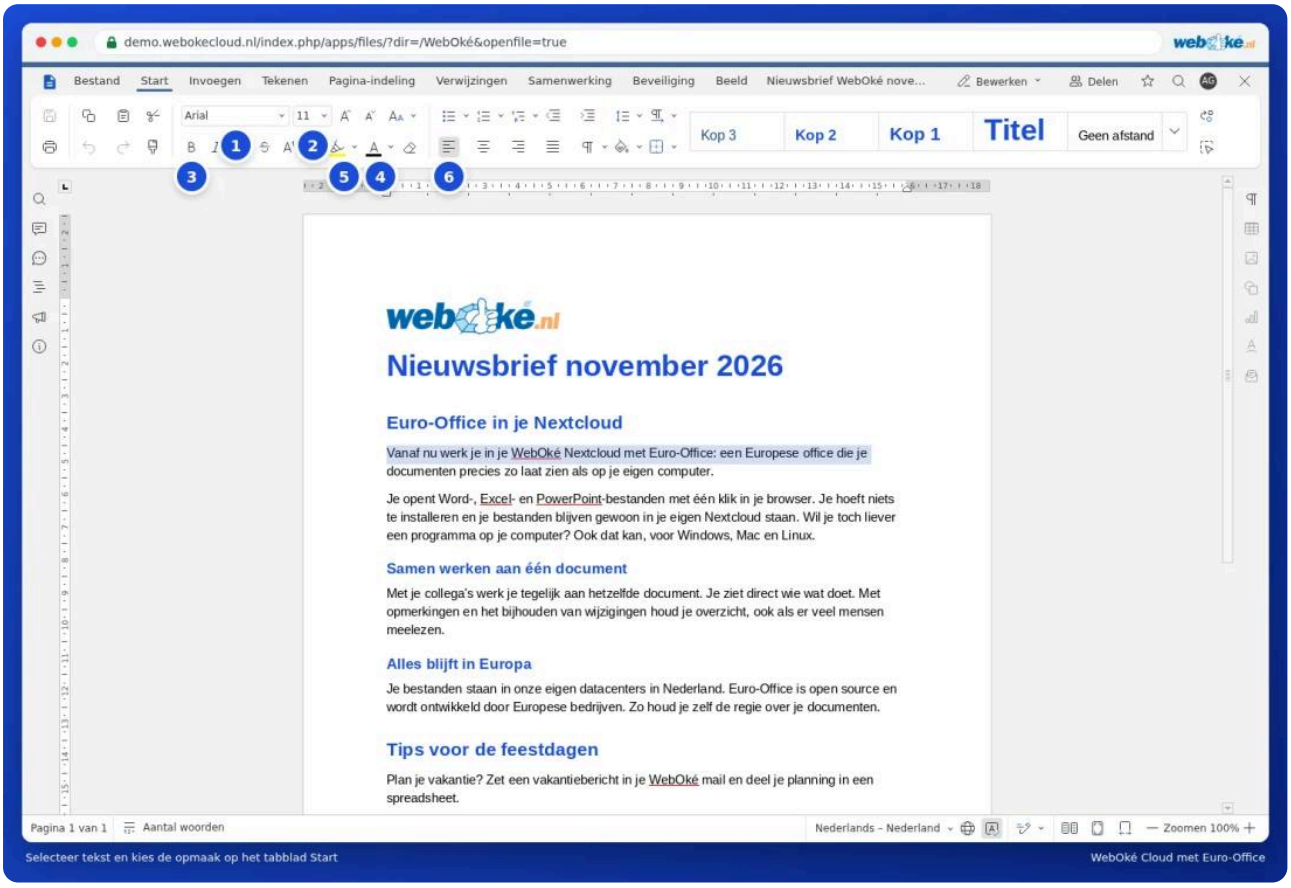
With the Copy style button (the little brush), you can take the formatting of a piece of text, such as the font and colour, and apply it to another piece of text.

4

Text documents

4.1 Formatting text: font, size, colour and alignment

On the **Home** tab, you'll find everything you need to format text. It works just like you're used to in Word: first you select the text, then you choose the formatting.



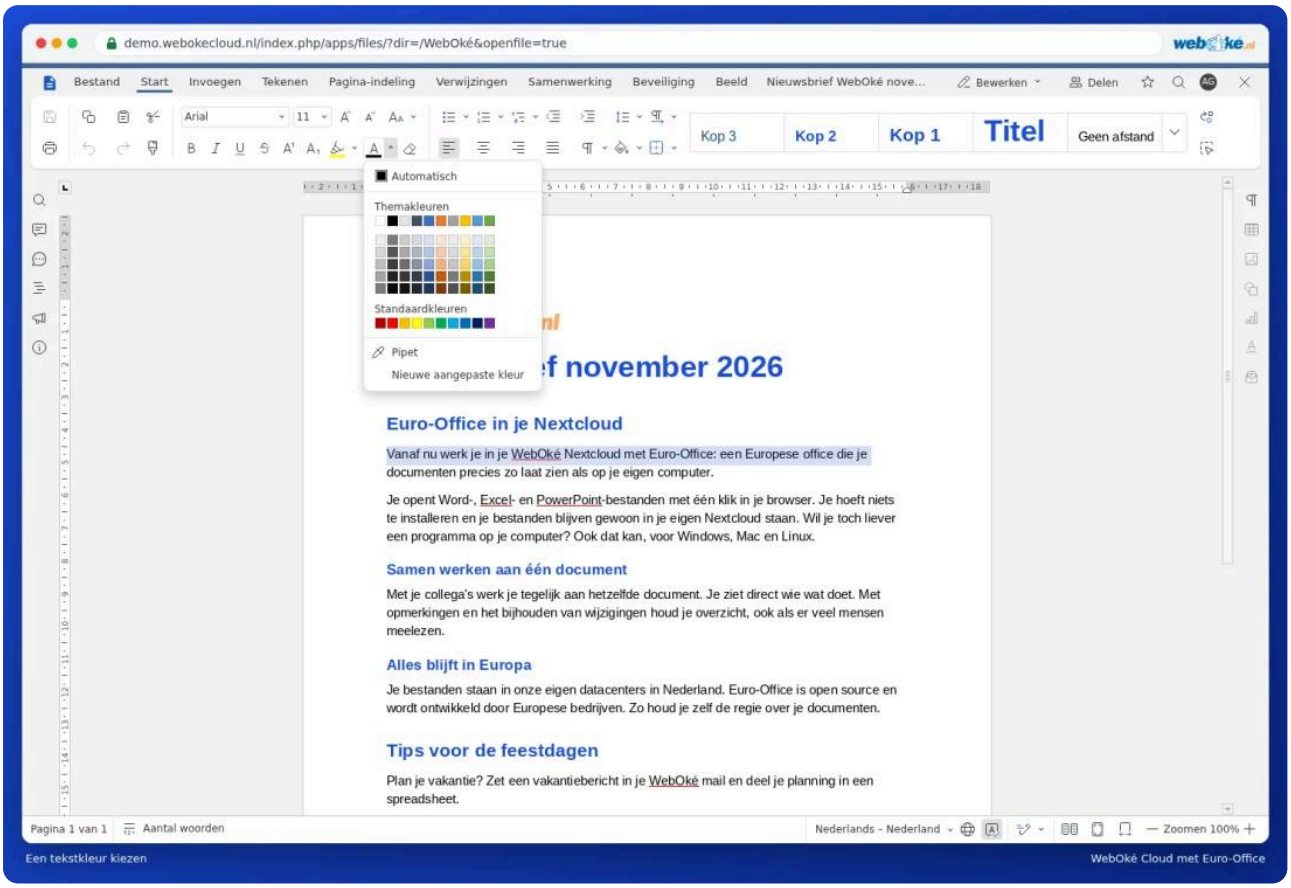
The text formatting buttons on the Home tab

How to format text

1. Select the text: drag your mouse over the text, or double-click a word. Click three times to select an entire paragraph.
2. Choose the **font** (1) and the **font size** (2). Use the buttons with the large and small A next to them to make the text bigger or smaller step by step.
3. Make text **bold**, *italic* or underlined (3). Next to these are strikethrough, superscript and subscript.
4. Give the text a **colour** with the **Font color** button (4), or give it a coloured background like with a highlighter, with **Highlight color** (5).
5. Choose the **alignment** (6): left, centred, right or justified.

Choosing colours

Click the arrow next to the font colour button. You can choose from theme colours, standard colours or a custom colour. Use the eyedropper to pick up a colour that already appears somewhere in your document.



Choosing a text colour

Handy keyboard shortcuts

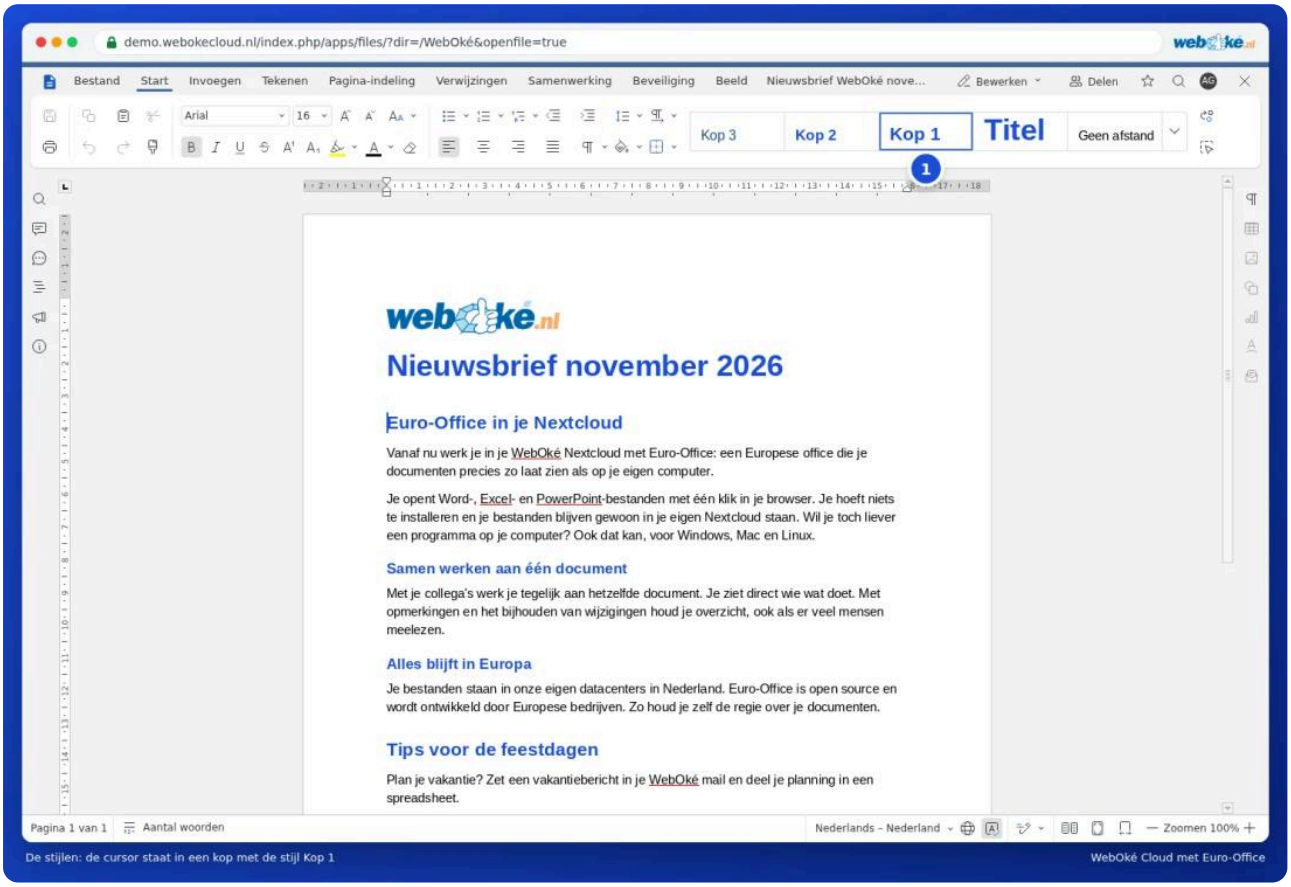
What	Windows and Linux	Mac
Bold	`Ctrl + B`	`Cmd + B`
Italic	`Ctrl + I`	`Cmd + I`
Underline	`Ctrl + U`	`Cmd + U`
Left, centre, right, justify	`Ctrl + L, E, R, J`	`Cmd + L, E, R, J`
Clear formatting	`Ctrl + Space`	`Cmd + Space`

Tip: want to use the same formatting again? Place the cursor in the formatted text, click the button with the paintbrush (**Copy style**) and then select the text that should get the same formatting.

Using the same formatting for all headings? It's better to use styles instead. You can read how that works in Using styles and headings.

4.2 Using styles and headings

A style is a fixed combination of formatting: font, size, colour and spacing. Euro-Office has styles for normal text, a title and headings at different levels. If you work with styles, your document looks consistent throughout, and you can create a table of contents with a single click.



The cursor is placed in a heading: Heading 1 is highlighted in the style gallery

Applying a style

1. Place the cursor in the paragraph that should become a heading. You don't need to select anything.
2. On the **Home** tab, click **Heading 1**, **Heading 2** or another style in the style gallery on the right (1). Use the arrow to the right of the gallery to see all the styles.

Use **Heading 1** for chapters, **Heading 2** for sections and **Heading 3** for subsections within those. For normal text, choose **Normal**.

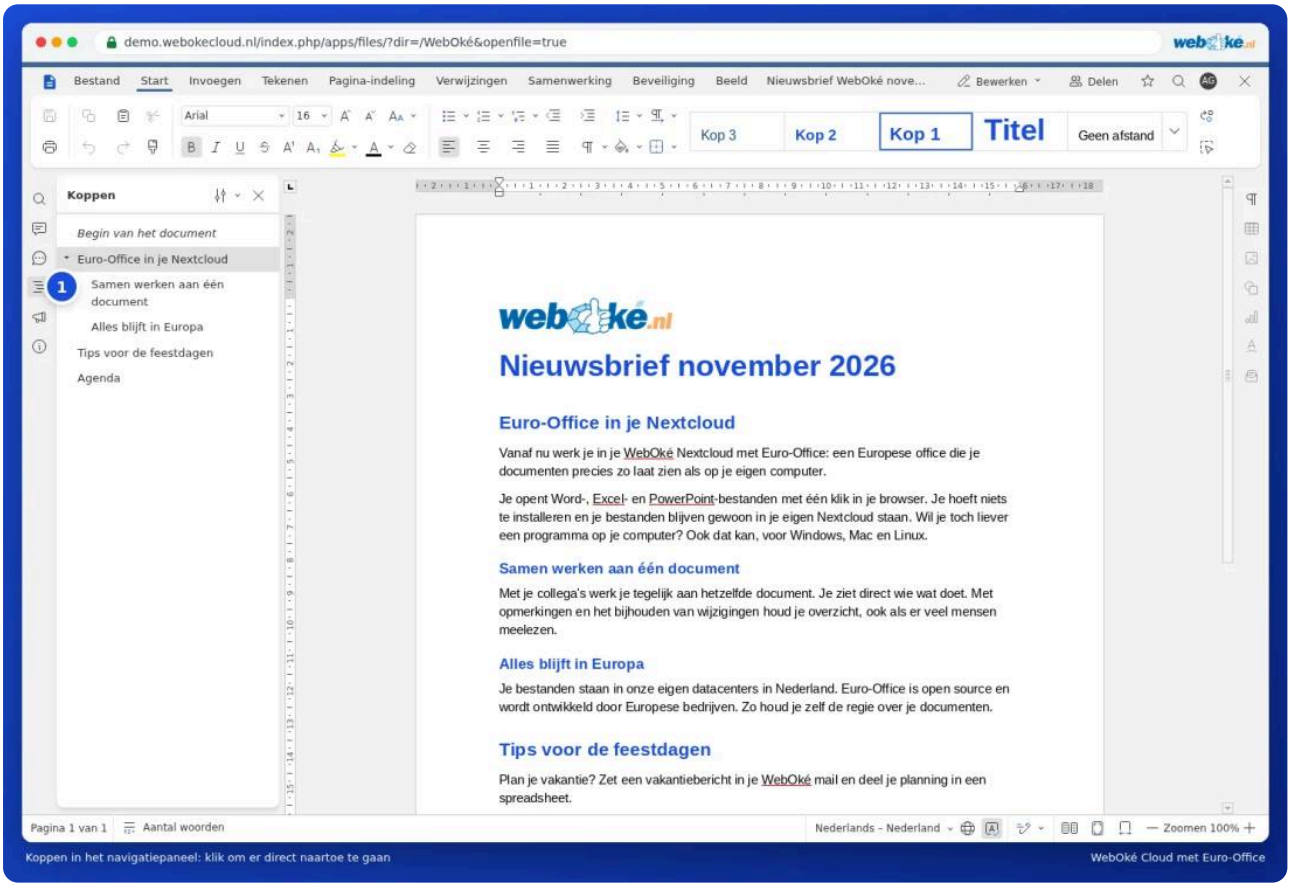
Keyboard shortcuts: `Alt` + `1`, `2` or `3` turns the paragraph into Heading 1, 2 or 3 (on Mac, `Cmd` + `Option` + `1`, `2` or `3`).

Customising a style

Want all your headings to have a different colour, for example? Format one heading the way you want it, right-click the style in the gallery and choose **Update from selection**. All headings using that style will change accordingly. To create your own style, right-click the formatted text and choose **Formatting as Style**, then **Create new style**. Use **Restore to default** to return a style to its original state.

Quickly navigate your document with the navigation panel

Click the **Headings** button on the left (1). You'll then see all the headings in your document listed one below the other. Click a heading to jump straight to it. This is really handy for long documents.



All headings in the navigation panel

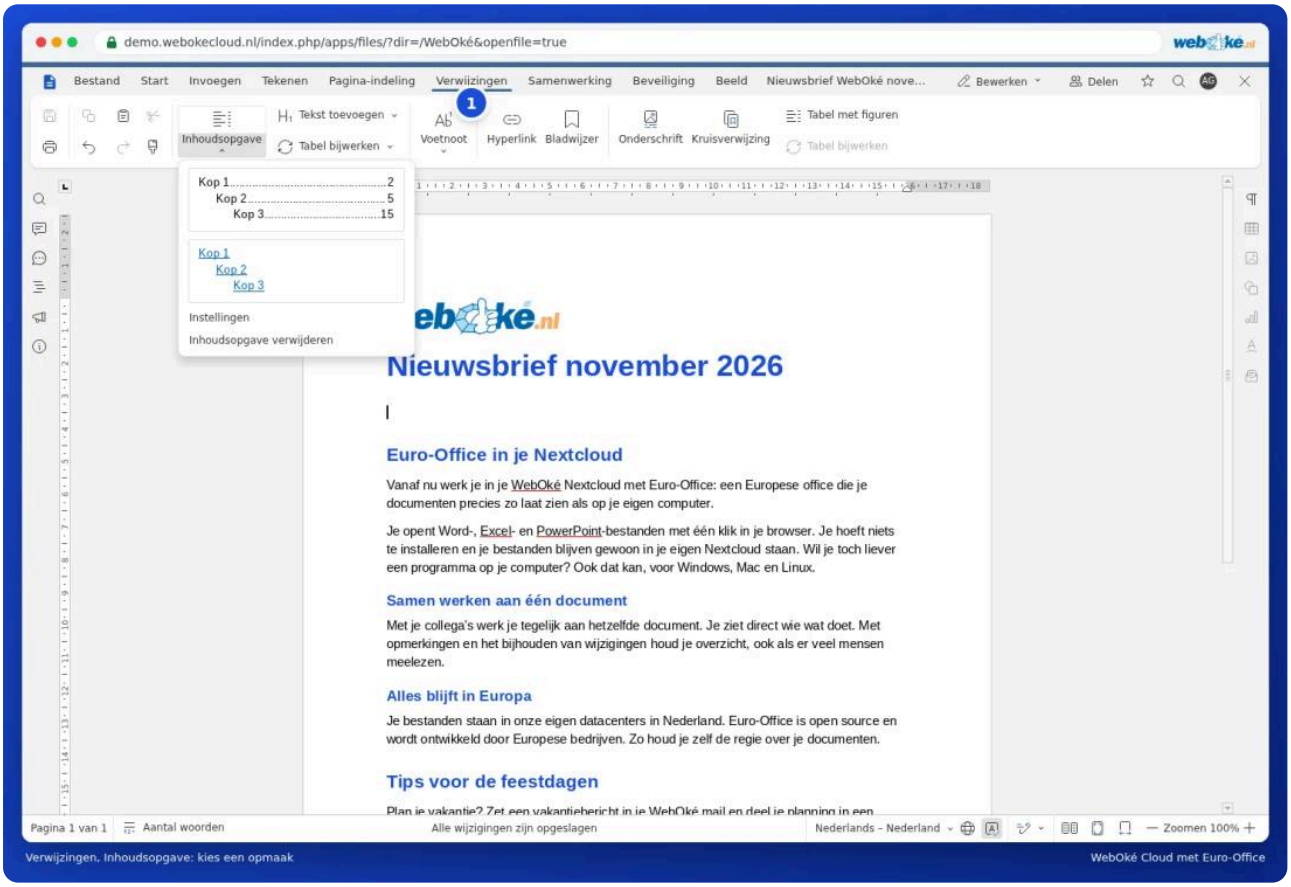
Tip: styles are saved in the file. If a colleague opens the document in Word, they'll have the same styles, and the headings will work there in the navigation pane too.

4.3 Creating an automatic table of contents

Have you given your headings a heading style (see Using styles and headings)? Then Euro-Office creates the table of contents for you, with the correct page numbers. If you change something later, you can update the table of contents with a single click.

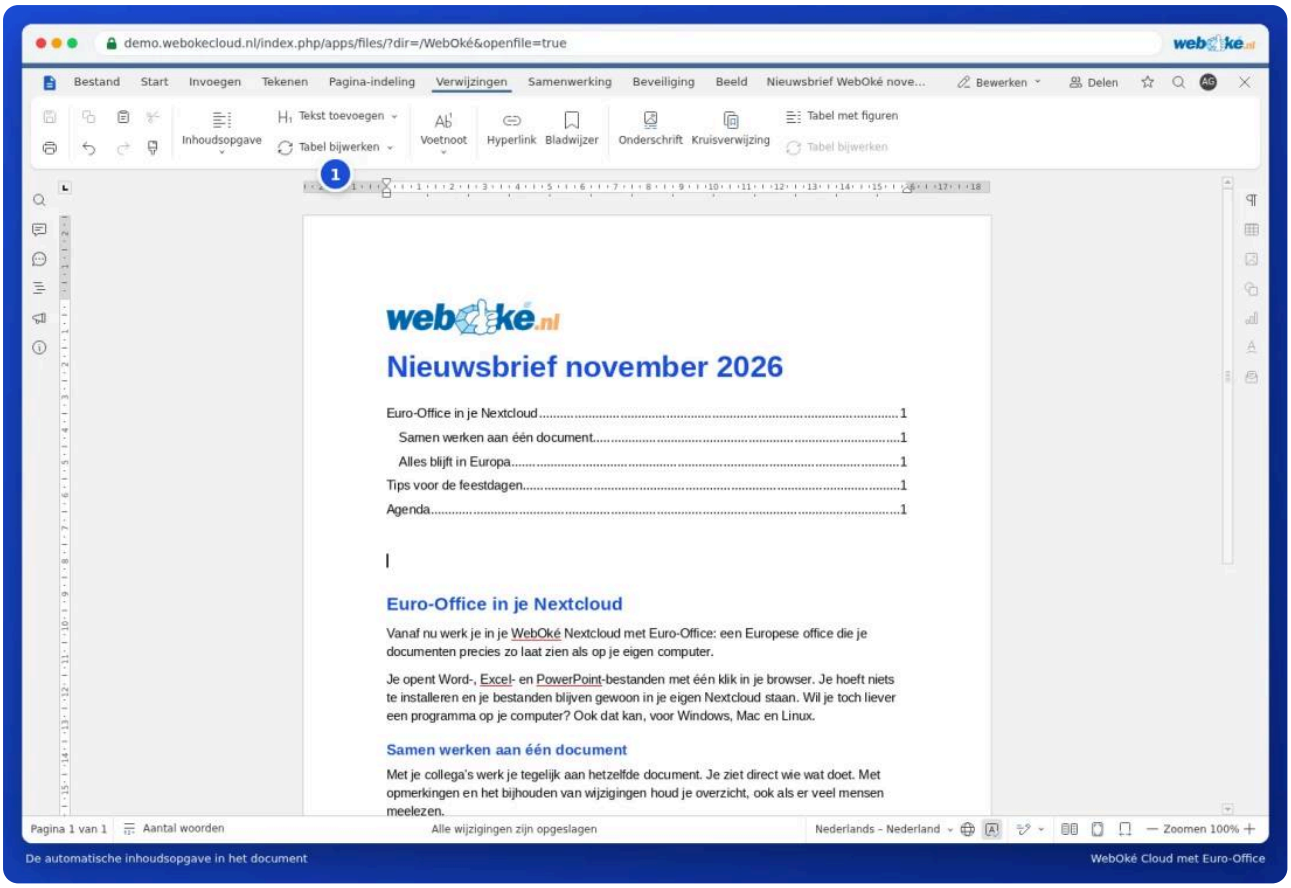
Inserting a table of contents

1. Place the cursor where the table of contents should appear, for example below the title.
2. Go to the **References** tab (1).
3. Click **Table of Contents** and choose a layout: with page numbers and dots, or as a list of links.



Choose the layout of the table of contents

The table of contents is now in your document. Each line is a link: hold `Ctrl` and click a line to jump to that chapter.



The table of contents, generated from the headings

Updating the table of contents

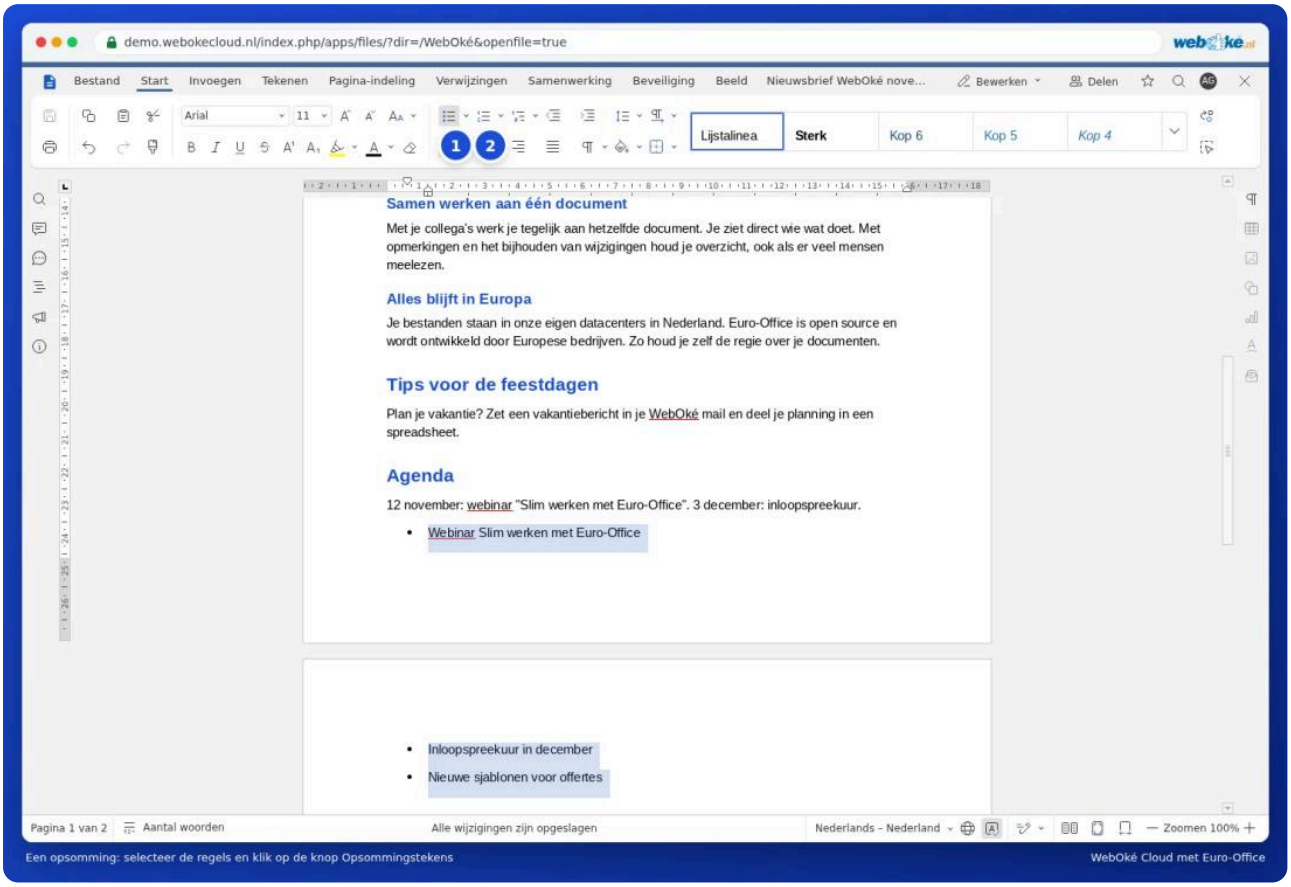
Have you added, changed or moved headings? Then click **Update Table** (1). Choose **Update entire table** if headings have been added, or **Update page numbers only** if only the numbers have shifted.

More settings

Via **Table of Contents** and then **Settings**, you can choose, among other things, how many heading levels to include, whether the page numbers are right-aligned, and which fill character to use. Use **Remove table of contents** to remove it again.

4.4 Bullets and numbering

A list makes text clear and organised. Euro-Office supports bulleted lists, numbered lists and multilevel lists.



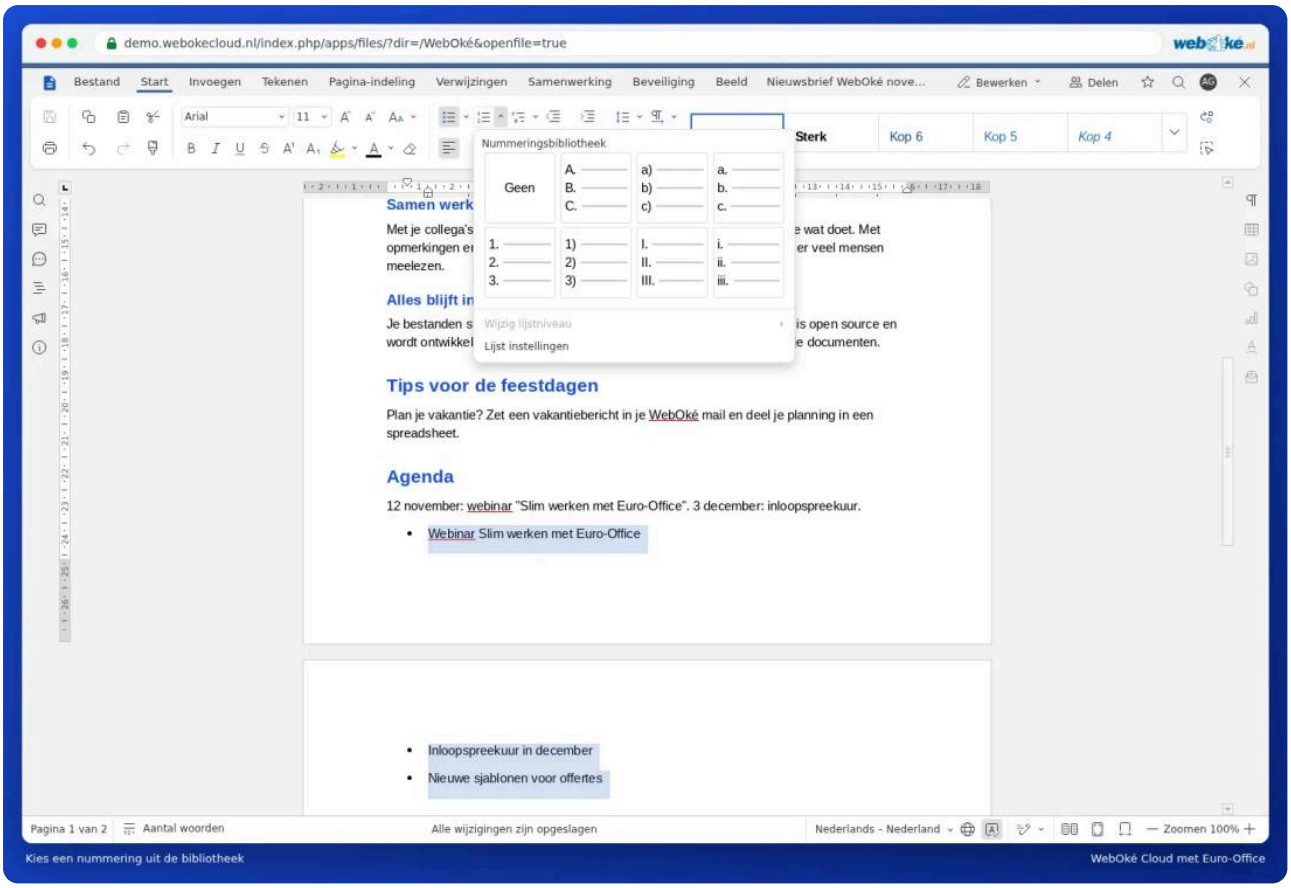
Select the lines and click Bullets

Creating a list

1. Select the lines you want to turn into a list. You can also click the button first and then start typing.
2. On the **Home** tab, click **Bullets** (1) for a bulleted list, or **Numbering** (2) for a numbered list.
3. Press `Enter` at the end of a line for the next point. Press `Enter` twice to stop the list.

Choosing a different numbering style or symbol

Click the arrow next to the button. You can then choose from the library: numbers, letters, Roman numerals or other bullet symbols. Use **List Settings** to set your own symbol, colour and indentation.



Choose a numbering style from the library

Levels in a list

- Press `Tab` at the start of a point to move it one level deeper.
- Press `Shift + Tab` to move it back one level.
- Use the **Multilevel list** button to choose a fixed numbering style such as 1, 1.1, 1.1.1.

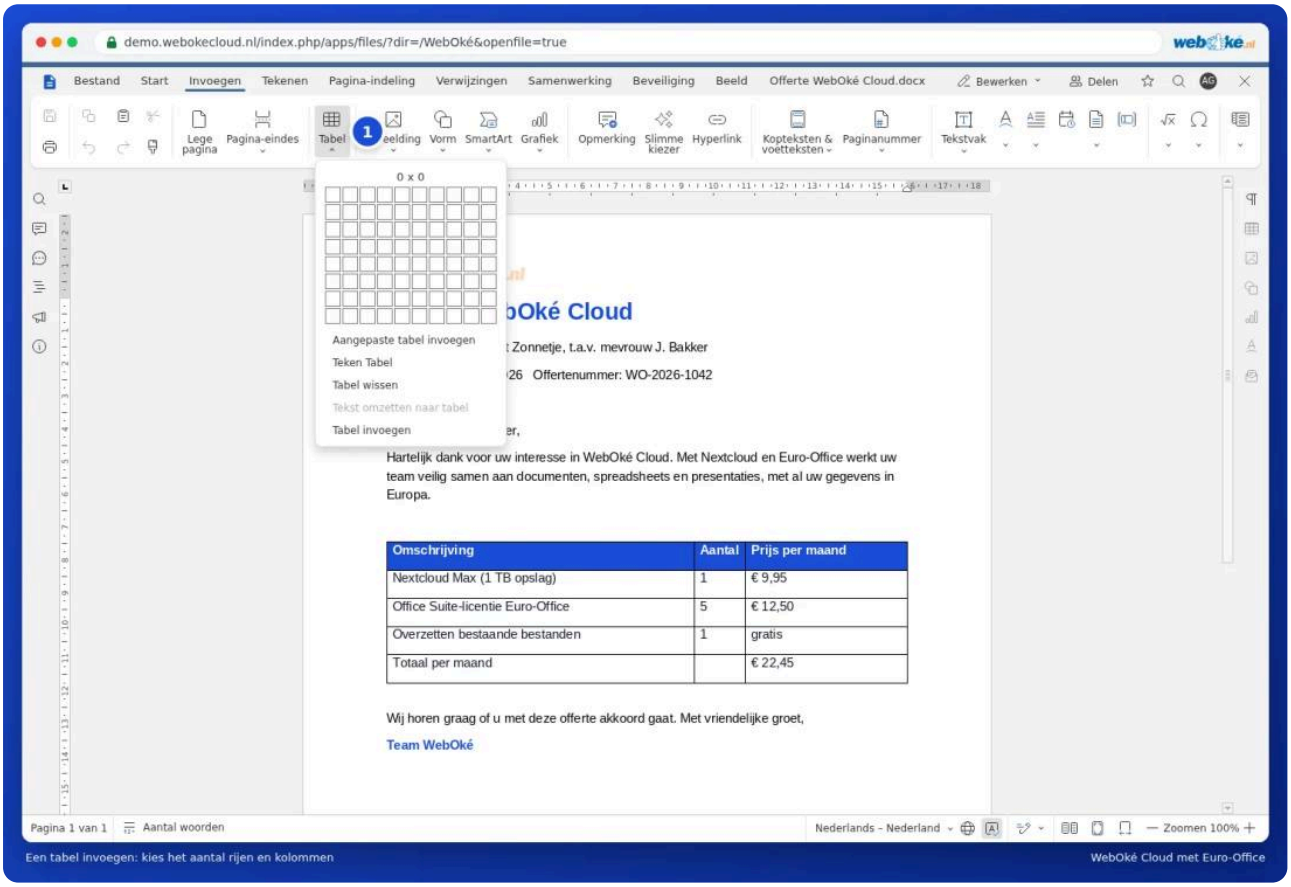
Tip: doesn't the numbering start at 1 where you want it to? Right-click the number. In the menu, you can restart the numbering at 1 or continue it from the previous list, and set the starting value.

4.5 Inserting and formatting tables

A table lets you neatly arrange data in rows and columns, such as the prices in a quote.

Inserting a table

1. Place the cursor where the table should go.
2. Go to the **Insert** tab and click **Table** (1).
3. Move the mouse over the grid until you have the right number of columns and rows, then click. Need more than the grid allows? Choose **Insert custom table** and type the number.



Choose the number of rows and columns

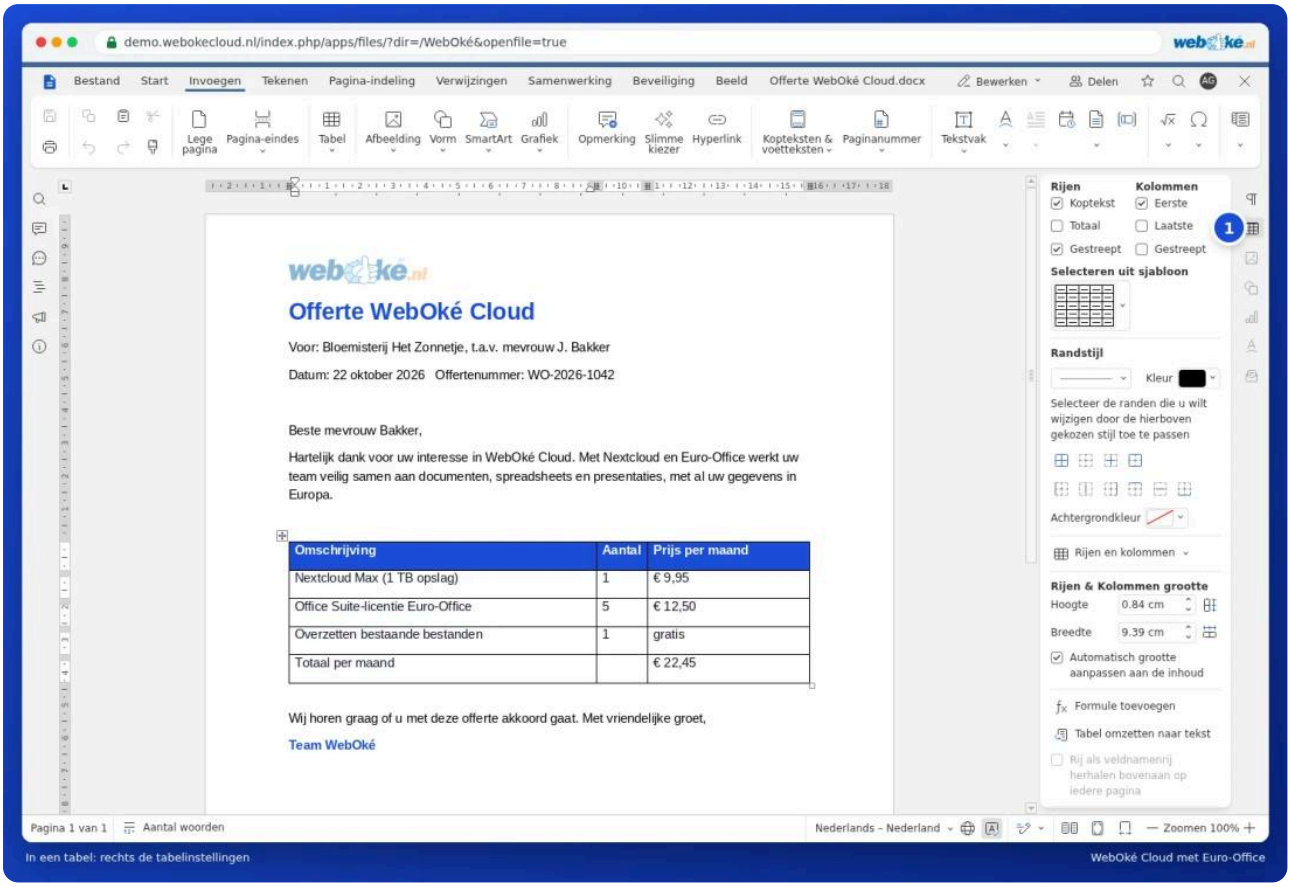
Press Tab to move to the next cell. If you're in the last cell, Tab adds a new row.

Formatting the table

Click inside the table. The **Table settings** panel appears on the right; if you don't see it, click the table icon on the right (1). Here you can choose:

- a **template** with colours, for example with a coloured header row and striped rows;
- which rows and columns stand out: the header row, the total row, the first or last column;
- the **borders**: style, thickness and colour;

- the **background colour** of the selected cells;
- the height of rows and the width of columns.



The cursor is in the table: the table settings appear on the right

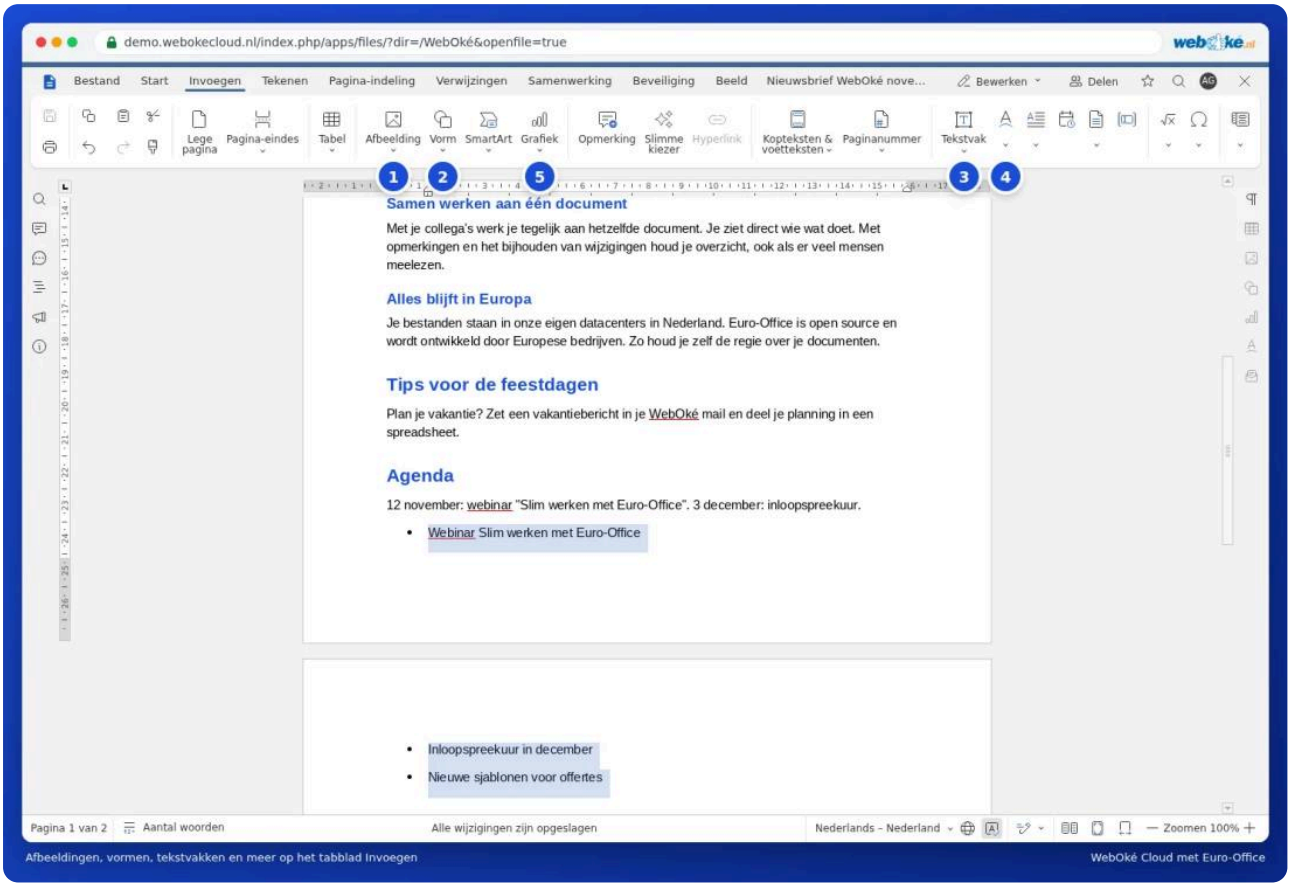
Adding or removing rows and columns

Right-click inside a cell. Choose **Insert** for a row above or below, or a column to the left or right. Use **Delete** to remove a row, column or the entire table. Use **Merge cells** to combine several cells into one.

Tip: does the header row of a long table need to appear on every page? In the table settings, tick **Repeat as header row at the top of each page**.

4.6 Images, shapes and text boxes

On the **Insert** tab, you can add all sorts of things to your document: images (1), shapes (2), text boxes (3), decorative text with **Text Art** (4) and charts (5).

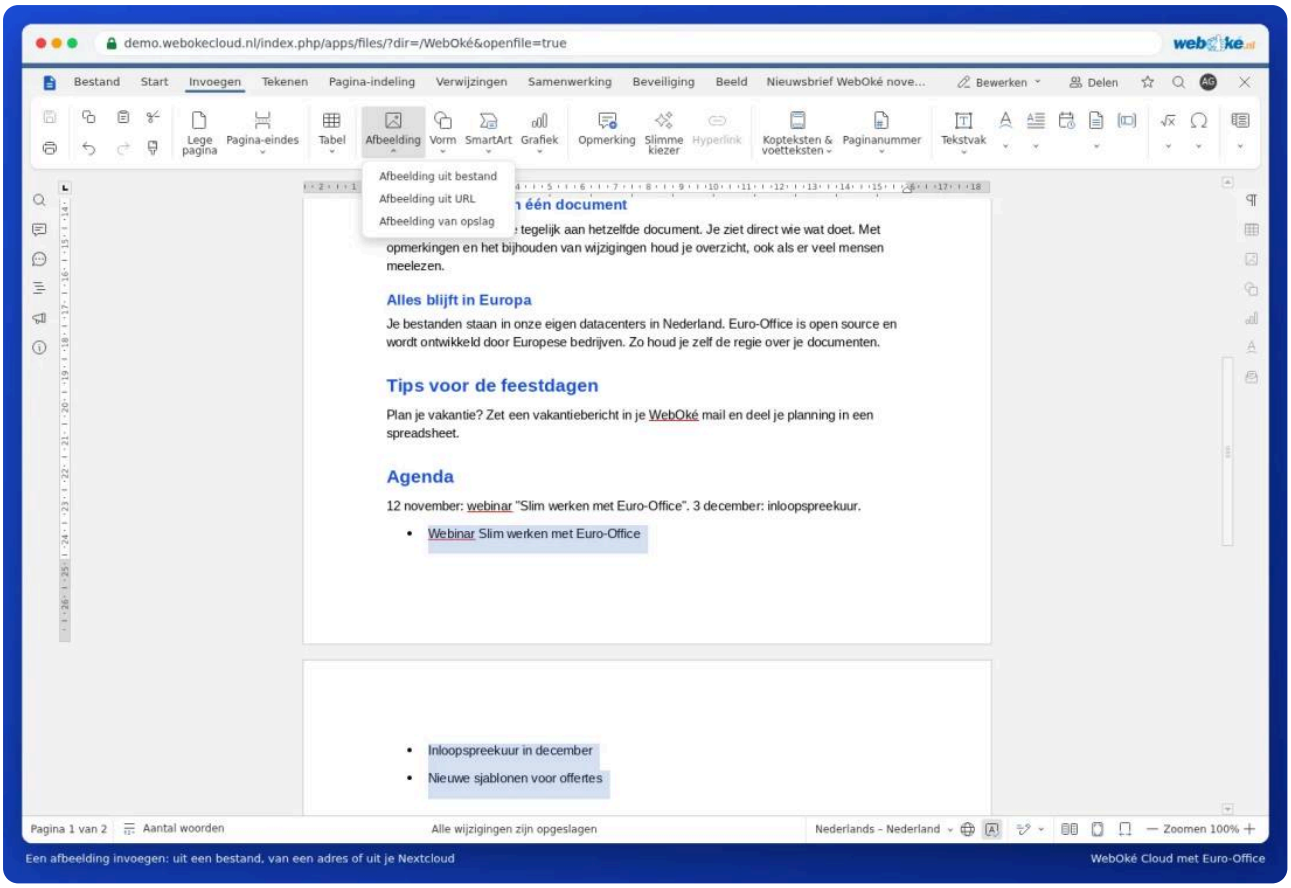


Everything you can insert on the Insert tab

Inserting an image

Click **Picture** and choose where the image comes from:

- **Image from File**: a photo or logo from your computer;
- **Image from URL**: an image from a web address;
- **Image from storage**: an image that's already in your WebOké Nextcloud.



An image from a file, an address or your Nextcloud

You can also simply drag an image into the document, or copy and paste it.

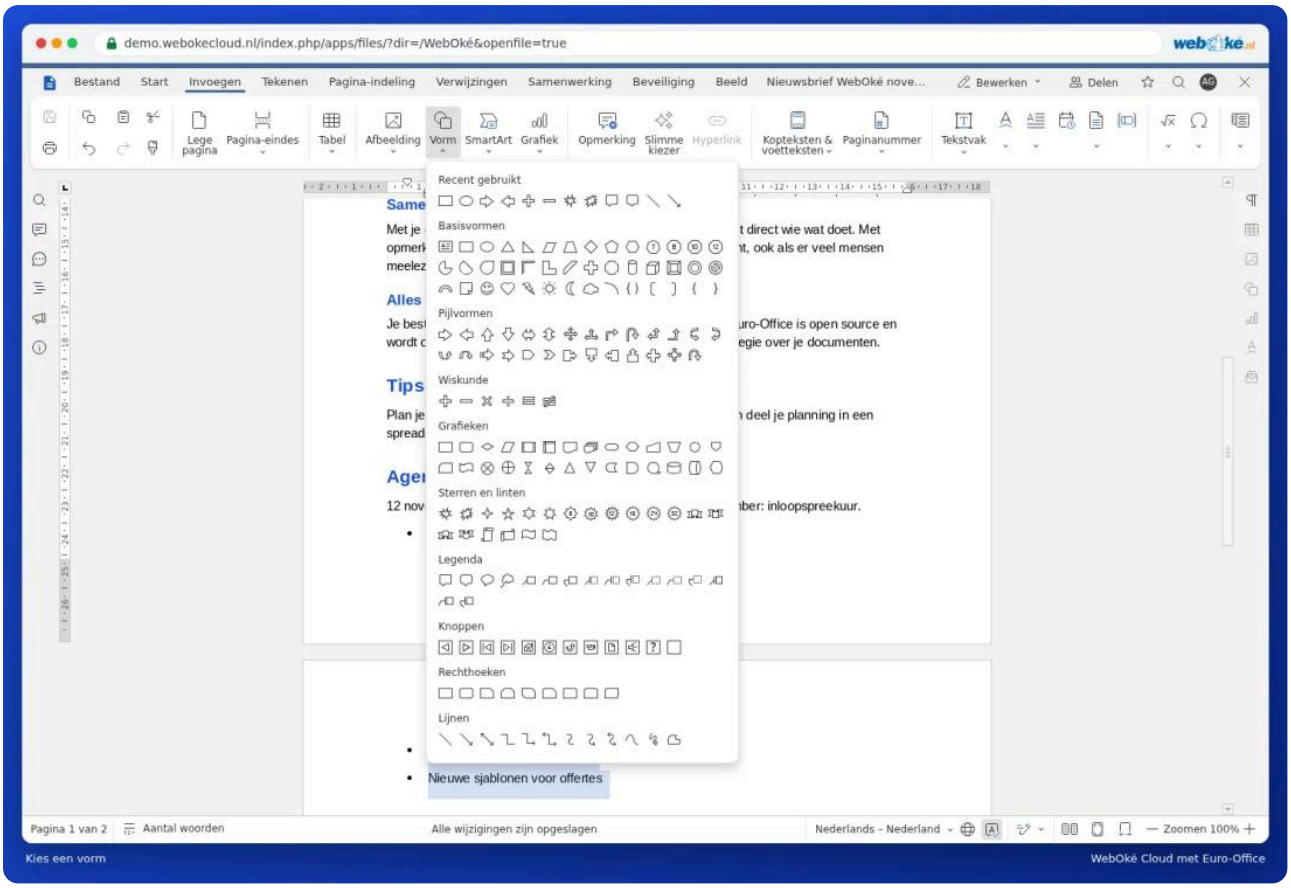
Adjusting an image

Click the image. Use the dots on the corners to make it bigger or smaller; hold down `Shift` while doing so to keep the proportions the same. On the right, in the **Image settings** panel, you can crop, rotate and flip the image.

Use **Wrapping** on the Layout tab (or **Wrapping Style** in the right-click menu) to choose how the text wraps around the image. **Inline** places the image as if it were a letter on the line. With **Square**, **Tight** or **Through**, the text wraps around it, while **Top and bottom** places the image on its own line. **Behind text** and **In front of text** place the image behind or in front of the text.

Shapes and text boxes

Click **Shape** and choose a rectangle, arrow, star, speech bubble or another shape. Drag in the document to draw the shape. Double-click the shape to type text in it. In the right-hand panel, choose the fill, border and shadow.



Choose a shape

A **text box** is a box with text that you can place anywhere, separately from the regular text, for example for an eye-catching quote or a box with contact details.

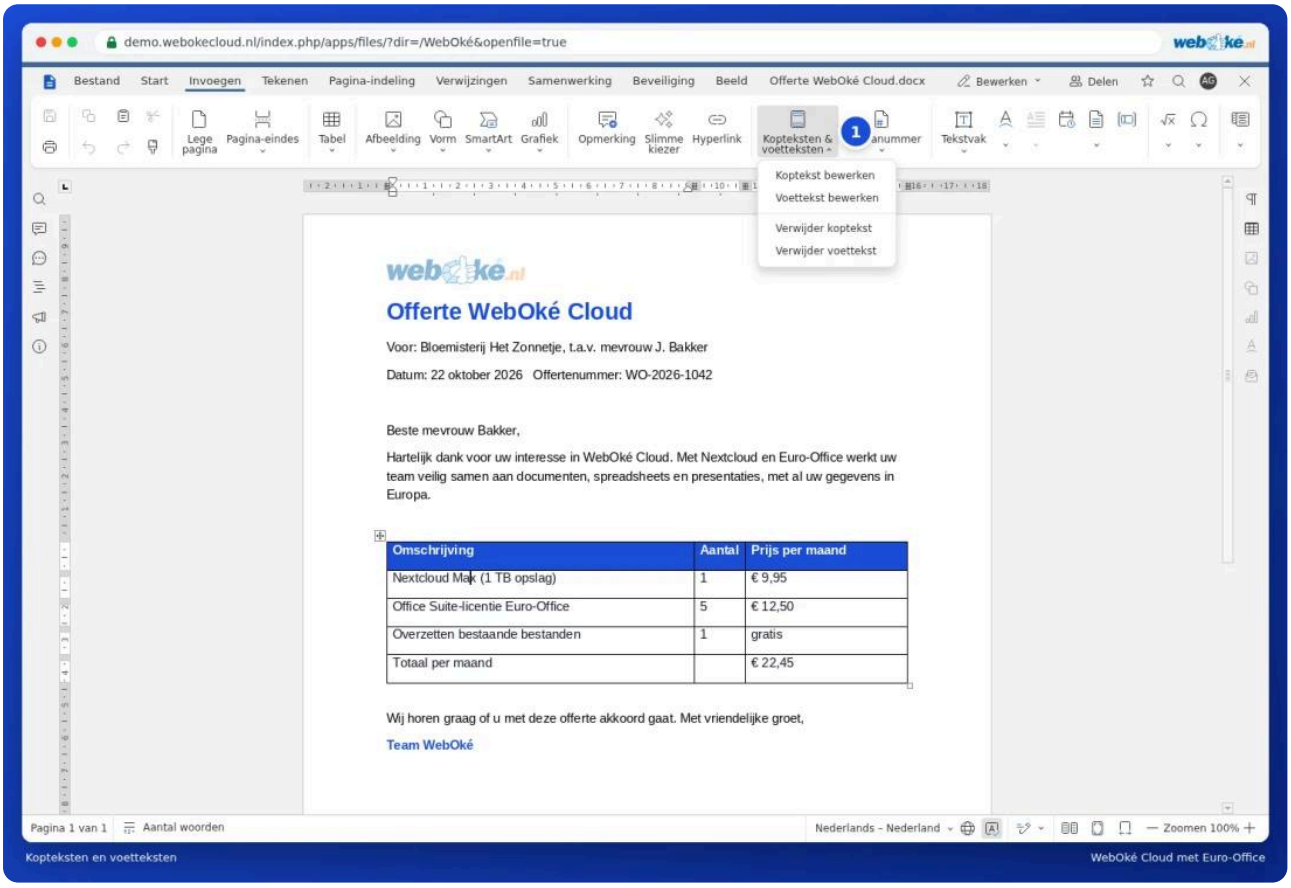
Tip: add an image with a caption underneath via **References** and then **Caption**. That way, all your figures get a number automatically.

4.7 Headers, footers and page numbers

A header appears at the top of every page, a footer at the bottom. You can use them for your logo, your company details or the page number.

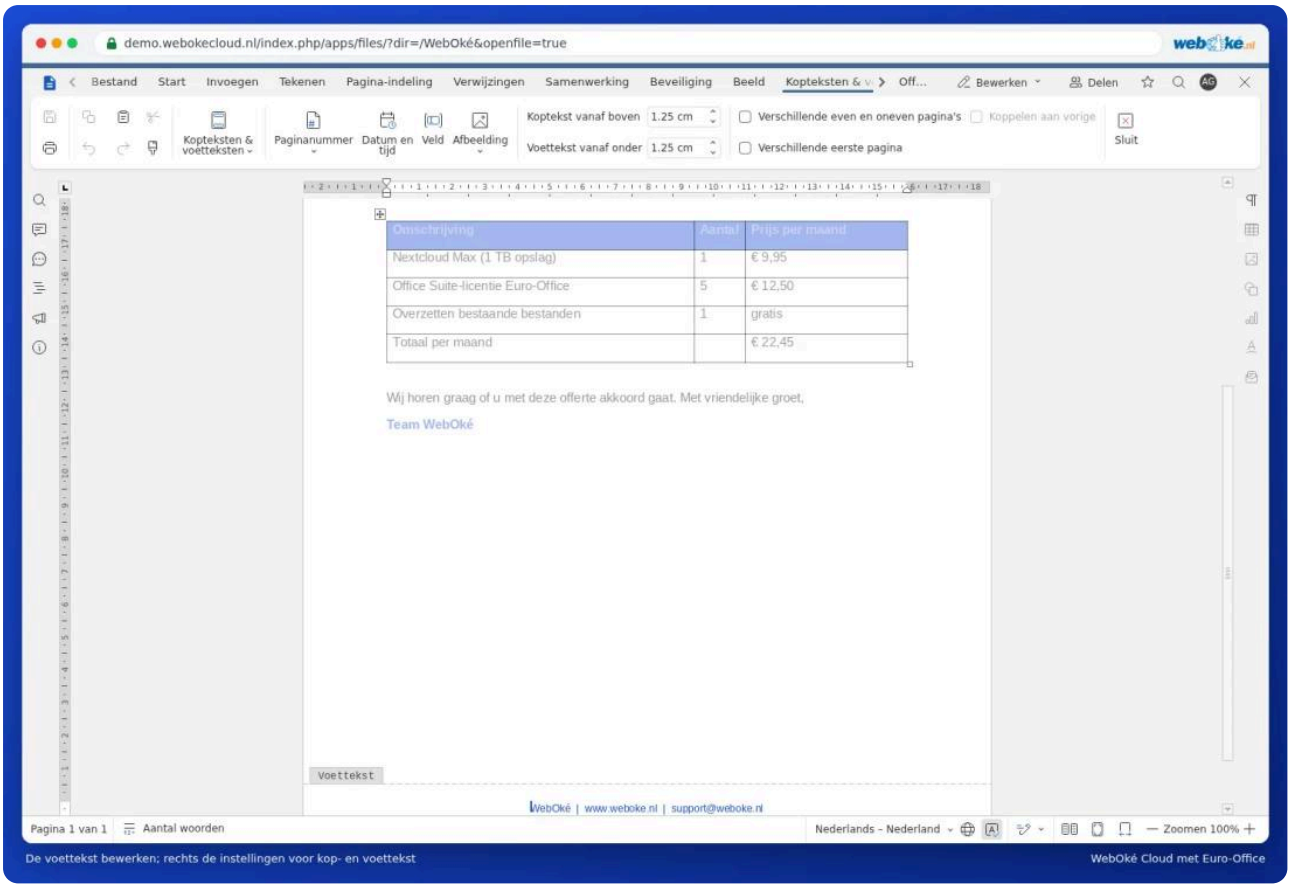
Creating a header or footer

1. Go to the **Insert** tab and click **Headers & footers** (1).
2. Choose **Edit header** or **Edit footer**.
3. Type your text or insert an image, such as your logo.



Editing or removing headers and footers

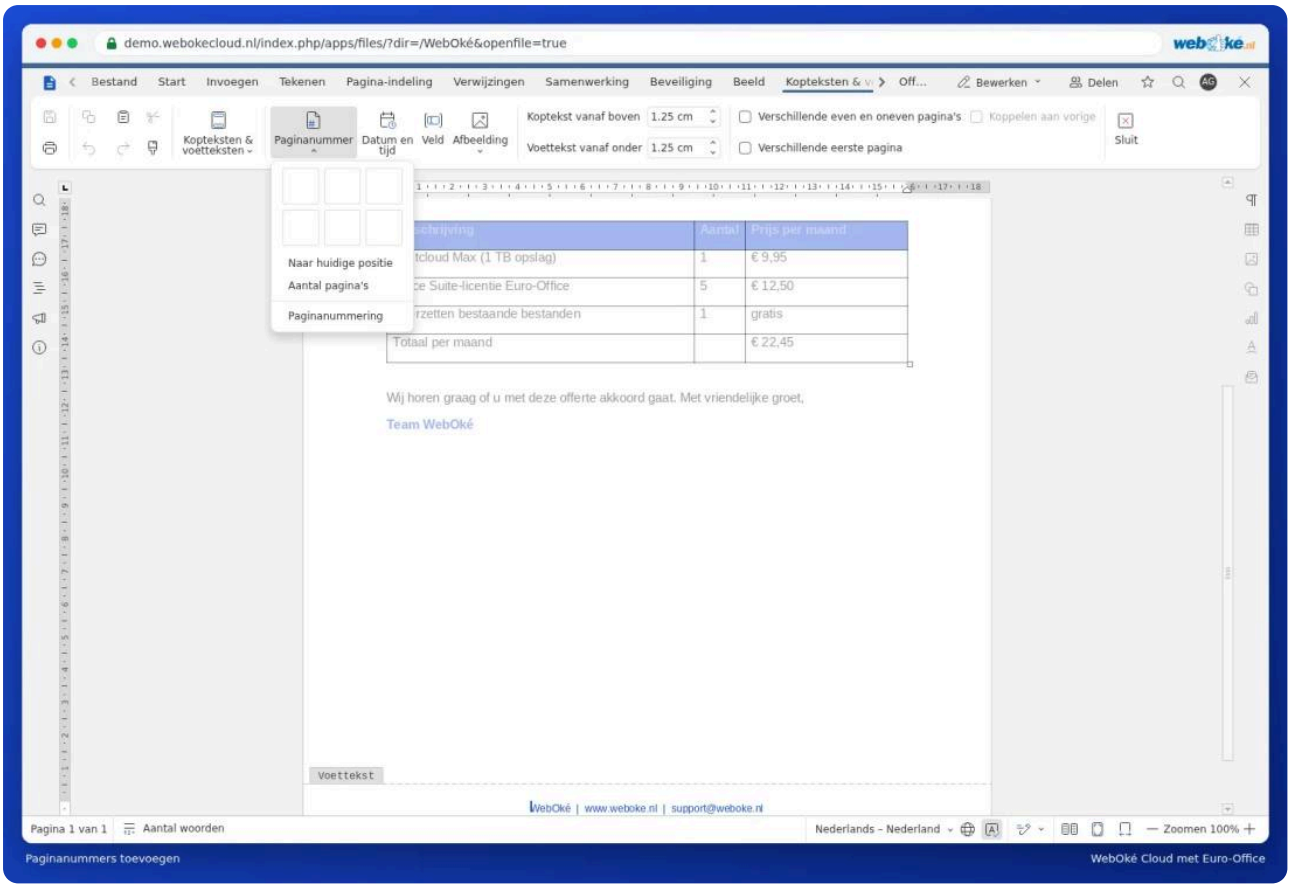
You can also double-click at the top or bottom of the page. The regular text then becomes lighter and you work in the header or footer. An extra tab with settings appears. Click **Close** or double-click in the regular text to go back.



Editing the footer: the rest of the page becomes lighter

Adding page numbers

Click **Page number** and choose the position: top or bottom, left, centre or right. Use **Number of pages** to add the total, so you get something like "page 2 of 5".



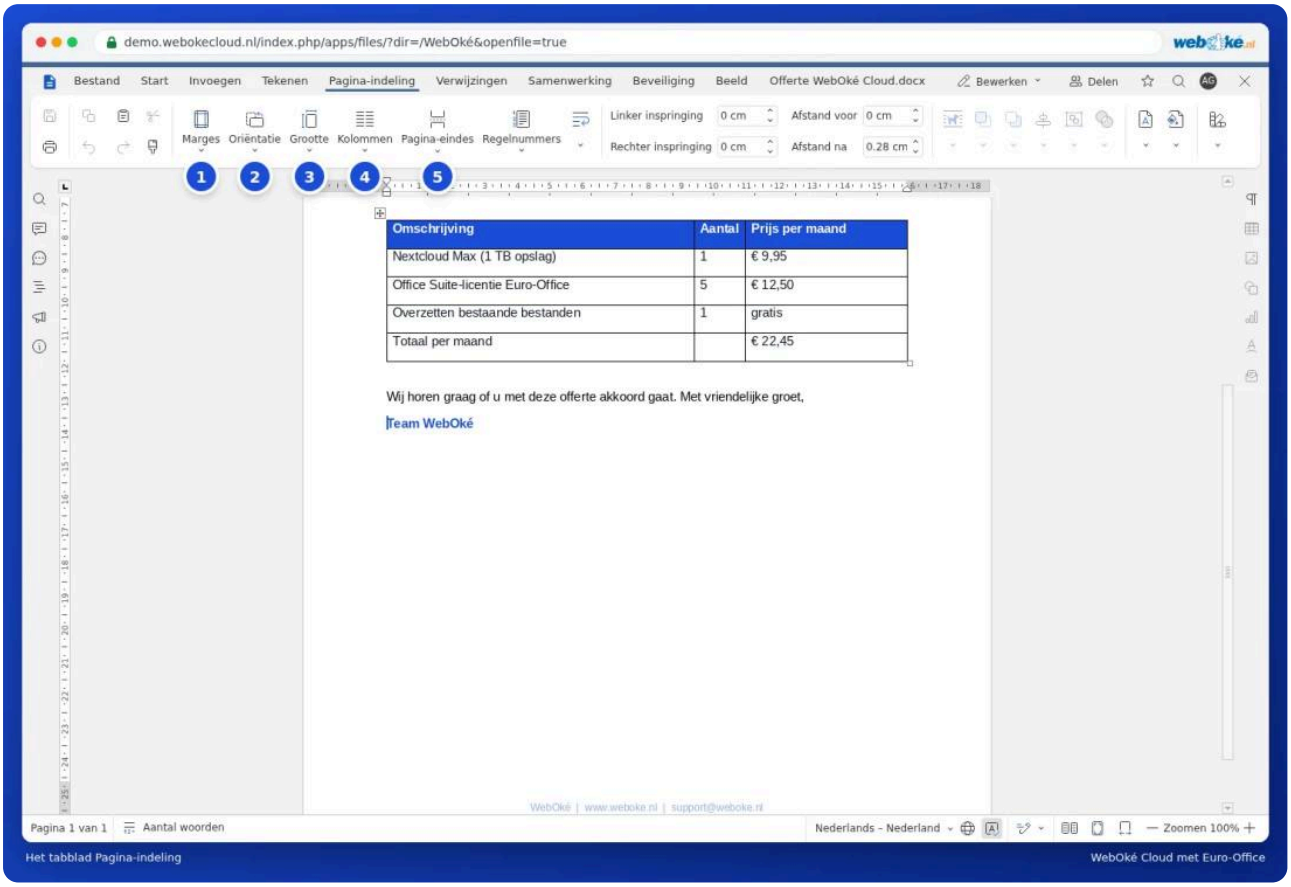
Choose where the page number appears

A different first page

Don't want a header on the cover page? When editing the header, tick **Different first page**. Use **Different odd and even pages** to create separate headers and footers for left and right pages, handy for a booklet.

4.8 Page settings, columns and breaks

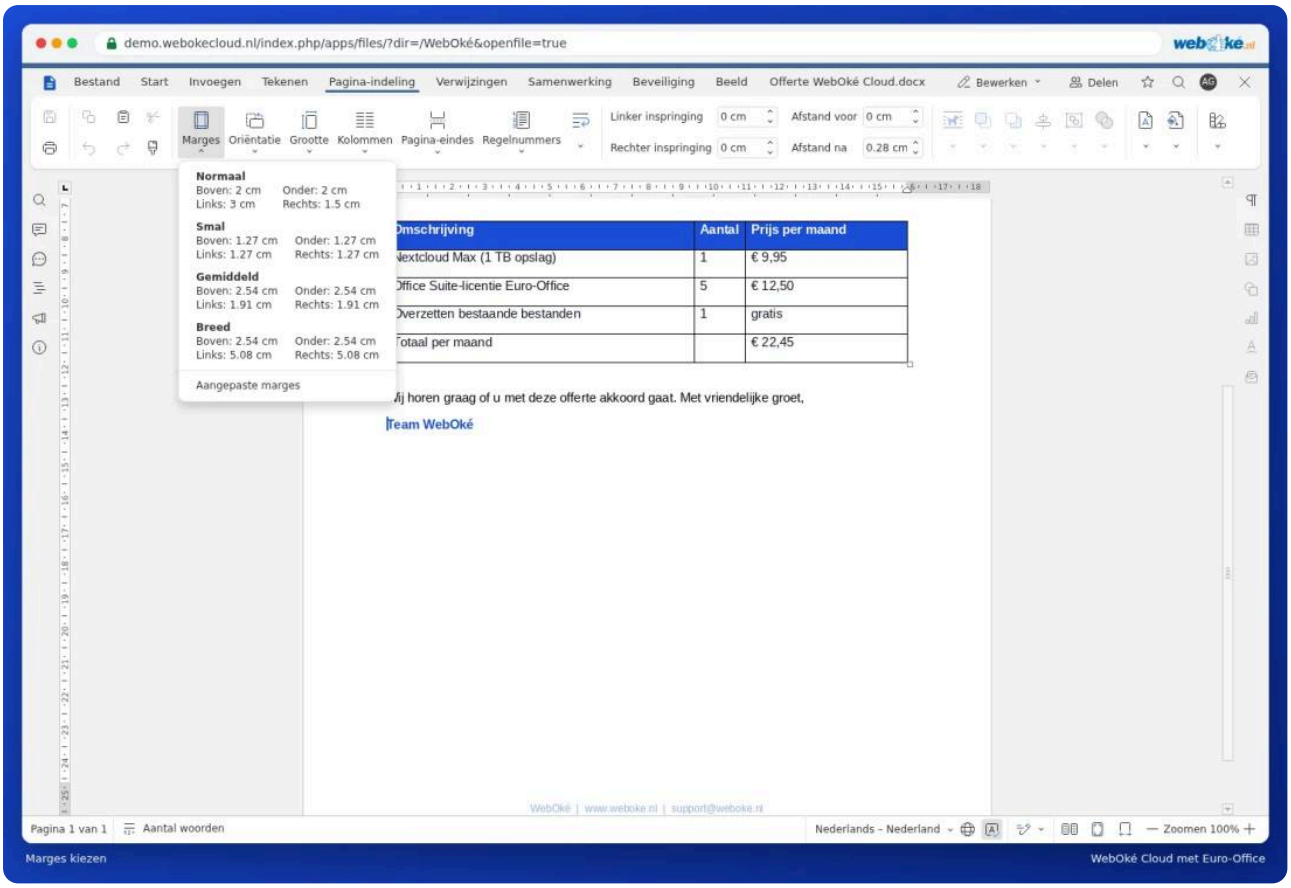
On the **Layout** tab, you decide how the page looks: the margins (1), the orientation (2), the paper size (3), columns (4) and breaks (5).



All page settings on the Layout tab

Margins

The margin is the white border around the text. Click **Margins** and choose **Normal**, **Narrow**, **Medium** or **Wide**. Under **Custom margins**, you can type in your own measurements in centimetres.



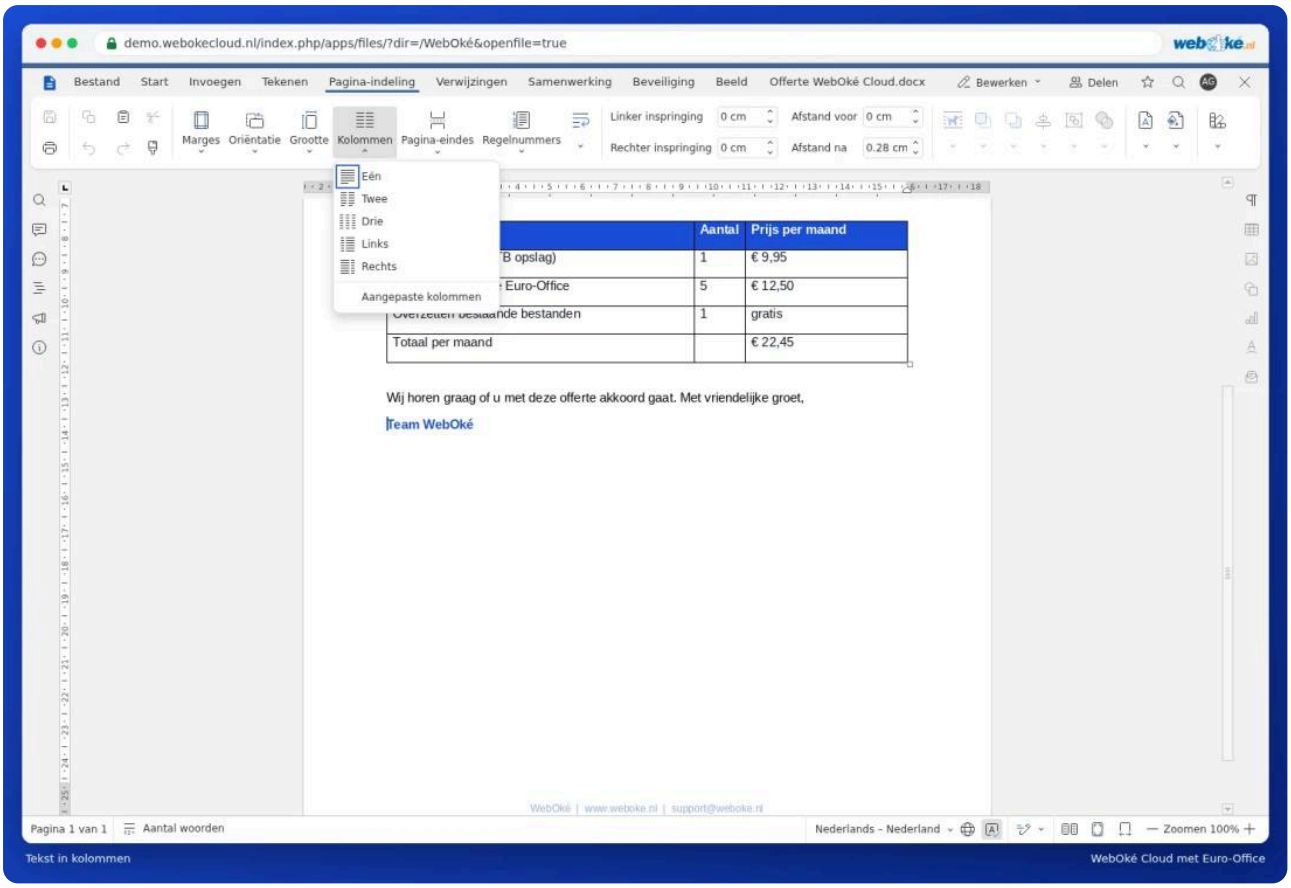
Choose the margins of the page

Portrait or landscape, and paper size

With **Orientation**, you choose **Portrait** or **Landscape**. Under **Size**, you choose the paper size. In most of Europe, this is almost always **A4**.

Text in columns

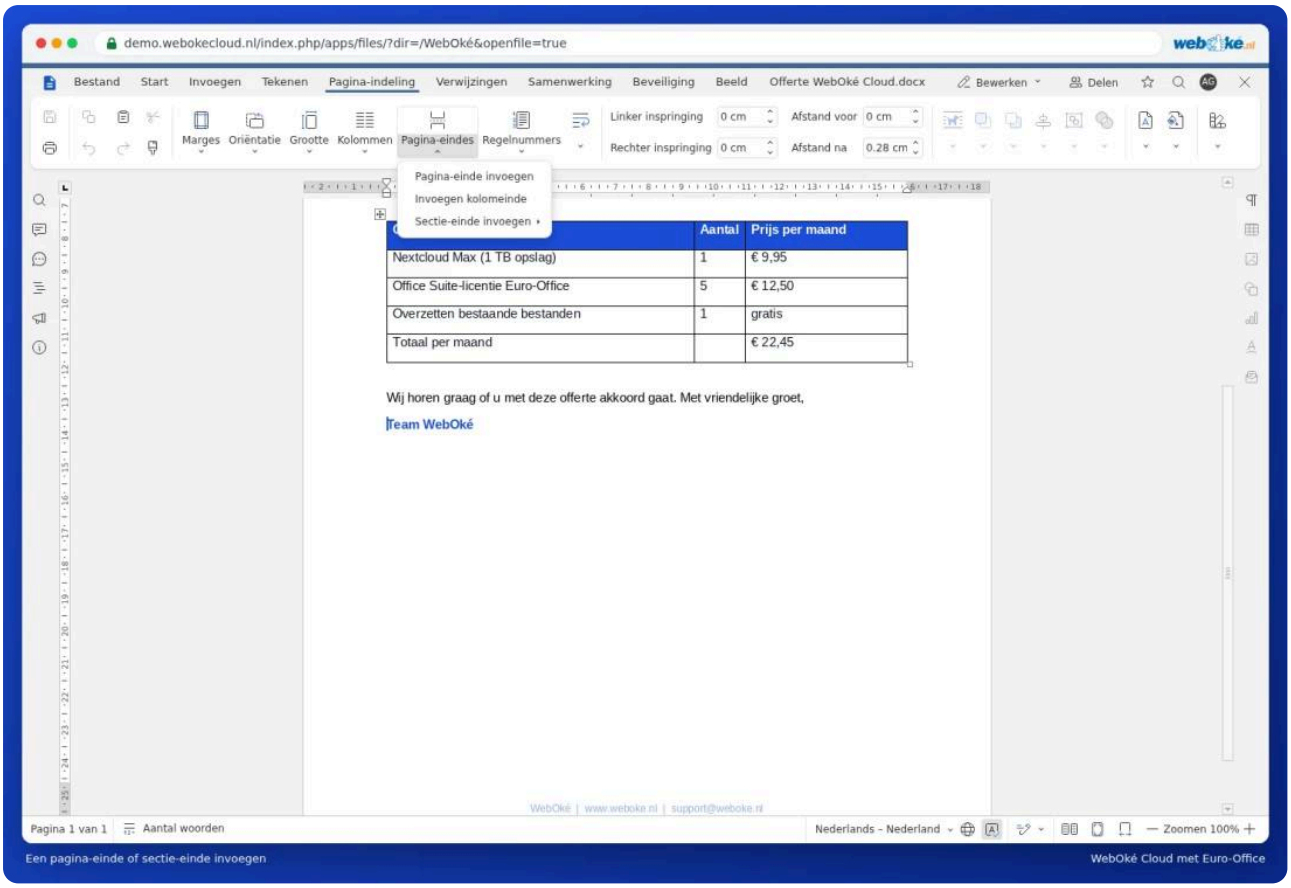
For a newsletter or flyer, you can put text into two or three columns, like in a newspaper. Select the text and choose the number under **Columns**. With **Custom columns**, you set the space between the columns and add a line between them.



Putting text into columns

Page breaks and section breaks

Do you want a new chapter to always start at the top of a page? Then don't use a series of blank lines, but a page break instead. Click **Breaks** and choose **Insert page break**, or press `Ctrl` + `Enter`.



Inserting a page break or section break

With a **section break**, you divide the document into parts that each have their own settings. This lets you put a single landscape page in a portrait document, or use columns for just part of the text.

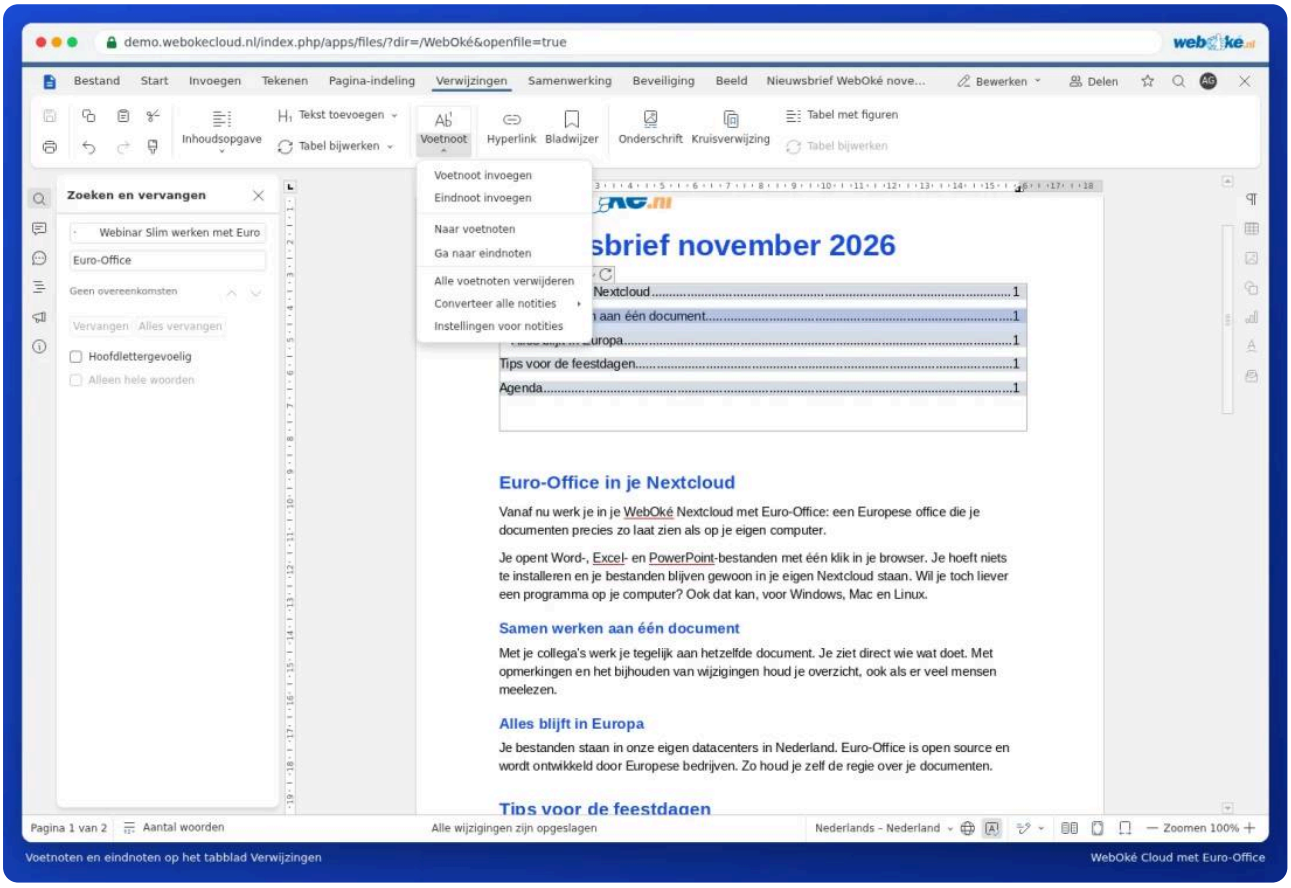
Tip: want to see where page breaks, section breaks and spaces are? On the **Home** tab, click the button with the paragraph mark (**Nonprinting characters**).

4.9 Footnotes, endnotes and links

Adding a footnote or endnote

A footnote is an explanatory note at the bottom of the page, marked with a small number in the text. An endnote works the same way, but appears at the end of the document.

1. Place the cursor after the word the note relates to.
2. Go to the **References** tab and click **Footnote**.
3. Choose **Insert footnote** or **Insert endnote** and type your note.



Footnotes and endnotes

The numbers update automatically. If you delete a note, the other numbers shift accordingly. Use **Notes settings** to choose the numbering style and location.

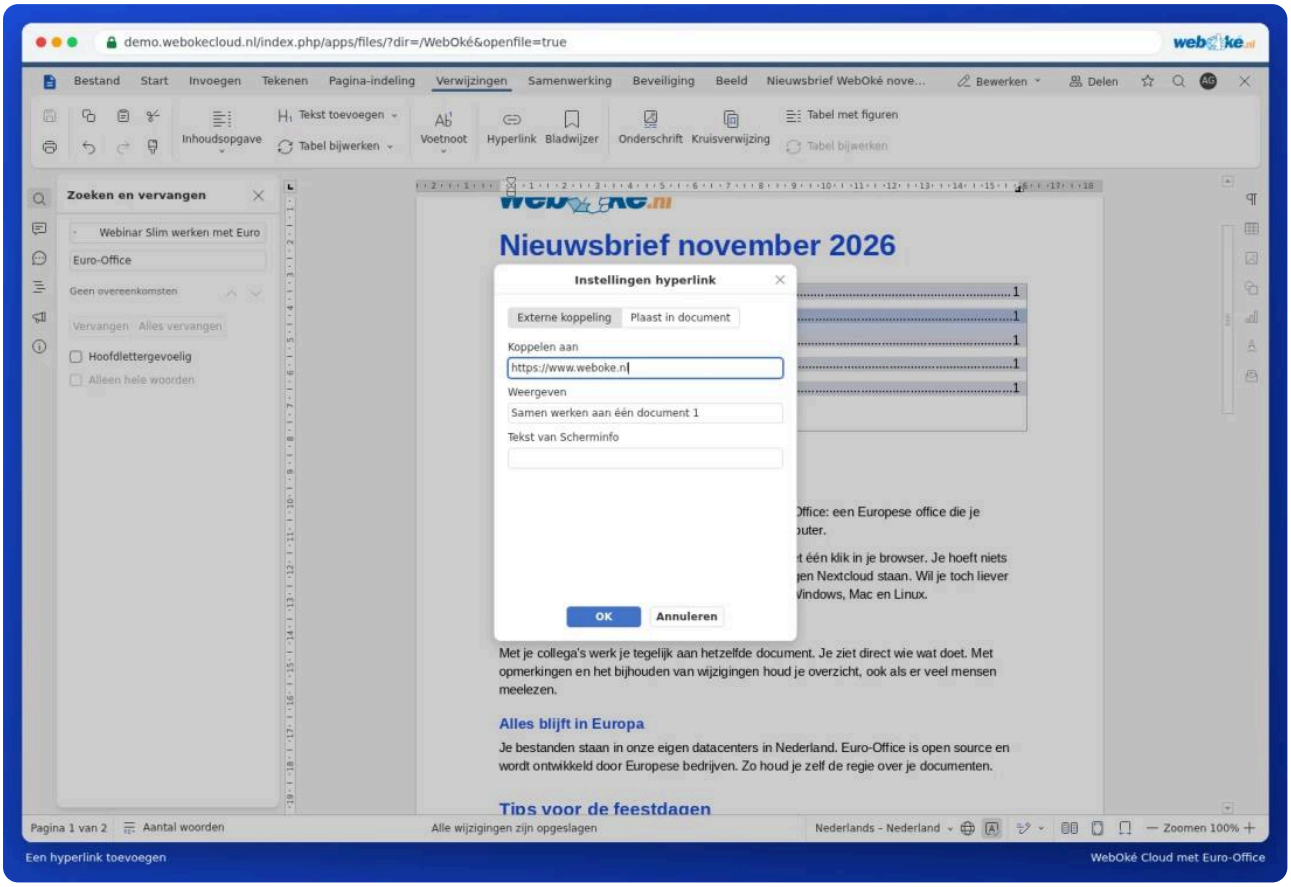
Adding a link

A link turns text into a clickable connection to a website, an email address, or a place within your document.

1. Select the text that should become the link.
2. Click **Link** (on the Insert or References tab), or press `Ctrl` + `K`.
3. Choose **External link** and type the address, for example https://www.weboke.nl. Want to link to a heading or bookmark in the same document? Then choose the other

tab, for a place in the document.

4. Click **OK**.



Adding a link

To open a link, hold `Ctrl` and click it. Right-click the link to edit or remove it.

4.10 Find and replace

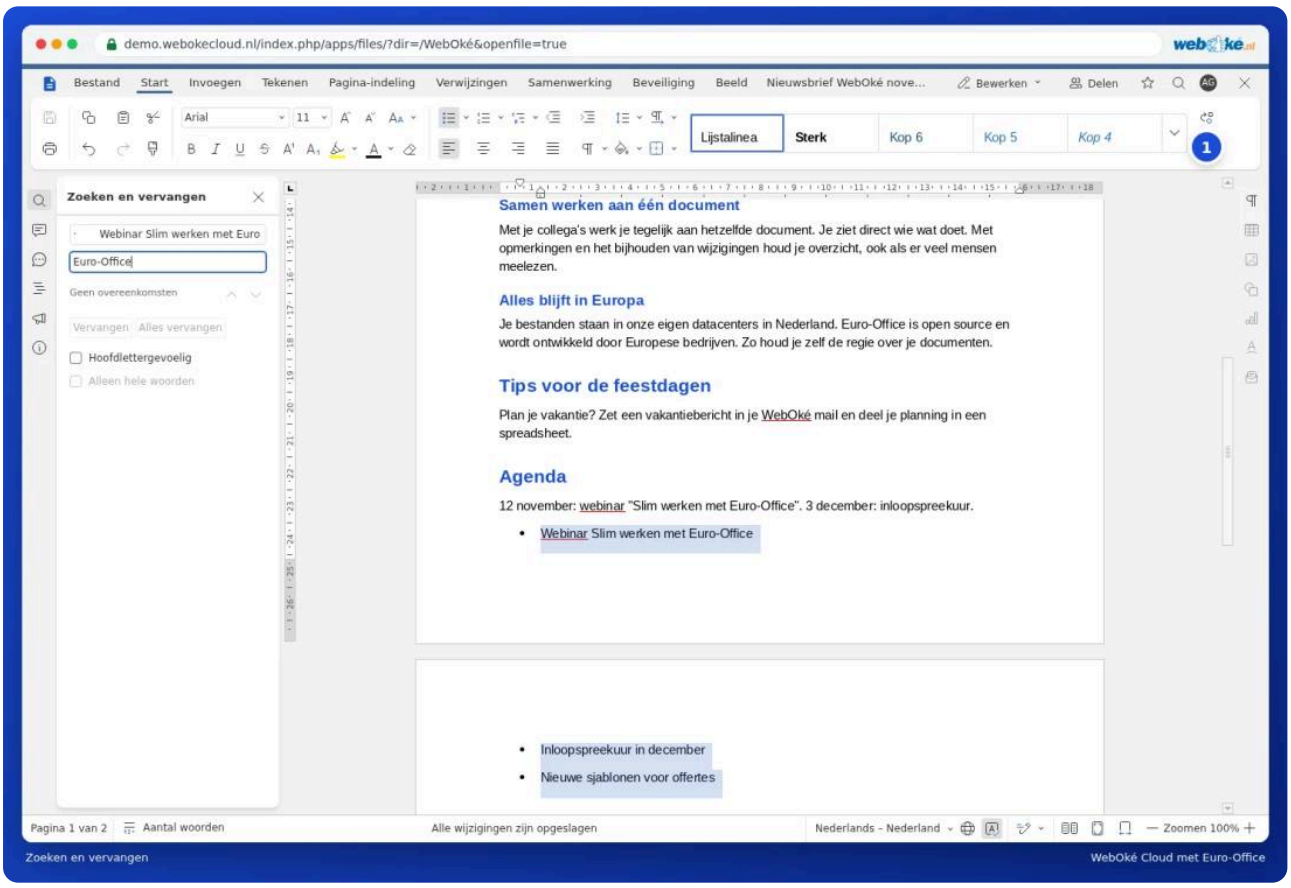
Looking for a word in a long document? Or want to change a name everywhere in one go? That's what find and replace is for.

Find

Press `Ctrl` + `F` (on Mac `Cmd` + `F`) or click the magnifying glass on the left. Type what you're looking for. Euro-Office highlights all the spots in the document and lists them. Click a result to jump to it, or use the arrows to move from one to the next.

Replace

1. Click the **Replace** button on the right of the **Home** tab (1), or press `Ctrl` + `H`.
2. Under **Find**, type what you want to replace, and below it the new text.
3. Click **Replace** to do it one at a time, or **Replace All** to change everything in one go.



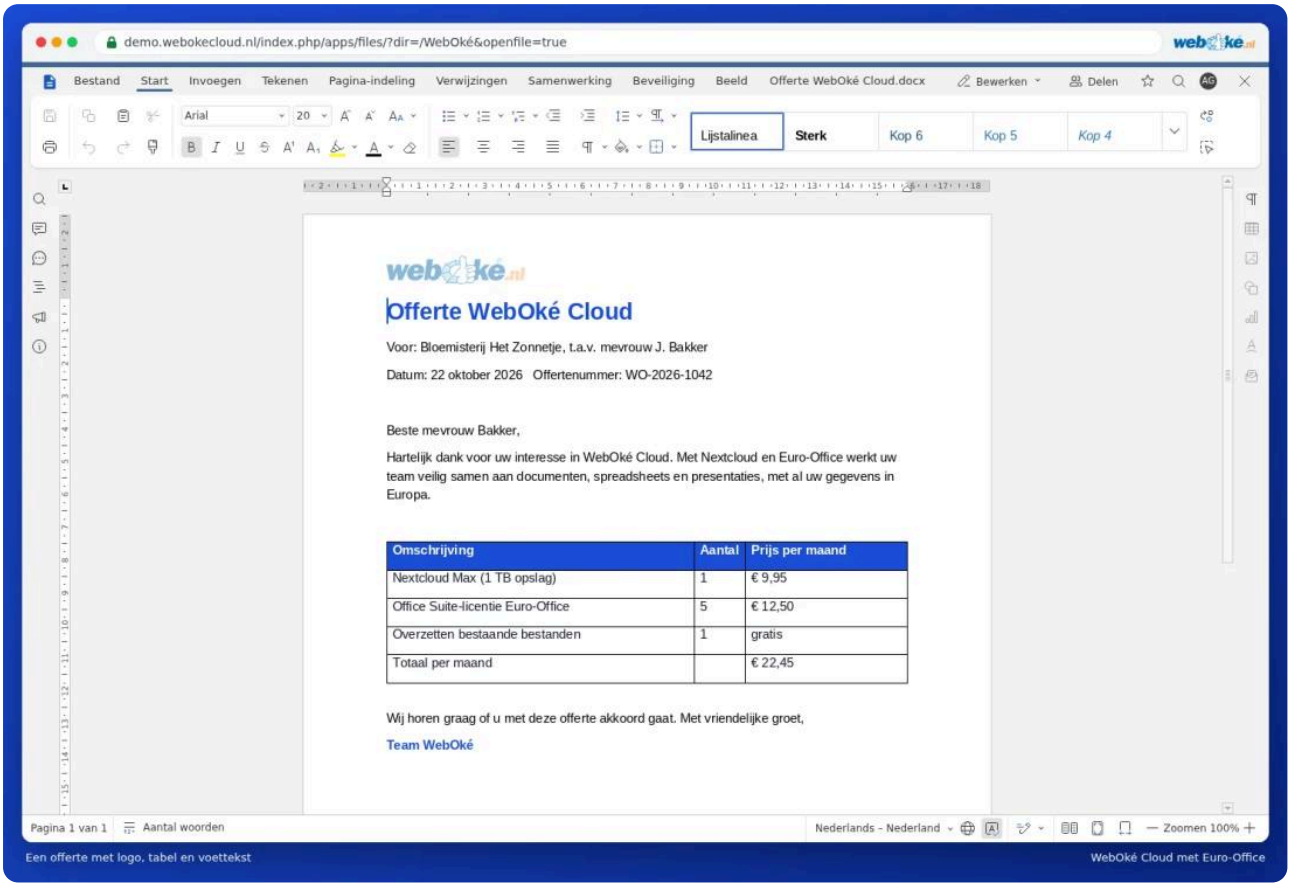
Find and replace in the panel on the left

Tick **Case sensitive** if the difference between capital and lower-case letters matters. With **Whole words only**, you won't find "net" inside "network".

Tip: having second thoughts after using **Replace All**? Press `Ctrl` + `Z` to undo it in one go.

4.11 Creating a letter or quote

In this article, you'll see how to create a smart letter or quote using everything from this chapter. As an example, we'll use the WebOké quote.



A quote with a logo in the header, a price table and company details in the footer

Step by step

1. **Letterhead**: put your logo in the header and your address, phone number and website in the footer. That way, they appear on every page. See Headers, footers and page numbers.
2. **Title and details**: type the title, the customer's name, the date and a number at the top. Give the title the **Title** style or format it with a larger font in your brand colour. See Formatting text: font, size, colour and alignment.
3. **The prices**: put the items in a table with columns for description, quantity and price. Choose a table template with a coloured header row. See Inserting and formatting tables.
4. **Proofing**: let the spelling check keep an eye out (red wavy lines) and check the document language. See Language, spell checking and dictionary.
5. **Sending**: download the quote as a PDF, so it looks exactly the same for the customer. See Download as docx, xlsx, pptx, odt or pdf and Printing and saving as PDF.

Creating a standard template

Do you create quotes or letters often? Then create a document with your letterhead once, and save it in a **Templates** folder in your Nextcloud. For a new letter, open the template and choose **File** and then **Save Copy As**. Choose **DOCX**, the folder and a new name. Then open the copy and fill it in. This keeps the template itself empty. You can also copy the template in Files: click the three dots next to the name and choose **Move or copy**.

Tip: share the templates folder with your colleagues (see Sharing a document with a colleague). That way, everyone uses the same letterhead.

4.12 Printing and saving as PDF

Printing

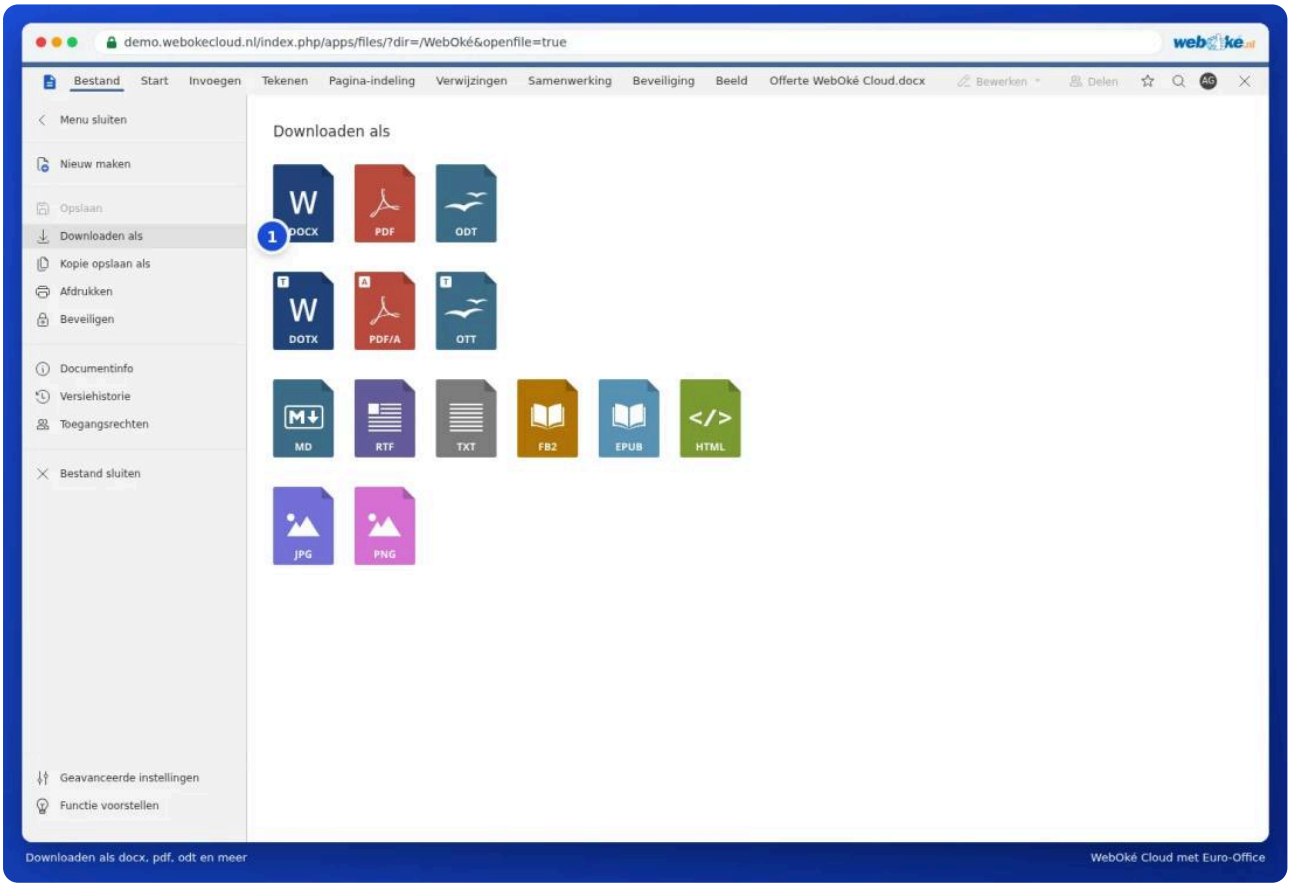
1. Click the printer button at the top left, or press `Ctrl` + `P` (on Mac `Cmd` + `P`). You can also go to **File** and then **Print**.
2. Euro-Office creates a printable version of your document and opens your browser's print window.
3. Choose your printer, the pages and the number of copies, and click **Print**.

The print window comes from your browser, so it looks slightly different in Chrome, Edge, Firefox and Safari. Nothing opening? Check whether your browser has blocked a pop-up and allow pop-ups for your WebOké Cloud.

Saving as PDF

A PDF looks the same on every computer and phone, and the recipient can't easily change it. That makes PDF ideal for sending a quote, letter or invoice.

1. Click **File** and then **Download as**.
2. Choose **PDF**. The file ends up in the Downloads folder on your computer.



Downloading as PDF

Would you rather keep the PDF in your Nextcloud? Then choose **File** and **Save copy as**, choose **PDF** and the folder in your Nextcloud. The original document stays editable as normal.

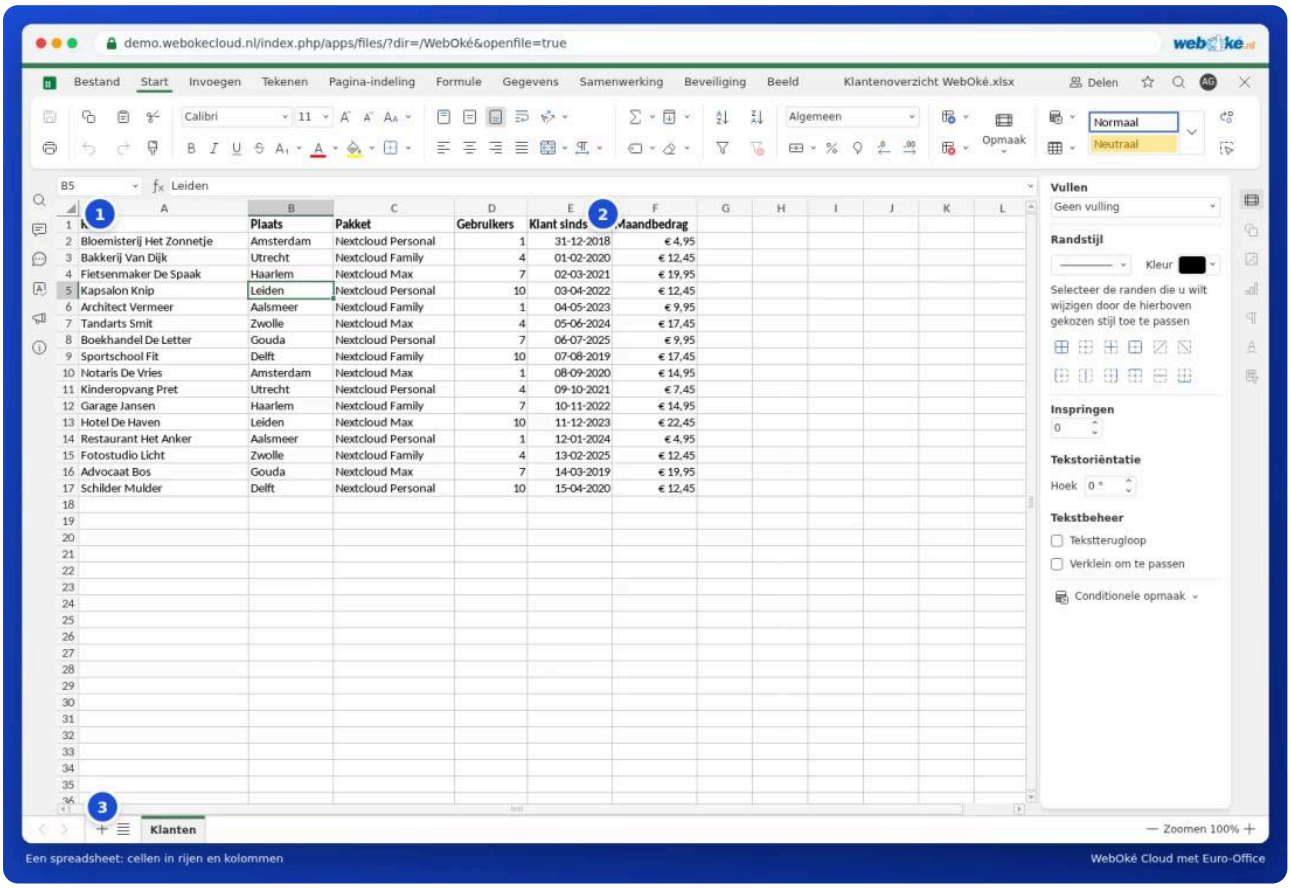
Tip: choose **PDF/A** if you want to keep the document for a long time, for example for your records. That's a PDF format specially made for archiving.

5

Spreadsheets

5.1 Working with cells, rows and columns

A spreadsheet is made up of cells in rows (1, 2, 3) and columns (A, B, C). Every cell has an address: B5 is the cell in column B, row 5. In Euro-Office, you simply open xlsx files from Excel and ods files from LibreOffice in your browser.



The customer overview: the Name Box on the left, the formula bar next to it, and the sheets at the bottom

The parts of the screen

- **Name Box** (1): the address of the selected cell. Type an address here such as **F2** or a range such as **A1:F17** and press `Enter` to jump straight there.
- **Formula bar** (2): the contents of the cell. If the cell contains a formula, you'll see the formula here and the result in the cell itself.
- **Sheets** (3): the tabs of the workbook at the bottom. Use the plus icon to create a new sheet. See Managing sheets.

Typing and editing data

- Click a cell and type. Press `Enter` to move to the cell below, or `Tab` to move to the cell on the right.
- Want to edit a cell without retyping everything? Double-click the cell or press F2.
- Press `Delete` to clear a cell.

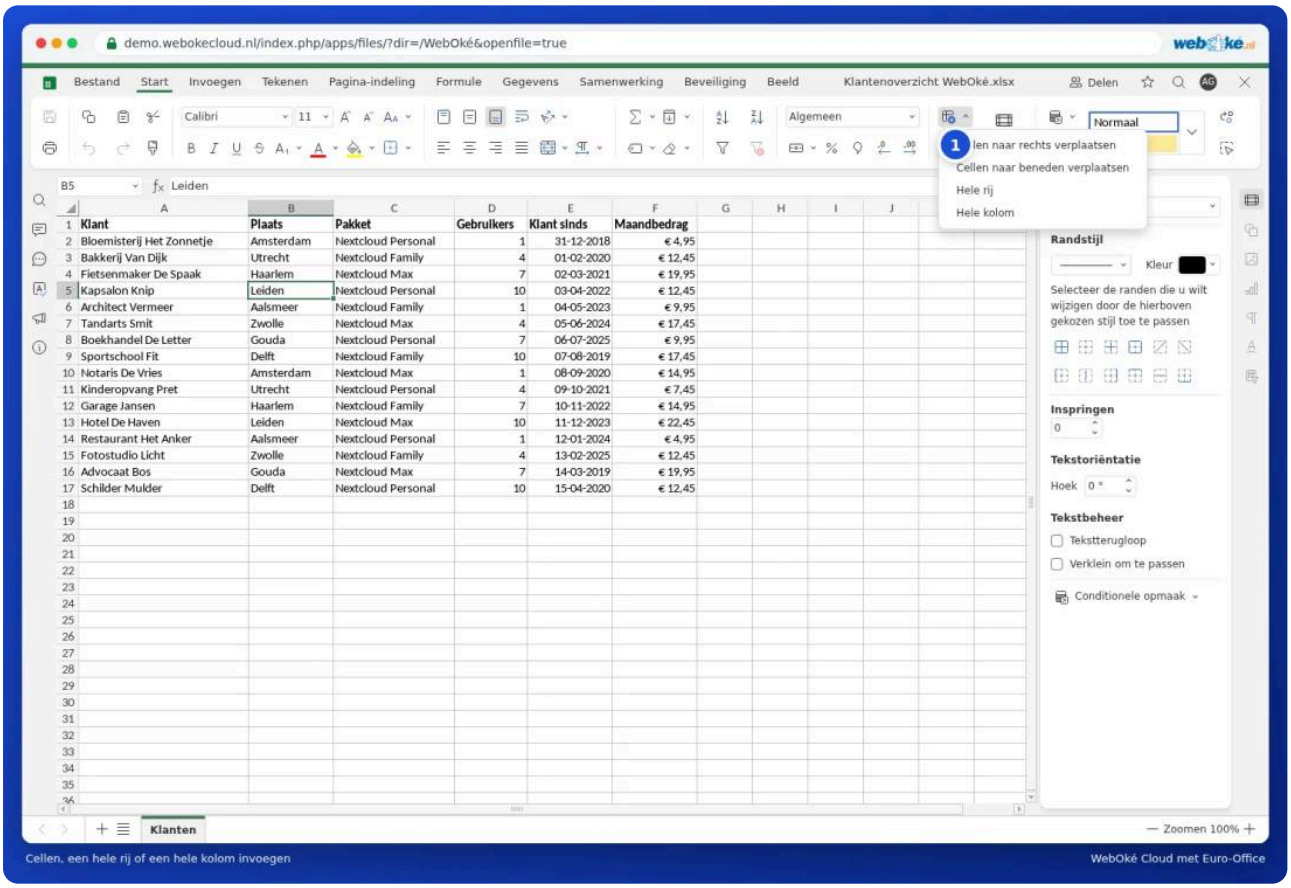
- Drag the small square in the bottom right corner of a cell to fill in the content. Type "January" and drag it across, and Euro-Office automatically fills in February, March and so on.

Selecting

- Click a column letter or row number to select the entire column or row.
- Drag with your mouse, or hold down `Shift` and use the arrow keys, to select a range.
- Hold down `Ctrl` to select cells that aren't next to each other.
- Press `Ctrl` + `A` to select everything.

Inserting or deleting rows and columns

On the **Home** tab, click **Insert cells** (1) and choose **Entire row** or **Entire column**. Use the button next to it to delete cells, rows or columns. Quicker way: right-click a row number or column letter and choose **Insert** or **Delete**.



Inserting cells, an entire row or an entire column

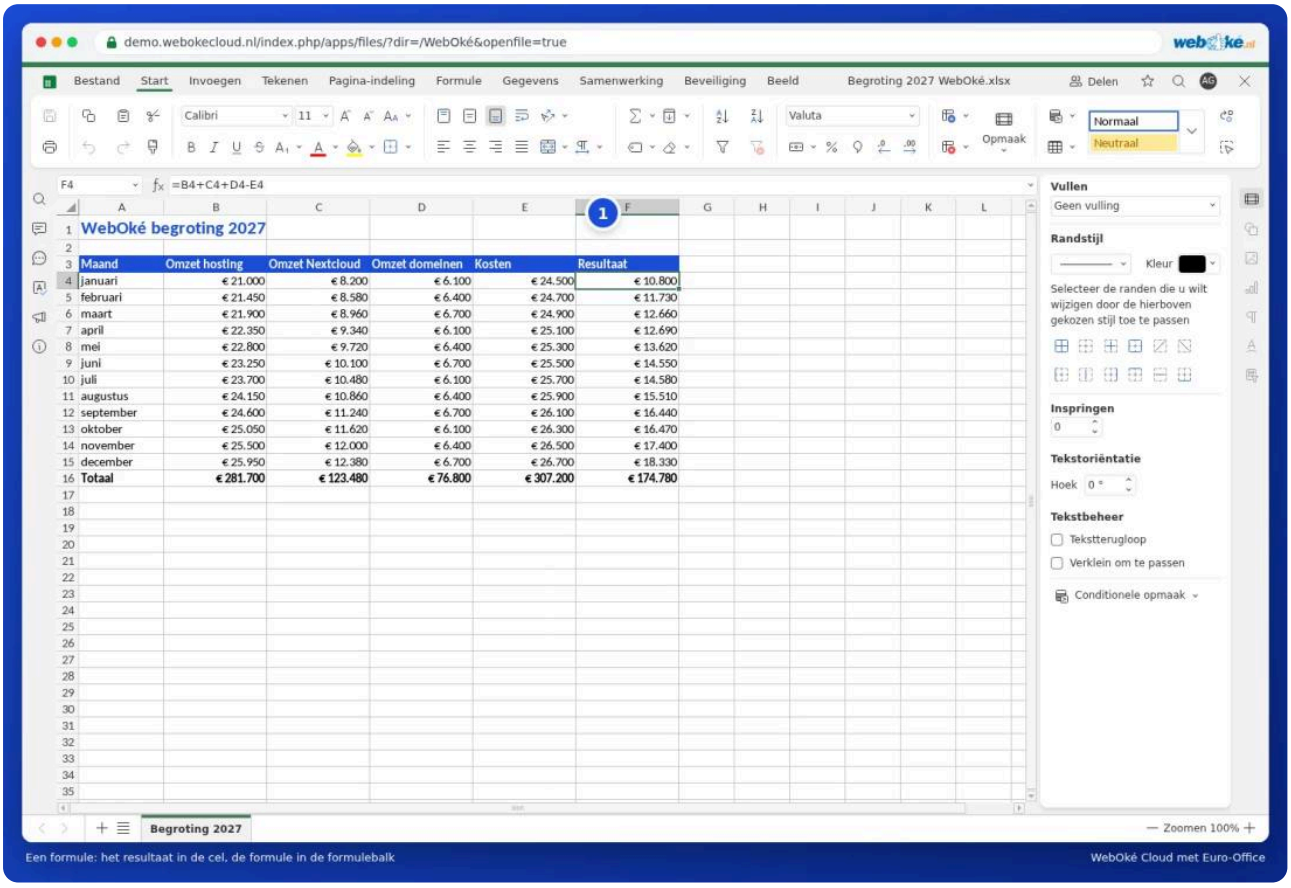
Width and height

Drag the line between two column letters to make a column wider. Double-click that line and the column will become exactly as wide as the longest piece of text. Use **Format** on the Home tab to set the row height and column width precisely.

Tip: does a long piece of text not fit in a cell? Click **Wrap text** on the Home tab (or tick **Wrap text** in the panel on the right), and the text will continue onto multiple lines within the cell. Use **Merge Center** to turn a few cells into one wide cell, handy for a title.

5.2 Formulas and functions: SUM, AVERAGE, IF and VLOOKUP

With formulas, you let Euro-Office do the calculations for you. A formula always starts with an equals sign (=). Change a number, and the formula recalculates instantly.



The cell shows the result, the formula bar shows the formula

Calculating with cell addresses

In the budget, cell F4 contains the formula **=B4+C4+D4-E4**: revenue minus costs. Use **+** to add, **-** to subtract, * to multiply and **/** to divide. Use brackets to set the order, for example **=(B4+C4)*1.21**.

The most important functions

In English, Euro-Office uses the English function names, just like Excel in English. Separate the parts of a function with a comma (,).

Function	What does it do?	Example
SUM	Adds up numbers	=SUM(B4:B15)
AVERAGE	The average	=AVERAGE(B4:B15)

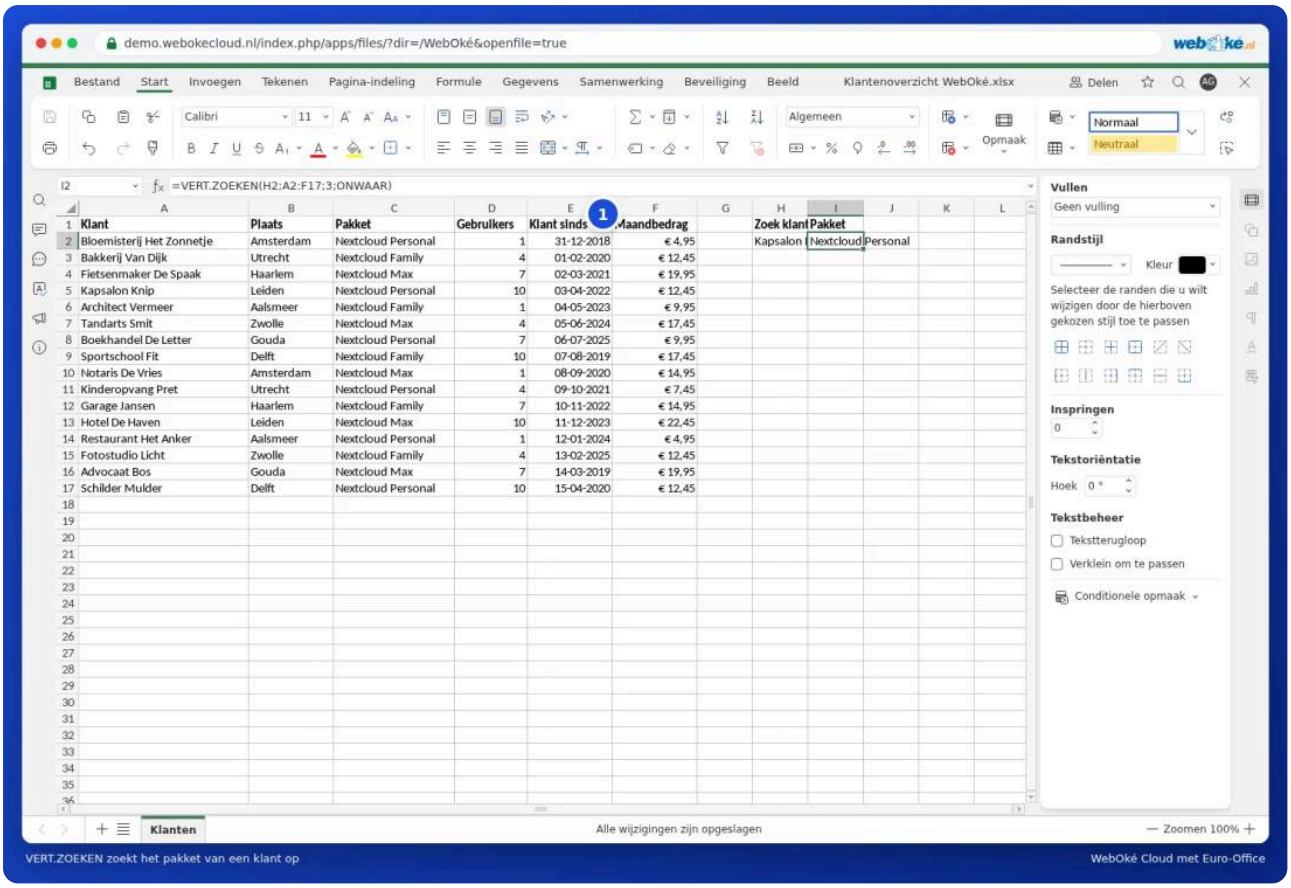
MIN and MAX	The smallest and largest number	=MAX(F4:F15)
COUNT	Counts cells containing a number	=COUNT(D2:D17)
COUNTIF	Counts cells that meet a condition	=COUNTIF(C2:C17,"Nextcloud Max")
SUMIF	Adds up values that meet a condition	=SUMIF(C2:C17,"Nextcloud Max",F2:F17)
IF	Chooses based on a condition	=IF(F4>0,"profit","loss")
VLOOKUP	Looks up a value in a table	=VLOOKUP(H2,A2:F17,3,0)

Quick totals with the summation symbol

Place the cursor below a column of numbers and click the summation symbol (**Summation**) on the **Home** tab. Euro-Office suggests a range for you; press `Enter` and the total appears. Use the arrow to choose AVERAGE, MIN or MAX instead.

Looking something up with VLOOKUP

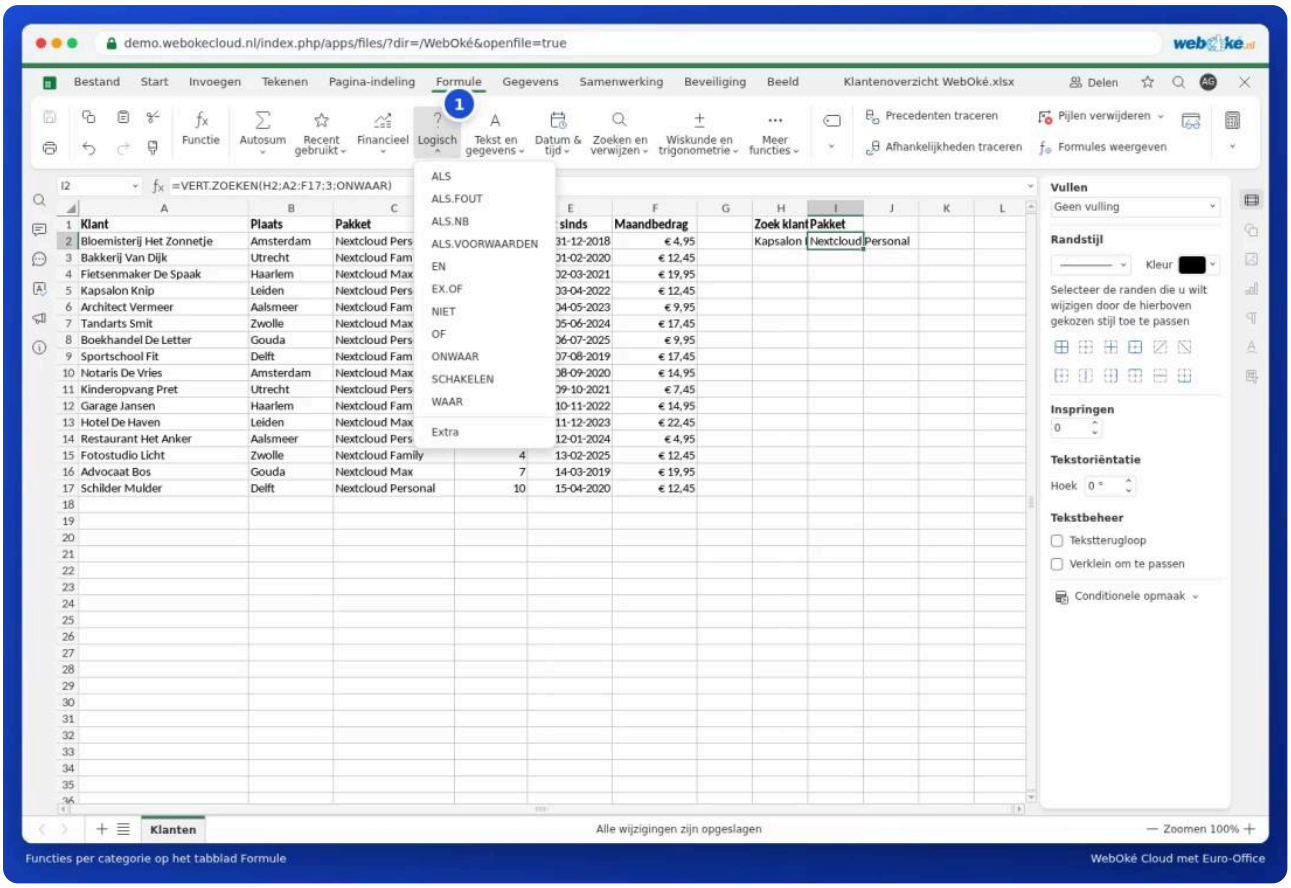
In the customer overview, we want to look up a package based on a customer name. In H2 we type the name, and in I2 the formula **=VLOOKUP(H2,A2:F17,3,0)**. This means: look up the value from H2 in the first column of A2:F17 and return the value from the third column (the package). The 0 at the end means only an exact match counts. Use a 0 here rather than the word FALSE: Euro-Office doesn't recognise it without brackets, and then VLOOKUP will look for the nearest value, giving you an incorrect result without any error message.



VLOOKUP finds the package for Kapsalon Knip

All functions on the Formula tab

The **Formula** tab (1) lists all functions by category: financial, logical, text, date and time, lookup and reference, maths and more. Click a function and Euro-Office helps you fill in the required parts.



Functions by category on the Formula tab

Fixed cell references with the dollar sign

If you drag a formula down, the cell addresses shift along with it: B4 becomes B5, B6, and so on. Want an address to stay fixed, for example a cell containing the VAT rate? Add dollar signs: **$H$1**. While typing an address, press F4 to quickly add the dollar signs.

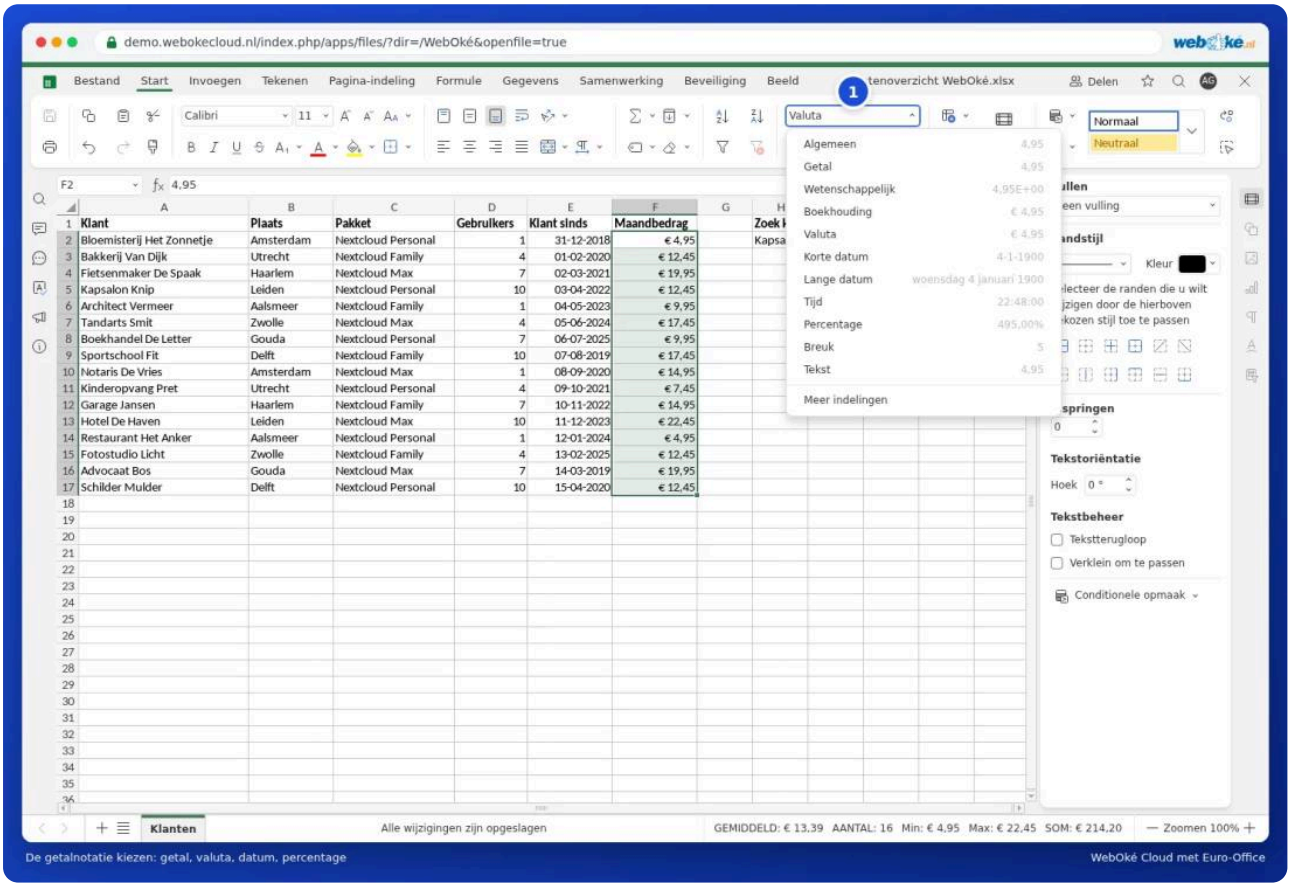
Tip: if you see **#NAME?** in a cell, Euro-Office doesn't recognise the function name. Check the spelling. **#N/A** with VLOOKUP means the lookup value wasn't found. Use **IFERROR** to show a friendly message instead: =IFERROR(VLOOKUP(...),"not found"). You can read more about this in VLOOKUP returns #N/A: here's how to fix it. Euro-Office displays error values using the English codes, just like Excel in English.

5.3 Formatting numbers, dates and currency

A number can look many different ways: 12.5 or € 12.50 or 12.50%. The value stays the same, only the display changes. This is called the number format.

Choosing a number format

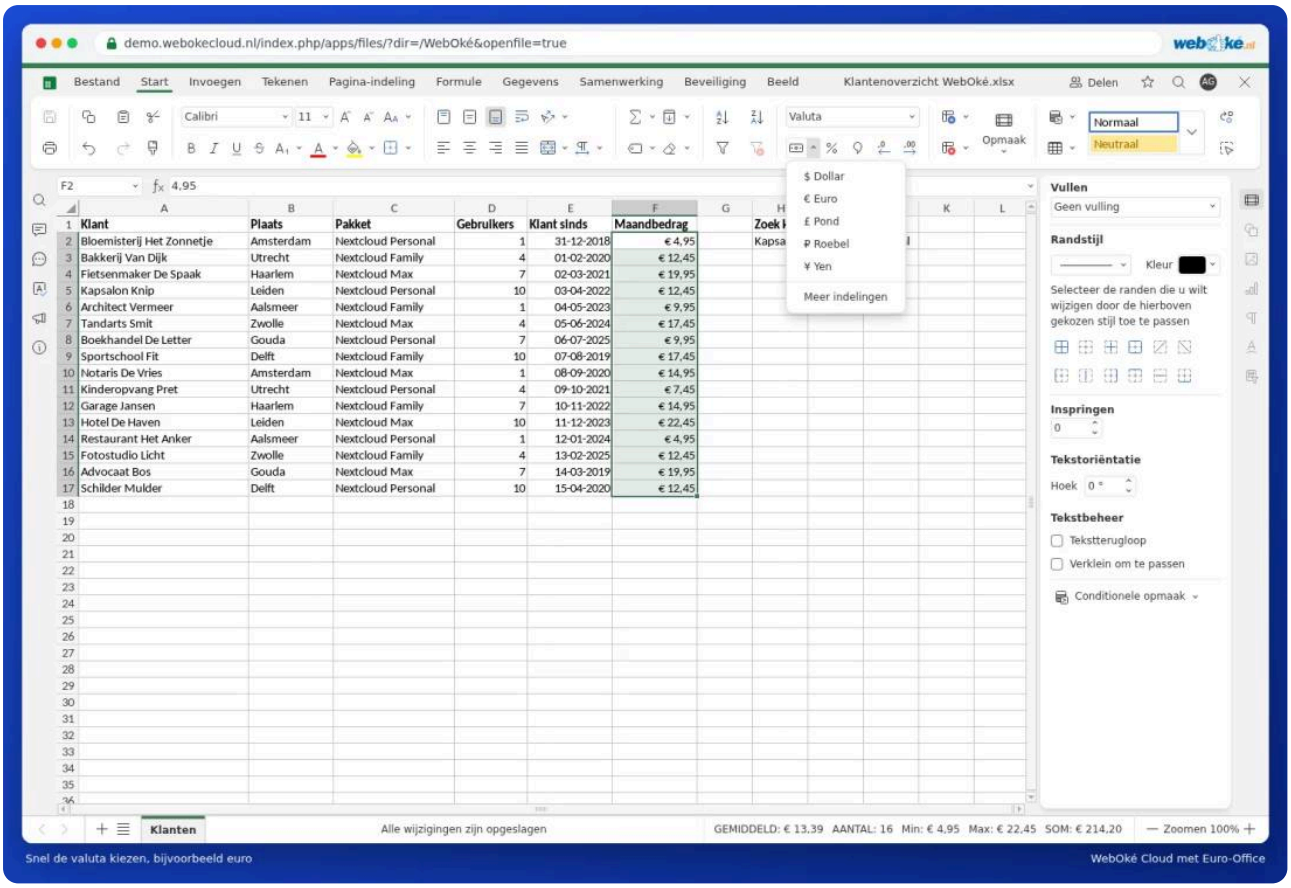
1. Select the cells, for example the column with monthly amounts.
2. On the **Home** tab, click the format list (1) and choose, for example, **Number**, **Currency**, **Accounting**, **Short date**, **Percentage** or **Text**.



Choose the number format, with an example shown next to each option

Euros

Click the button with the currency symbol and choose **€ Euro**. The buttons next to it let you display numbers as a percentage or with a thousands separator, and let you add or remove decimal places.



Quickly choose a currency

Dates

Just type a date the way you normally would, for example 22-10-2026. Euro-Office recognises it as a date, so you can calculate and sort with it. Choose **Long date** for 22 October 2026. Use the **TODAY()** function to put today's date in a cell, and **=B2-A2** gives you the number of days between two dates.

A custom format

Choose **More formats** at the bottom of the list. There you can create your own format, for example with "pcs." after a quantity, or with a leading zero for postcodes and customer numbers.

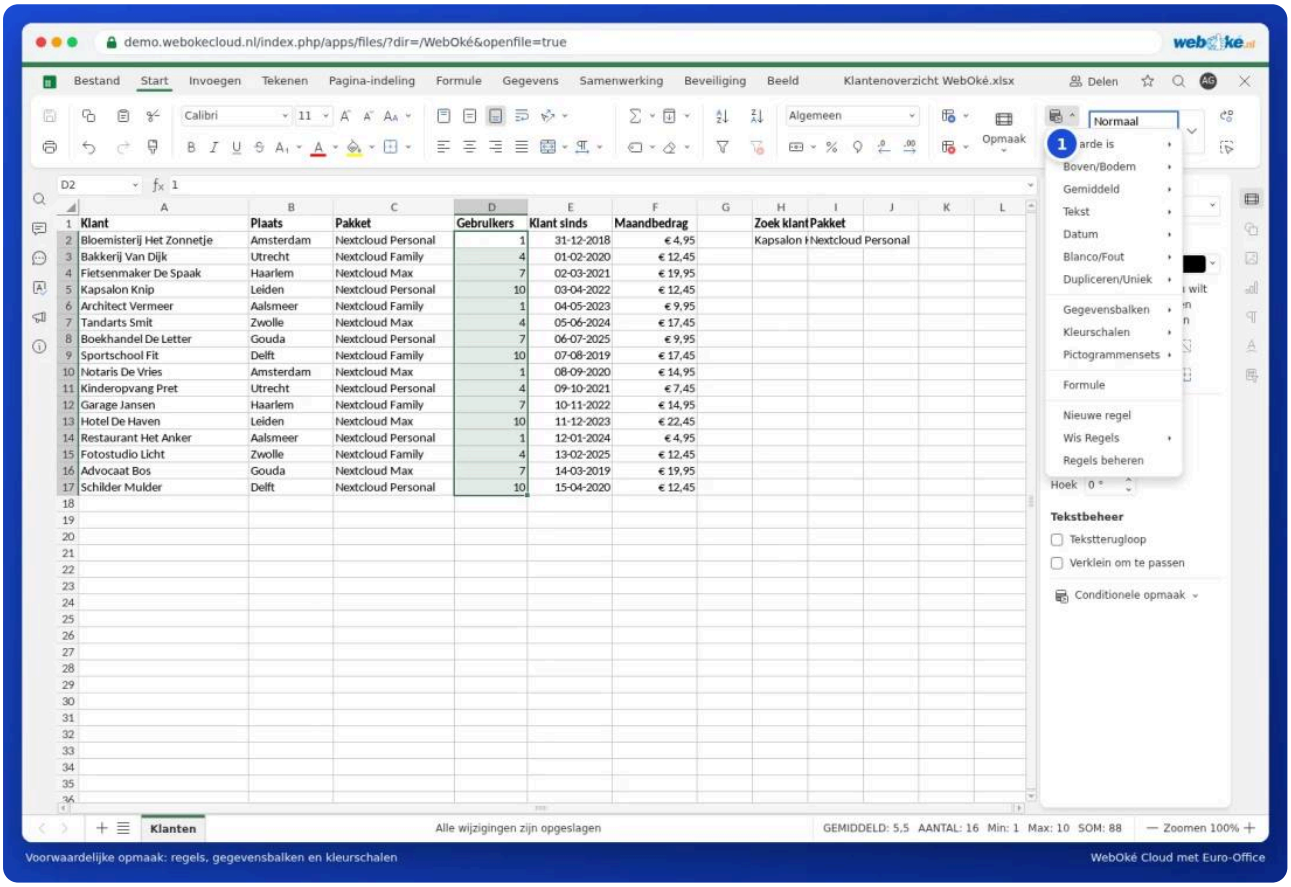
Please note: is a number aligned to the left of the cell and a formula doesn't calculate with it? Then it's probably stored as text, for example after pasting it from another program. Select the cells and choose the **Number** format, or use **Text to Columns** on the Data tab.

5.4 Conditional formatting

With conditional formatting, cells automatically get a colour when they meet a condition. This way, high or low amounts, expired dates or duplicate values stand out straight away.

Adding a rule

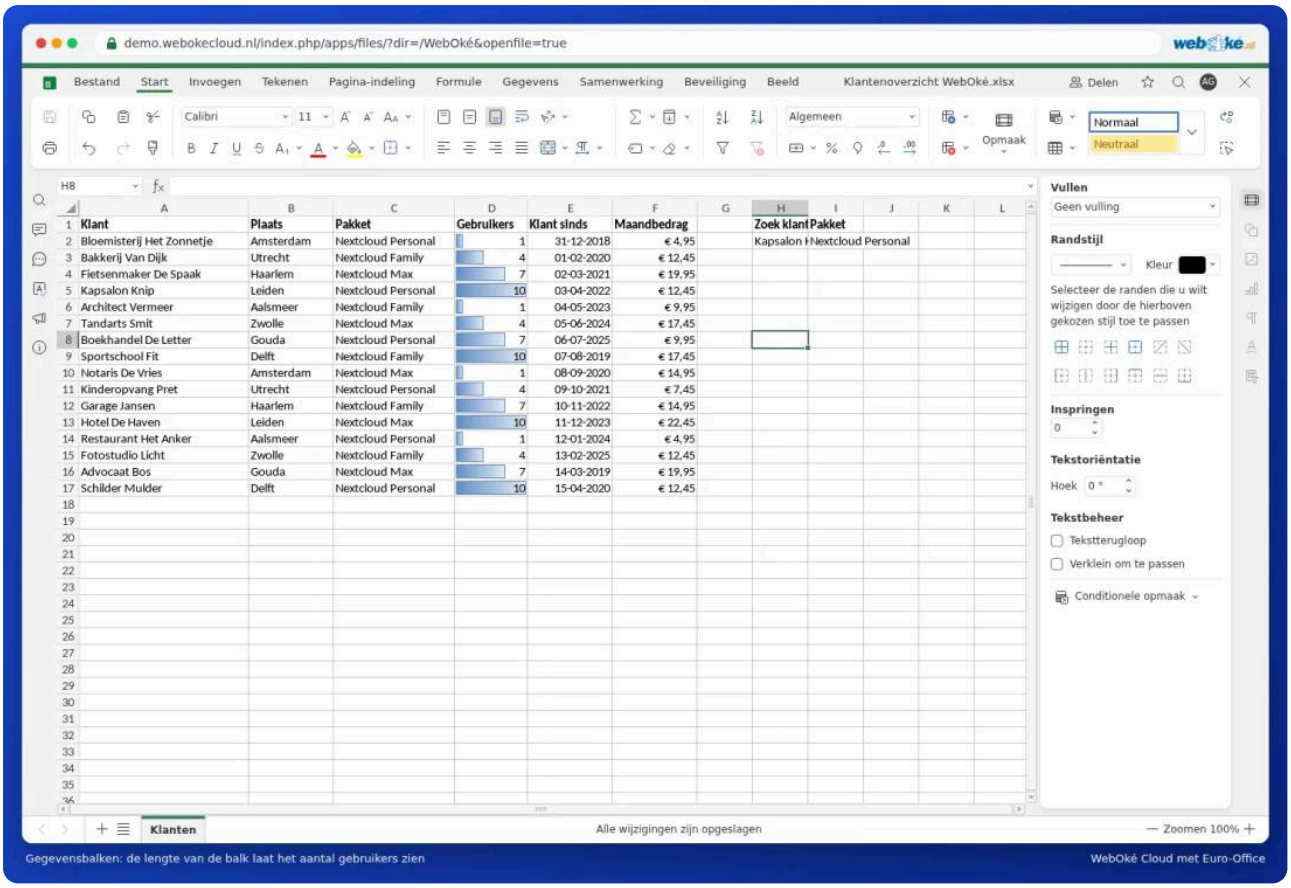
1. Select the cells, for example the column with the number of users.
2. On the **Home** tab, click **Conditional formatting** (1). This is what conditional formatting is called in Euro-Office.
3. Choose a type of rule and fill in the value.



Rules, data bars, colour scales and icons

You can choose from, among others:

- **Value is**: greater than, less than, between, equal to;
- **Top/Bottom** and **Medium**: the highest or lowest values, or everything above or below the average;
- **Text** and **Date**: for example everything with a certain word, or everything from last month;
- **Blank/Error**: empty cells or cells with an error value;
- **Duplicate/Unique**: highlight duplicate or unique values;
- **Data Bars**, **Color scales** and **Icon sets**: a bar, a colour or an arrow that shows the size of the value.



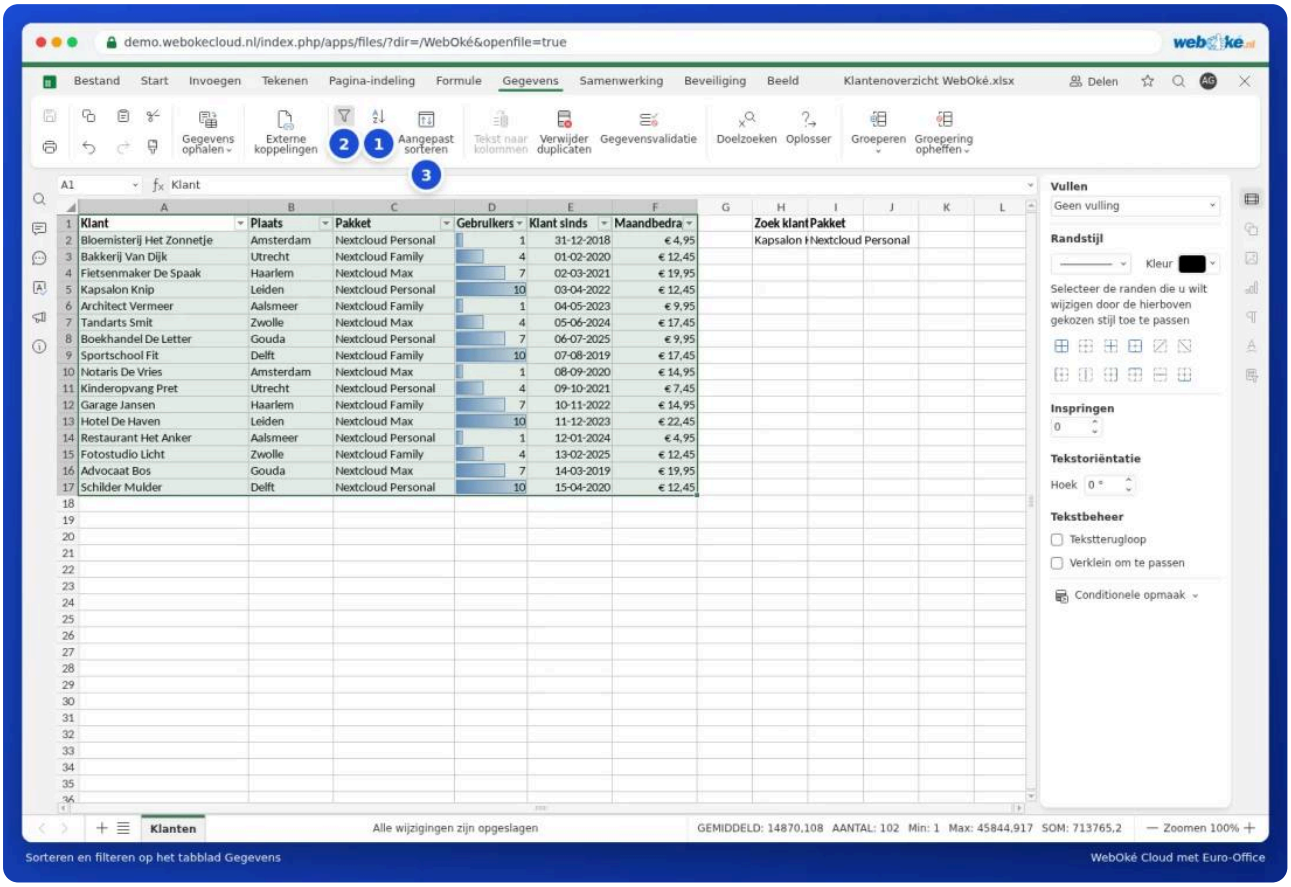
Data bars: the longer the bar, the more users

Adjusting or removing rules

Choose **Manage rules** from the menu. You'll see all the rules for the selection or the whole worksheet, and you can adjust them, change their order or delete them. Use **New rule** and then **Formula** to create your own condition, for example colouring an entire row if the package is "Nextcloud Max": =$C2="Nextcloud Max". A worked-out example is available in Colour the whole row when the invoice is paid. Use **Clear rules** to remove all rules at once.

5.5 Sort and filter

Sorting puts your data in a particular order, for example alphabetically by customer name. Filtering shows only the rows you're looking for, for example all customers in Utrecht.



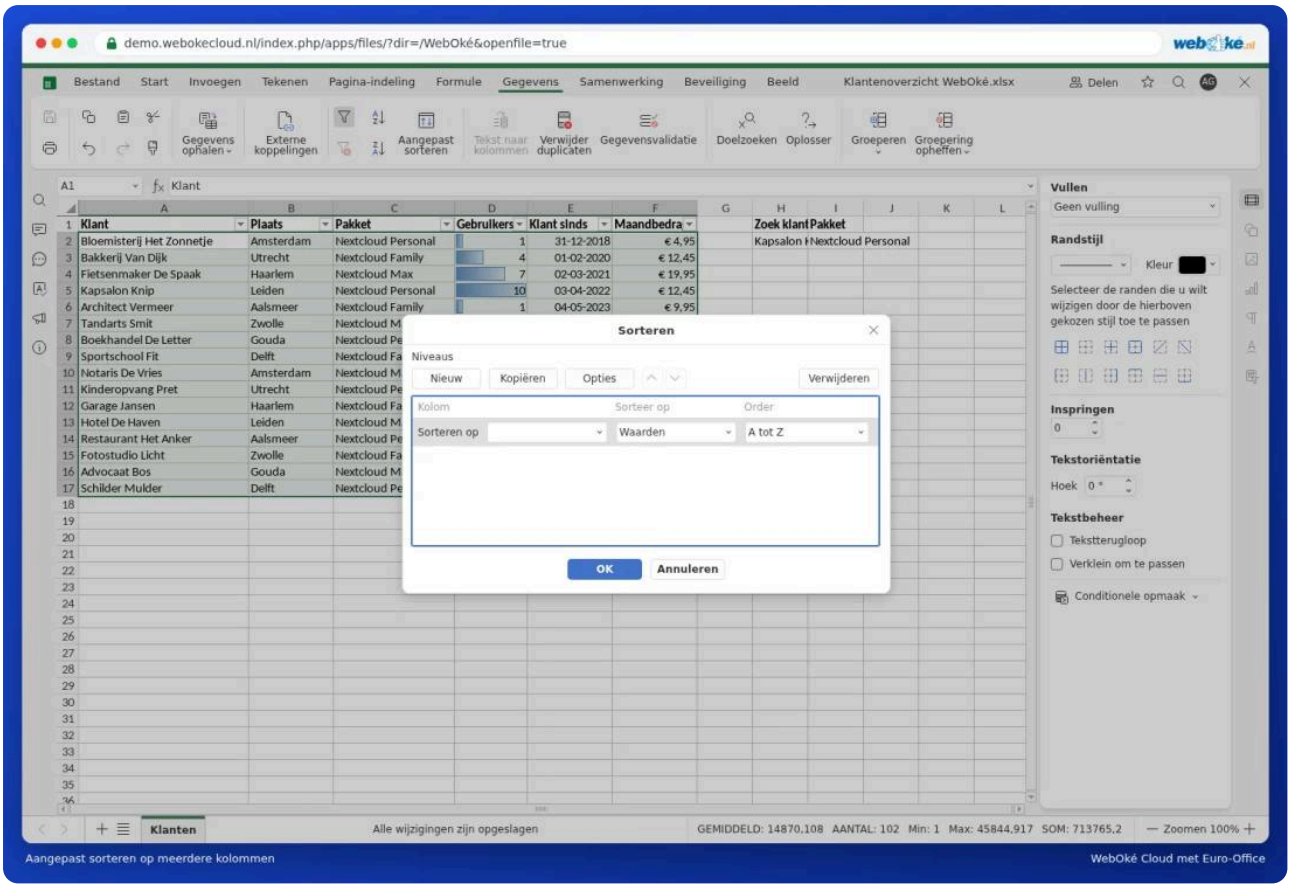
Sort (1), filter (2) and custom sort (3) on the Data tab

Quick sorting

Click in the column you want to sort by and click **Sort ascending** (A to Z) or **Sort descending** (Z to A) on the **Data** tab (or Home) (1). Euro-Office keeps the rows together: the city and package move along with the customer.

Sorting by multiple columns

Click **Custom sort** (3). Use the buttons at the top of the window to add more levels, for example first by city and then by customer name.



Custom sorting by multiple columns

Filtering

1. Click in the table and click **Filter** (2). An arrow appears above each column.
2. Click the arrow for a column and tick what you want to see. For numbers and dates, you can also choose conditions such as **Greater than** or **Top 10**.
3. The row numbers of filtered rows turn blue. Use **Clear filter** to see everything again.

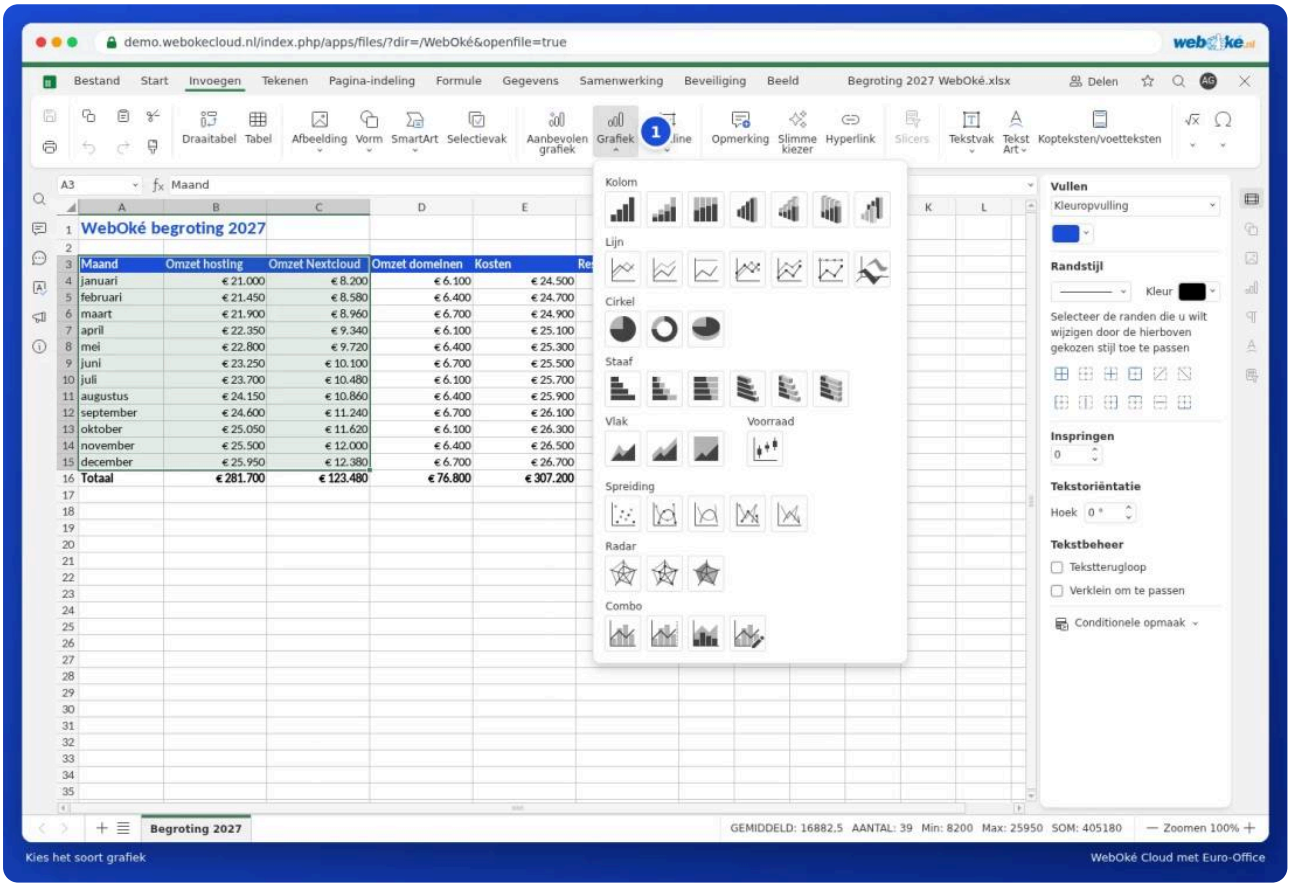
Tip: at the bottom of the status bar, you'll see the sum, average and count of the selected cells. When a filter is active, only the visible rows count towards the SUBTOTAL. Use **Remove duplicates** on the Data tab to remove duplicate rows in one go.

5.6 Creating charts

A chart shows at a glance how numbers relate to each other. As an example, we'll create a chart of revenue per month.

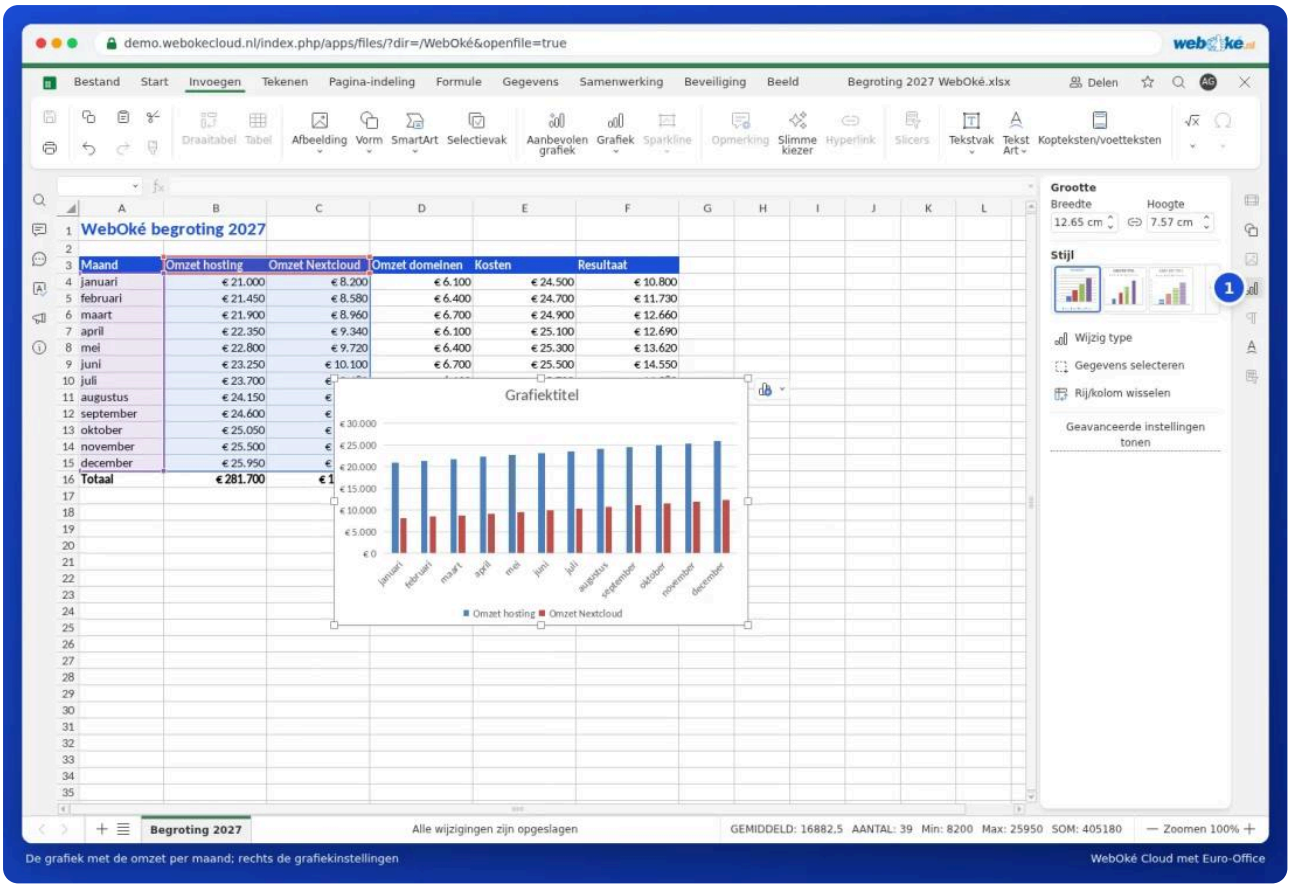
Inserting a chart

1. Select the data, including the headings. In the example: the months and two columns with revenue (A3:C15).
2. Go to the **Insert** tab and click **Chart** (1).
3. Choose a type: column, line, pie, bar, area, scatter, radar or a combination.



Choose the chart type

Not sure which one to pick? Choose **Recommended Chart** and Euro-Office will suggest a chart that suits your data.



The chart, with the chart settings on the right

Customising the chart

- Drag the chart to a different spot, or drag the corners to resize it.
- Click on the chart; on the right, in the chart settings (1), choose a different style, a different type (**Change type**) or different data (**Select Data**).
- Click on the title or the legend to edit the text. Use **Show advanced settings** to turn on axis titles and data labels, among other things.

If you change a number in the table, the chart updates straight away.

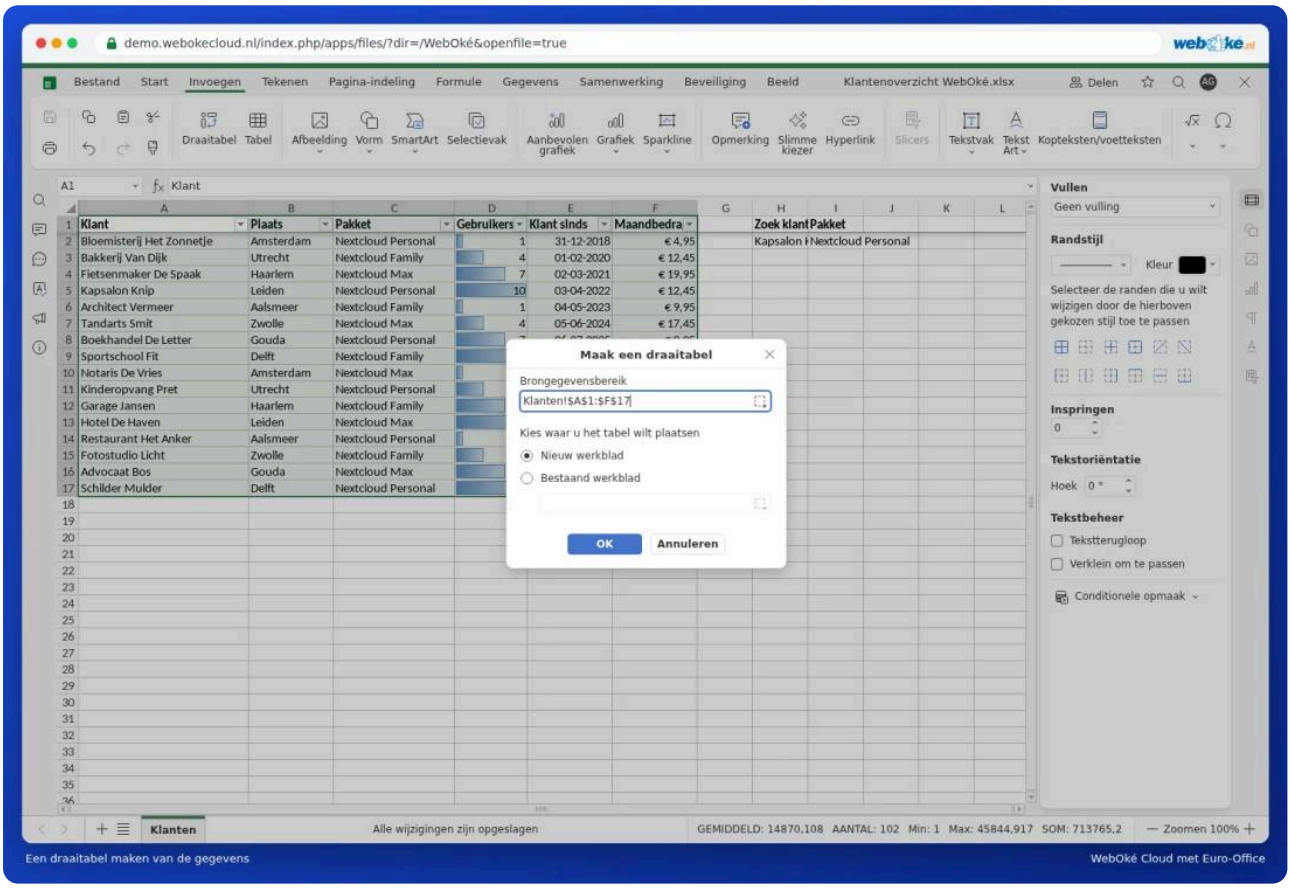
Tip: want a small chart in a cell, for example to show trends per customer? Use **Sparkline** on the Insert tab.

5.7 Pivot tables

With a pivot table, you can summarise a large list without writing formulas. For example: how much revenue does each package generate? You simply drag the fields to the right place yourself.

Creating a pivot table

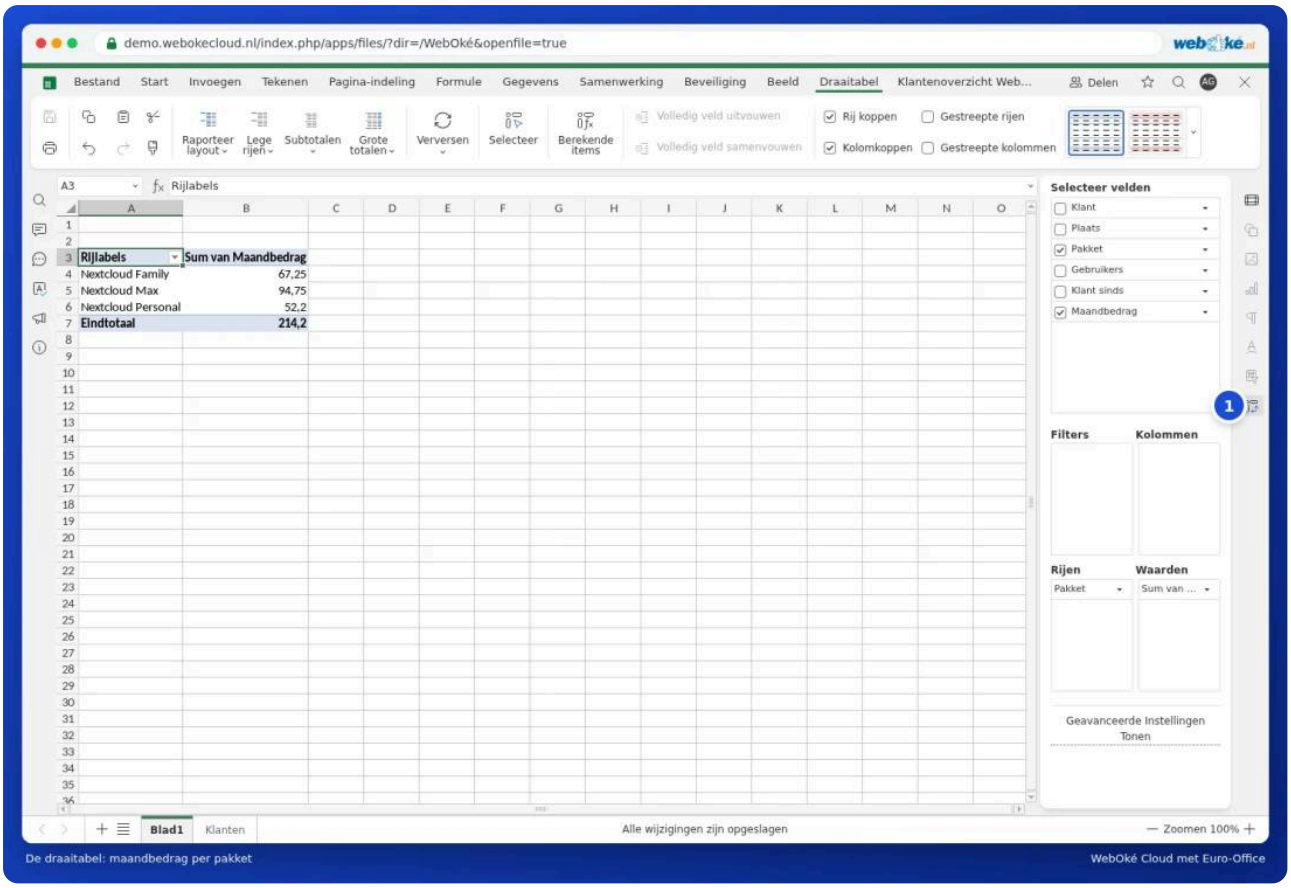
1. Click in your list. The list must have headings and must not contain any blank rows.
2. On the **Insert** tab, click **Pivot Table**.
3. Check the range and choose whether the pivot table should appear on a **New sheet** or on an existing sheet. Click **OK**.



Creating a pivot table from the customer overview

Choosing fields

On the right, under **Select fields**, you'll see all the headings from your list. Tick the fields you want to use. Text automatically goes under **Rows**, numbers under **Values**. Drag fields between **Filters**, **Columns**, **Rows** and **Values** to rearrange the table.



The sum of the monthly amount per package

- Under **Values**, click the field to choose between **Sum**, **Number**, **Midpoint**, **Max** or **Minus**.
- On the **Pivot Table** tab, you can choose the layout and a style, and turn totals on or off.
- Pivot tables don't recalculate automatically. Changed the list? Then click **Refresh** on the Pivot Table tab.

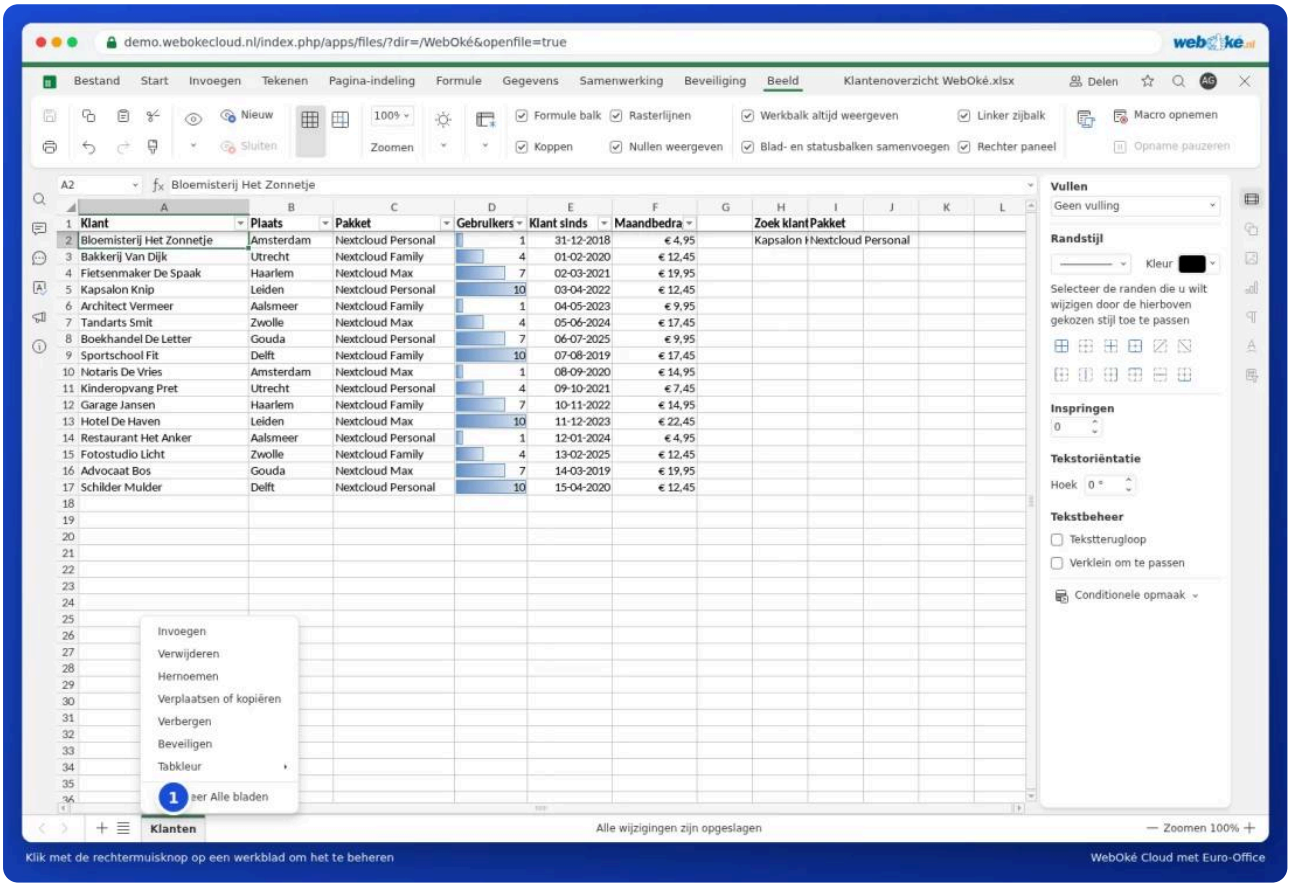
Tip: with **Slicer** on the Insert tab, you get buttons to quickly filter the pivot table, for example by location.

5.8 Managing sheets

A spreadsheet (workbook) can have multiple sheets, like tabs in a folder. For example, one sheet per month, or a sheet with data and a sheet with the calculations.

- Click the **plus sign** at the bottom to add a new sheet.
- Click the name of a sheet to go to it.
- Drag a sheet left or right to change the order.

Right-click a sheet (1) for more options: **Insert**, **Delete**, **Rename**, **Move or copy**, **Hide**, **Protect** and choose a **Tab color**.



Right-click a sheet to manage it

Calculating with another sheet

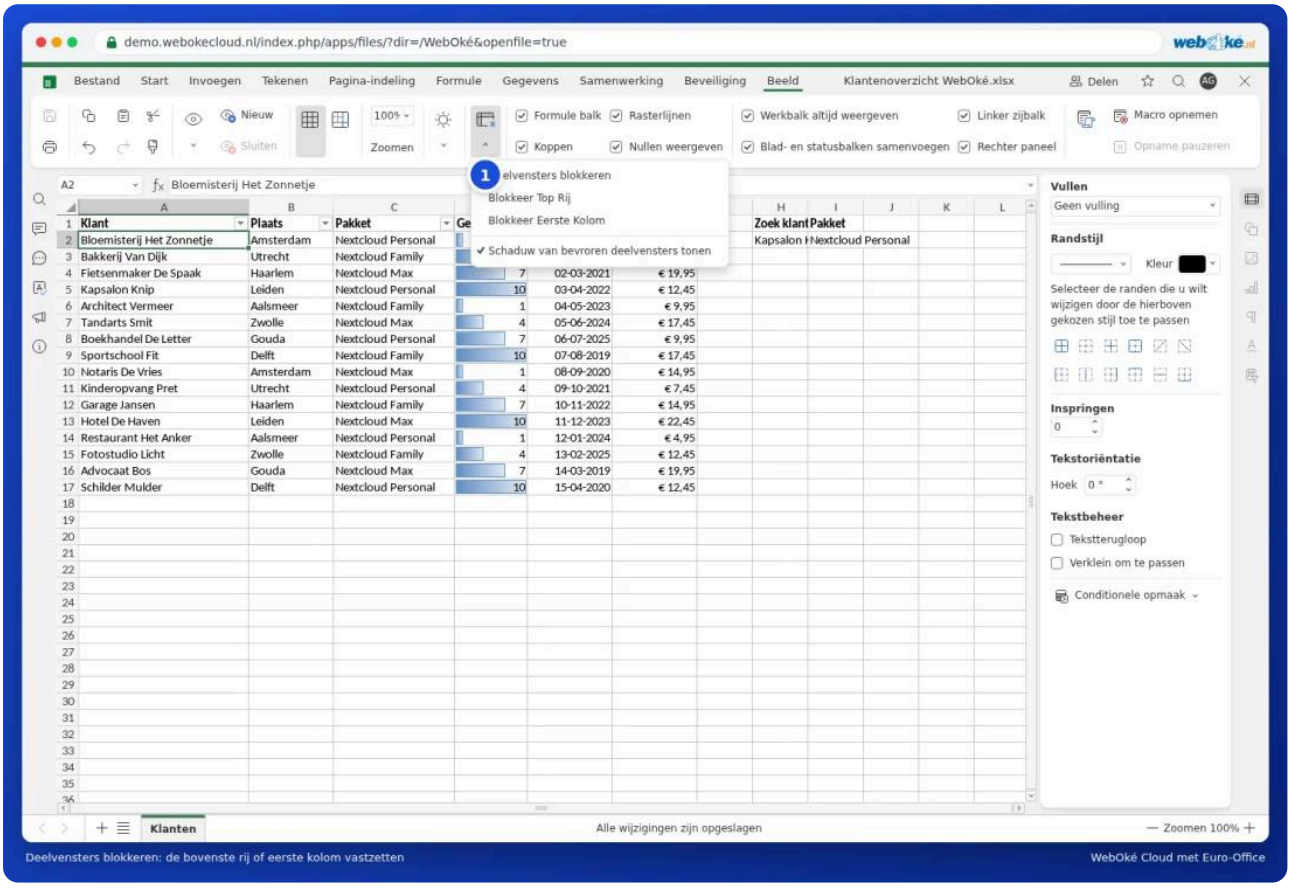
In a formula, you refer to a cell on another sheet using the sheet's name followed by an exclamation mark: **=Expenses!B10**. If the name contains a space, put it in single quotation marks: **='Expenses 2027'!B10**. The easiest way: type = and then click the other sheet and the cell.

Tip: find a step-by-step guide to creating an overview that totals data from multiple sheets in A total overview from multiple worksheets: expenses, income and balance.

5.9 Freezing rows and columns

In a long list, headings disappear from view as you scroll down. Freeze the top row so the headings always stay in place.

1. Go to the **View** tab.
2. Click **Freeze panes** (1).
3. Choose **Freeze top row** for the top row, or **Freeze first column** for the first column.



Freezing the top row or the first column

Want to freeze several rows and columns? Click in the cell below and to the right of the part that should stay in place, then choose **Freeze panes**. For example, if you click in B2, row 1 and column A will stay in place.

To undo this, open the same menu again and choose the option to unfreeze.

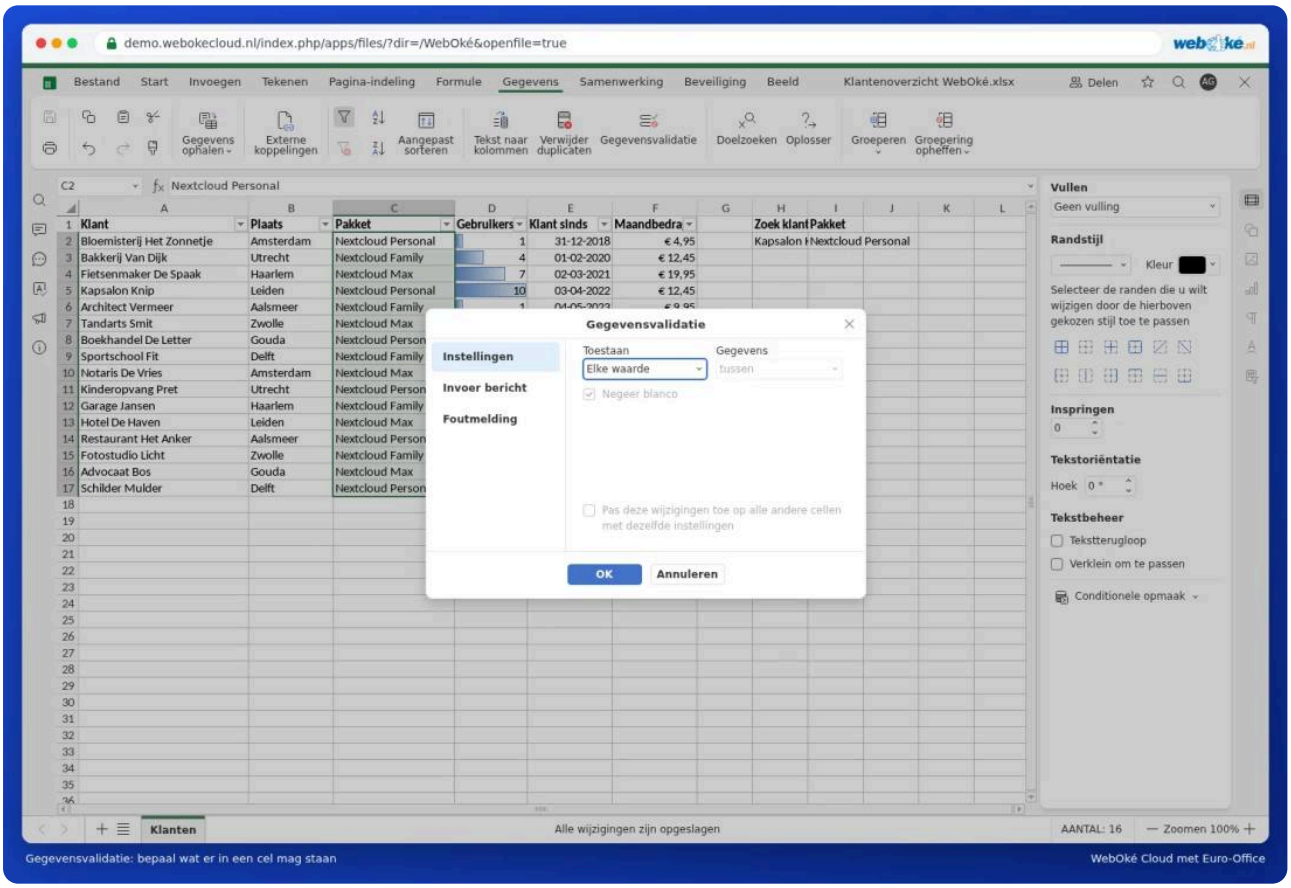
Tip: freezing only applies to the screen. Want the headings on every printed page too? Use **Print titles** on the Layout tab.

5.10 Data validation and drop-down lists

With data validation, you decide what can be entered in a cell. This helps prevent mistakes, such as a typo in a package name. A drop-down list is the handiest option: the user picks from a fixed set of values.

Creating a drop-down list

1. Select the cells, for example the Package column.
2. On the **Data** tab, click **Data Validation**.
3. Under **Allow**, choose **List**.
4. In the **Source** field, type the options separated by semicolons: Nextcloud Personal;Nextcloud Family;Nextcloud Max. Or refer to cells that contain the options, for example =$K$2:$K$4.
5. Click **OK**. Each cell now shows an arrow with the available options.



Data validation: decide what can be entered in a cell

Other rules

Under **Allow**, you can also choose **Whole number**, **Decimal**, **Date picker**, **Time** or **Text length**, with a minimum and maximum. This way, you can prevent things like a negative number or a date in the future.

On the **Input message** tab, you can add an explanation that appears when someone selects the cell. Under **Error alert**, you decide what happens if someone enters something incorrect: block the entry, show a warning, or just provide information.

Tip: you can create a tick list even faster using **Check box** on the Insert tab. See A checklist with check boxes in a spreadsheet.

5.11 Importing and exporting CSV files

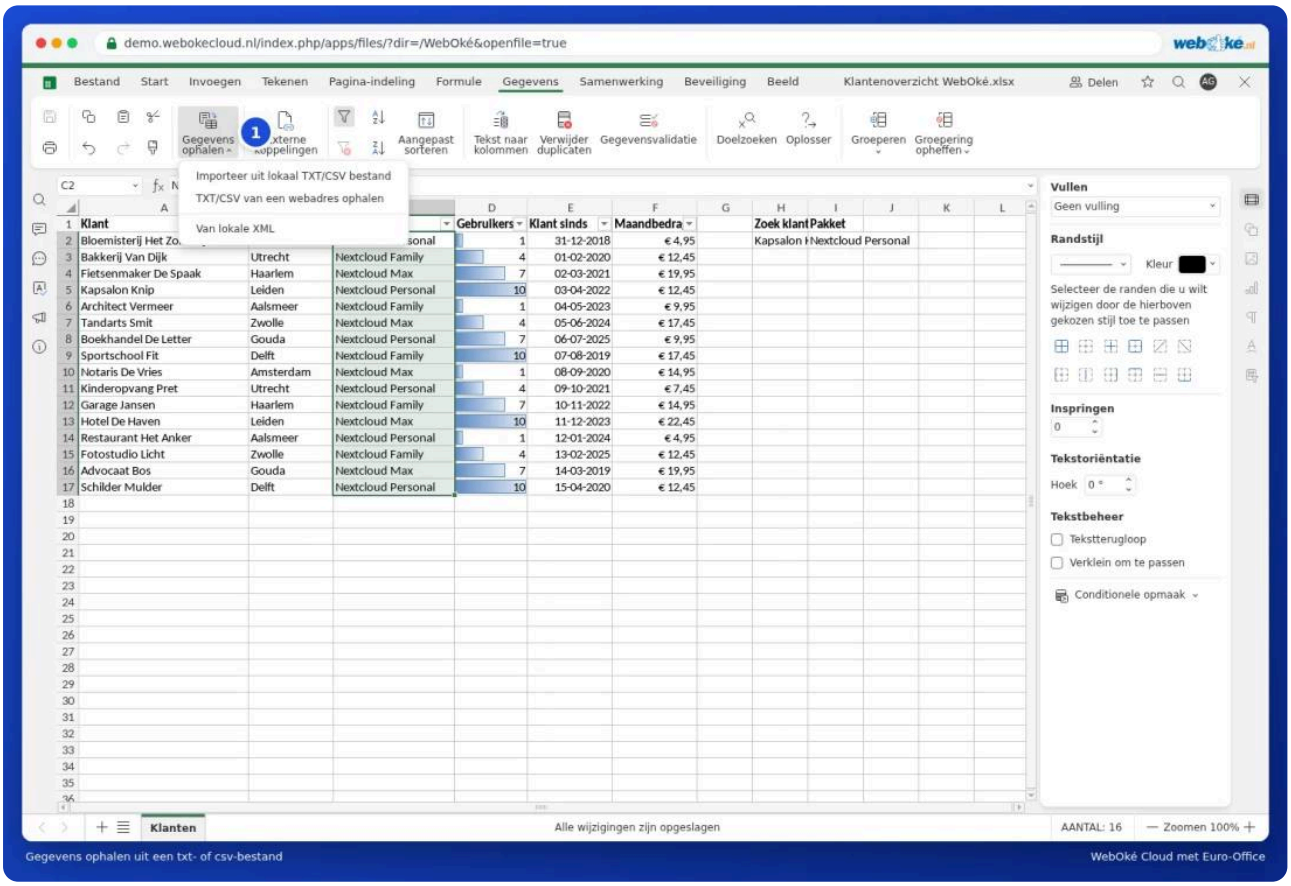
A CSV file is a simple text file containing data, separated by a comma or semicolon. You might get one as an export from your accounting software, online shop or bank.

Opening a CSV file

The easiest way: put the CSV file in your Nextcloud and click on it. Euro-Office will ask how the data is separated (comma, semicolon, tab) and which character set the file uses. Choose **UTF-8** if letters such as é and ë aren't displayed correctly.

Putting CSV data into an existing spreadsheet

1. Click the cell where the data should start.
2. On the **Data** tab, click **Get Data** (1).
3. Choose **From Local TXT/CSV** for a file on your computer, or **From TXT/CSV Web Address**.
4. Choose the separator and check the preview. Click **OK**.



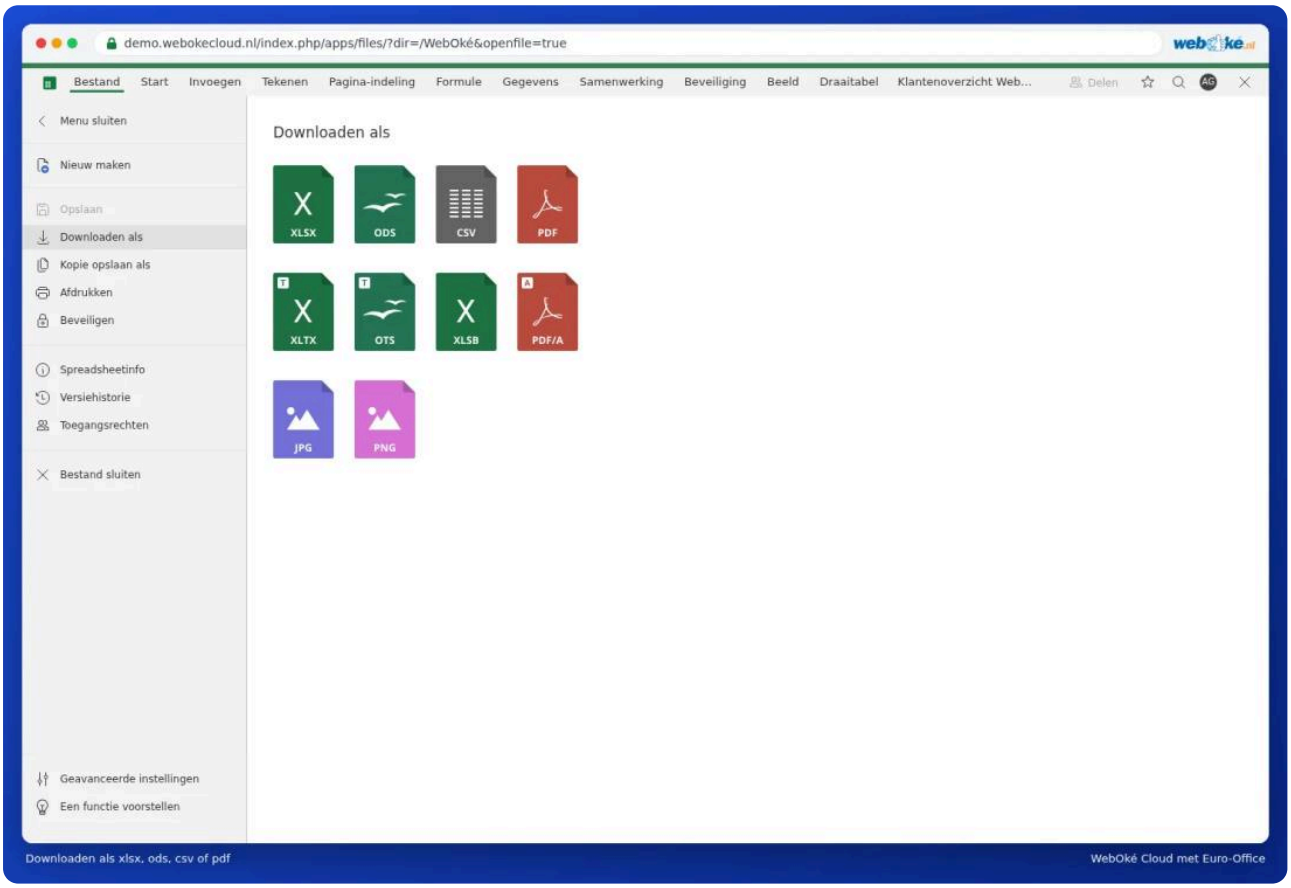
Getting data from a TXT or CSV file

Splitting text into columns

Is all your data in one column, for example "Jansen;Utrecht;12,50"? Select the column and click **Text to Columns** on the Data tab. Choose the separator and the data will be neatly split into separate columns.

Saving as CSV

Click **File**, then **Download as** and choose **CSV**. A CSV file only keeps the values of the current worksheet: no formatting, no formulas and no other worksheets. So always save your work as xlsx as well.



Download as xlsx, ods, csv or pdf

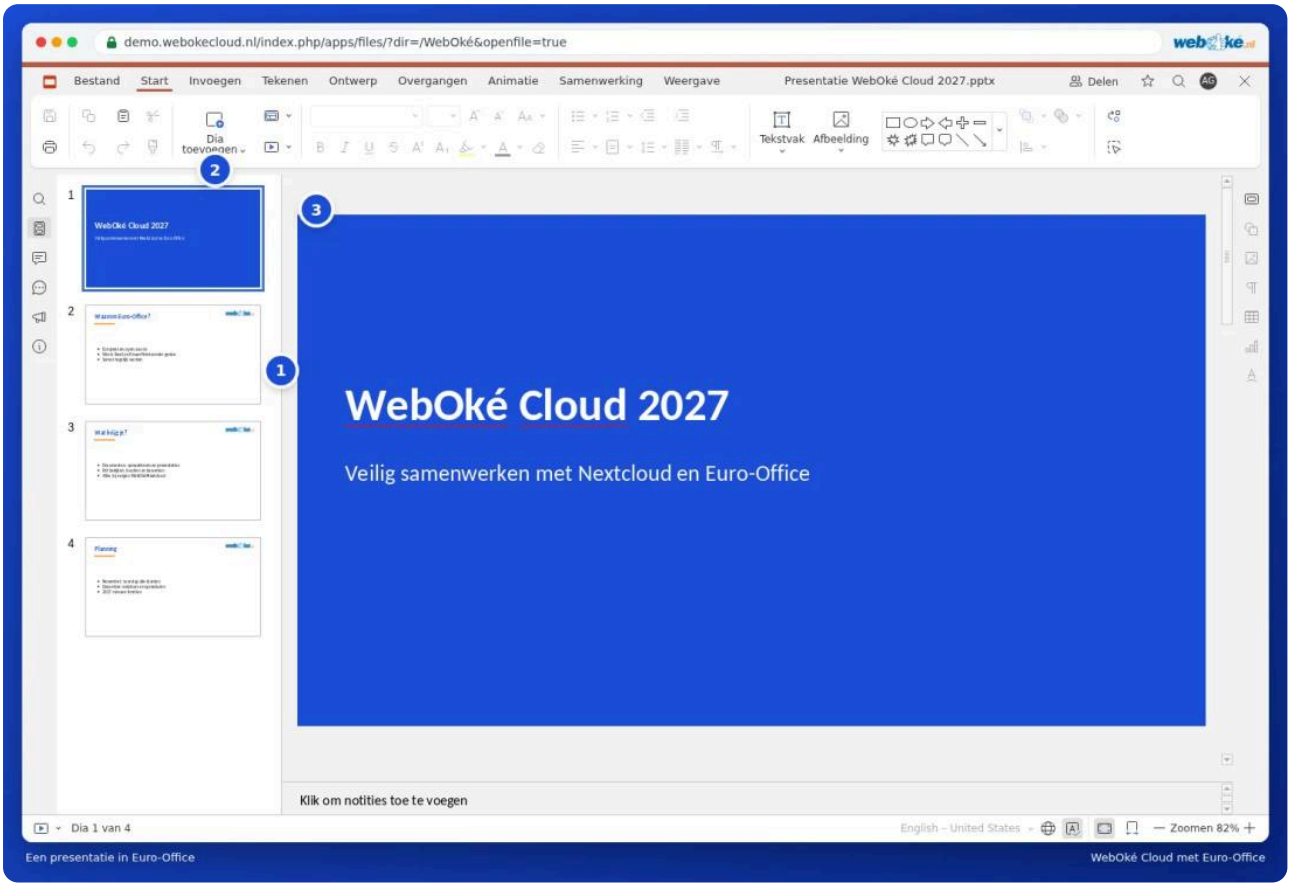
Note: do leading zeros disappear (postcode 0123 becomes 123) or are long numbers such as an IBAN displayed oddly? First give the column the **Text** format and import again. See also Keeping the leading zero in a phone number or postcode and Opening a CSV file with semicolons and strange characters correctly.

6

Presentations

6.1 Adding, moving and deleting slides

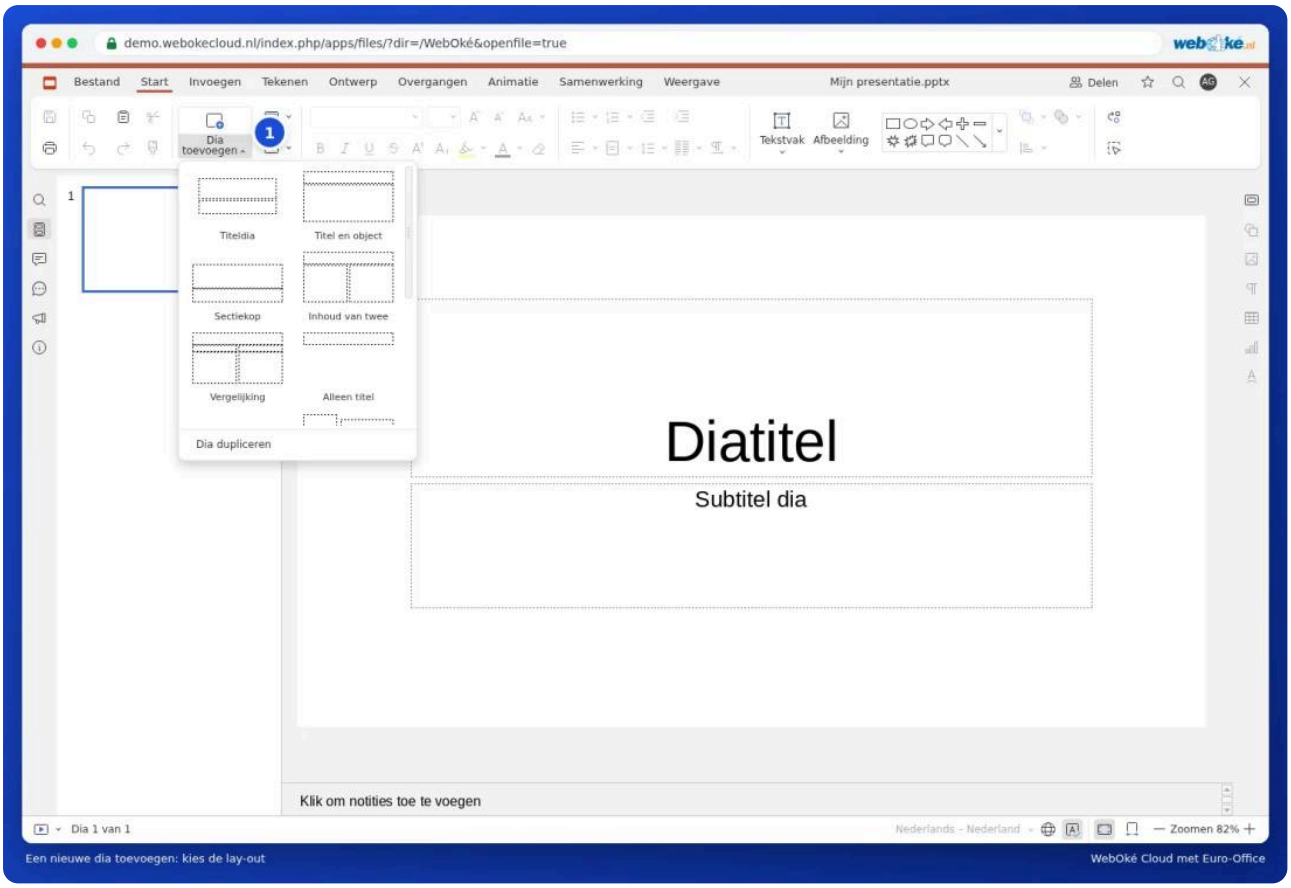
In the presentation editor, you create and edit presentations, including pptx files from PowerPoint. On the left is the slide overview with small previews of all your slides (1), and in the centre is the slide you're working on.



The slide overview on the left (1), Add slide at the top (2) and the slide in the centre (3)

Adding a slide

On the **Home** tab, click **Add slide** (2). The new slide is added after the slide you've selected. Click the arrow under the button to choose the layout straight away, for example **Title and object** or **Two content**.

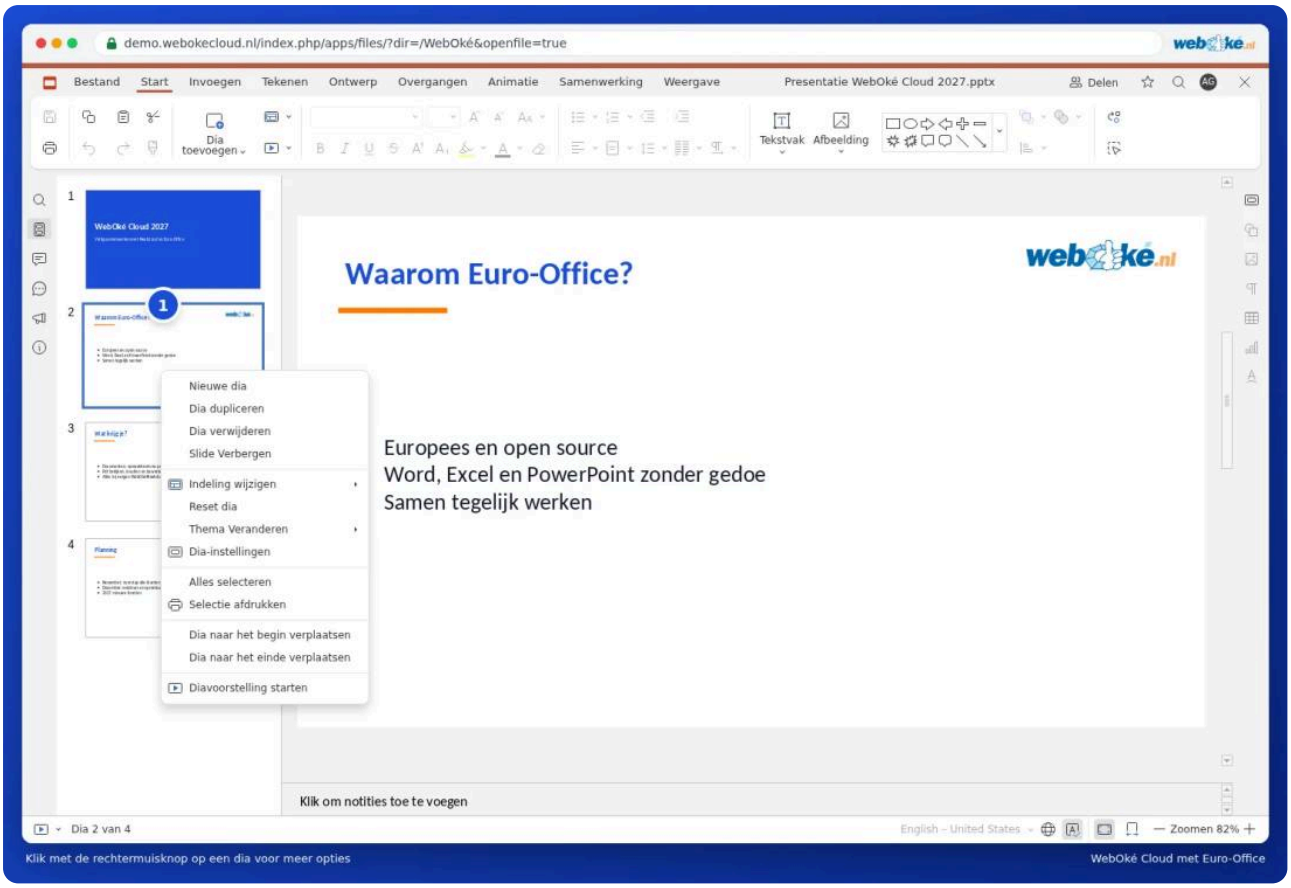


Adding a new slide: choose the layout

Shortcut: `Ctrl` + `M` adds a new slide.

Moving, duplicating and deleting slides

- **Move**: drag a slide in the slide overview to a different spot.
- **Duplicate**: right-click the slide and choose **Duplicate slide**. Handy if the next slide looks almost the same.
- **Delete**: select the slide and press `Delete`, or choose **Delete slide** from the menu.
- **Hide**: want to keep a slide but not show it while presenting? Choose **Hide slide** instead.



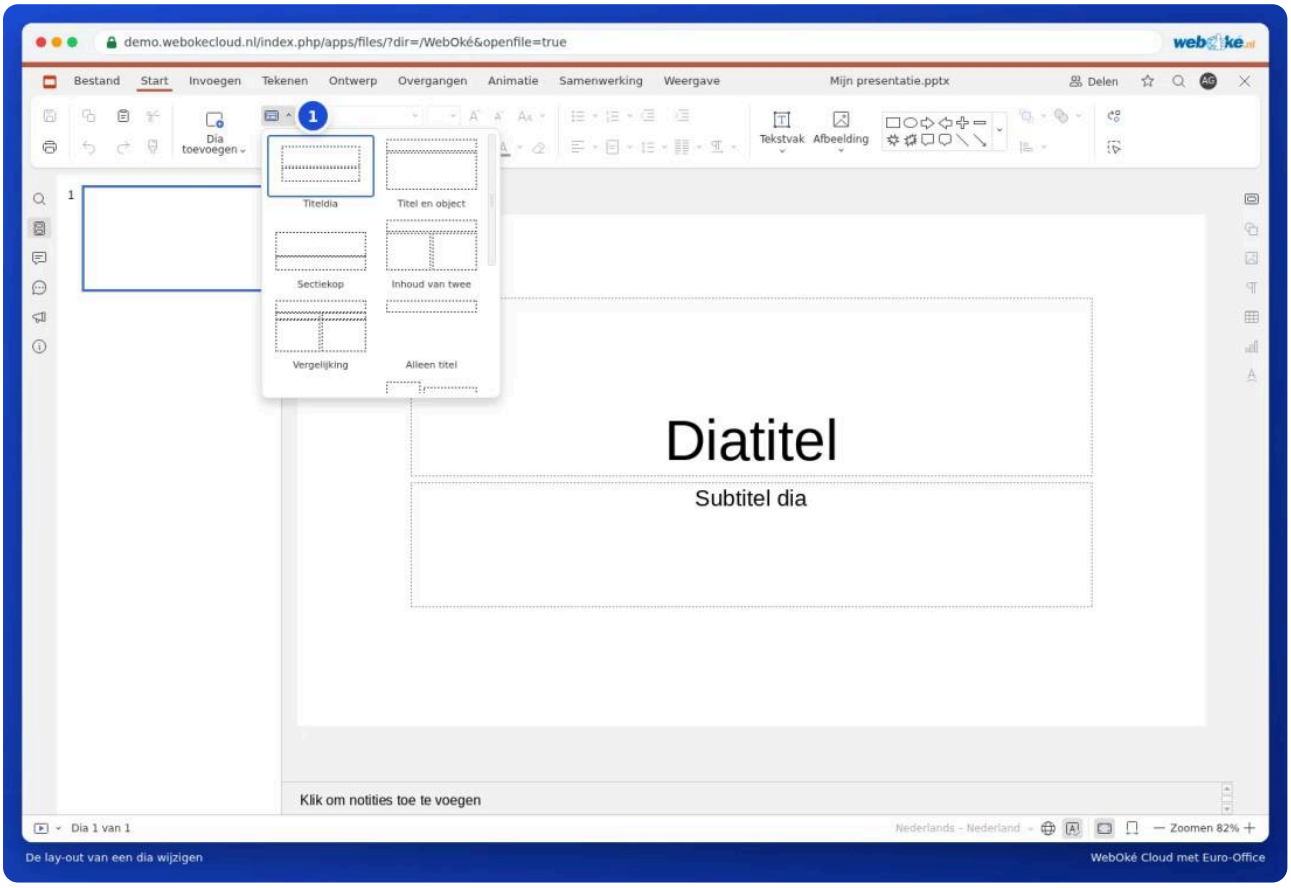
Right-click a slide for more options

Tip: hold `Ctrl` to select multiple slides, or `Shift` for a range. Then you can move or delete them all at once.

6.2 Layouts and themes

The layout of a slide

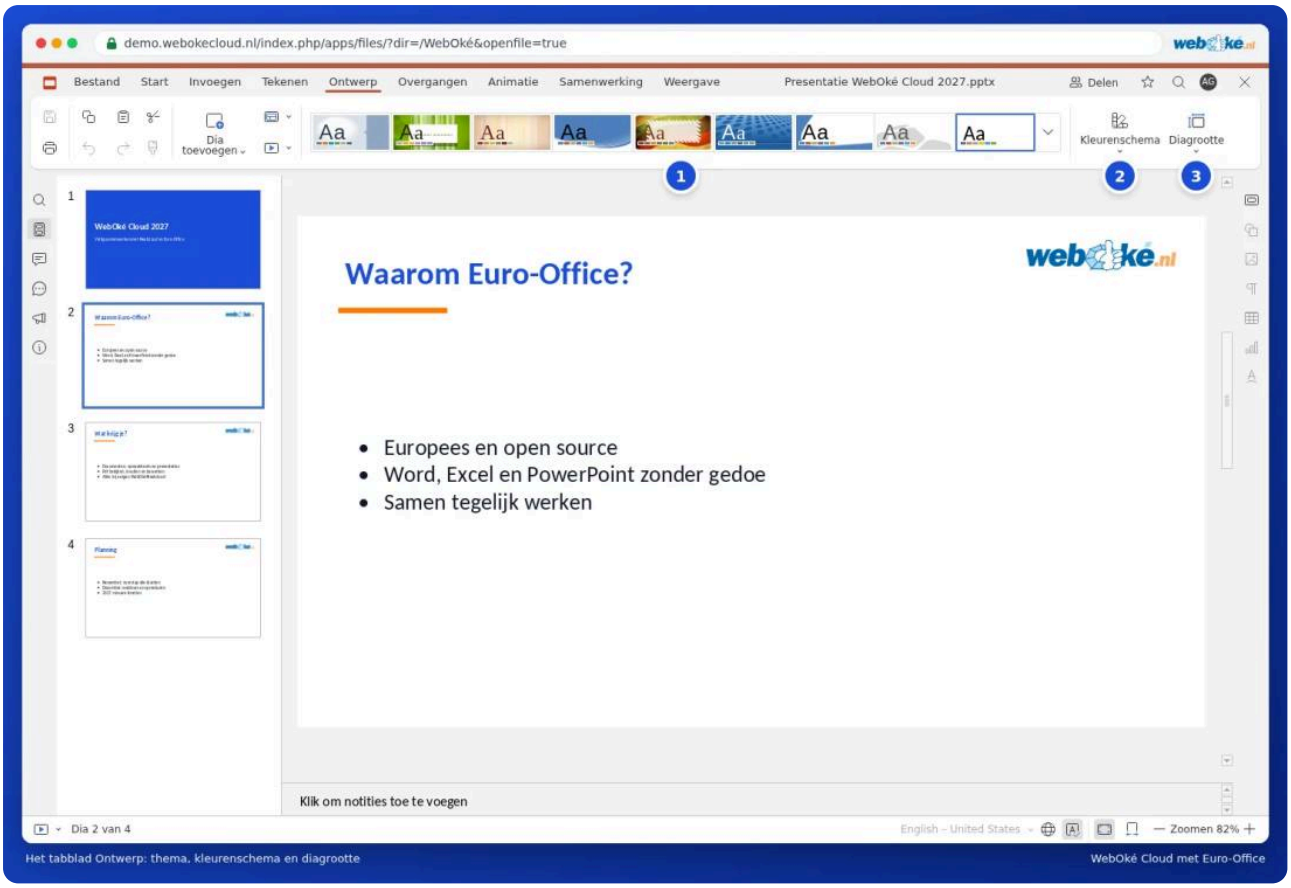
A layout determines which placeholders appear on a slide: just a title, a title with text, two columns, a comparison, or a blank slide. On the **Home** tab, click **Change slide layout** (1) and choose a different layout. Any text already there stays in place.



Changing a slide's layout

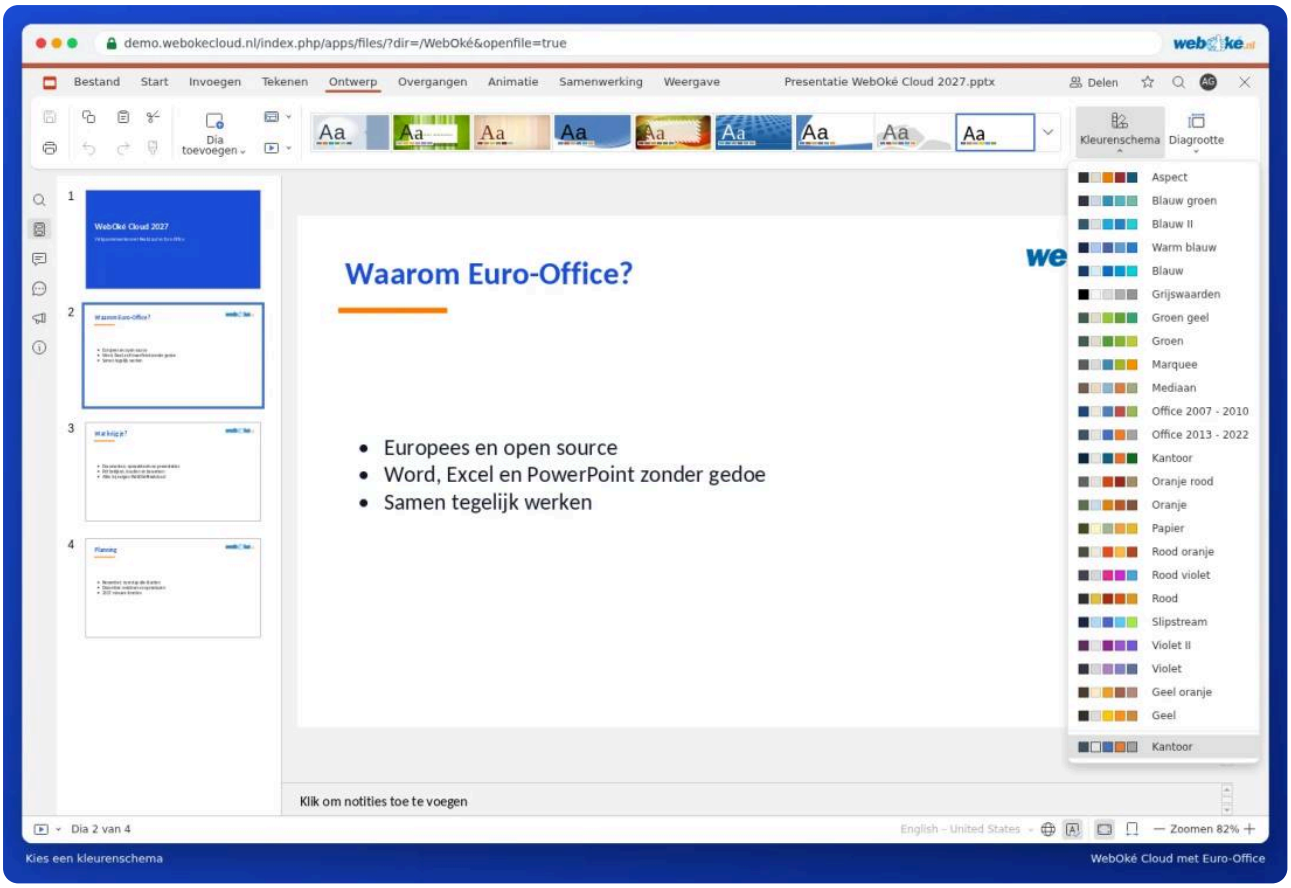
Choosing a theme

A theme gives your whole presentation the same background, colours and fonts in one go. Go to the **Design** tab and click a theme (1).



Themes (1), colour scheme (2) and slide size (3) on the Design tab

With **Colors** (2) you can choose different colours for the same theme. With **Slide size** (3) you can choose between **Widescreen (16:9)**, the format used by modern screens and projectors, and **Standard (4:3)**.



Choose a colour scheme

The background of a slide

Click an empty spot on the slide. On the right, in the **Slide settings**, choose a background colour, a gradient, or an image. Click **Apply to All Slides** to give all slides the same background.

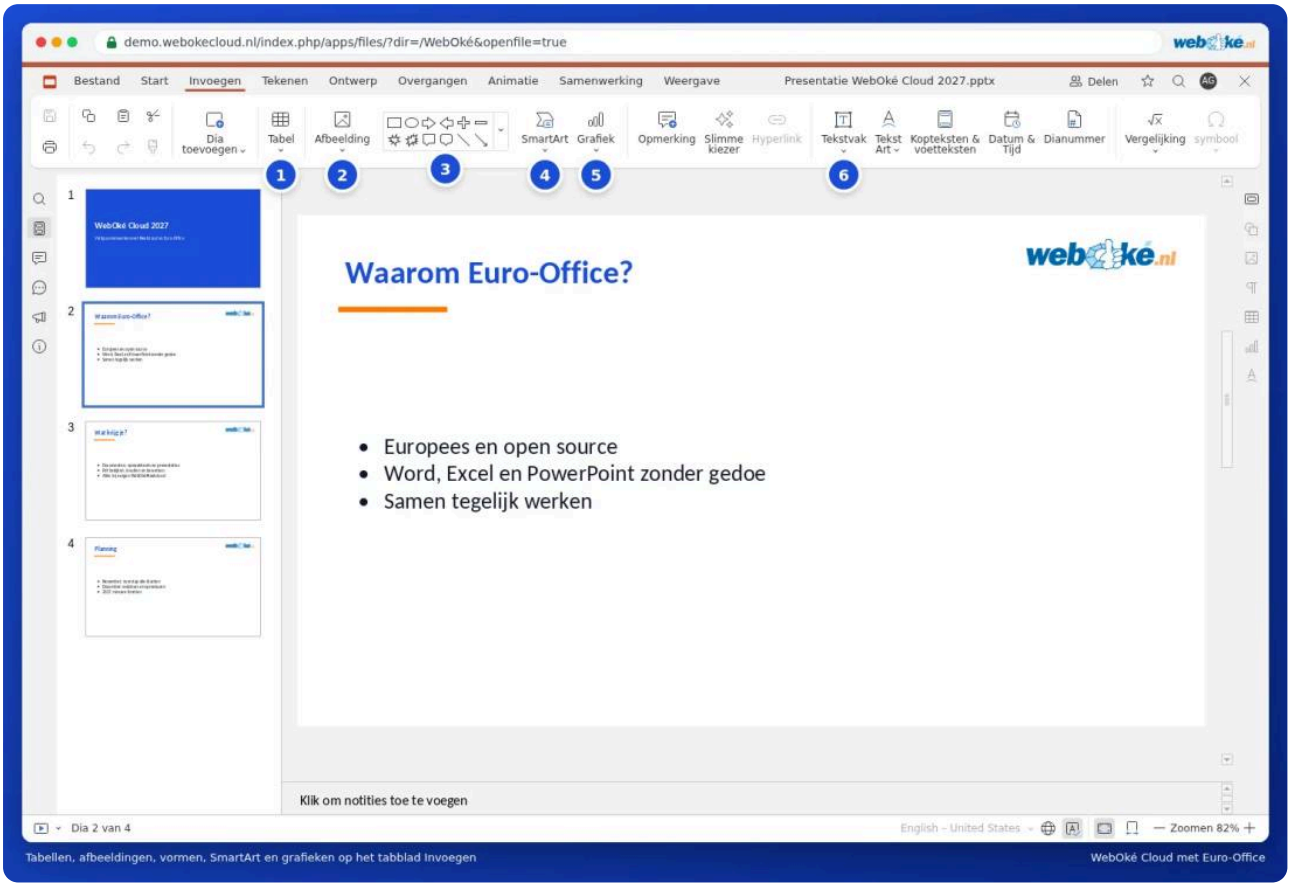
Your own house style in the slide master

Want your logo on every slide, or fixed fonts and colours for your whole organisation? Go to the **View** tab and click **Slide Master**. An extra **Slide Master** tab appears. Whatever you change on the top slide (the master slide) applies to every slide; whatever you change on a layout below it applies only to slides with that layout. You can find an example in Adding the logo to all slides at once. Click **Close Master** to go back.

Tip: save a presentation with your house style in a Templates folder in your Nextcloud. For a new presentation, open it and choose **File** and **Save Copy As**. Want to switch from 4:3 to widescreen? Read Converting an old 4:3 presentation to widescreen 16:9.

6.3 Text, images, shapes and tables on a slide

On the **Insert** tab, you can add all sorts of things to a slide: a table (1), a picture (2), a shape (3), SmartArt (4), a chart (5) and a text box (6).



Everything you can put on a slide

Text

Click in a text box that says "Click to add text" and start typing. Want text somewhere else? Click **Text Box** and drag a box onto the slide. Formatting works just like in the word processor: font, size, colour, bullet points. See Formatting text: font, size, colour and alignment.

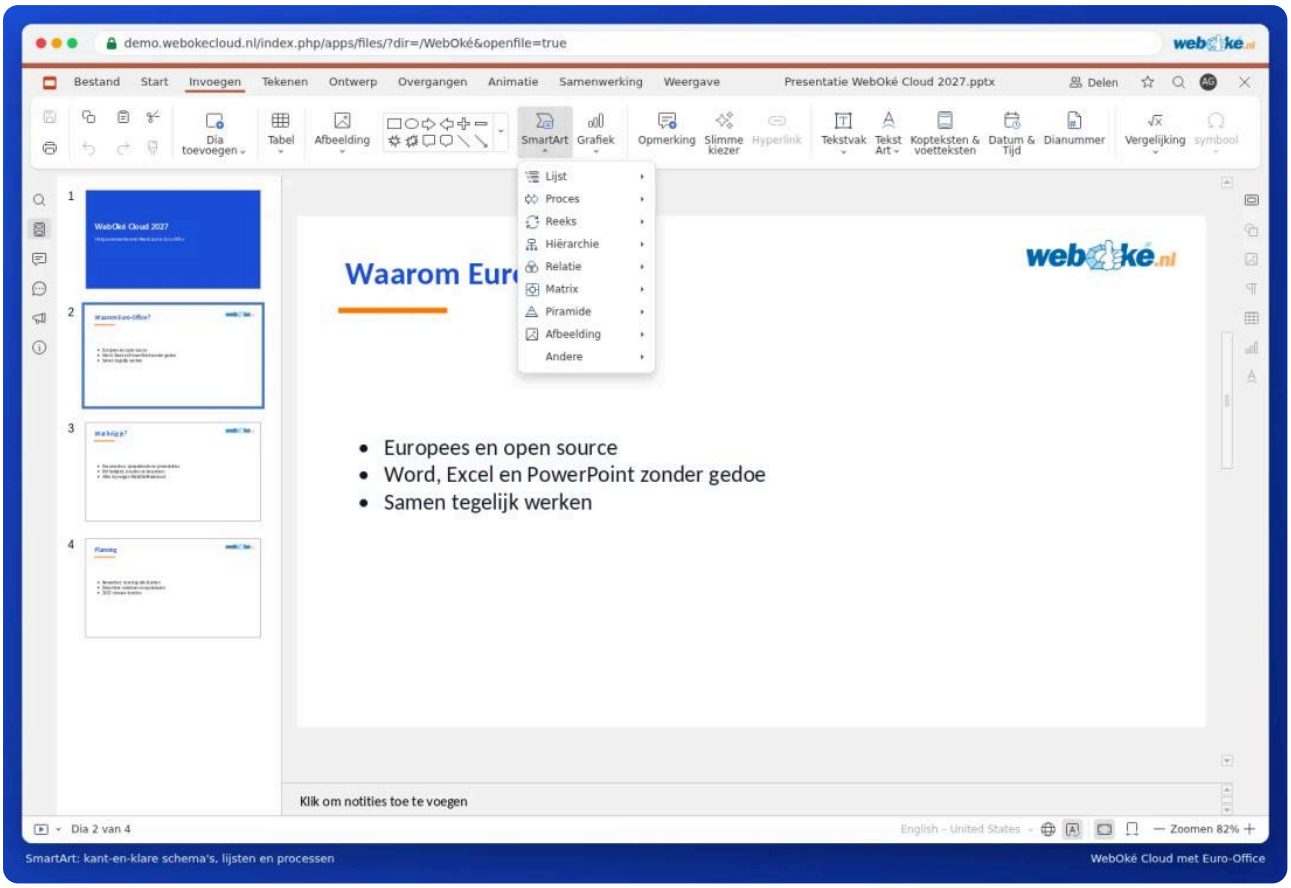
Images

Click **Picture** and choose a file from your computer, a web address or a picture from your Nextcloud. You can also drag a picture onto the slide. Use the dots on the corners to resize it; use the panel on the right to crop it.

SmartArt

With **SmartArt**, you can create a clear diagram in just a few clicks: a list, a process with arrows, a cycle, a hierarchy such as an organisation chart, or a pyramid. You only type the

text, Euro-Office takes care of the shapes.



Ready-made diagrams, lists and processes

Shapes, tables and charts

- **Shape**: choose an arrow, star, speech bubble or another shape and drag it onto the slide. Double-click to add text to it.
- **Table**: choose the number of rows and columns. Pick a style on the right. See Inserting and formatting tables.
- **Chart**: choose a chart type and enter the numbers. See Creating charts.

Aligning objects neatly

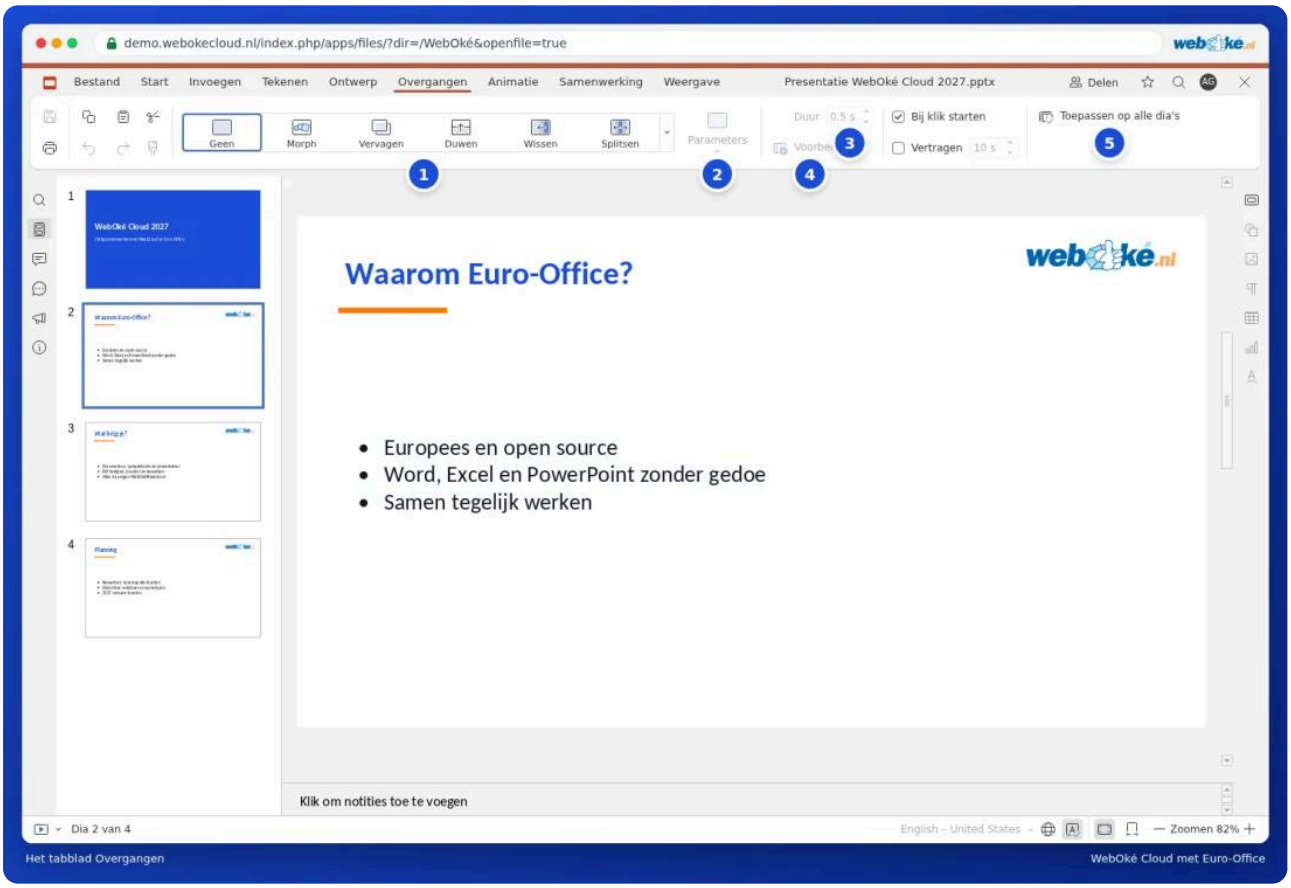
Select a few objects (hold down `Shift`) and on the Home tab, use **Arrange shape** and **Align shape** to set how they're positioned relative to each other. On the **View** tab, turn on **Guides** and **Gridlines** to line up objects at the same height.

6.4 Transitions and animations

A **transition** is the effect between two slides, such as fading or sliding. An **animation** is an effect on a single element of a slide, for example a bullet list that appears line by line. Use them sparingly: a calm presentation is more pleasant to follow.

Choosing a transition

1. Select the slide in the slide overview.
2. Go to the **Transitions** tab and choose an effect (1), for example **Fade**, **Push** or **Morph**.
3. Use **Options** (2) to choose the direction, and **Duration** (3) to set how long the effect takes.
4. Click **Preview** (4) to view it, or **Apply to all slides** (5) to use the same transition throughout the presentation.



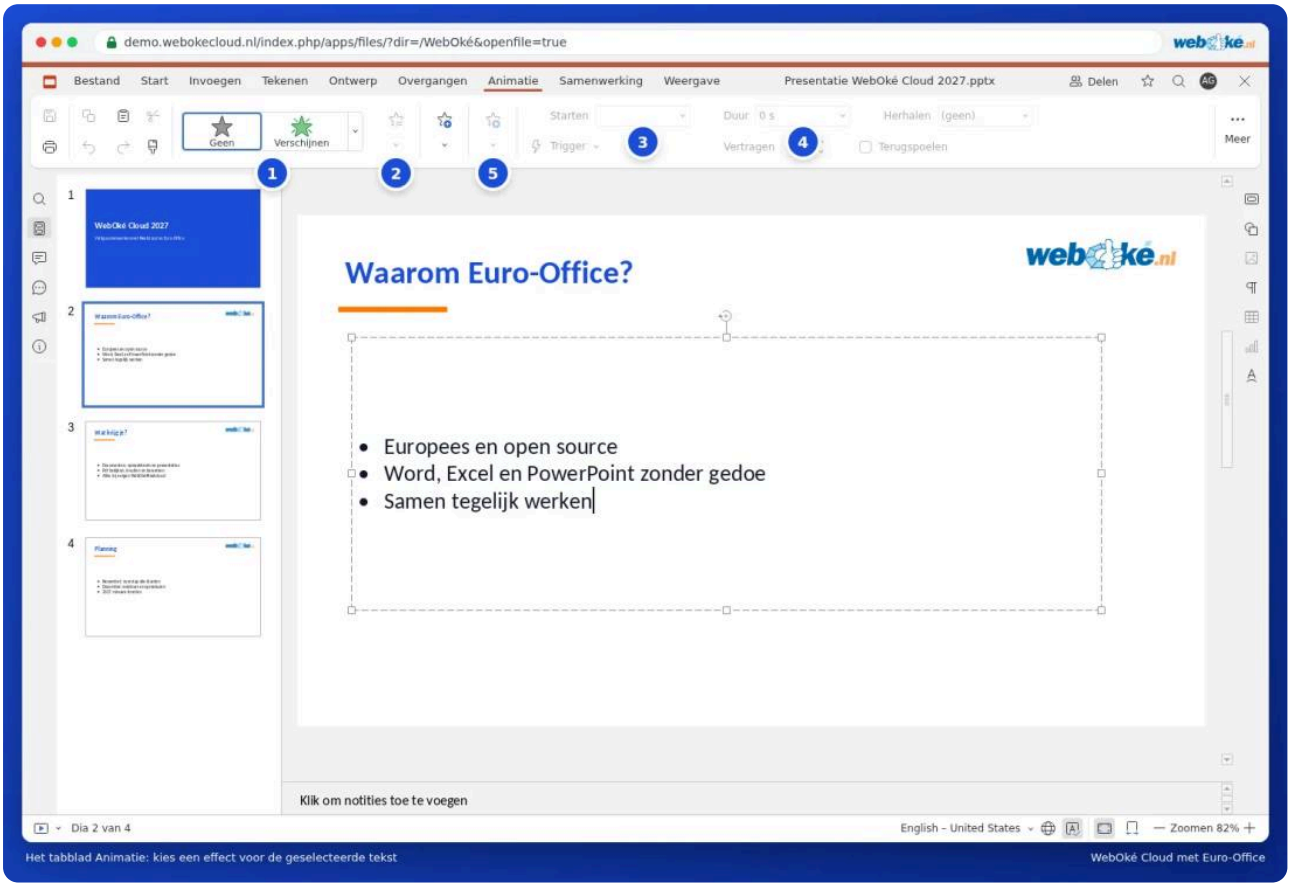
Effect, options, duration, preview and apply to all slides

Tip: with **Morph**, elements appear to move from one slide to the next. Duplicate a slide, move or resize something on the copy, and choose Morph as the transition.

Adding an animation

1. Click the text or object that should move.

2. Go to the **Animation** tab and choose an effect (1). Use **Show more effects** to see all entrance, emphasis and exit effects.
3. Use **Options** (2) to choose, for example, whether a bullet list appears paragraph by paragraph.
4. Under **Start** (3), choose when the effect begins: **On Click**, **With Previous** or **After previous**. Use **Duration** (4) to set the speed.
5. Click **Preview** (5) to see it.



Choose an effect for the selected text

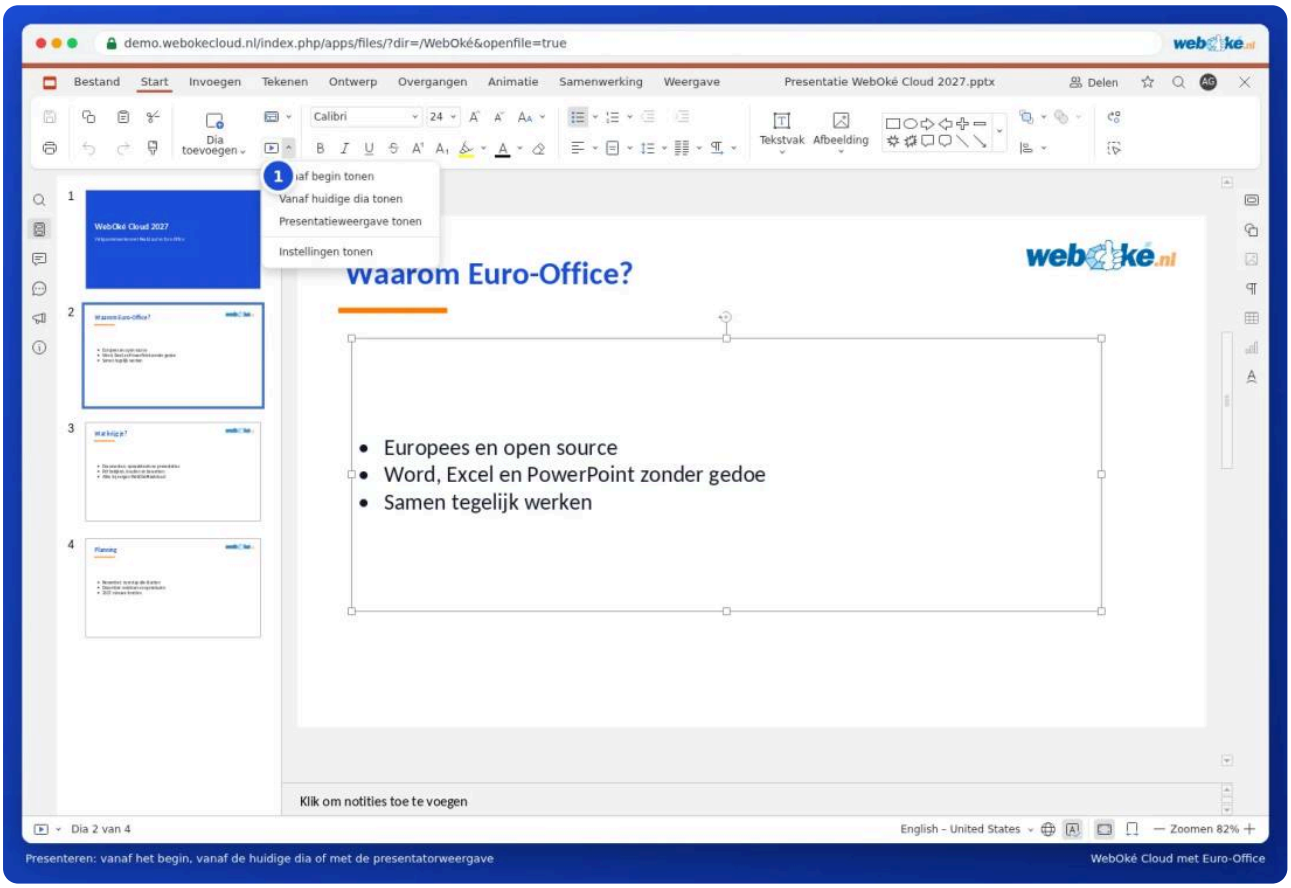
If a slide has multiple animations, you'll see small numbers next to the elements. Use **Bring Forward** and **Send Backward** to change the order.

6.5 Presenting and Presenter View

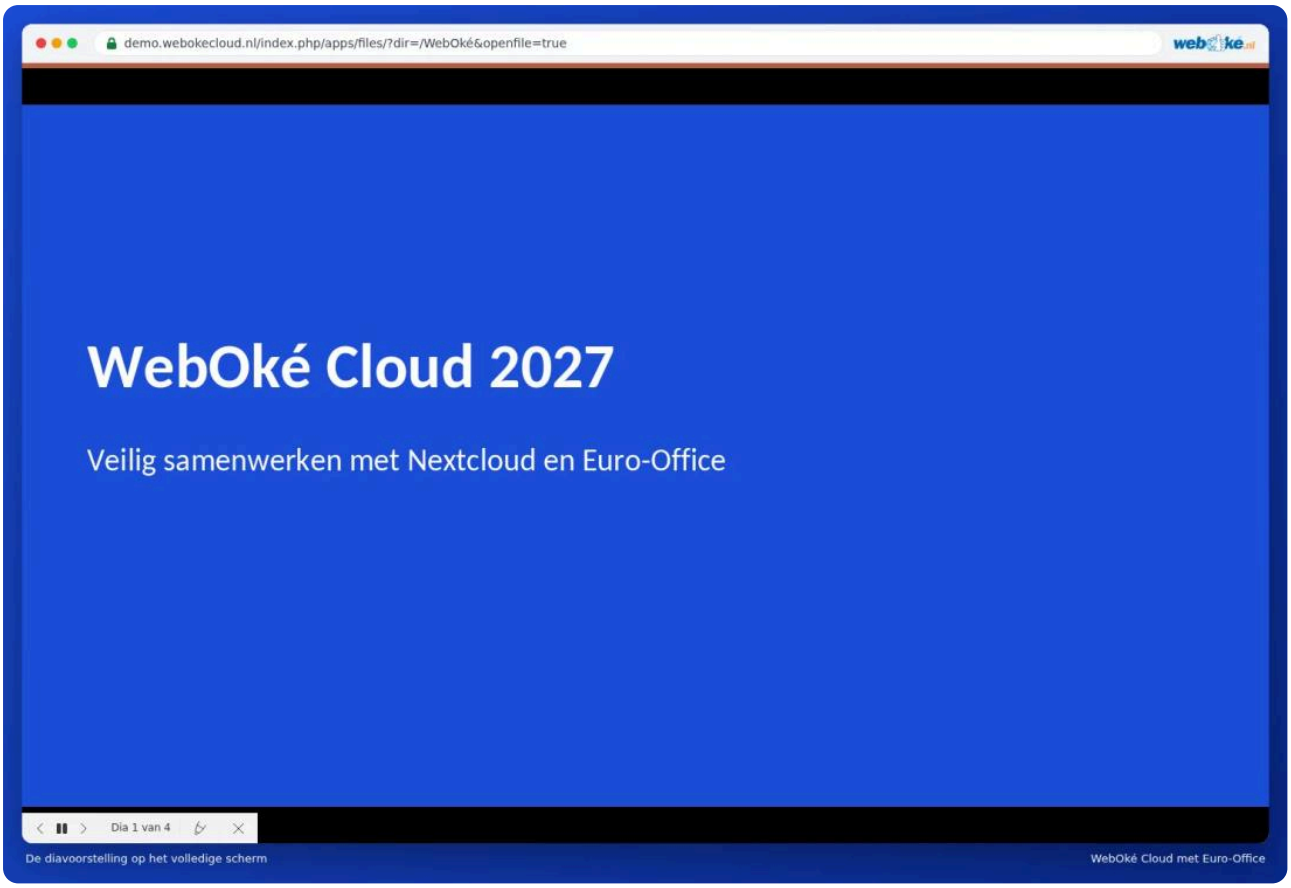
Starting the slideshow

On the **Home** tab, click the arrow next to the **Start slideshow** button (1) and choose:

- **Show from Beginning**: starts at the first slide (shortcut `Ctrl` + `F5`, on Mac `Cmd` + `Shift` + `Enter`);
- **Show from Current Slide**: starts at the slide you've selected;
- **Show Presenter View**: the audience sees the slide, while you also see your notes and how long you've been presenting.



Presenting: from the beginning, from the current slide, or with Presenter View



The slideshow in full screen

While presenting

What	Key
Next slide or animation	`Space`, `Enter`, `Right Arrow`, `Page Down` or click
Previous slide or animation	`Left Arrow` or `Page Up`
Go to the first or last slide	`Home` or `End`
Stop	`Esc`

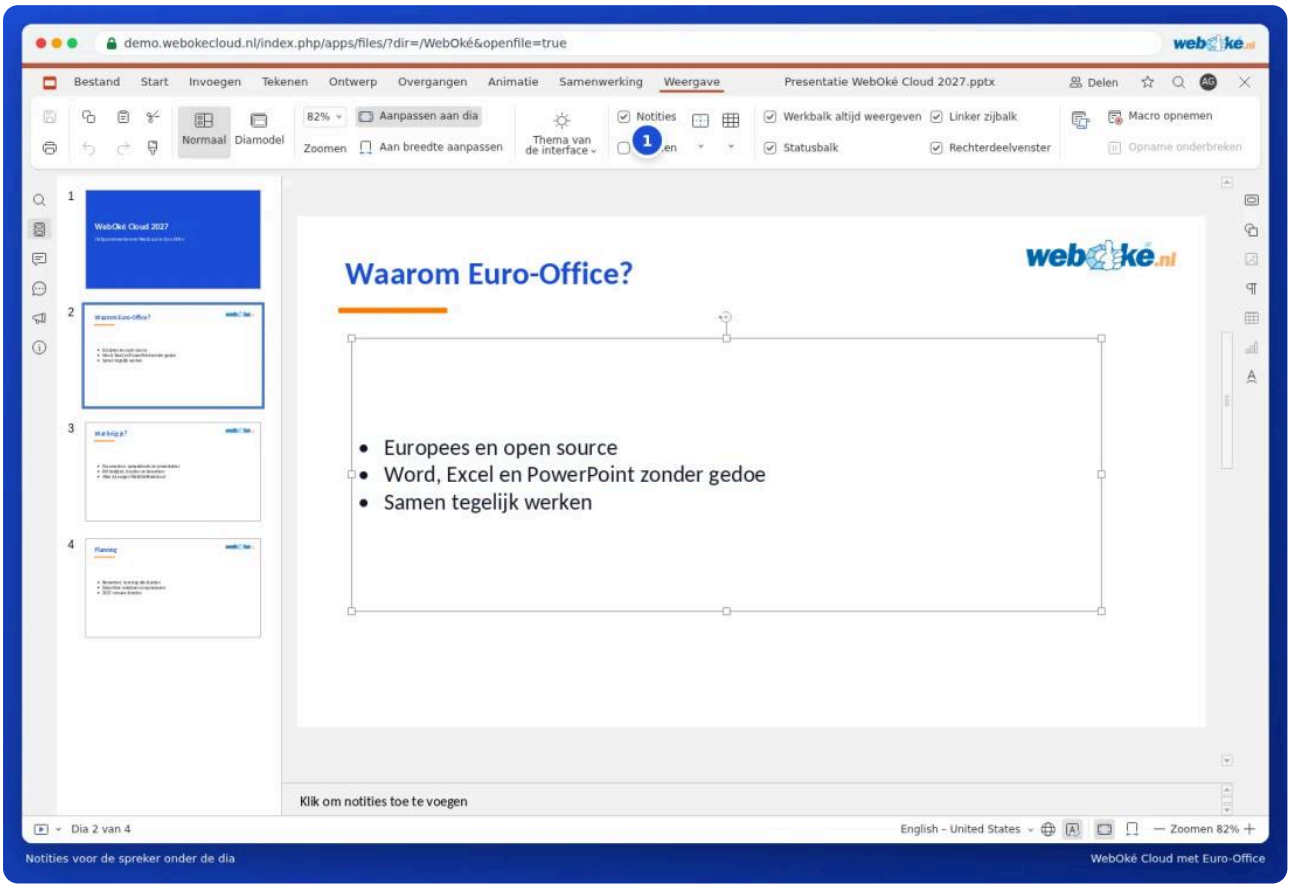
At the bottom of the screen, there's a bar you can also use to navigate, pause and select a slide.

With **Show settings** in the same menu, you can, for example, set the presentation to loop continuously. See Making a presentation loop continuously (trade fair, waiting room, shop window).

Note: in some browsers, `Ctrl + F5` reloads the page. If that happens, use the **Start slideshow** button instead.

Speaker notes

Below each slide, there's a box labelled **Click to add notes**. Type what you want to say there. The audience won't see your notes, but you will see them in Presenter View. Can't see the box? On the **View** tab, tick **Notes** (1).

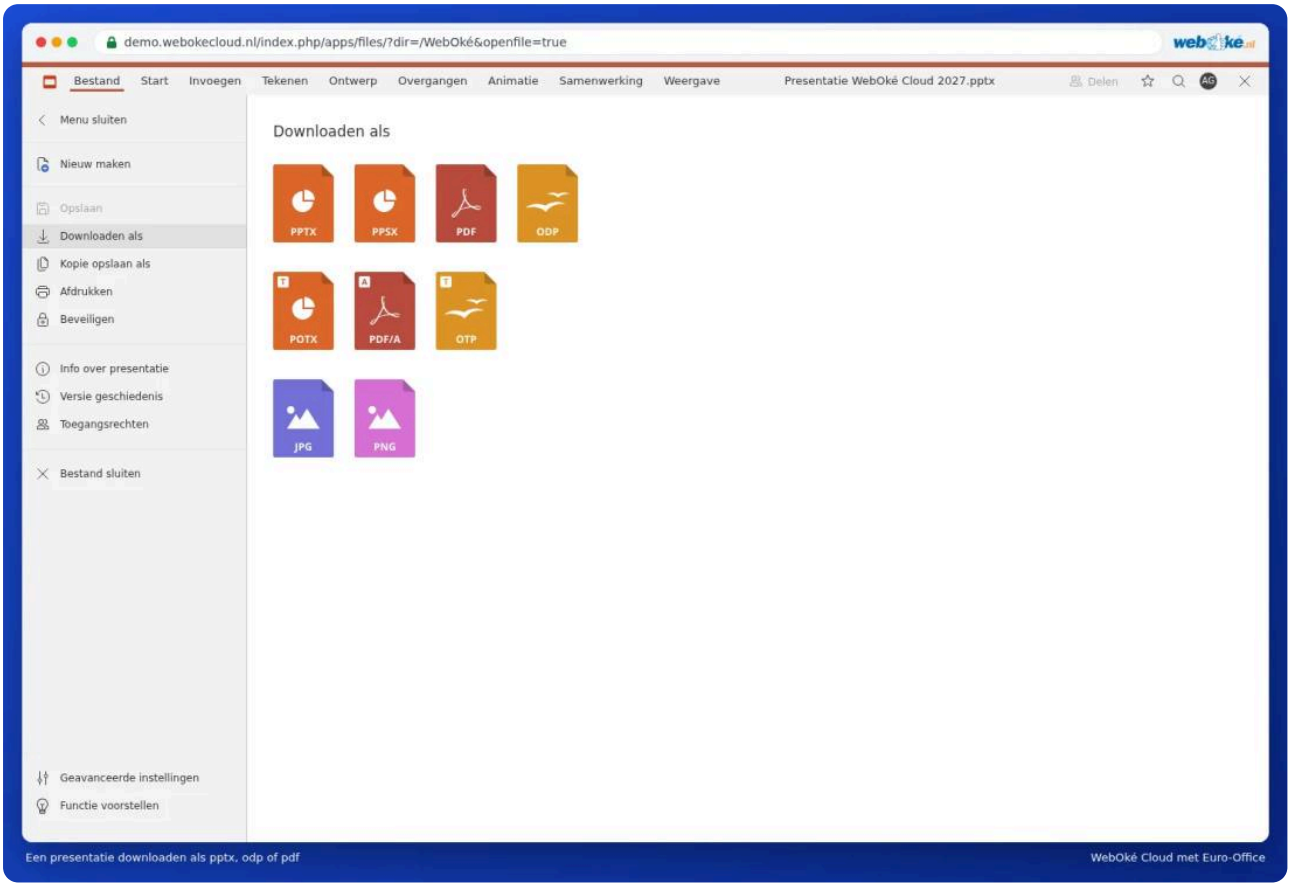


Speaker notes below the slide

Note: Presenter View opens in a new window. If your browser blocks it, allow pop-ups for your WebOké Cloud. Presenting with a projector? Set your screen to **extend** (not duplicate), then drag the window with the slide to the projector.

6.6 Saving a presentation as PDF or PPTX

Euro-Office automatically saves your presentation in the format you opened it in, for example pptx. Want a different format? Click **File** and then **Download as**.



Downloading a presentation as pptx, odp, pdf or images

- **PPTX**: for PowerPoint. Choose this if you're sending the presentation to someone who uses PowerPoint.
- **ODP**: for LibreOffice Impress and other open-source programmes.
- **PDF**: to send or print the presentation. The recipient sees it exactly as you do, but can't change anything. Animations and transitions aren't included.
- **PPSX**: a PowerPoint slideshow that starts presenting straight away when you open it.
- **POTX** or **OTP**: as a template for new presentations.
- **JPG** or **PNG**: each slide as an image, for example for social media or a website.

With **File** and **Save Copy As**, you save a copy in a different format in your Nextcloud instead of on your computer.

Printing as a handout

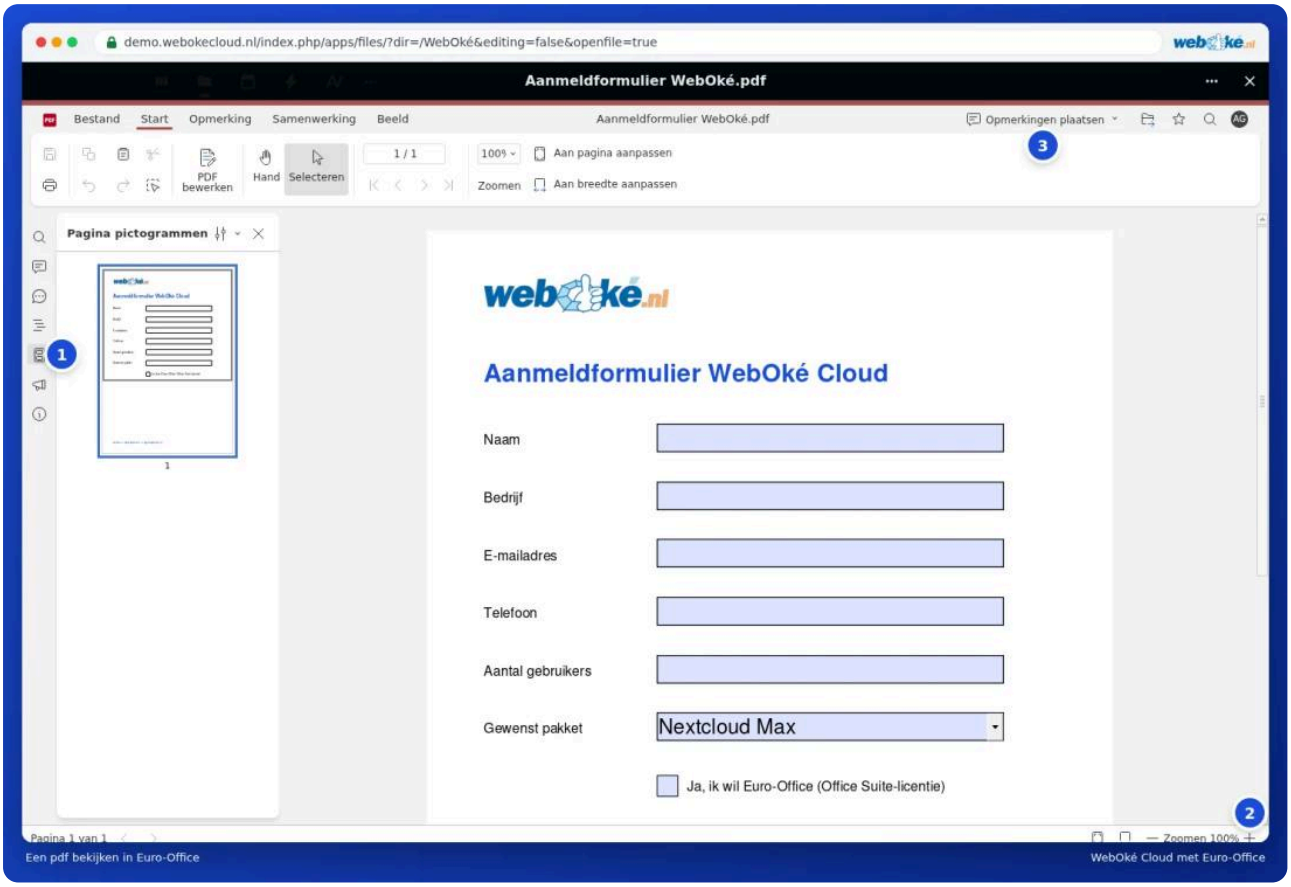
Click **File** and then **Print** (or `Ctrl` + `P`). This prints the slides as they appear on screen. Want multiple slides per page? Choose that in your browser's print window, or download the presentation as PDF first.

7

Pdf

7.1 Viewing a PDF

Click a PDF in your WebOké Nextcloud and it opens straight away in Euro-Office. You don't need to install anything and the file simply stays in your Nextcloud.



On the left the page thumbnails (1), bottom right the zoom controls (2) and top right the mode (3)

Browsing and zooming

- Click **Page thumbnails** (1) on the left for small previews of all the pages. Click a page to jump to it.
- On the **Home** tab, use the arrows to browse to the previous or next page, or type a page number.
- Zoom in and out at the bottom right (2). With **Fit to page** you see a whole page, with **Fit to width** the page fills the width of the screen.
- Use the magnifying glass on the left to search for text in the PDF.

Three ways of working

At the top right (3) you choose how you work with the PDF:

- **Viewing**: read only, and fill in forms;
- **Commenting**: highlight, add comments, drawings and stamps, see Annotations, highlights and comments in a PDF;

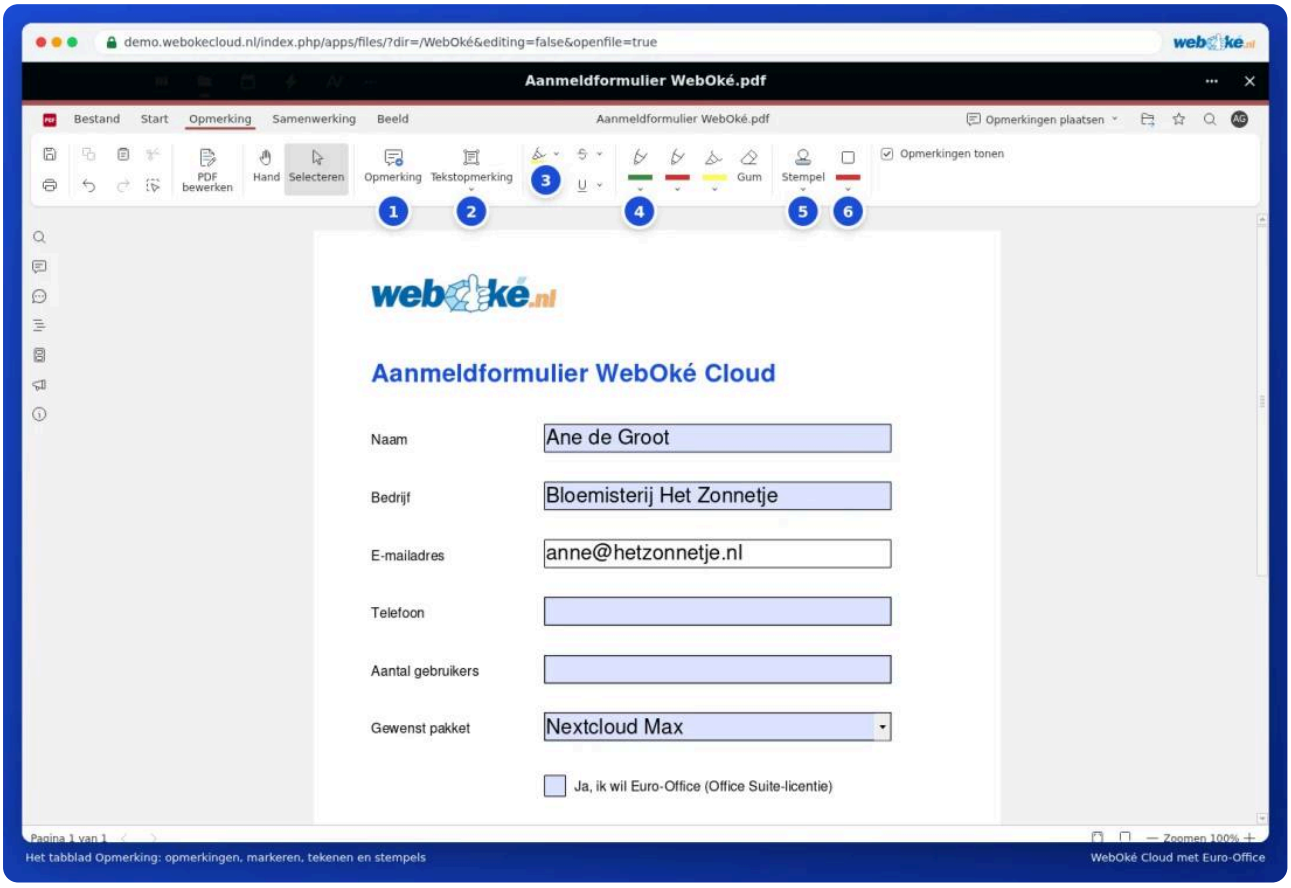
- **Editing**: adjust text and images, add pages, create form fields and redact data, see Editing a PDF.

You can also switch to Editing mode with the **Edit PDF** button on the Home tab.

Tip: prefer reading in the dark? On the **View** tab, choose a dark interface theme or **Dark document**.

7.2 Annotations, highlights and comments in a PDF

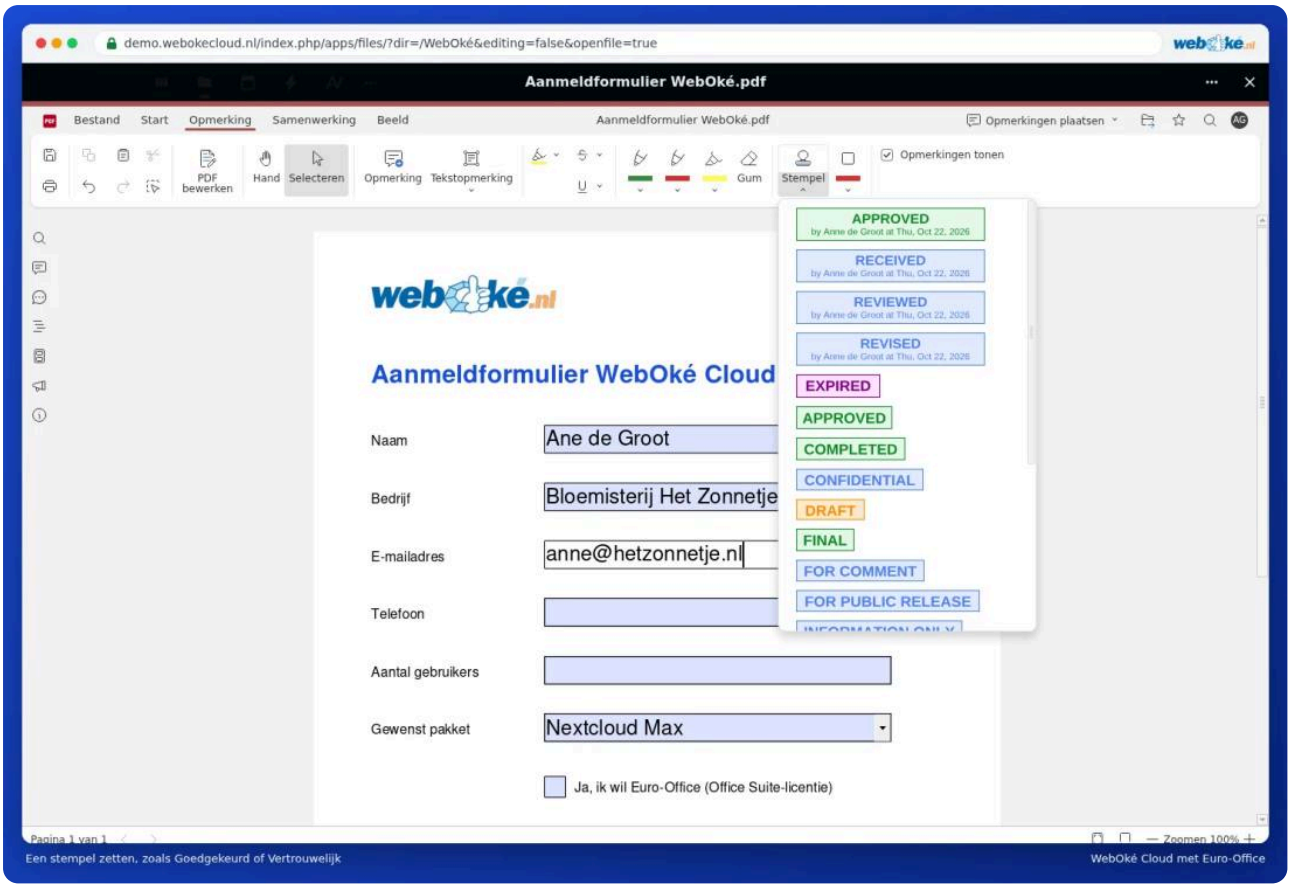
On the **Comment** tab, you can add annotations to a PDF, just like using a pen and highlighter on paper. Handy for reviewing a quote, contract or design.



Comment (1), text comment (2), highlight (3), draw (4), stamp (5) and shapes (6)

The tools

- **Comment** (1): a note at a spot in the PDF. Your colleagues can see it and respond to it.
- **Text Comment** (2): text placed directly on the page, or a speech bubble with an arrow.
- **Highlight**, **Strikethrough** and **Underline** (3): select text in the PDF and choose the colour.
- The **pens** (4): draw freely with a pen or highlighter. Use the **Eraser** to remove it again.
- **Stamp** (5): place a stamp such as APPROVED or CONFIDENTIAL on the page.
- The **shape** (6): a rectangle, circle, arrow or line to point something out.



Placing a stamp

Viewing and replying to comments

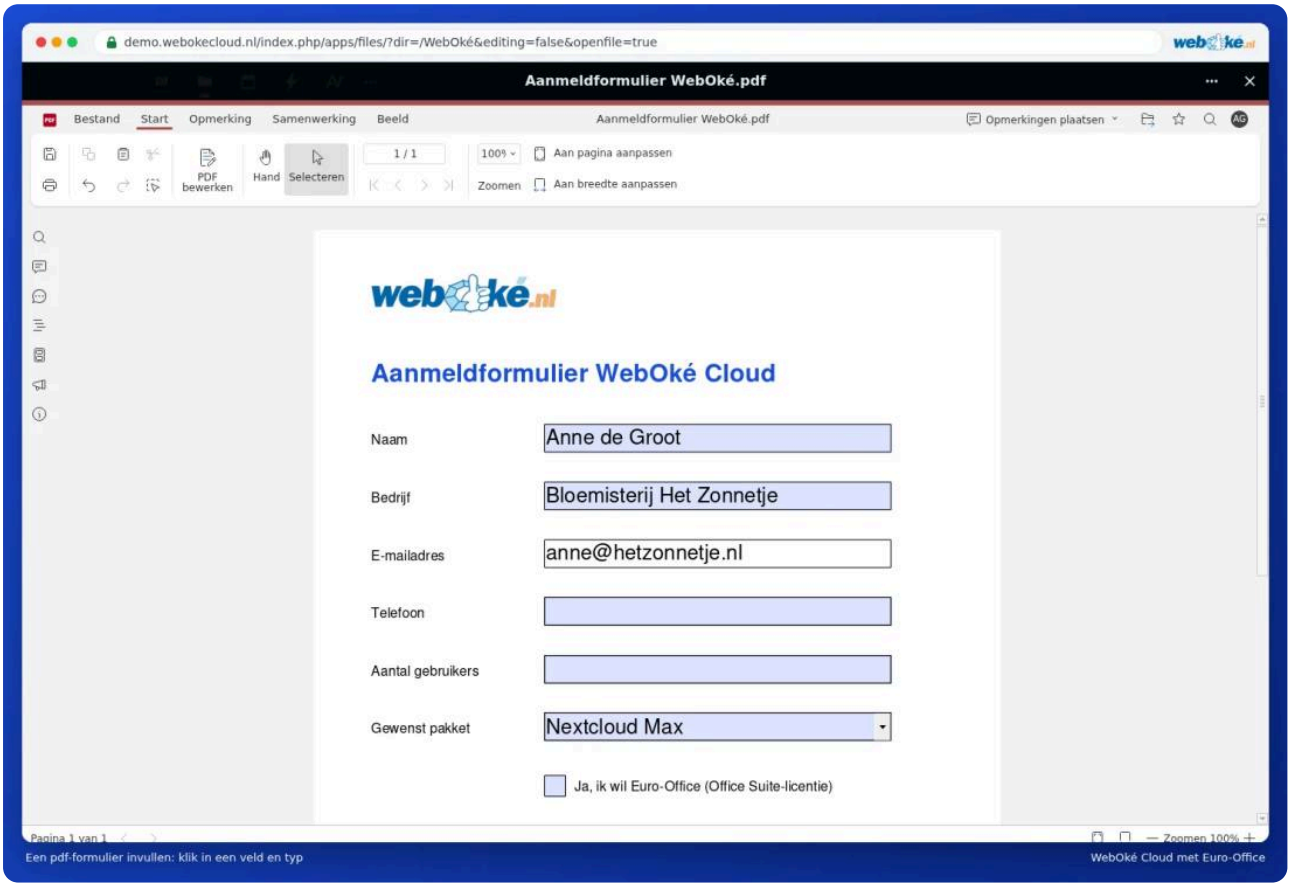
Click the speech bubble icon on the left to see all comments listed below one another. Click a comment to jump to it, to reply, or to mark it as resolved. Use the **Show Comments** checkbox to hide the comments from view for a moment.

Please note: annotations are saved within the PDF itself. They remain visible even if you download the PDF and open it in another programme.

7.3 Filling in a PDF form

Did you receive a PDF with fillable fields, for example a registration form? Then simply fill it in in Euro-Office, without printing or scanning.

1. Open the PDF in your WebOké Nextcloud.
2. Click in a field and type. Use `Tab` to go to the next field, and `Shift` + `Tab` to go back.
3. For a drop-down list, choose a value from the list, and click a checkbox to tick it.
4. Euro-Office automatically saves your input in the PDF.



Filling in a PDF form: click in a field and type

Sending the completed form

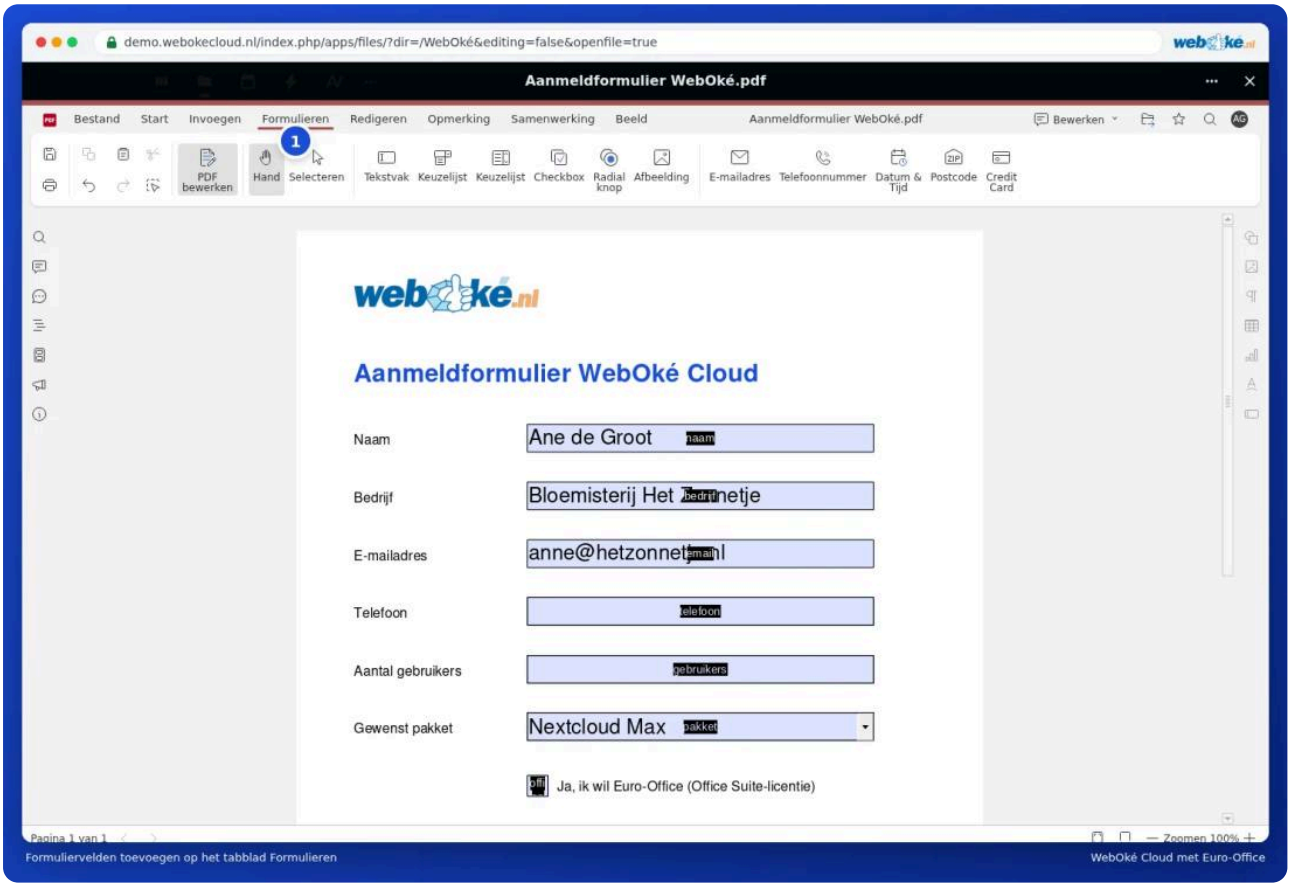
Download the completed PDF via **File** and **Download as**, and send it as an attachment. Or share it directly from your Nextcloud with a link, see Creating a public link (view or edit).

Tip: does the PDF have no fillable fields, for example a scanned form? Then use the **Text Comment** on the **Comment** tab to place text in the right spot.

7.4 Creating a PDF Form

In Euro-Office, you can also create your own fillable form, for example a registration form or a customer questionnaire. You start with a PDF, or create a new PDF form in Nextcloud via **New**.

1. Open the PDF and select **Edit** mode in the top right.
2. Go to the **Forms** tab (1).
3. Choose a field and click on the spot in the PDF where it should go. Drag the edges to make the field larger or smaller.
4. On the right, set up details for each field, such as the name, a **Placeholder** (the grey sample text), a **Tip**, whether the field is **Required**, and the formatting.



Adding form fields on the Forms tab

Types of fields

Field	What it's for
Text box	Free text, such as a name or comment
Combo box	Choosing from fixed values, such as a package. There are two Combo box buttons: a drop-down list and a list where the choices are shown directly.
Checkbox	A box to tick

Radio button	Exactly one choice from a few options
Image	A spot for a photo or logo
Email Address, Phone Number, ZIP Code	Fields that check whether the entry is correct
Date & Time	Choosing a date from a calendar
Credit Card	A field for a card number

Tip: give related fields a clear name, such as "name", "company" and "email". That way, you can easily process the submitted data later.

7.5 Editing a PDF

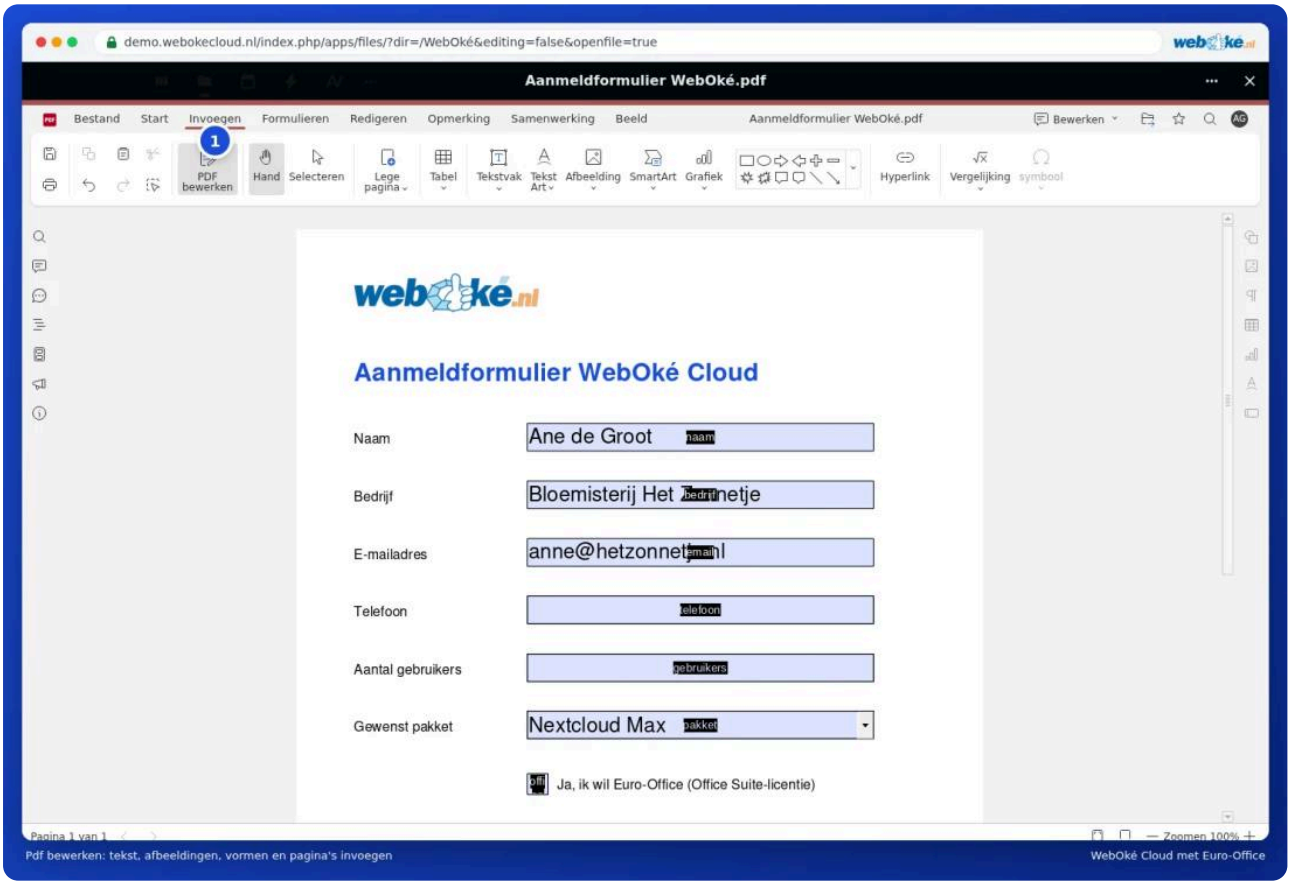
Choose **Edit** mode at the top right, or click **Edit PDF** on the Home tab. Extra tabs will appear: **Insert**, **Forms** and **Redact**.

Adjusting text and images

Click **Edit Text** on the **Home** tab and click in the text of the PDF. You can now type and make corrections, just as in a regular document. Click on images to move, resize or delete them.

Insert

On the **Insert** tab (1), you add new elements to the PDF: a blank page (**Blank Page**), a table, a text box, an image, shapes, a chart or a hyperlink.



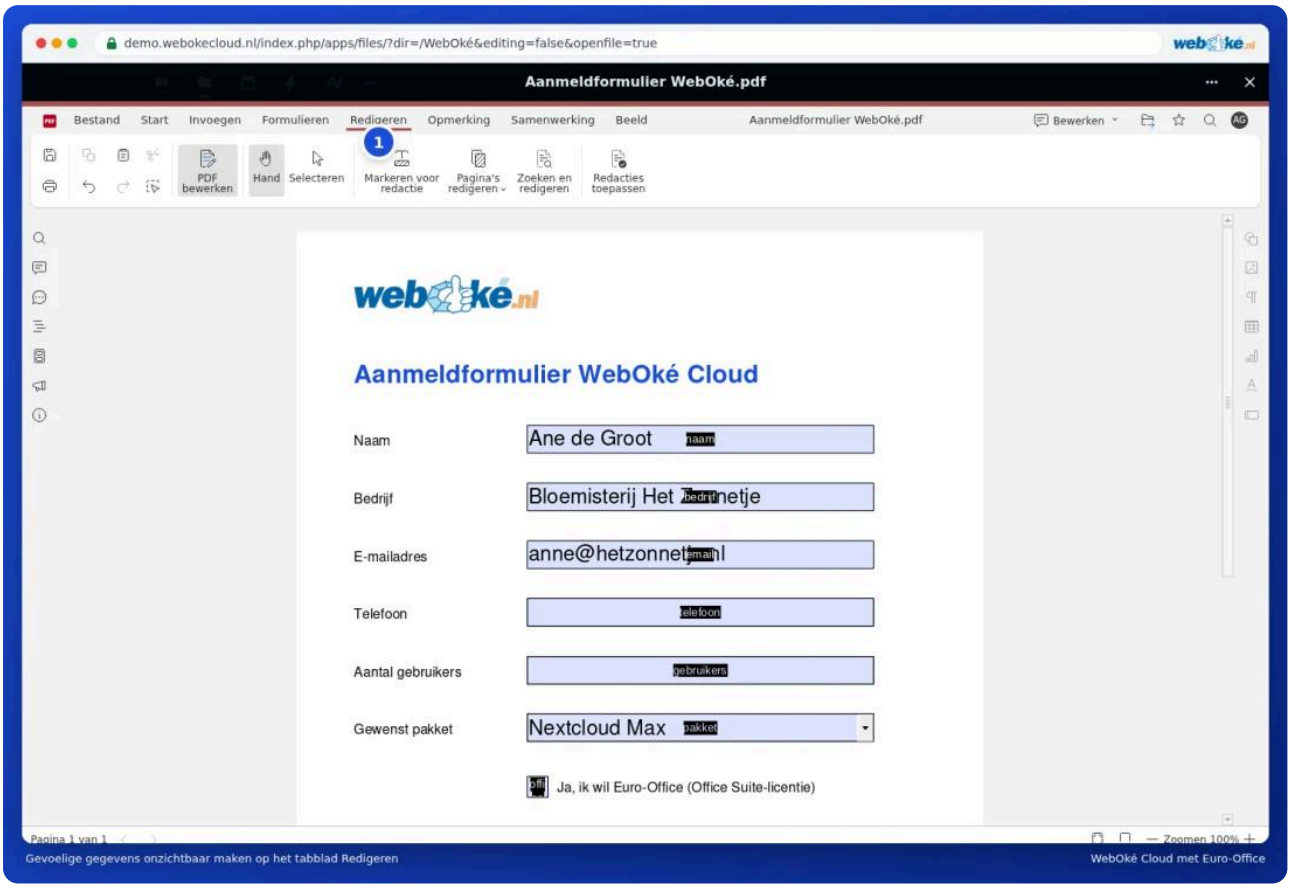
Inserting text, images, shapes and pages

Managing pages

Click **Page Thumbnails** on the left. Drag a page to another spot to change the order. Right-click a page to rotate it, delete it or add a page. On the Home tab, you'll also find the buttons **Insert Page**, **Rotate Page** and **Delete Page** for this. You can read more about this in Rotating, deleting or merging PDF pages.

Hiding sensitive information

Do you need to share a PDF that contains a national insurance number, bank account or address that others shouldn't see? Use the **Redact** tab (1). Drawing a black box over it isn't enough: the text remains in the file. Redacting really removes it.



Hiding sensitive information on the Redact tab

1. Click **Mark for Redaction** and select the text or area that needs to go. Use **Find Redact** to find, for example, every occurrence of a name; use **Redact Pages** to black out entire pages.
2. Check your markings.
3. Click **Apply Redactions**. The marked information is now permanently removed.

Please note: once you've applied and saved the redactions, you can't retrieve the redacted information anymore. If needed, save a copy of the original first via **File** and **Save Copy As**. Redacting helps you comply with data protection regulations when sharing documents containing personal data. A detailed example can be found in Making sensitive data invisible in a PDF.

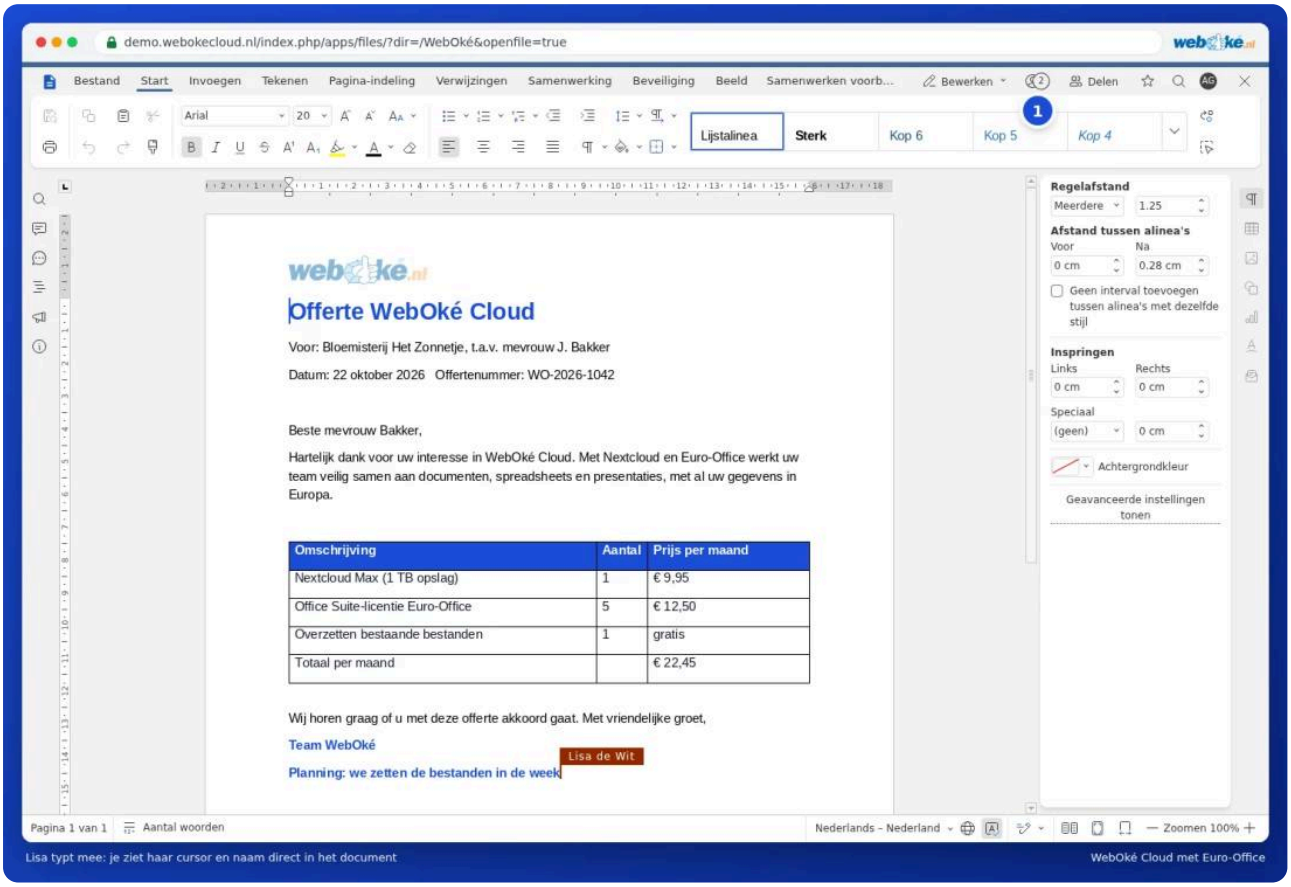
Tip: do you want to further edit the text of a PDF in the word processor? Then read Converting a PDF into an editable Word file.

8

Collaborating

8.1 Working on a document at the same time

With Euro-Office in your WebOké Nextcloud, you and your colleagues can work in the same document at the same time. You see live what the other person is typing. No more emailing versions back and forth and no more "who has the latest version?": there's just one document, safely stored in your own WebOké Cloud.



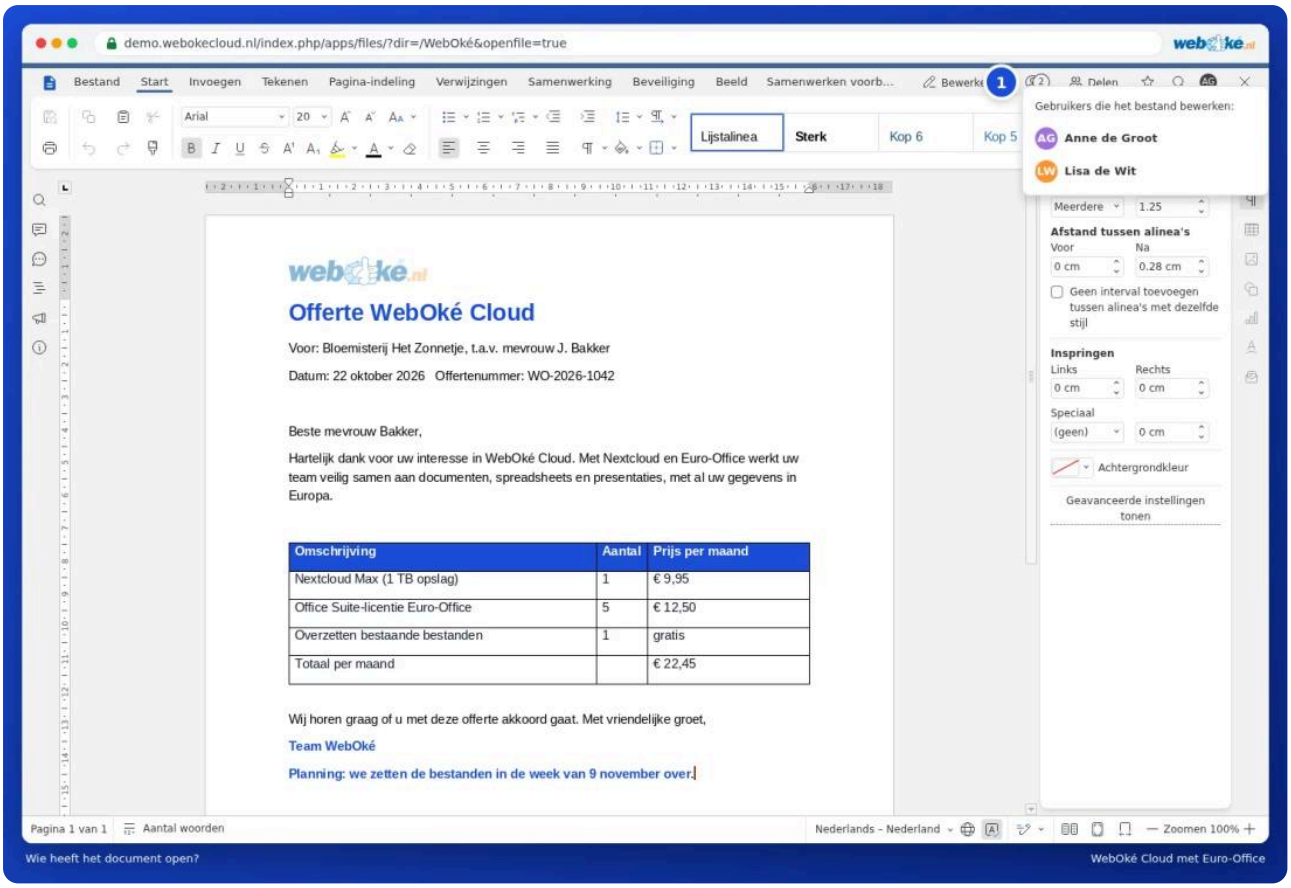
Lisa is typing along: Anne sees her text and cursor appear instantly

How to work together in one document

1. Share the document with your colleague and give them editing rights. You can read how to do this in Sharing a document with a colleague.
2. Open the document. Your colleague opens the same document from their own Nextcloud. A shared file appears for the recipient in **All files** and under **Shares**.
3. Just start working. Whatever your colleague types appears on your screen. Your colleague's cursor gets its own colour, along with their name.

Who's working with you?

If someone else is in the document, you'll see a button with people icons and the number of people (1) at the top right of the editor. Click it: under **Users who are editing the file** you'll see the names of everyone who has the document open.



Click the button with the number of users at the top right: you'll see who has the document open

Saving

You don't need to save anything: in the default **Fast** mode, all changes are saved automatically. Would you rather decide for yourself when the other person sees your changes? Then choose **Strict** mode, see Fast or Strict: the two co-editing modes.

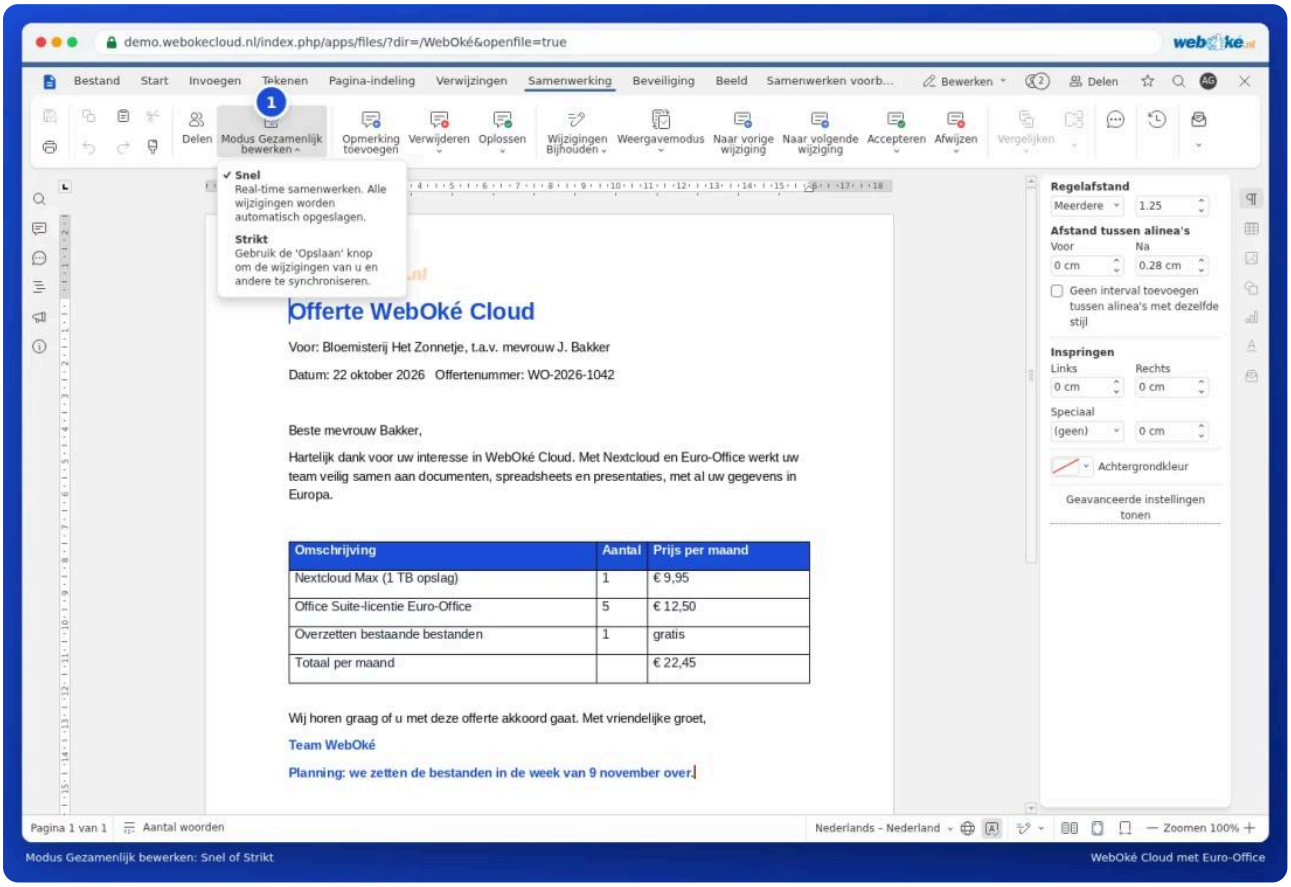
Tip: collaborating works the same way in spreadsheets and presentations. In a spreadsheet, you can also see which cell a colleague has selected.

Please note: if your colleague doesn't have editing rights, the document will only open for reading. You can adjust the rights in the file's sharing sidebar.

To discuss things while you work, use comments (Commenting and mentioning someone) or the chat (Chatting in the document).

8.2 Fast or Strict: the two co-editing modes

Euro-Office has two ways of editing together. You choose between them on the **Collaboration** tab with the **Co-editing Mode** button (1).



Choose Fast or Strict under Co-editing Mode

Mode	What happens	Useful when
Fast (default)	You see other people's changes straight away, as they type. Everything is saved automatically.	you're writing a text together or filling something in together during a meeting.
Strict	Your changes only become visible to others when you click **Save**. You also only see other people's changes at that point. You can't edit a paragraph at the same time as a colleague who's working on it.	you want to calmly write your own chapter without the text shifting underneath you.

How to switch modes

1. Go to the **Collaboration** tab.
2. Click **Co-editing Mode** (1).
3. Choose **Fast** or **Strict**.

In Strict mode, click the **Save** button at the top left when you've finished a section. Your own changes are then sent to the others and you immediately see their new text.

You can also set the mode via **File** and then **Advanced Settings**, under **Co-editing Mode**.

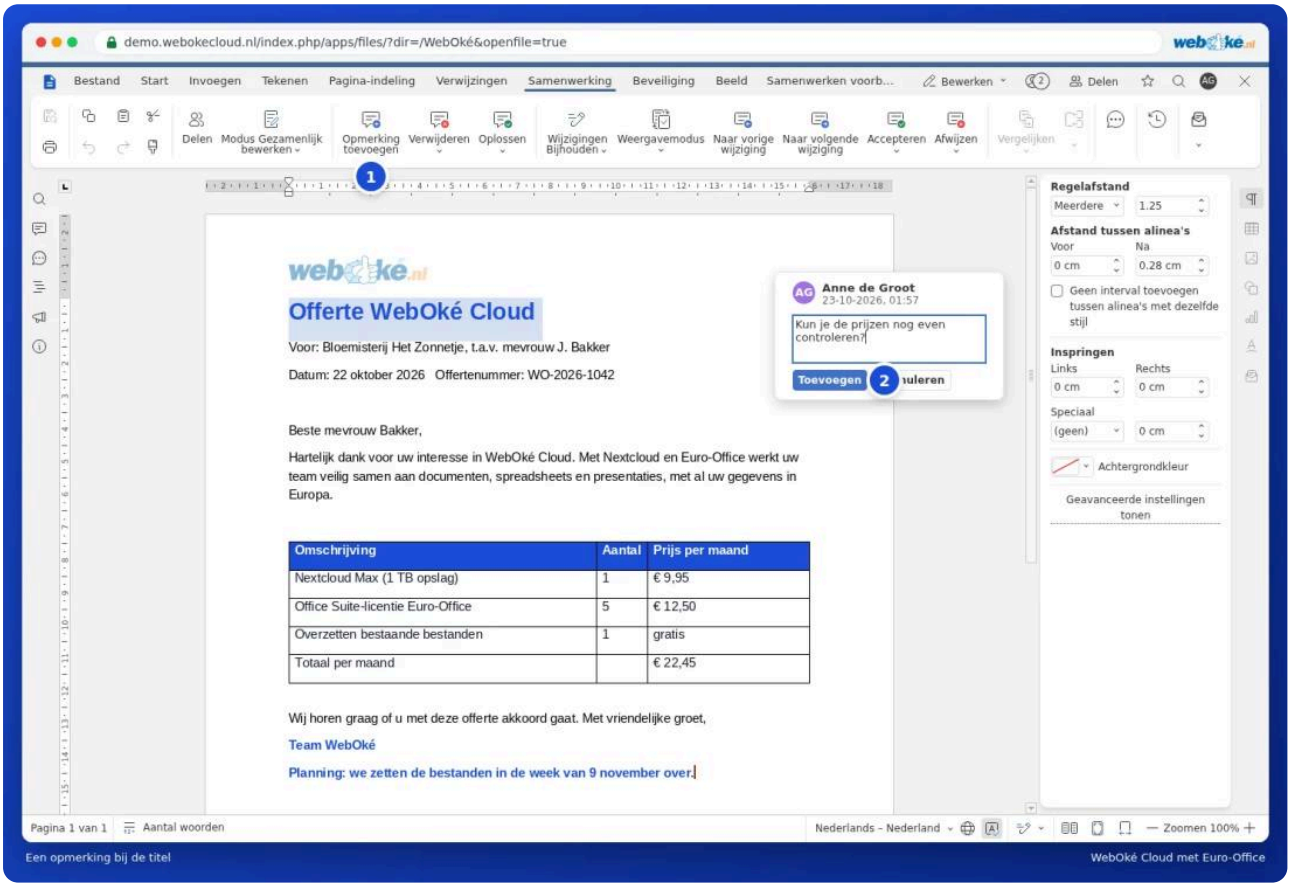
Please note: if you're in Fast mode with several people in a document, **Undo** and **Redo** work in a limited way. You can only undo your own changes, not someone else's. If you want to revert something a colleague did, use the version history instead (Version History: restoring an older version).

8.3 Commenting and mentioning someone

With a comment, you can add a question or note to a piece of text without changing the text itself. Ideal for giving feedback or asking a colleague something.

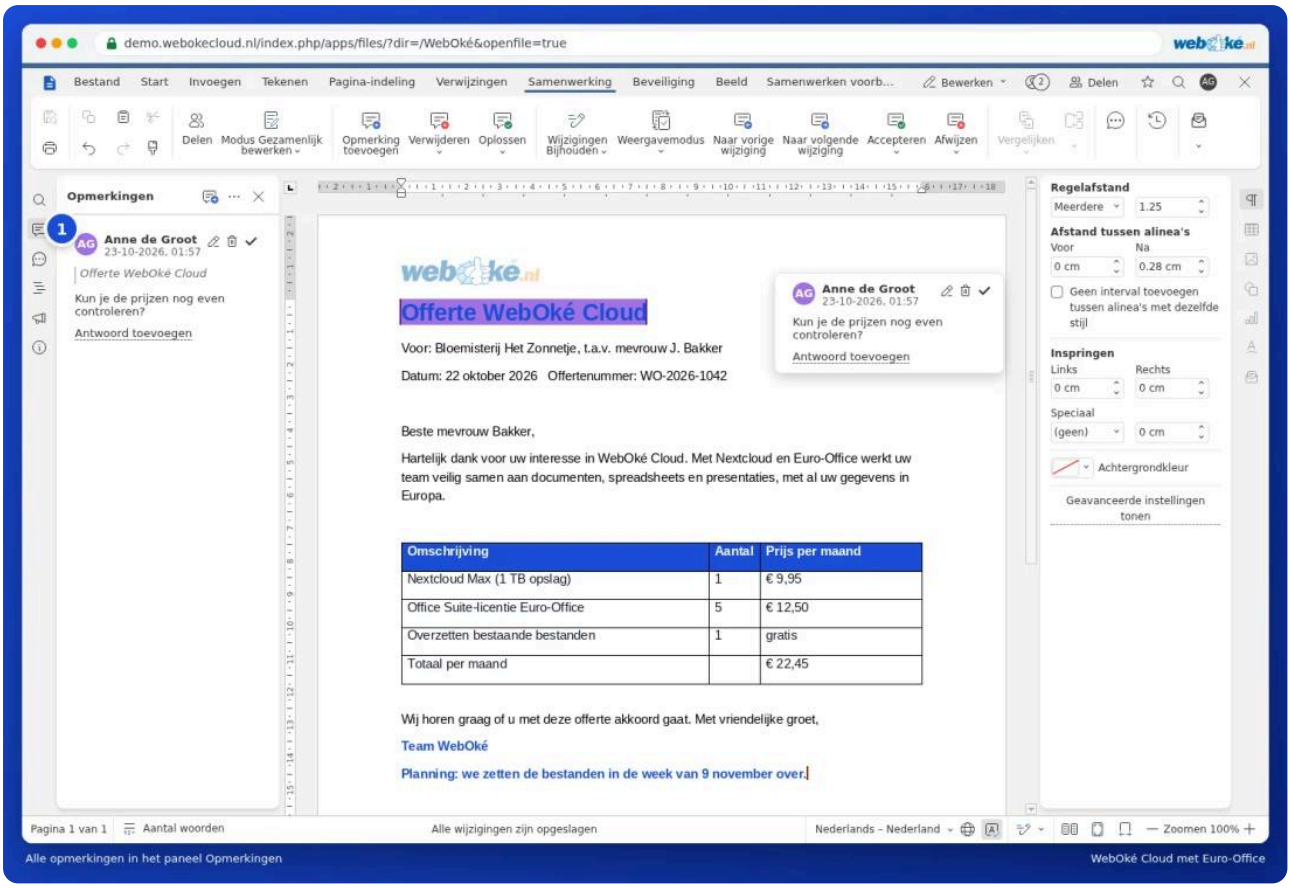
Adding a comment

1. Select the text the comment is about.
2. Go to the **Collaboration** tab and click **Add Comment** (1). You can also right-click the text and choose **Add Comment**.
3. Type your comment in the box and click **Add** (2).



A comment on the title of the quote

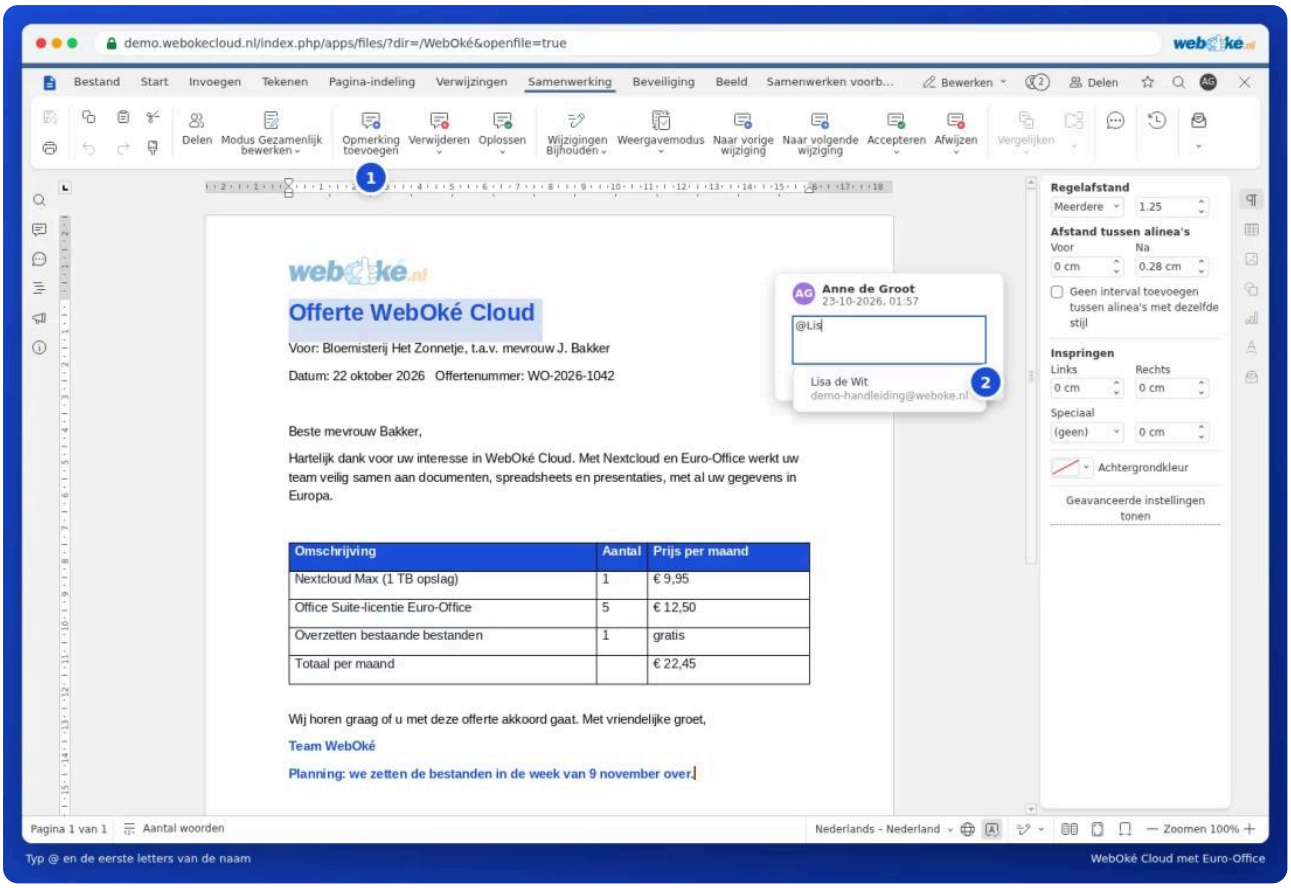
The text with a comment gets a coloured background. Click it to read the comment. You can see all the comments together in the **Comments** panel: click the speech bubble button on the left (1).



All comments in the Comments panel

Mentioning someone with @

Want a colleague to see your comment? Click **Add Comment** (1) and type an @ followed by the first letters of their name in the comment. Choose your colleague from the list (2). Once you've added the comment, your colleague receives a notification, so they know there's a question waiting.



Type @ and the first letters to mention someone

Please note: if you mention someone who doesn't yet have access to the document, Euro-Office warns you that the mention will give that person access to the document. So just check that this is what you intend.

Replying and resolving

- Click **Add reply** in a comment to respond. This creates a conversation around the text.
- Has the point been dealt with? Click **Resolve**. The comment is kept but no longer stands out.
- Use the **Resolve** button on the Collaboration tab to resolve all your own comments or all comments at once.
- Use the **Delete** button on the Collaboration tab to choose **Delete current comments**, **Delete my comments**, or **Delete all comments**.

Tip: sending the document to a client? Delete all comments first, or send a PDF instead (see Printing and saving as PDF).

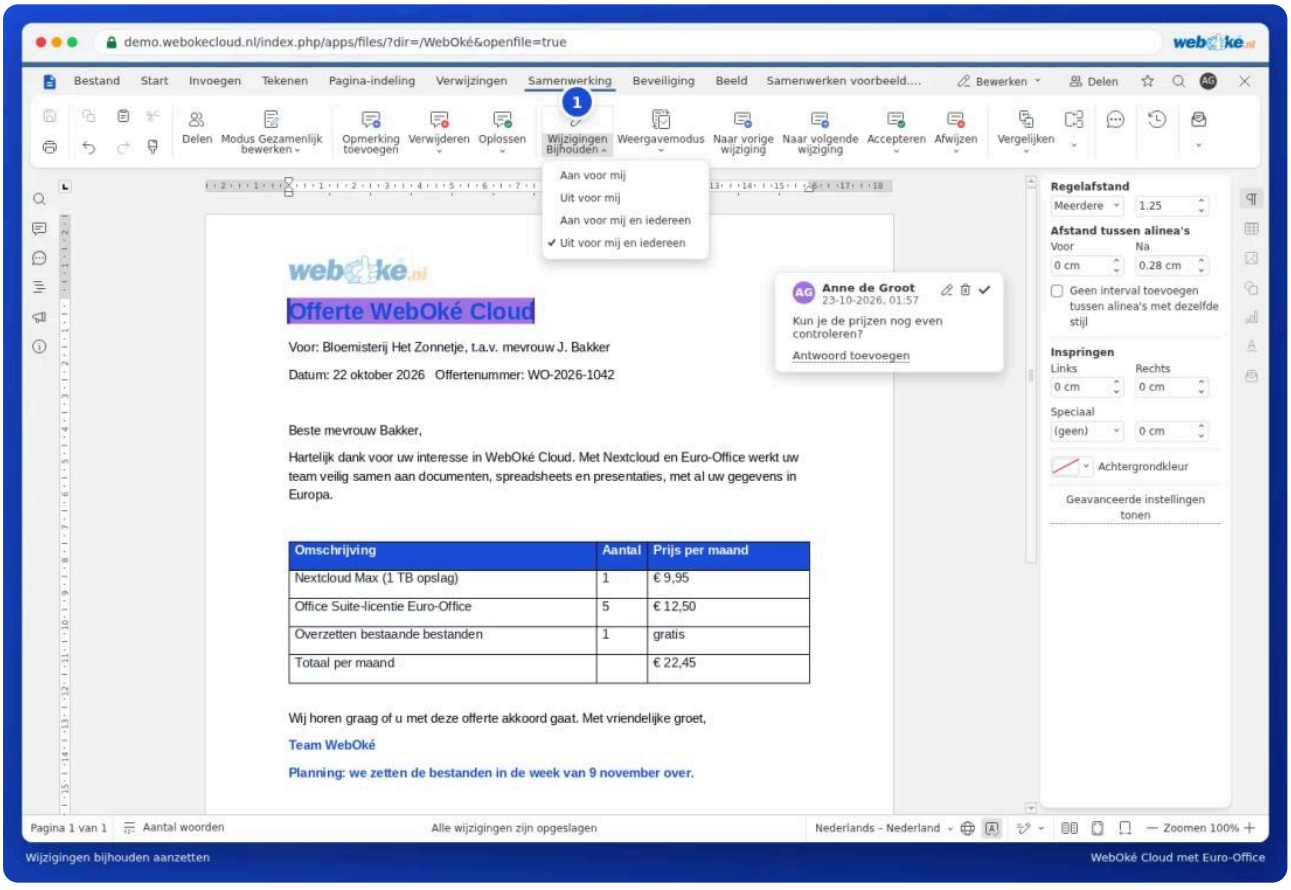
8.4 Tracking and accepting changes

With **Track changes**, every edit becomes a suggestion. Added text gets a colour, deleted text is struck through. You or your colleague then decide for each change whether it stays. Many people know this from Word, and it works the same way here.

Turning on Track changes

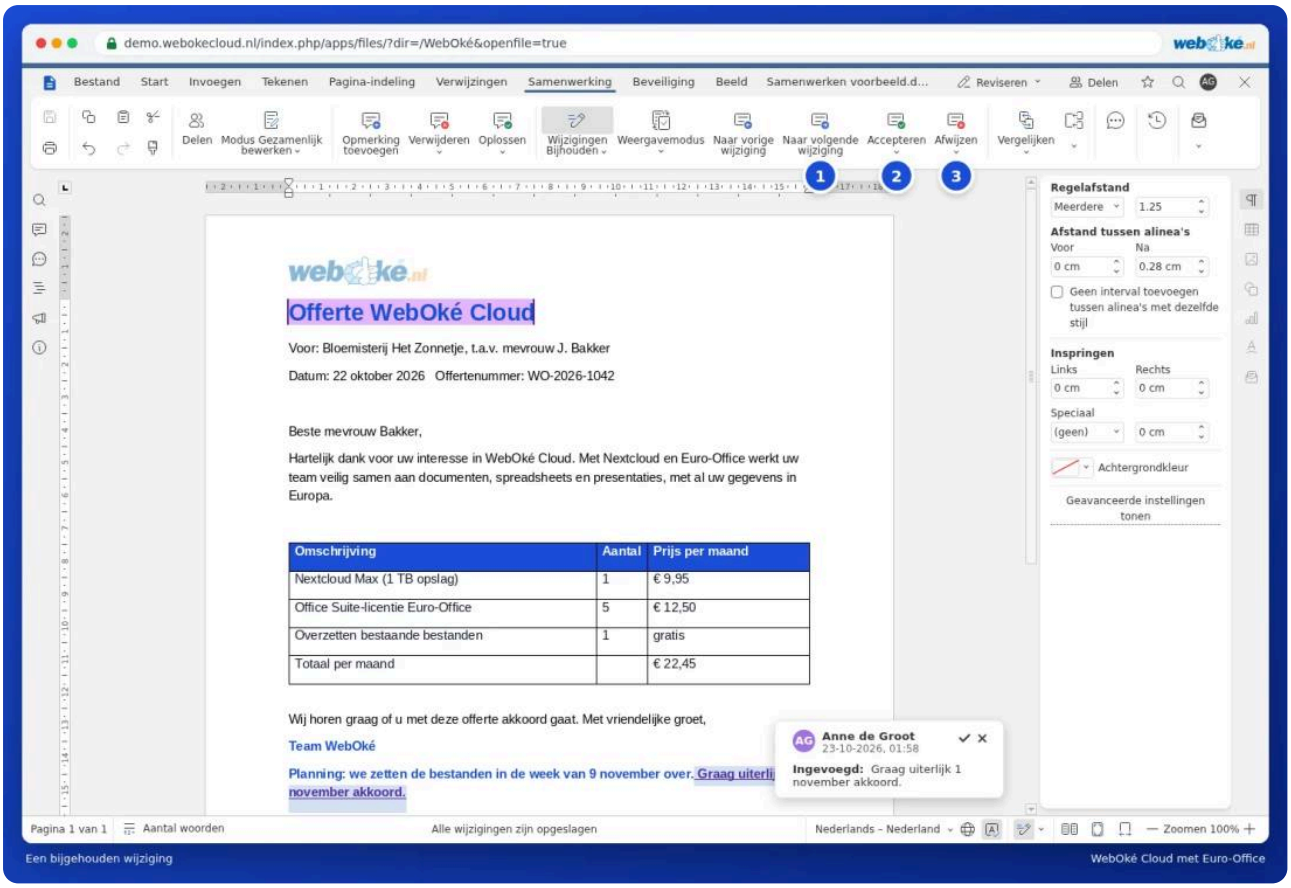
1. Go to the **Collaboration** tab.
2. Click **Track Changes** (1) and choose:
   - **ON for me**: only your changes are tracked.
   - **ON for me and everyone**: the changes made by everyone editing the document are tracked.

Use **OFF for me** and **OFF for me and everyone** to turn it off again.



Turning on Track changes for yourself or for everyone

In the top right, the **Edit** button changes to **Reviewing**: this shows you that your changes are being tracked. Now just carry on working: everything you change is marked.

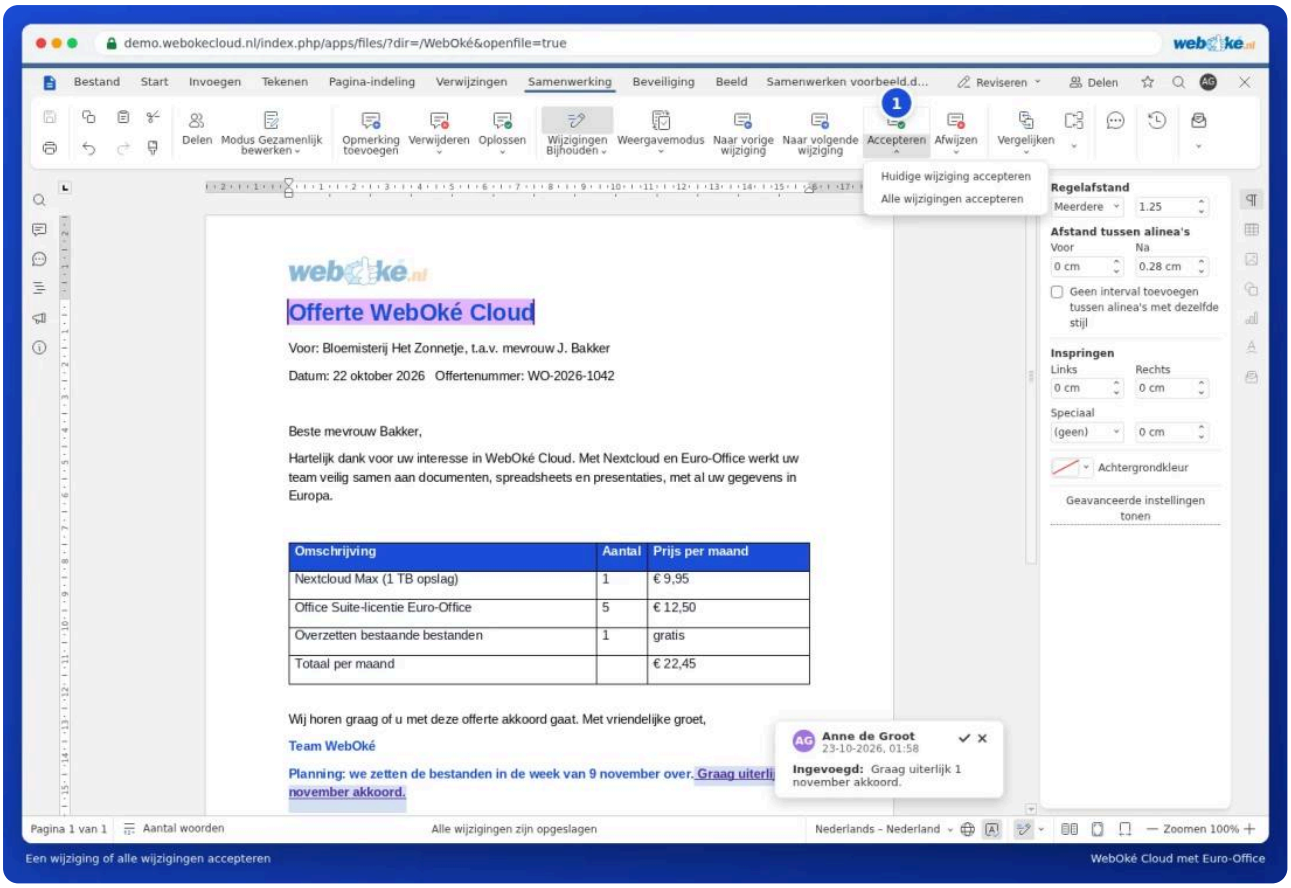


A tracked change: new text in colour, deleted text struck through

Accepting or rejecting changes

1. Click **Next** (1) to go through the changes one by one. Use **Previous** to go back.
2. Click **Accept** (2) if the change should stay, or **Reject** (3) to undo it.
3. If you click a change in the text, a balloon appears showing who made the change and when. Use the tick in the balloon to accept the change, or the cross to reject it.

Use the arrow under **Accept** (1) to choose **Accept current change** or **Accept all changes**. Under **Reject**, you'll find **Reject current change** and **Reject all changes**.

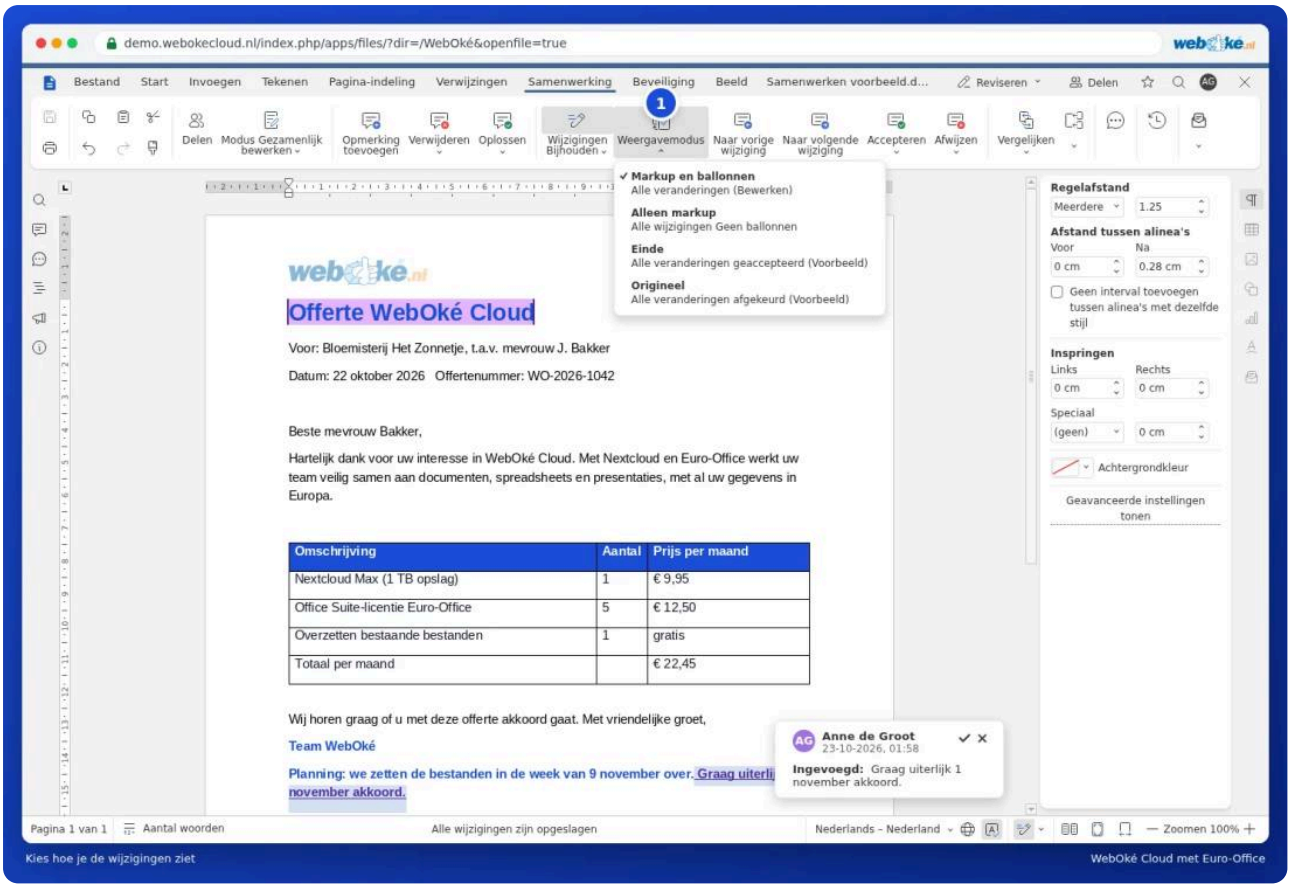


Accepting one change or all changes at once

How do you want to see the changes?

Use the **Display Mode** (1) button to choose how the document looks:

- **Markup and balloons**: changes shown in the text, with explanations in balloons.
- **Only markup**: changes shown in the text, without balloons.
- **Final**: shows how the document will look if you accept all changes.
- **Original**: shows how the document looked before the changes.



Choose how you want to see the changes

Tip: want a colleague to be able to make only suggestions, without changing anything directly? Protect the document with the tracked changes option, via the **Security** tab and the **Protect Document** button.

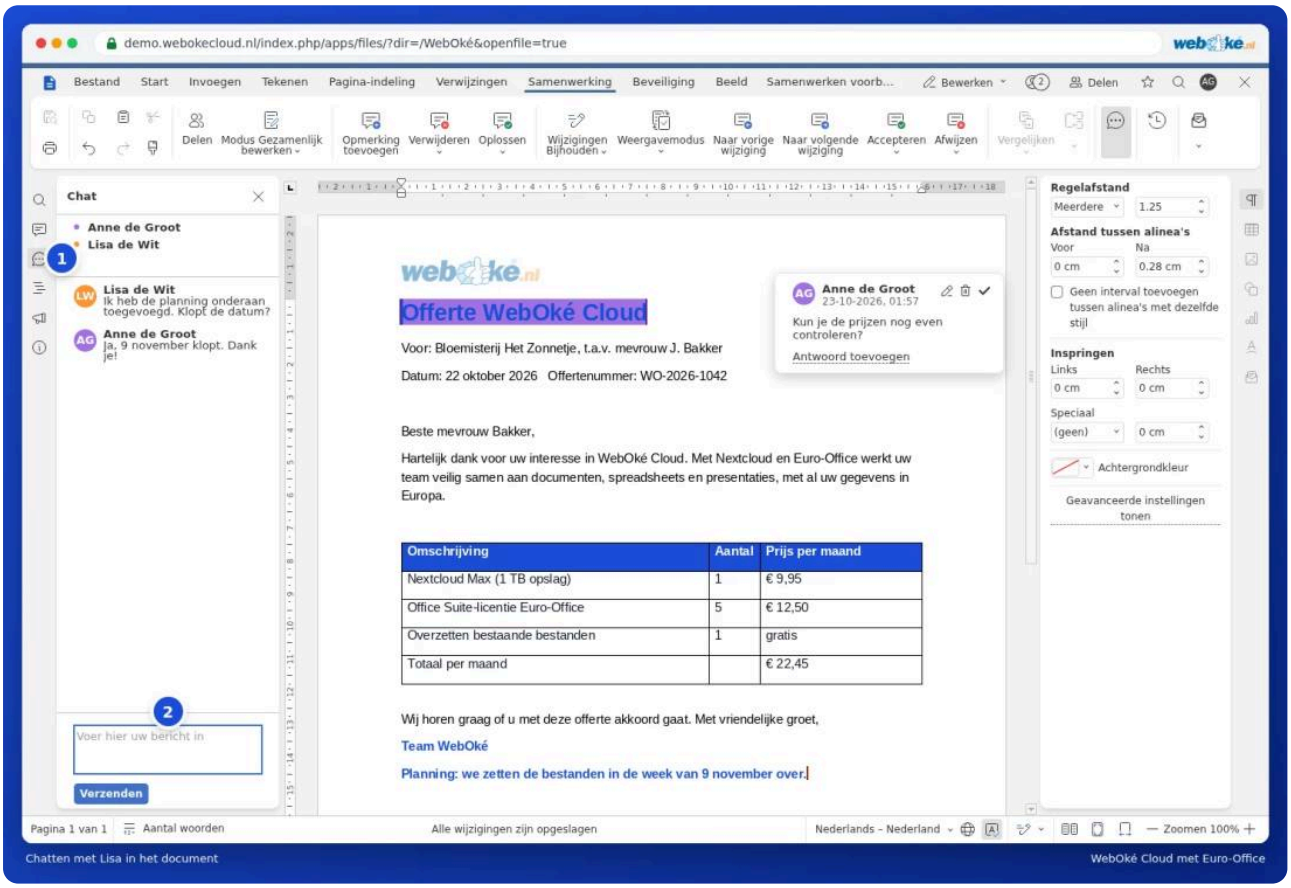
Please note: a document with unaccepted changes will still show those changes if you send it to a client. So accept or reject them all first, then turn off Track changes.

8.5 Chatting in the document

Working in a document with a colleague at the same time? In Euro-Office, you can chat with each other. Handy for a quick question, without adding anything to the document itself.

How to chat

1. Click the **Chat** button on the left (1), or go to the **Collaboration** tab and click **Chat**.
2. Type your message in the box at the bottom (2) and press `Enter` or click **Send**.
3. Everyone who has the document open will see your message.



Chatting with Lisa in the document

If a new message comes in while the chat panel is closed, you'll see this on the Chat button in the left-hand bar.

Please note: the chat in the editor is meant for the moment itself. Messages are not saved with the document: once everyone has closed the document, the chat is gone. If you want to record something, use a comment (Commenting and mentioning someone) instead.

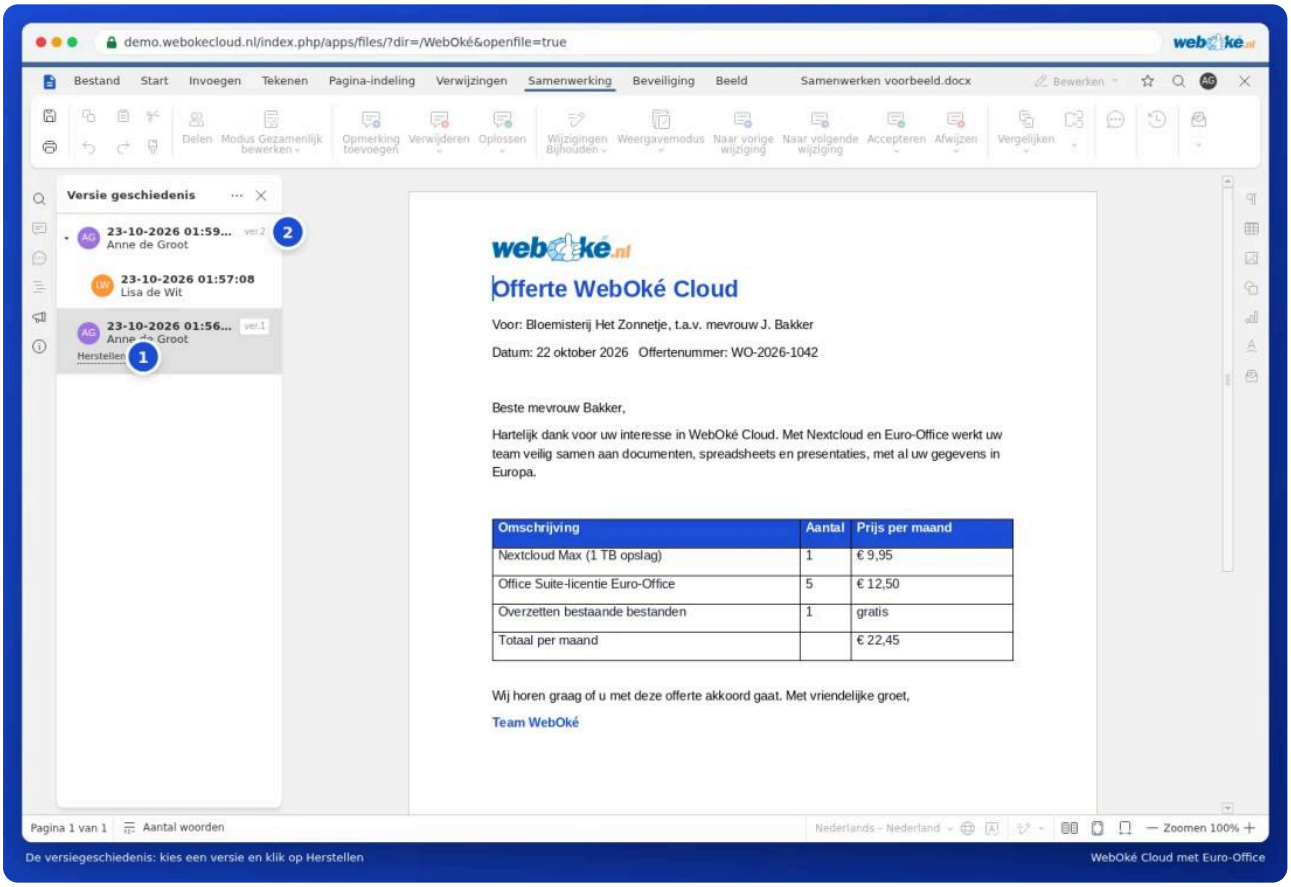
Tip: in the sidebar of a file in your WebOké Nextcloud, you'll also find a **Chat** tab. This is the Nextcloud Talk chat for that file. Those messages are saved, even after the document is closed.

8.6 Version History: restoring an older version

Your WebOké Nextcloud keeps older versions of your documents. Accidentally deleted a piece of text, or did a colleague rearrange everything? Then you can easily restore an earlier version.

Viewing an older version in the editor

1. Open the document and go to the **Collaboration** tab. Click the clock icon button, **Version History**. You can also get there via **File** and then **Version History**.
2. On the left, you'll see the list of versions (2), with the date, time and version number. Below a version, you can see who made changes to it, for example Lisa and Anne.
3. Click a version to view it. The changes in that version are shown in colour, with each person having their own colour.



The version history in the editor

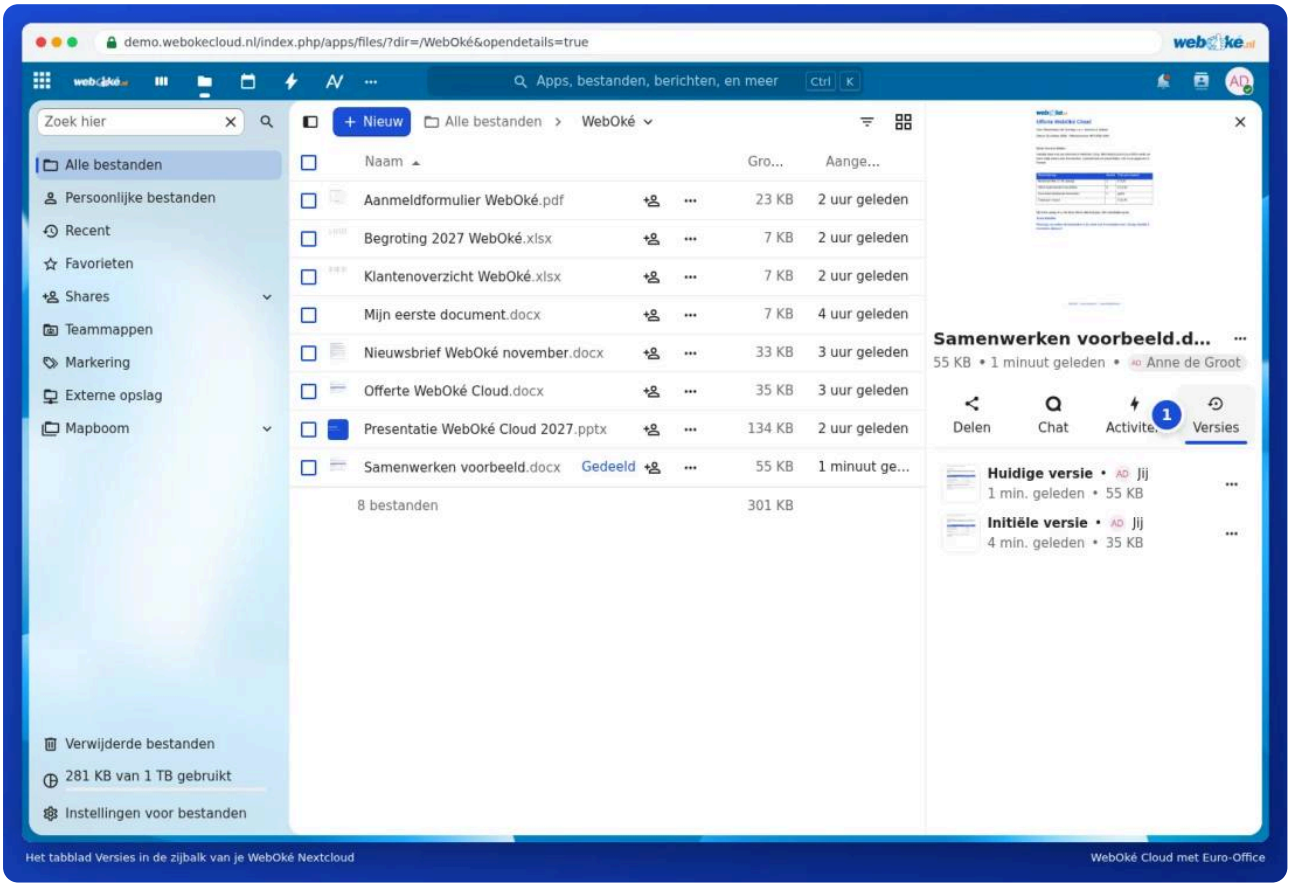
Restoring a version

1. In the list, click the version you want to go back to.
2. Below that version, click **Restore** (1).
3. The old version becomes the new, current version. The version you're replacing simply stays in the list. So you won't lose anything.

Close the version history using the cross at the top of the list to continue working.

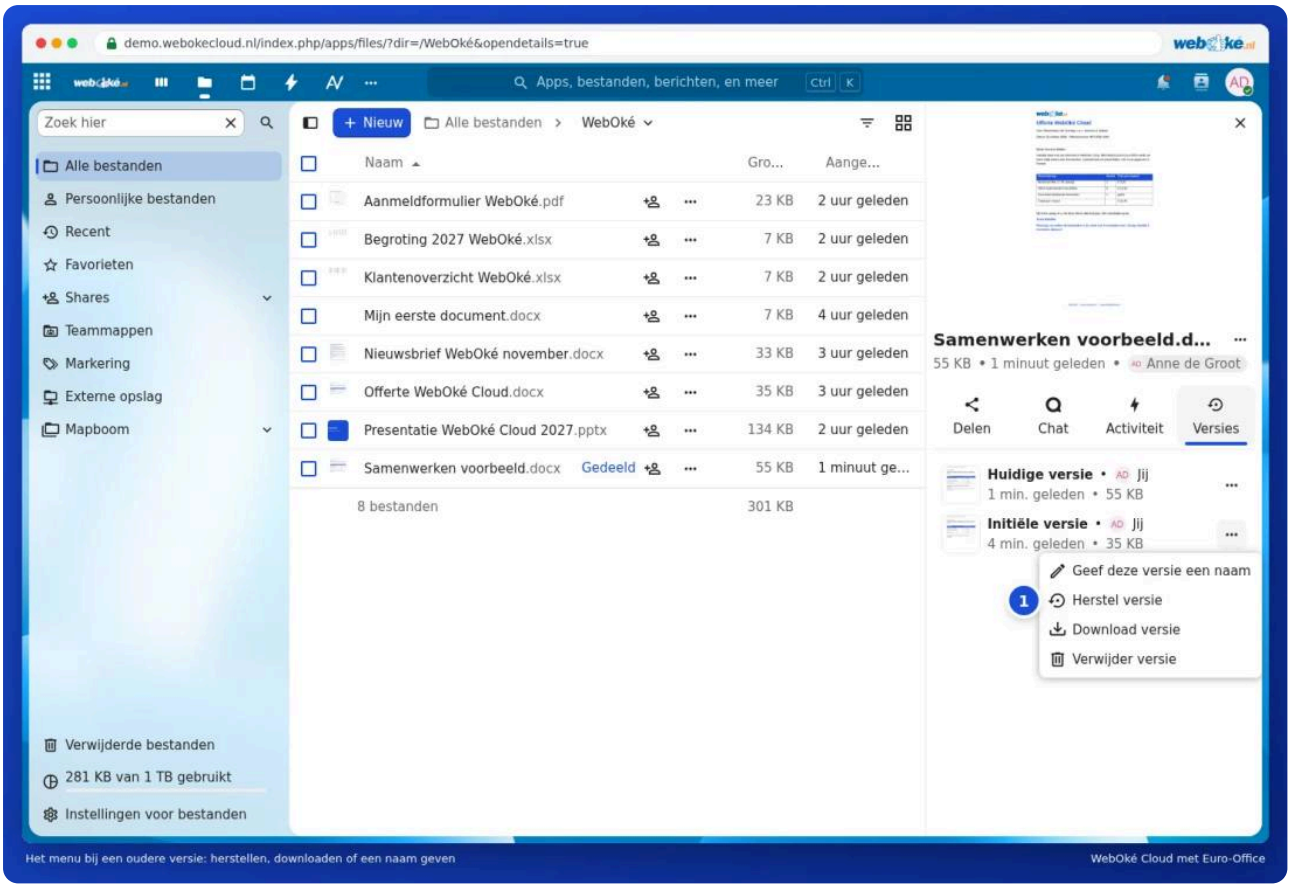
Versions in Nextcloud itself

You can also restore a version without using the editor. In Files, go to the file, open the sidebar by clicking the share icon next to the name, and choose the **Versions** tab (1). At the top, you'll see the **Current version**, and below that the older versions with their time and size.



Versions of a file in the sidebar of your WebOké Nextcloud

Click the three dots next to an older version. Choose **Restore version** (1) to restore it. With **Download version**, you can download it to your computer without changing anything, and with **Name this version**, you can give an important version a recognisable name, such as "Sent to client".



Restoring an older version in Nextcloud

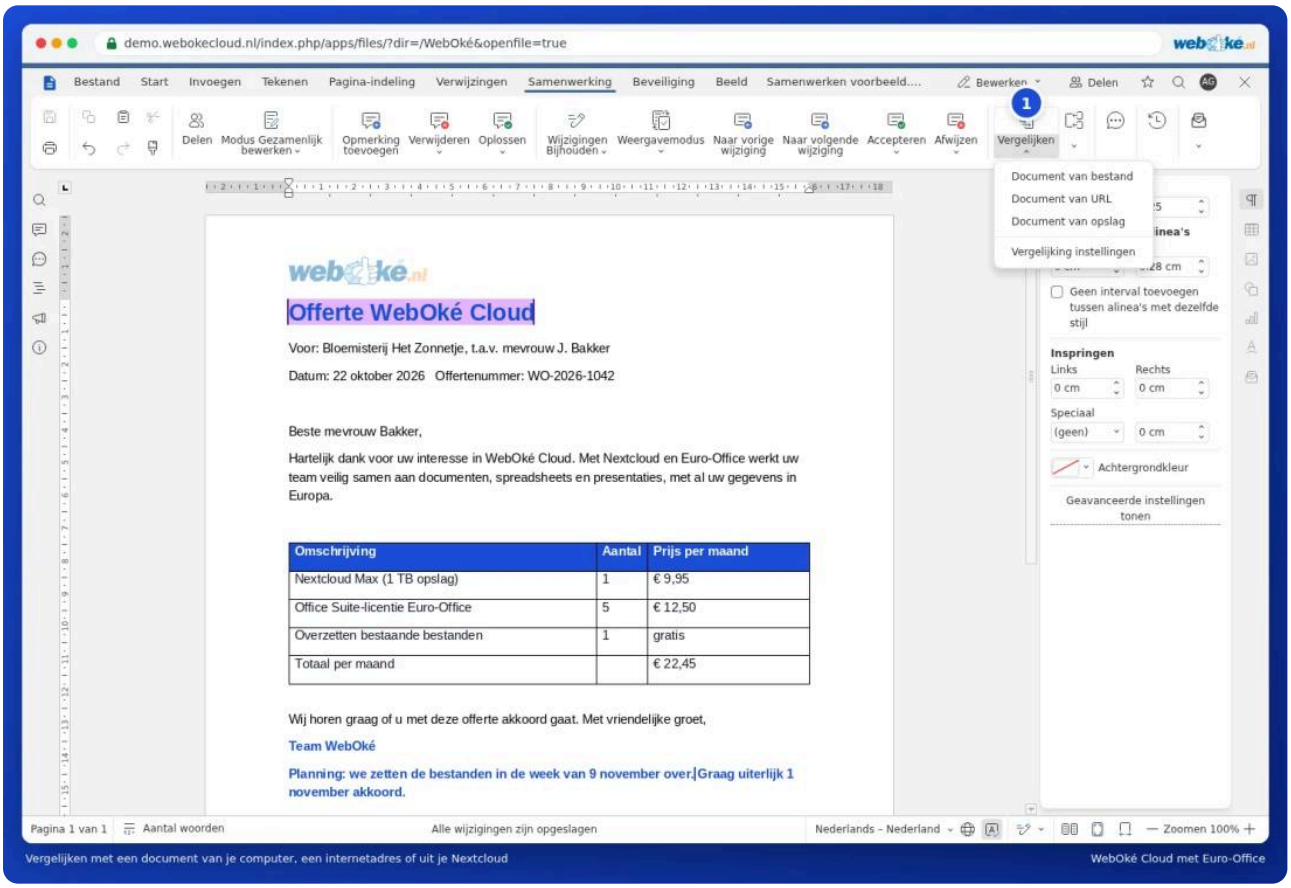
Please note: a new version is only created once everyone has closed the document. If you work in the same document all day, you'll only see today's changes as a version once the document has been closed. How long old versions are kept depends on your storage space.

8.7 Comparing documents

Does a client send back an edited version without tracked changes? With **Compare** you can still see exactly what's changed. Euro-Office turns all the differences into tracked changes in your document.

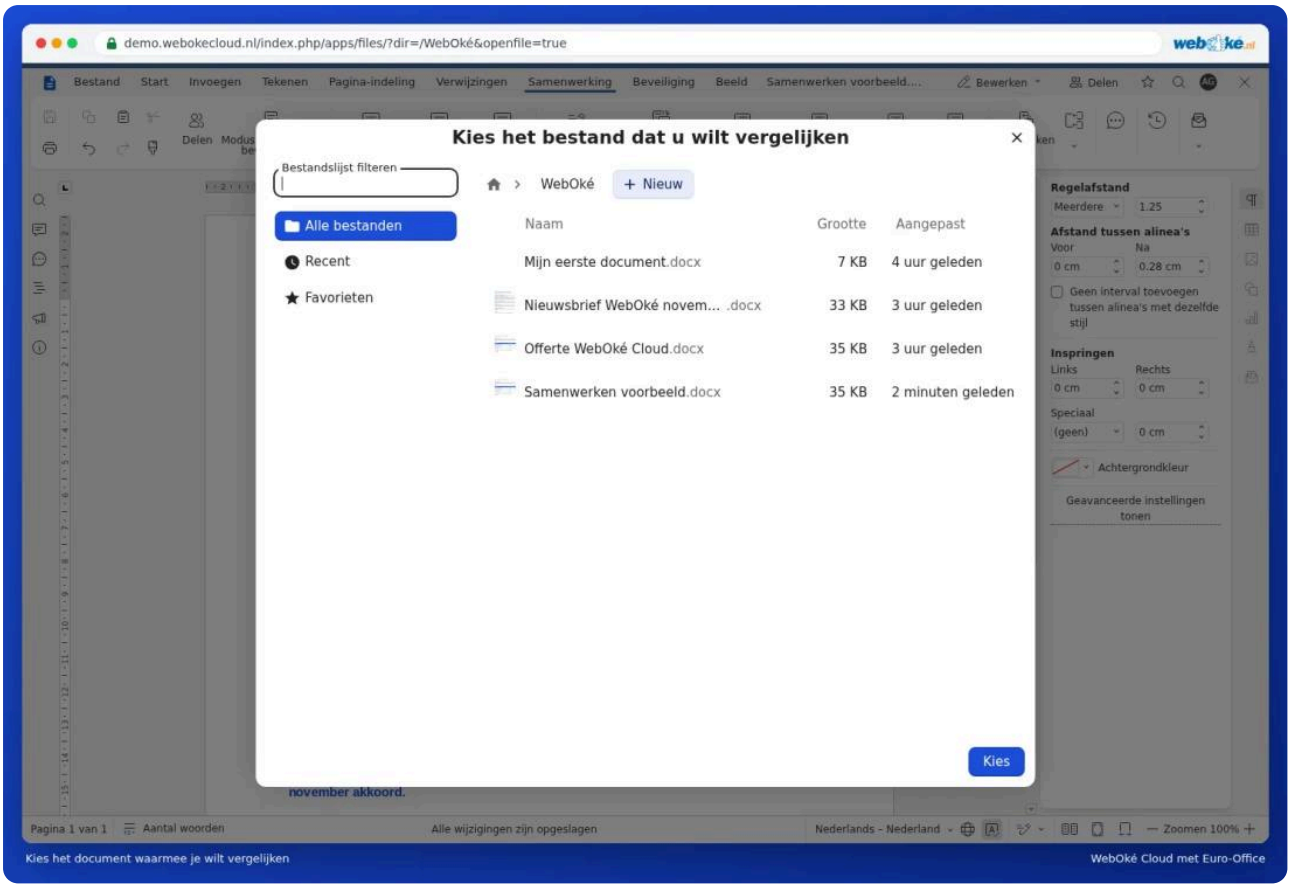
How to compare two documents

1. Open the document you want to use as your starting point, usually your own (older) version.
2. Go to the **Collaboration** tab and click **Compare** (1).
3. Choose where the other document is located:
   - **Document from file**: a file from your computer.
   - **Document from URL**: a file on the internet.
   - **Document from storage**: a file in your WebOké Nextcloud.



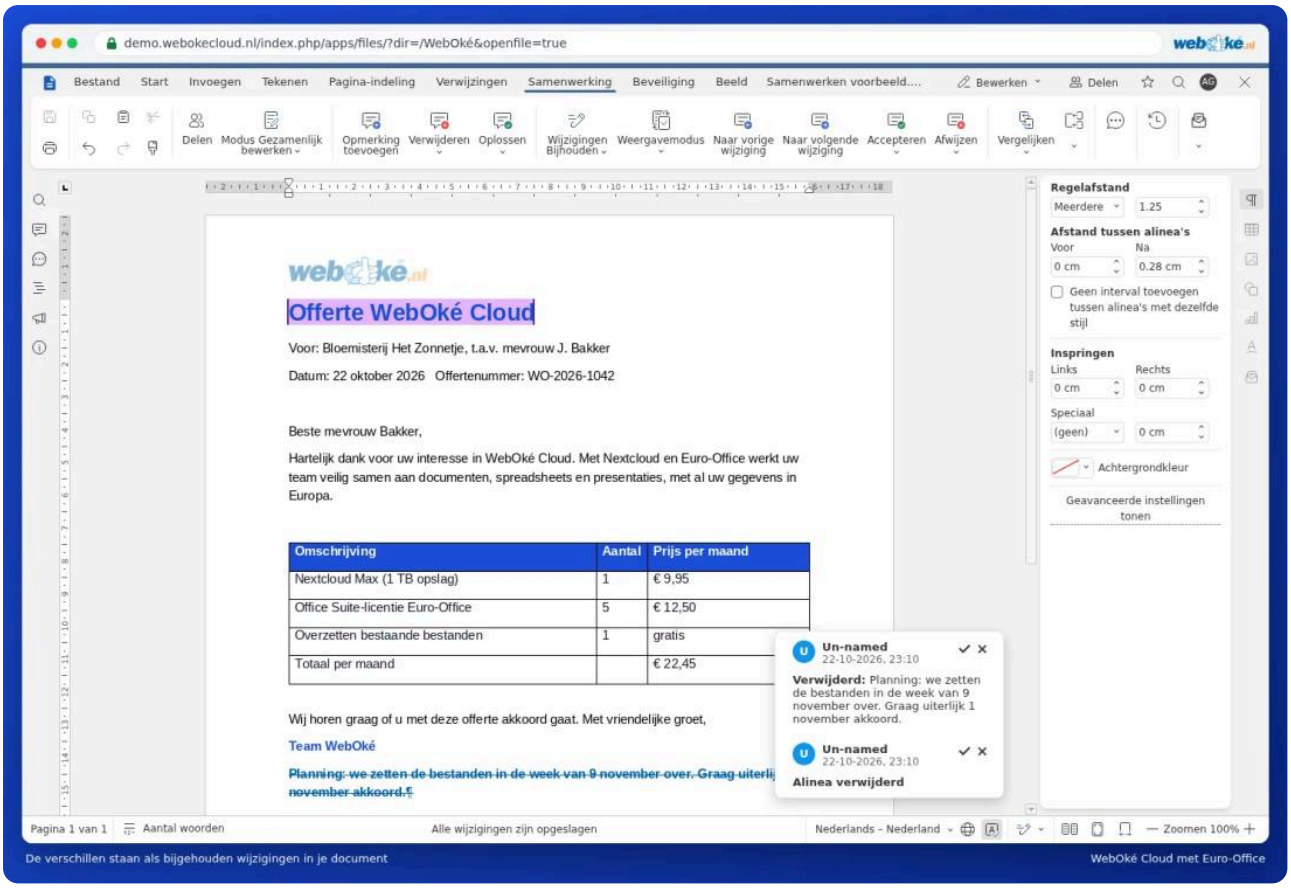
Where is the other document?

4. If you choose **Document from storage**, the **Select file to compare** window opens. Go to the right folder, click the file and click the **Choose** button.
5. Euro-Office compares the two documents and shows the differences.



Choose the document from your WebOké Nextcloud

The differences appear as tracked changes: new text is coloured, removed text is struck through. In the example below, the paragraph with the planning doesn't appear in the old quote, so it's struck through. Click a change to see the explanation in the balloon. If the other document doesn't have an author listed, you'll see **Un-named** as the name. Go through the changes and choose **Accept** or **Reject** for each one, as described in Tracking and accepting changes.



The differences between the two versions

Compare or combine?

Next to **Compare** is the **Combine** button. Use this when two people have each tracked changes in their own copy. Combine brings all those tracked changes together into one document.

Via **Compare** and then **Comparison settings**, you choose whether to compare by word or by character.

Please note: you can only compare documents if you're the only one in the document. If colleagues are also working in it, Euro-Office will let you know that comparing documents isn't available during collaborative editing. If your document already contains tracked changes, these will be treated as accepted during the comparison. So make a copy first if you want to keep them.

9

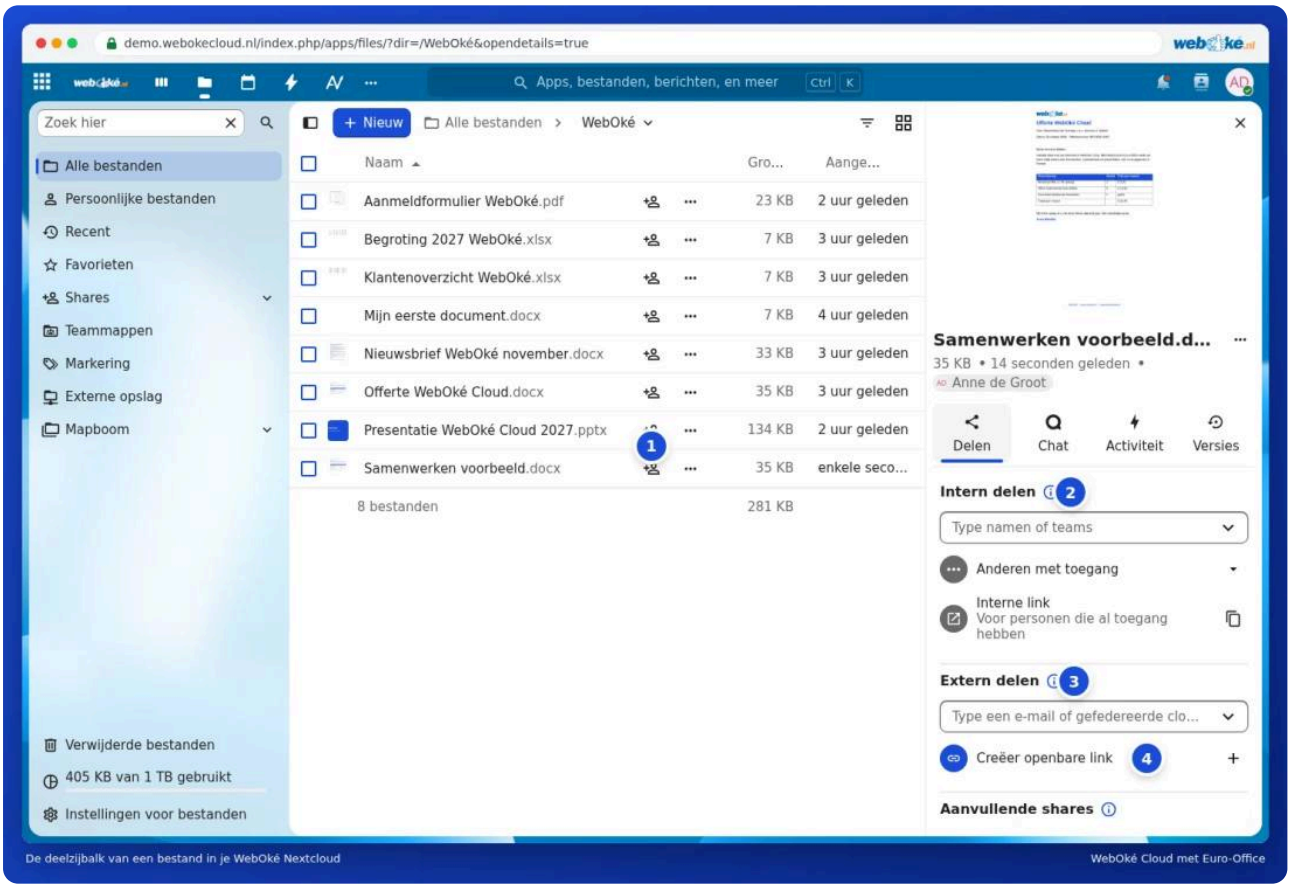
Sharing

9.1 Sharing a document with a colleague

Want to work on a document together with a colleague? Share the file with them. Your colleague has their own account in your WebOké Nextcloud and will then see the file in their own files.

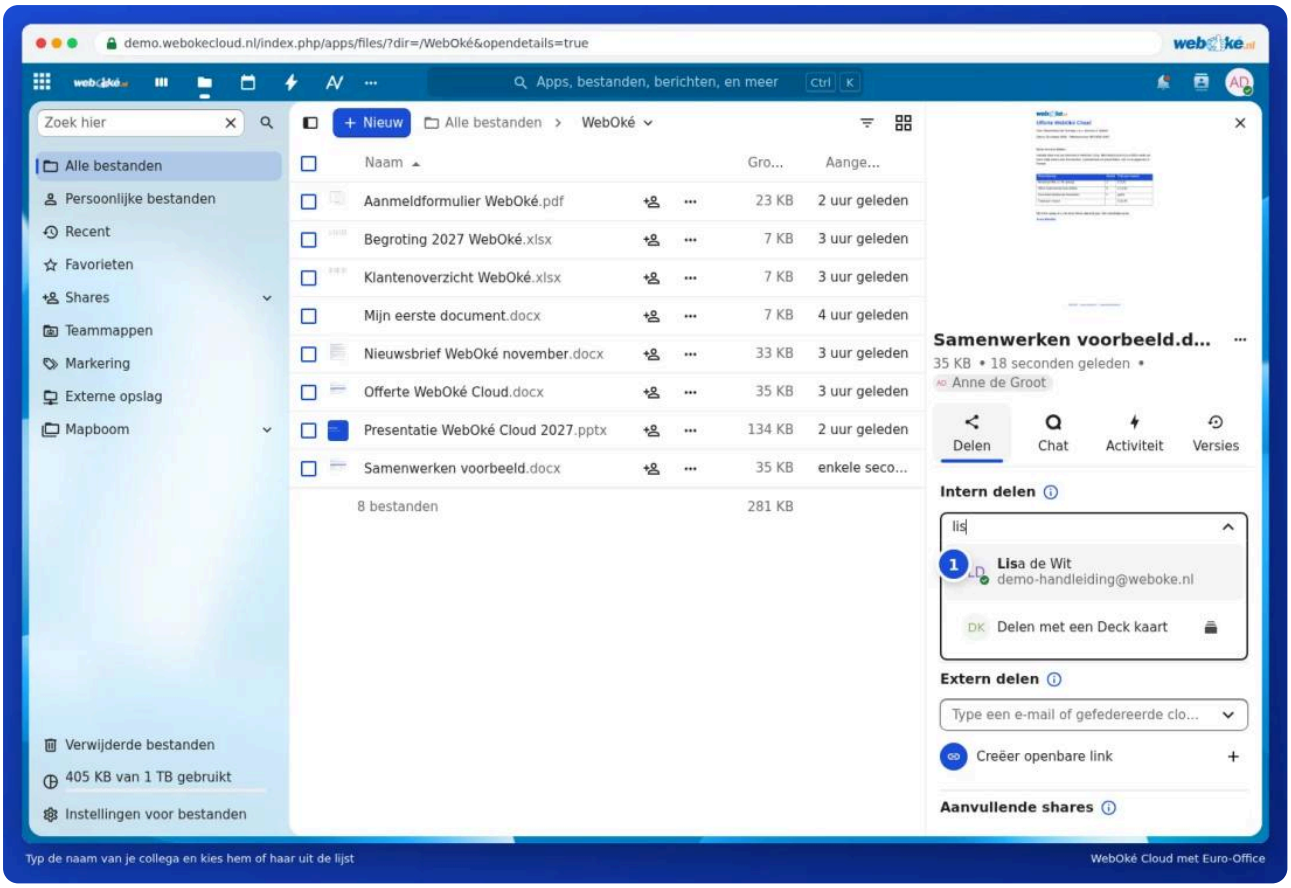
Sharing from Files

1. In your WebOké Nextcloud, go to **Files** and find the document.
2. Click the share icon next to the name, the little figure with a plus sign (1). The sidebar opens on the right with the **Share** tab.
3. Under **Internal shares** (2), you share with colleagues who have an account in your Nextcloud. Under **External shares** (3), you share with people outside your organisation, and with **Create public link** (4) you create a link that anyone can open.



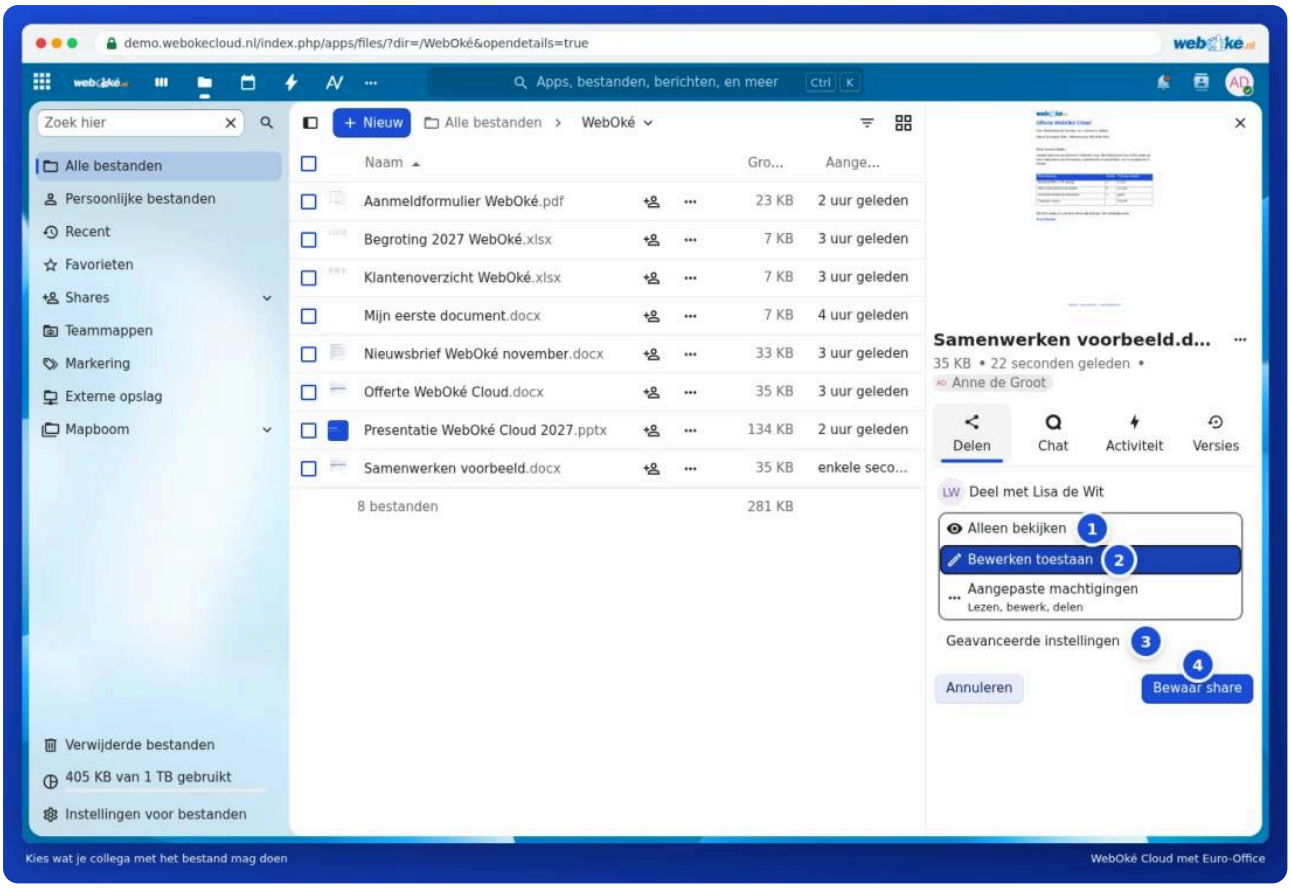
The sharing sidebar of a file in your WebOké Nextcloud

4. Click in the field under **Internal shares** and type the first letters of your colleague's name. Choose them from the list (1).



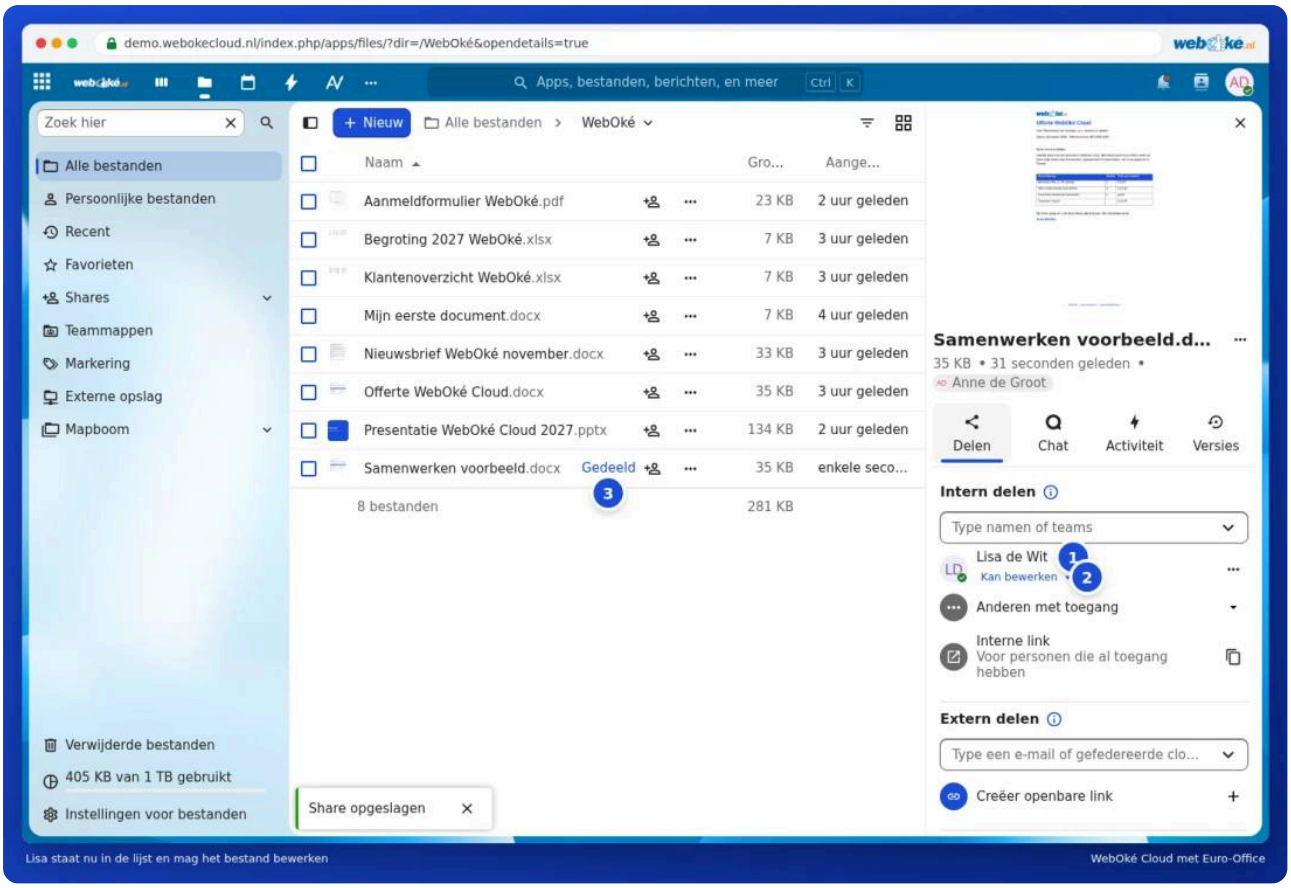
Type your colleague's name and choose from the list

5. Choose what your colleague is allowed to do: **View only** (1) or **Allow editing** (2). If you want to work on the document together, choose Allow editing.
6. Click **Save share** (4).



Choose what your colleague can do with the file

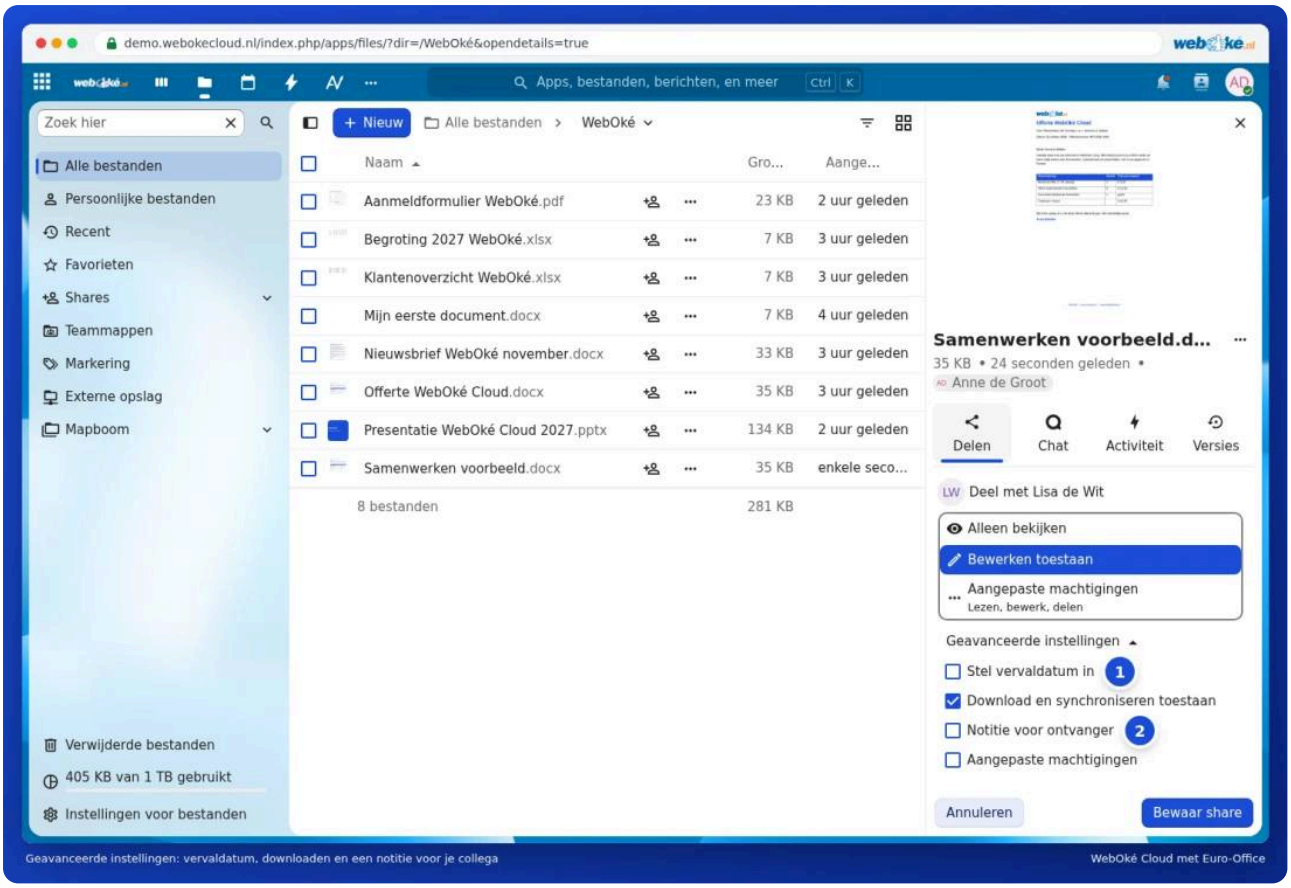
Your colleague now appears in the list (1), with their permissions shown underneath (2). Click this to change the permissions later. In the list of files, you can see that the document is shared (3).



The document is shared with Lisa

More settings

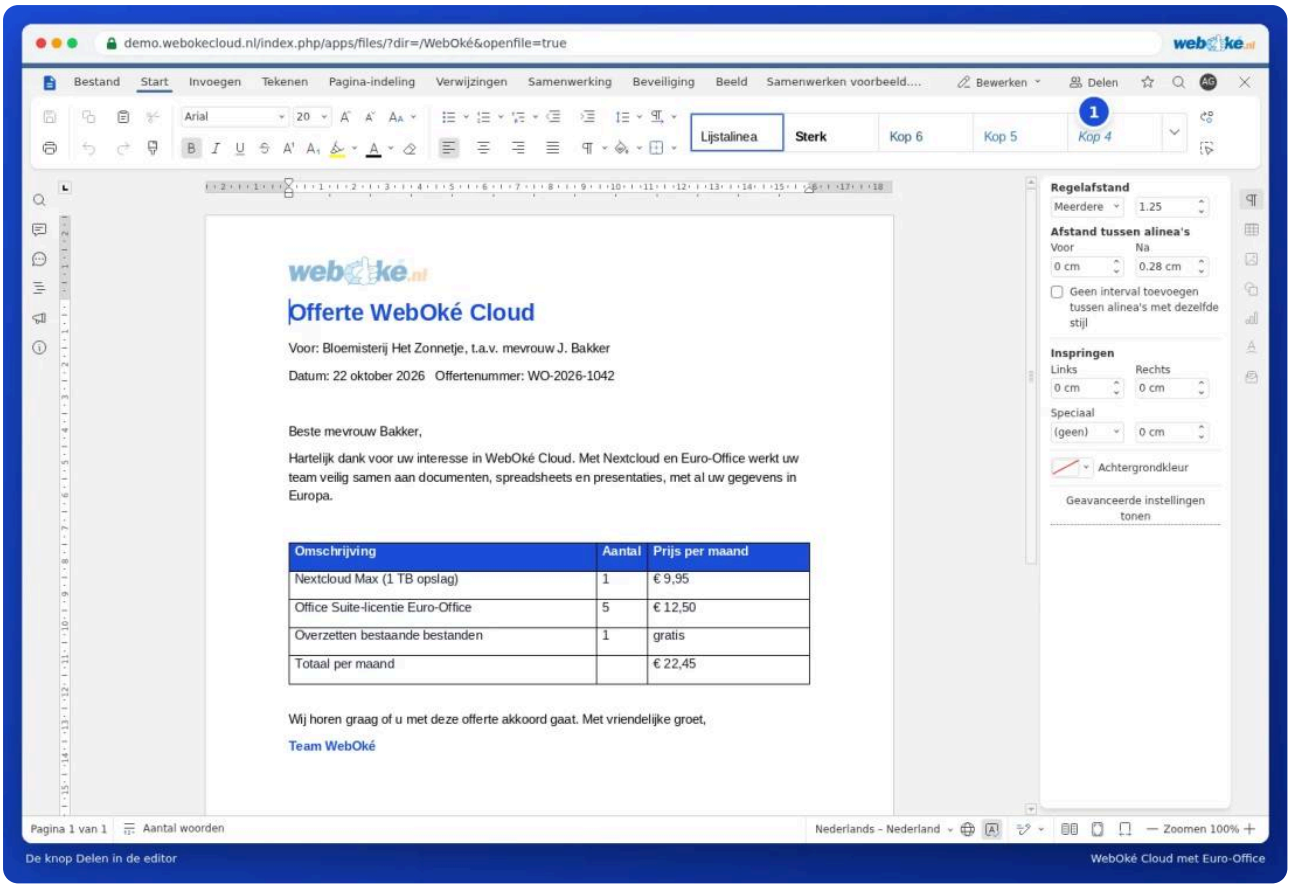
Before you save, click **Advanced settings** (3 in the image with the permissions). There, you can set an expiry date (1): after that date, your colleague can no longer access the file. You can also add a note (2), for example "Could you check the prices?", and choose whether your colleague can download and sync the file.



Expiry date, downloading, and a note for your colleague

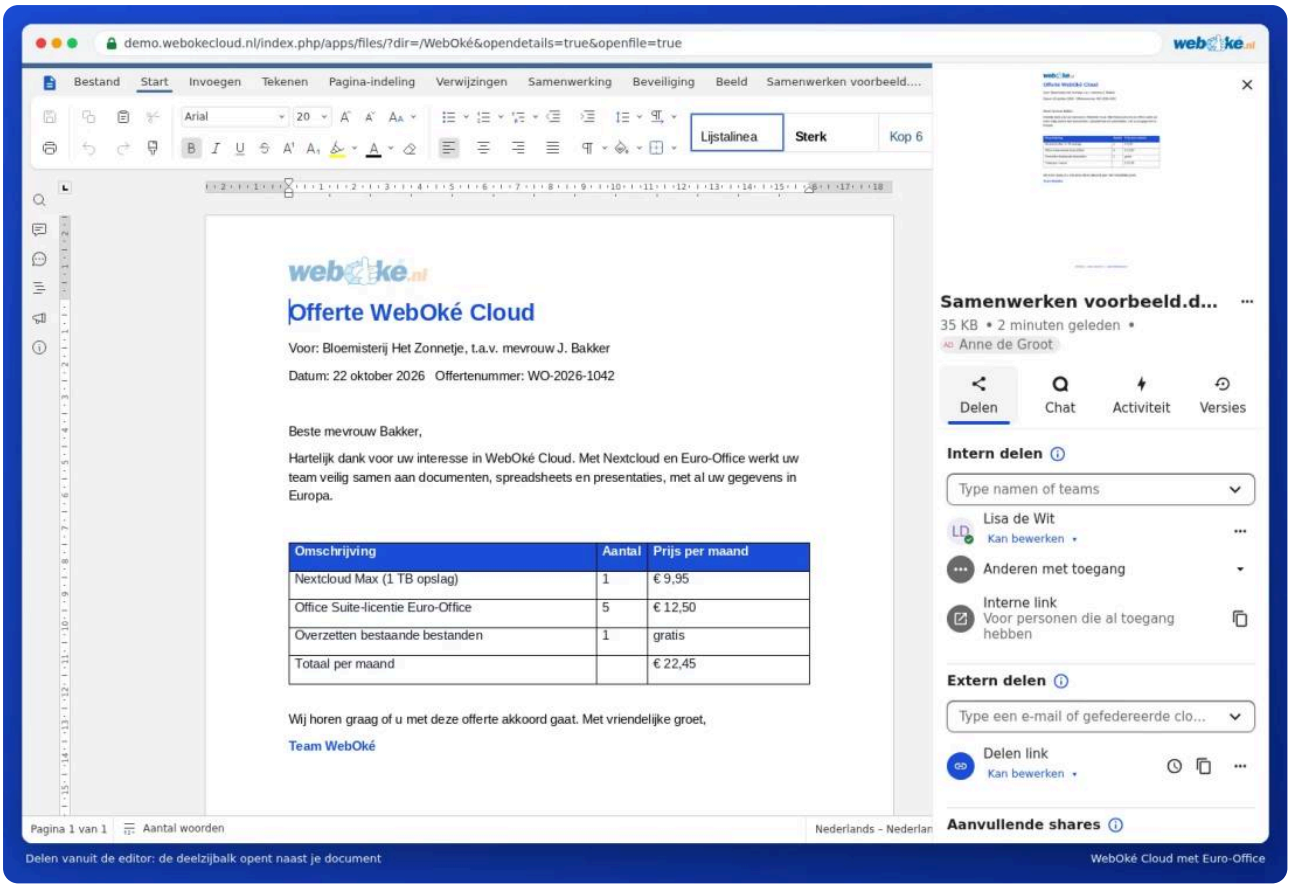
Sharing from the editor

Already have the document open? Click **Share** in the top right (1). The same button appears on the **Collaboration** tab.



The Share button in the editor

The same sharing sidebar then opens next to your document, just as in Files. So you can share without closing the document.



Sharing from the editor

Unshare

No longer want to share the file? In the sharing sidebar, click the three dots next to your colleague's name and choose **Unshare**. Your colleague will then no longer see the file.

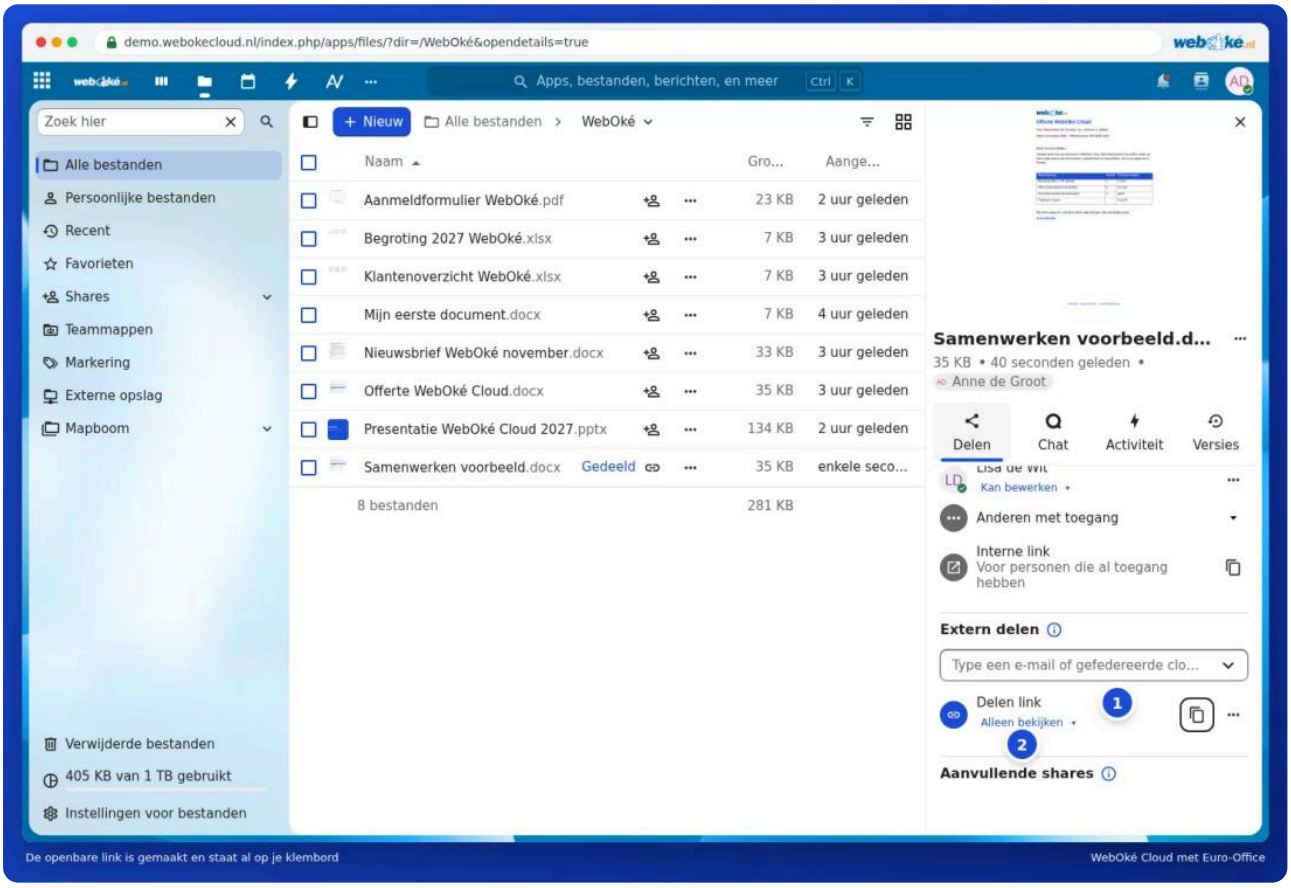
Tip: do you often share with the same group of colleagues? Then it's better to share an entire folder, or use a team folder. Anything you put in that folder becomes automatically available to everyone.

9.2 Creating a public link (view or edit)

With a public link, you share a document with someone who doesn't have an account in your WebOké Nextcloud, for example a client or your accountant. Anyone with the link can open the document in their browser. Nothing needs to be installed.

Creating a link

1. Open the sharing sidebar of the file, as in Sharing a document with a colleague.
2. Click the plus icon next to **Create public link**.
3. The link is created (1) and immediately copied to your clipboard. Paste it into an email or chat message with `Ctrl` + `V` (on Mac `Cmd` + `V`). Use the button with the two sheets to copy the link again later.

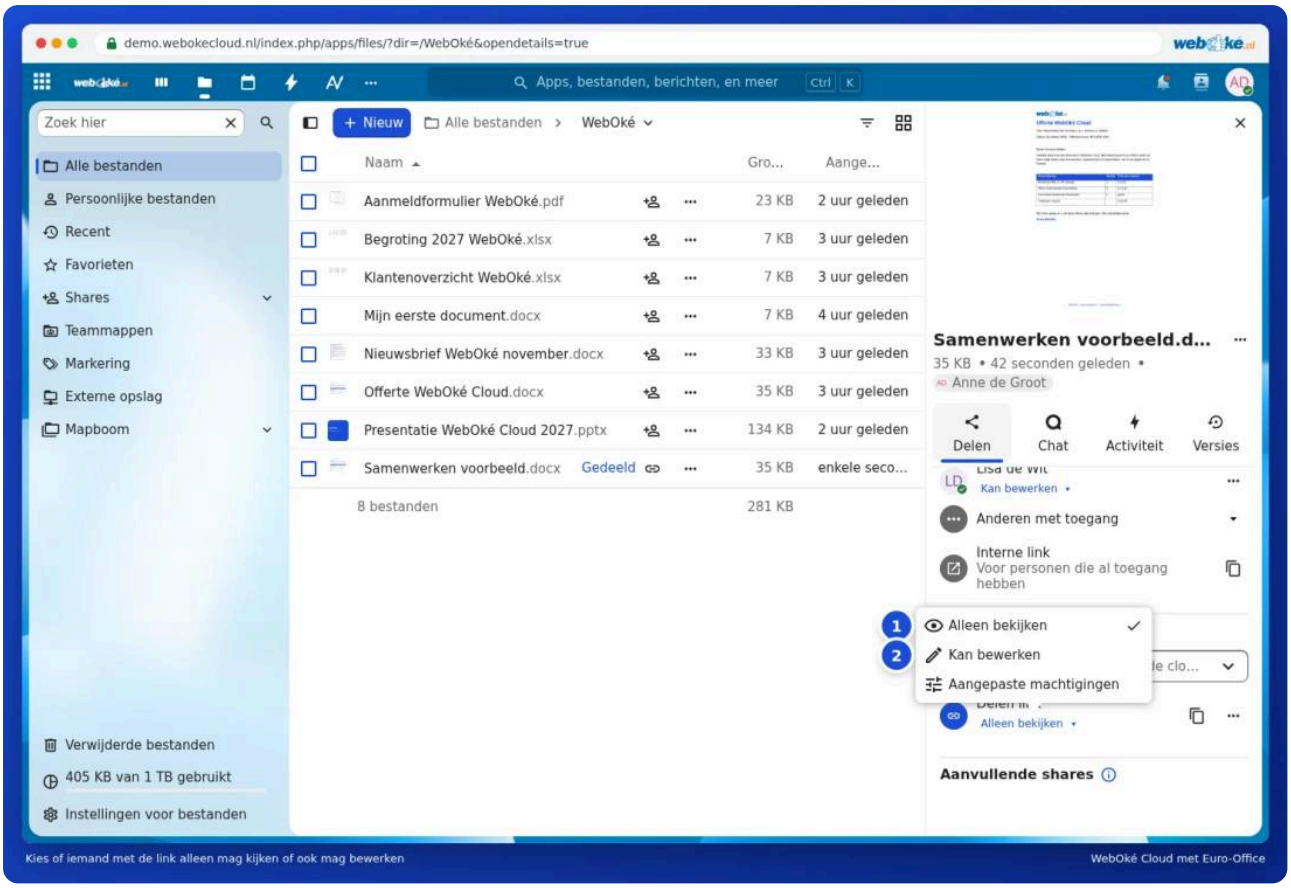


The public link has been created

View or edit?

A new link is set to **View only** (2 in the previous image). Click on it to choose:

- **View only** (1): the recipient can read, print and download the document, but cannot change anything.
- **Can edit** (2): the recipient can edit the document in Euro-Office, just like you.



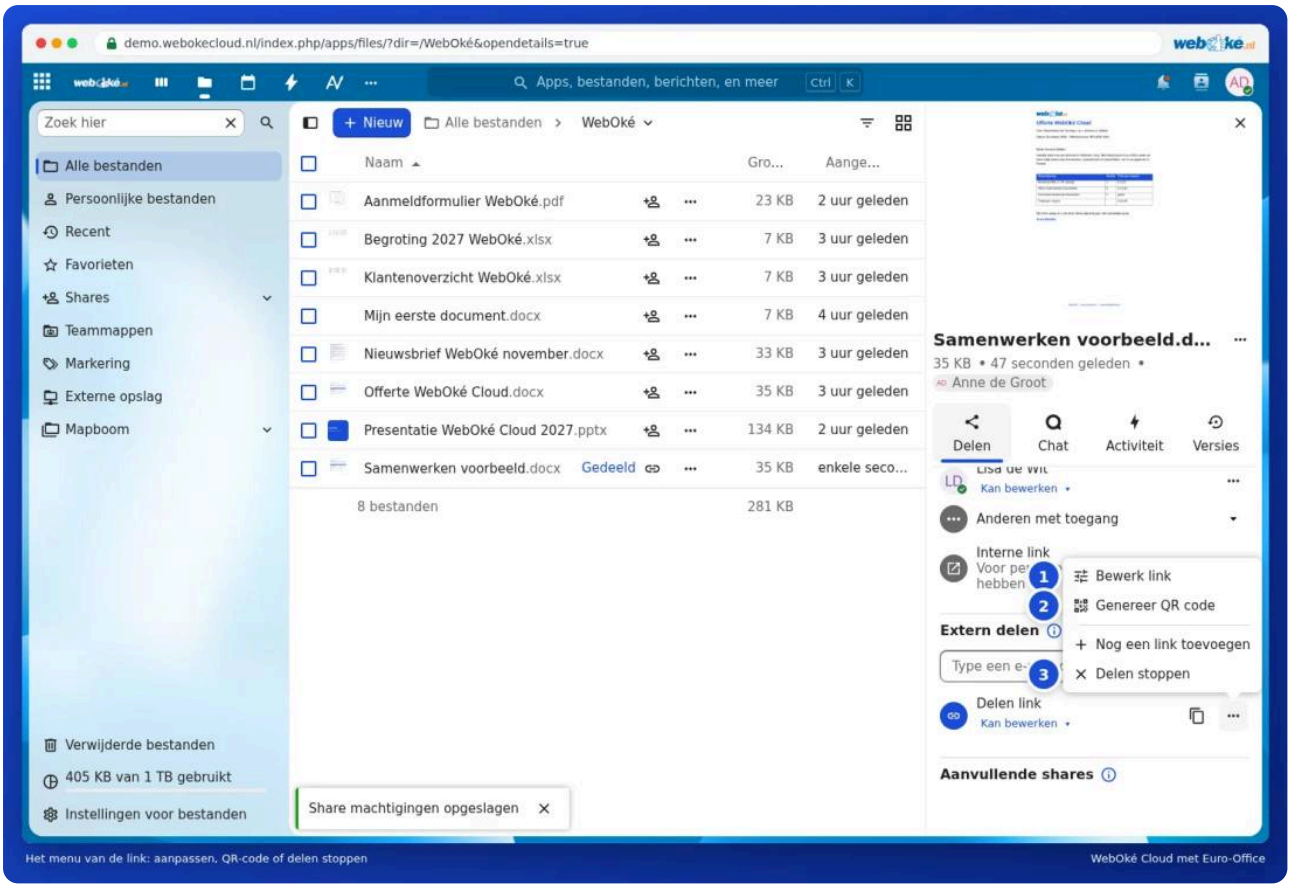
Choose what someone with the link can do

You can read what the recipient sees when they open the link in Sharing with someone outside your organisation.

The link menu

Use the three dots next to the link to open the menu:

- **Customise link** (1): adjust permissions, password and expiry date (see Password and expiration date on a link).
- **Generate QR code** (2): a QR code that someone can scan with their phone's camera.
- **Add another link**: a second link with different permissions, for example one to view and one to edit.
- **Unshare** (3): the link stops working immediately.



The link menu

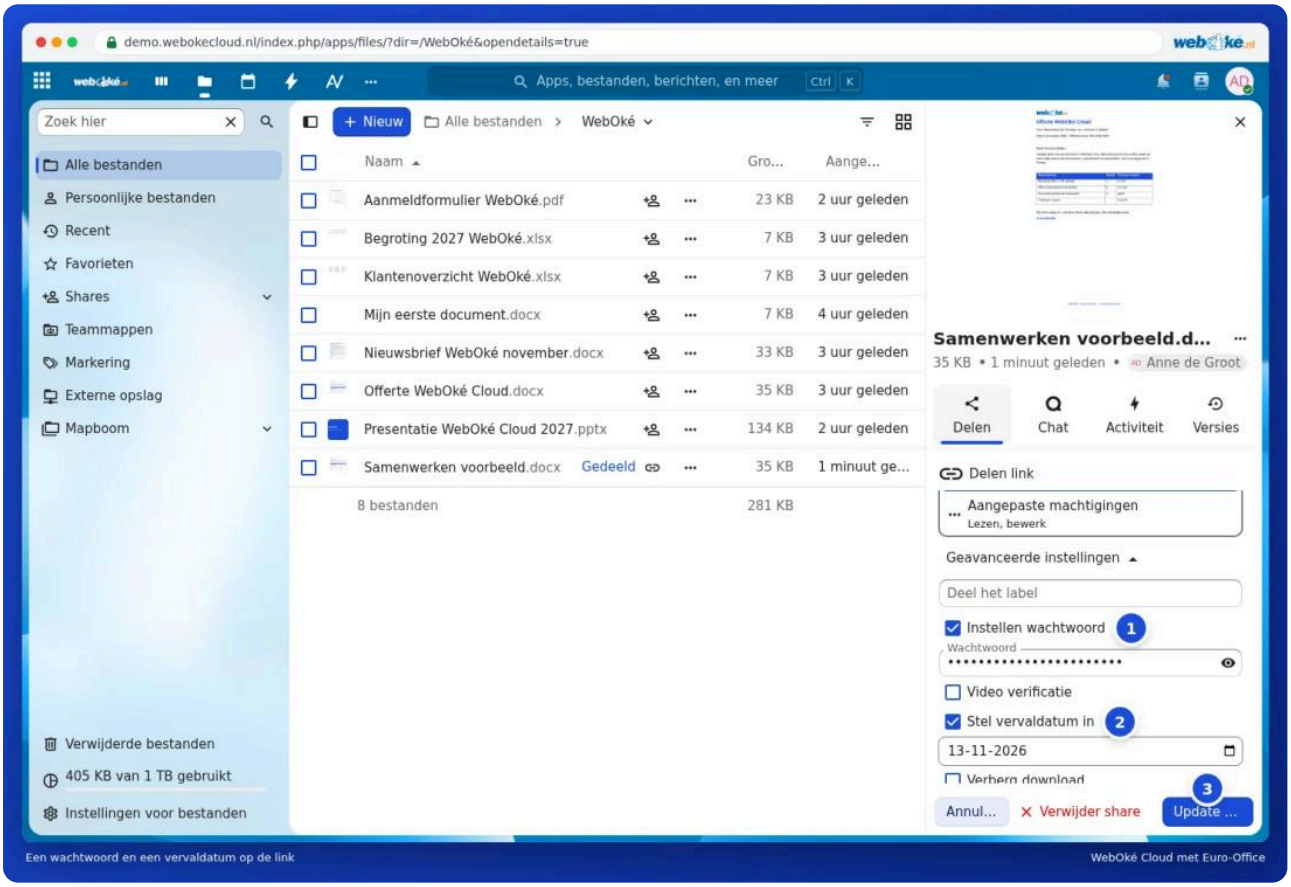
Please note: anyone with the link can open the document. Even if the link is forwarded. So only share a link with editing rights with people you trust, add a password and expiry date (Password and expiration date on a link), and stop sharing once the work is done.

9.3 Password and expiration date on a link

A public link is handy, but anyone who gets it can access it. With a password and an expiration date, you make the link more secure.

How to set it up

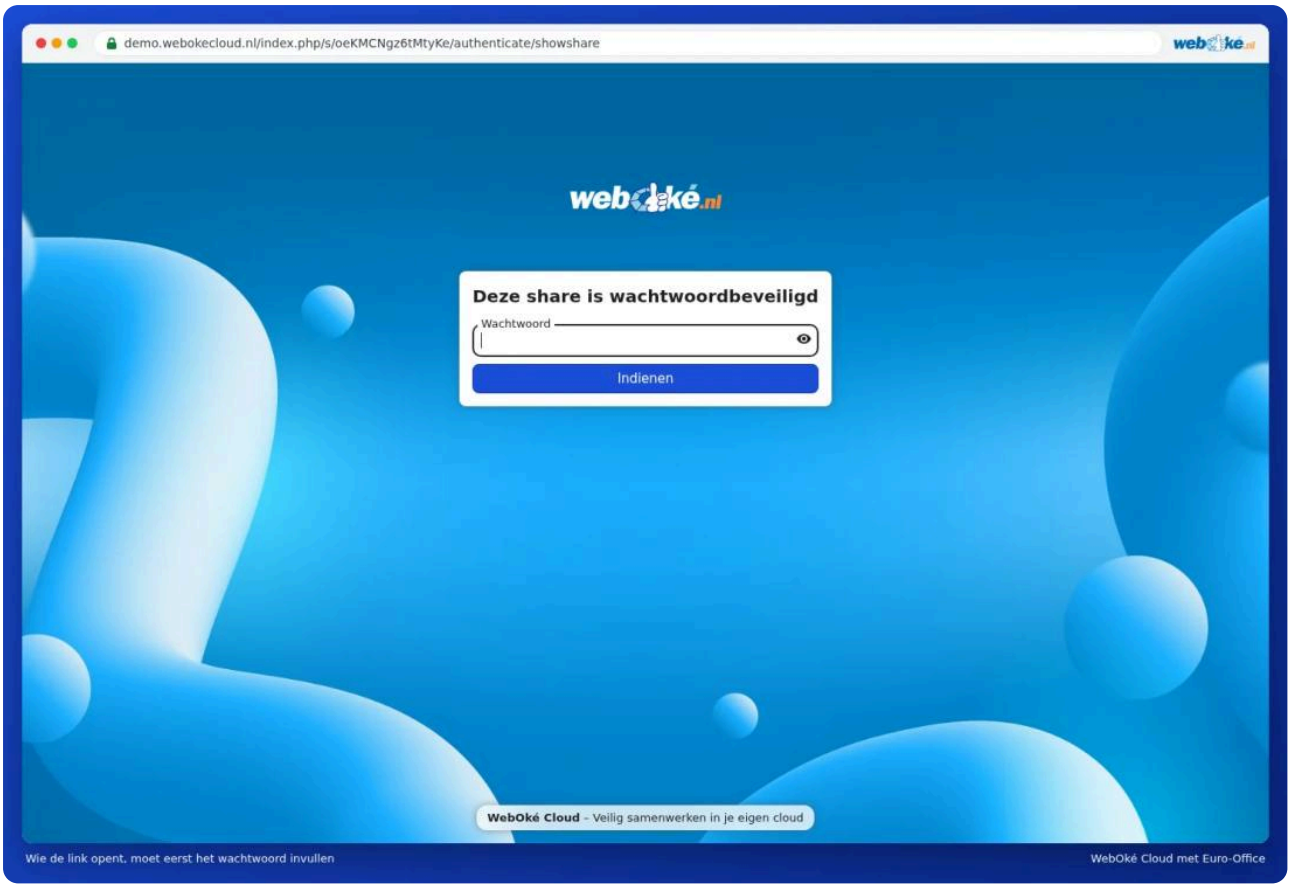
1. Open the sharing sidebar of the file and click the three dots next to the link.
2. Choose **Customise link** and click **Advanced settings**.
3. Tick **Set password** (1) and type a password.
4. Tick **Set expiration date** (2) and choose the date on which the link should stop working.
5. Click **Update share** (3).



A password and an expiration date on the link

The same block contains more useful options. With **Share label**, you give the link a name, for example "Link for the client", so you know later what it was for. **Hide download** removes the download button, and with **Limit downloads** you set how many times the file may be downloaded. Under **Note to recipient**, you add a short explanation that the recipient will see.

When someone opens the link, your WebOké Cloud first asks for the password. Only then does the document open.



Anyone who opens the link enters the password first

Tip: don't send the password in the same message as the link. For example, email the link and send the password via text message or WhatsApp, or agree on it over the phone.

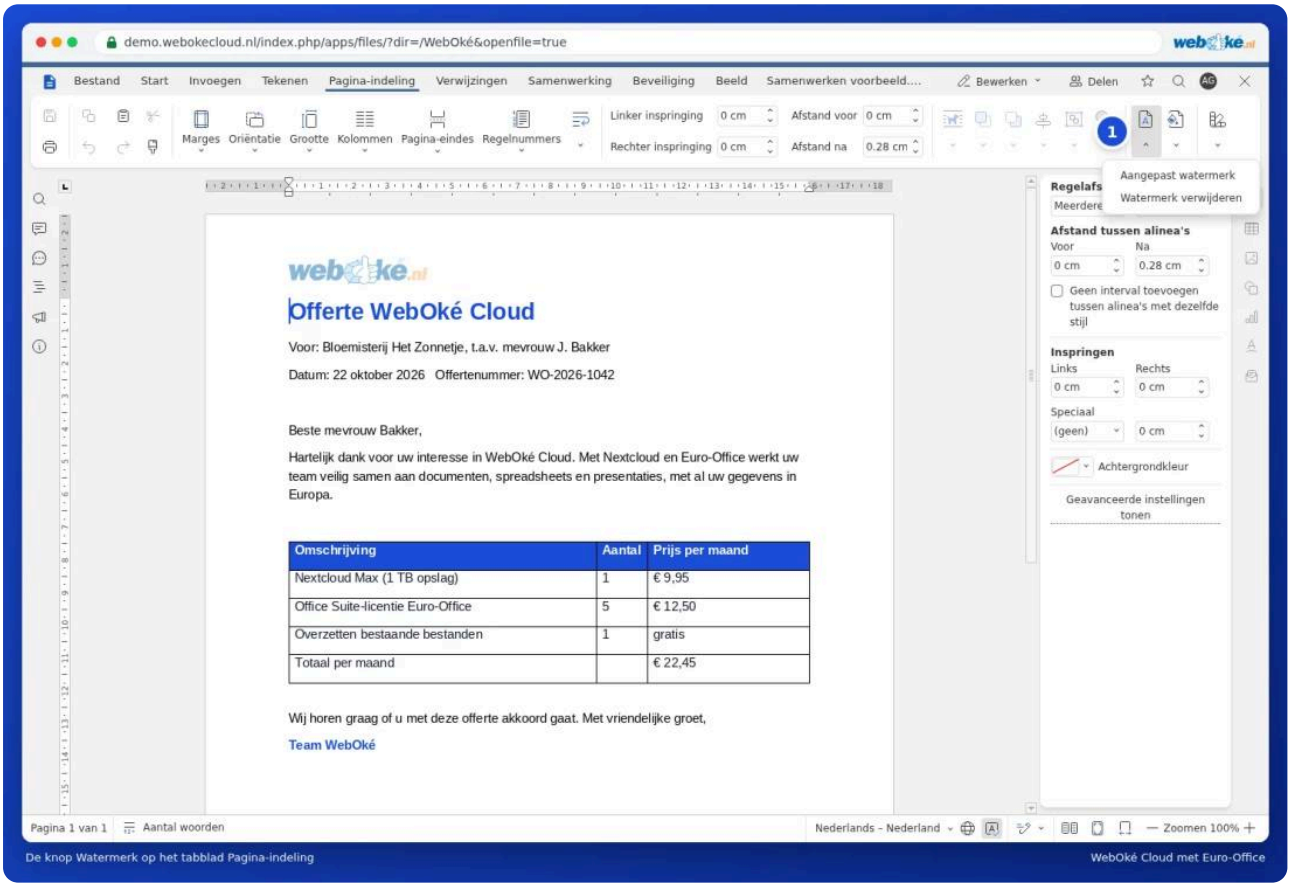
After the expiration date, the link stops working. So you don't need to remember to remove it yourself. If you want to stop it earlier, choose **Unshare** from the link's menu.

9.4 Using a watermark

A watermark is a light piece of text or an image placed diagonally or straight across every page, for example "DRAFT" or "CONFIDENTIAL". This way, anyone reading or printing the document immediately sees that it's not a final version, or that it shouldn't be shared further. Handy before you share a document.

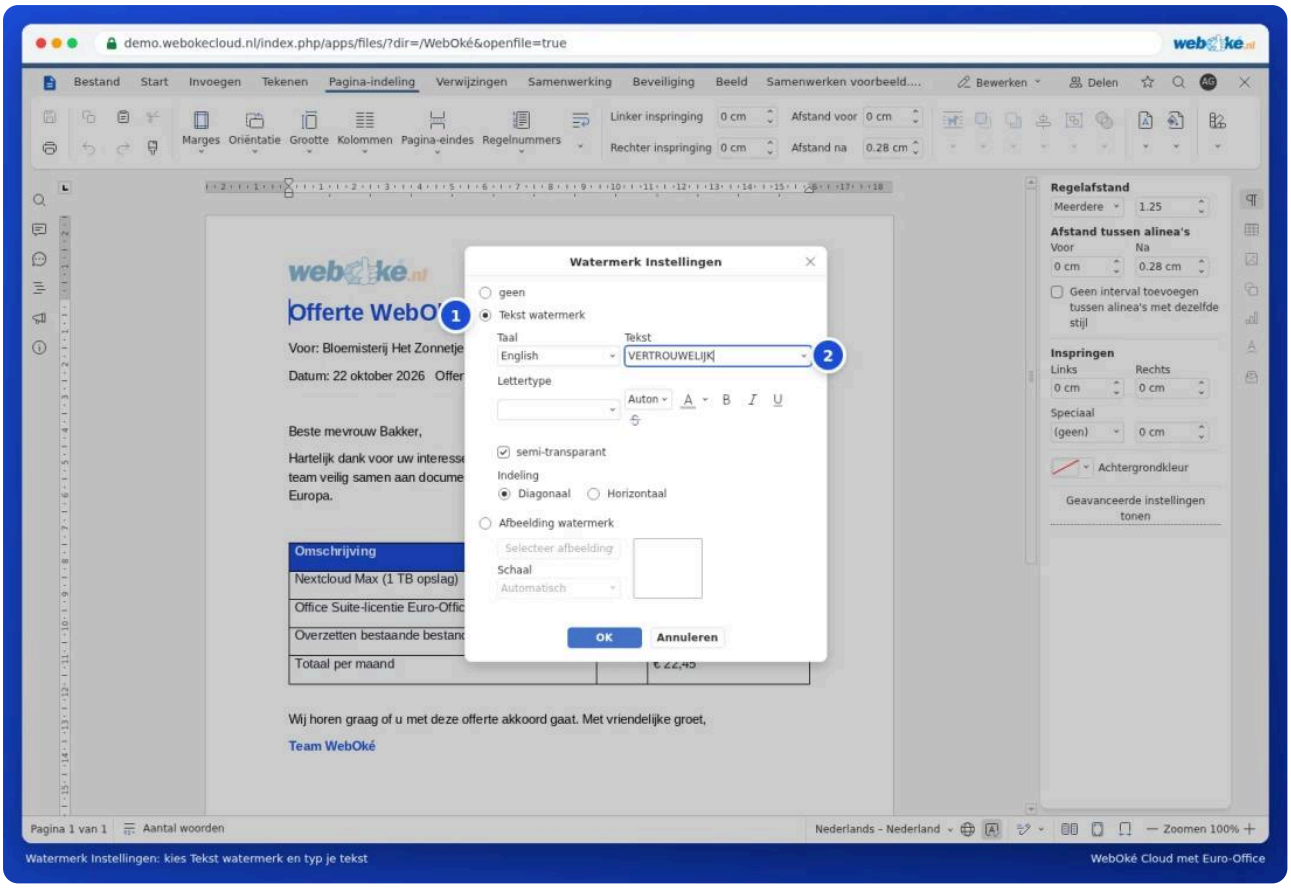
Adding a watermark

1. Open the document and go to the **Layout** tab.
2. Click the **Watermark** button (1), on the right of the tab: the sheet with the letter A. If your screen is wide enough, the word Watermark appears underneath it. Choose **Custom watermark**.



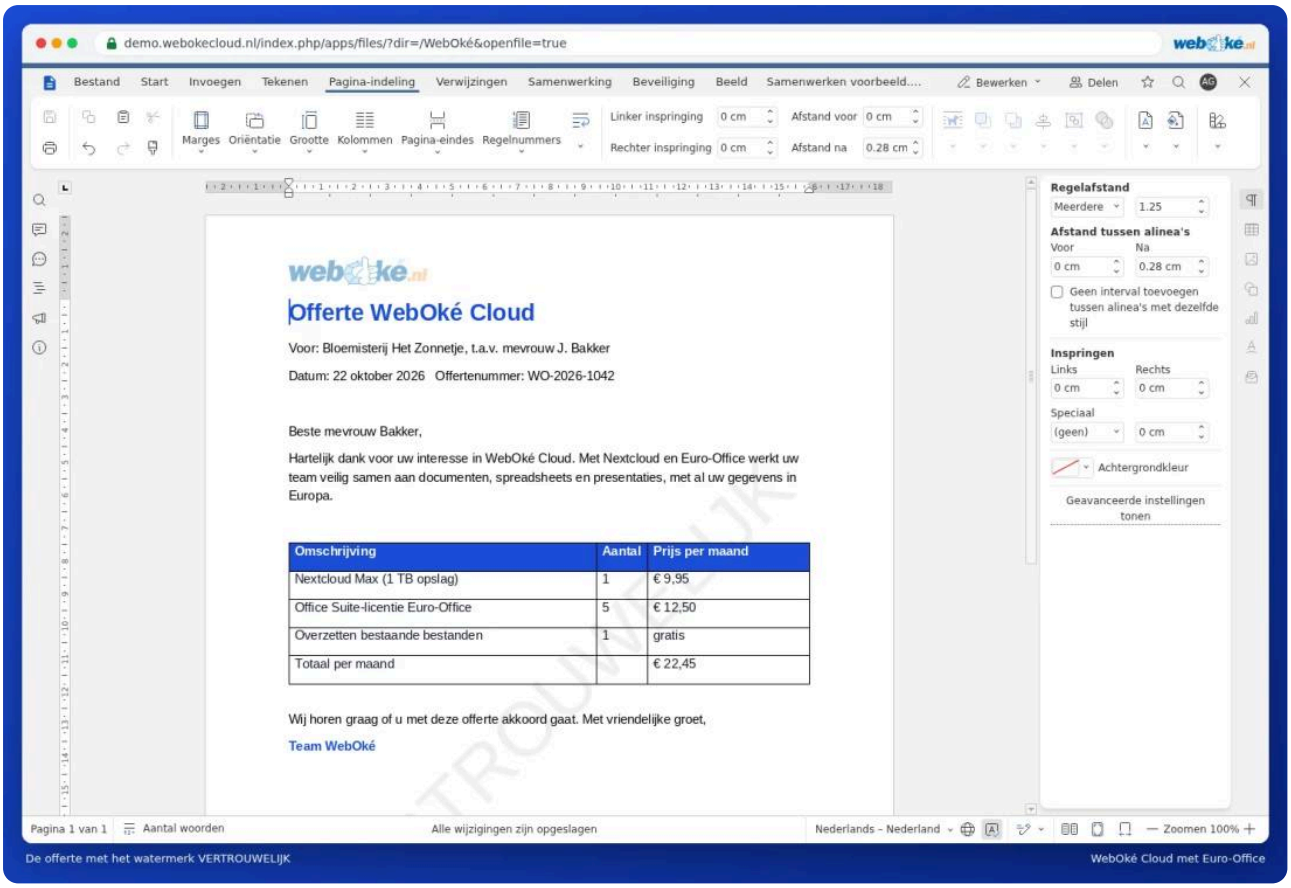
The Watermark button

3. Choose **Text watermark** (1).
4. Under **Text**, type your own text (2), or choose a text from the list. With **Language**, you decide which language the ready-made texts in the list are shown in.
5. Choose the font, the colour and whether the text is **semi-transparent**. Under **Layout**, choose **Diagonal** or **Horizontal**.
6. Click **OK**.



Setting up the watermark

The watermark now appears on every page of the document.



The document with a watermark

Prefer a logo as your watermark? Then choose **Image watermark** and **Select image**: from your computer, from your Nextcloud, or via a web address. Under **Scale**, set the size.

Removing a watermark

On the **Layout** tab, click **Watermark** and choose **Remove watermark**.

Please note: a watermark is part of the document itself. It makes clear that something is confidential, but it doesn't protect the document. Anyone who is allowed to edit the document can also remove the watermark. So share using **View only** if the recipient shouldn't be able to make changes, or send a PDF (see Printing and saving as PDF).

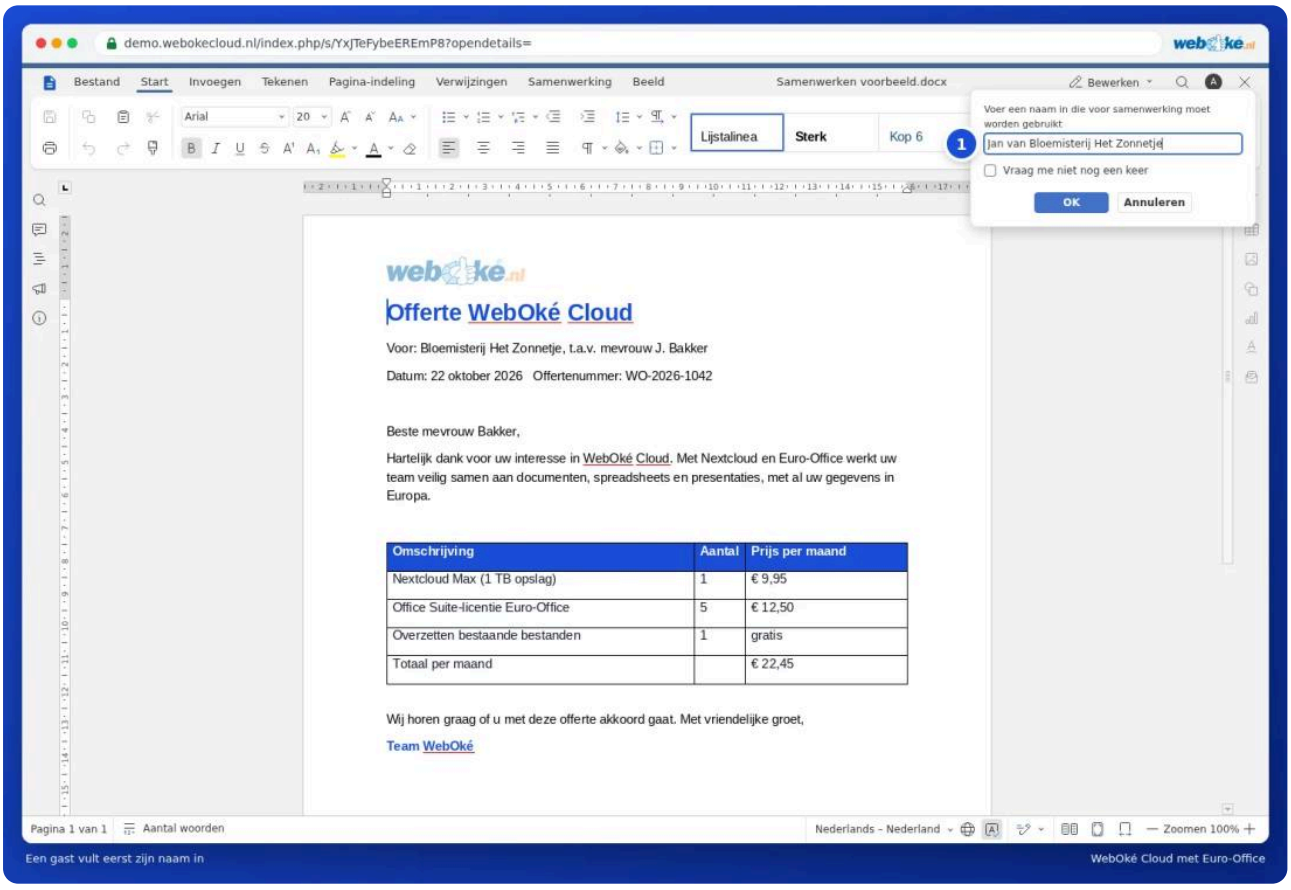
9.5 Sharing with someone outside your organisation

A client, your accountant or a volunteer doesn't have an account in your WebOké Nextcloud. You can still work together with them. There are two ways to do this.

Method 1: a public link (most common)

Create a public link as described in Creating a public link (view or edit), preferably add a password and expiry date (Password and expiration date on a link), and send the link to the recipient. If the recipient should be able to edit as well, choose **Can edit**.

The recipient clicks the link and the document opens in Euro-Office in the browser. No account or program is needed. If the link has a password, the recipient enters it first. Euro-Office then asks for a name (1). This name appears next to the changes, comments and in the chat. If the recipient doesn't enter anything, they appear as **Guest**.

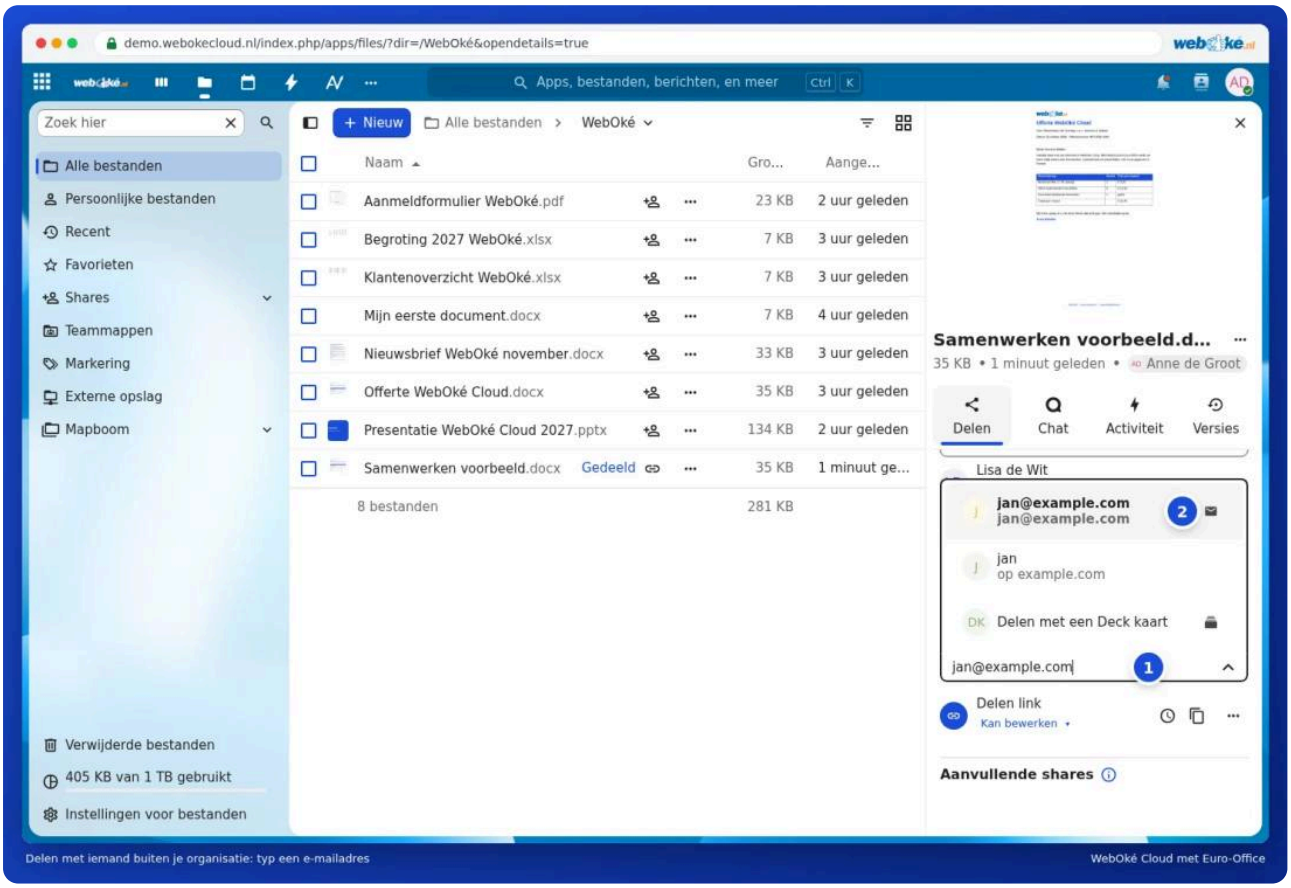


What the recipient of the link sees

Are you in the document at the same time? Then you work together just like with a colleague: you see each other's changes immediately (see Working on a document at the same time).

Method 2: sharing via External shares

In the sharing sidebar, type an email address (1) in the field under **External shares** and select the address with the envelope icon from the list (2). Just as with a colleague, you then choose what the other person is allowed to do and click **Save share**. Your WebOké Nextcloud creates a personal link for that person and sends it by email. This way, you can see exactly who you've shared the file with in the sharing sidebar, and you can unshare per person.



Sharing with someone outside your organisation

Does the other person also use Nextcloud, for example at a different company? Then type their federated Cloud ID, which looks like **name@cloud.example.com**. The file then simply appears in the other person's Nextcloud.

Sharing safely with people outside your organisation

- Only grant editing rights if it's really necessary. For reading along, **View only** is enough.
- Add a password and expiry date to the link (Password and expiration date on a link).
- Share the file itself rather than an entire folder, unless the other person really needs to see everything in that folder.
- Use a watermark if the document is confidential (Using a watermark).
- Done? Choose **Unshare** in the link's menu.

Tip: everything stays in your own WebOké Cloud, in Europe. You don't send copies around, so you always know which version is the latest.

10

On your computer and on the go

10.1 Euro-Office as a program on your computer: what is it and when do you use it?

Euro-Office simply works in your browser: you open a document in your WebOké Nextcloud and get started. Would you rather work with a program on your computer, just like with Word, Excel or PowerPoint? Then install the free program **Nextcloud Office**. That's Euro-Office as a program for Windows, Mac and Linux, made by Nextcloud.

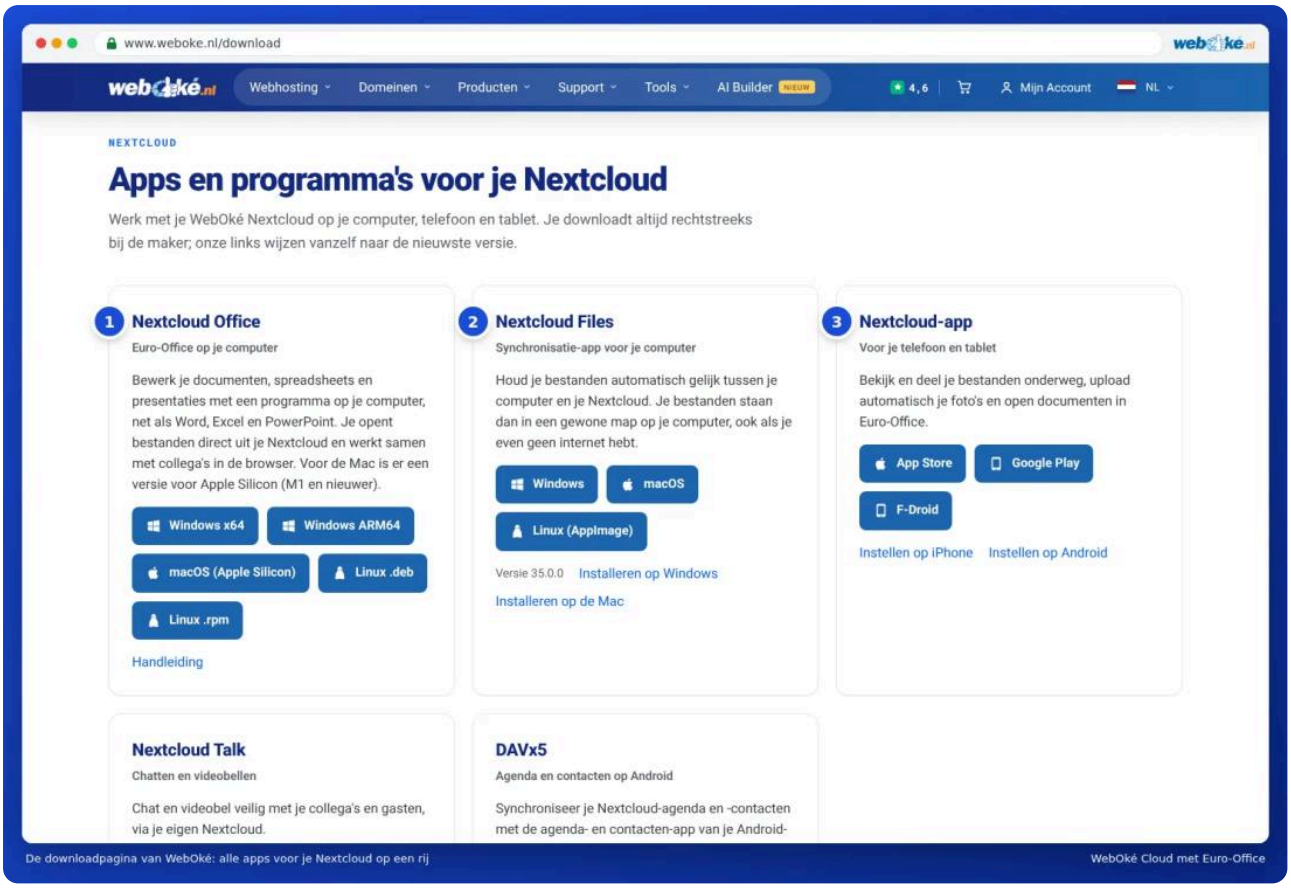
What can you do with it?

- Open, create and edit documents (docx), spreadsheets (xlsx), presentations (pptx) and PDFs. Older formats such as doc, xls and ppt and LibreOffice formats (odt, ods, odp) also open fine.
- Edit files on your own computer, even when you don't have internet access for a while, for example on a train.
- Connect the program to your WebOké Nextcloud. Then you open your files from the cloud directly in the program and work together with colleagues who are working in the browser. See Linking the program to your WebOké Nextcloud and Working together with colleagues in the browser and the program.

The buttons and menus are the same as in the browser. So everything you read in this manual about text documents, spreadsheets, presentations and PDFs also applies to the program.

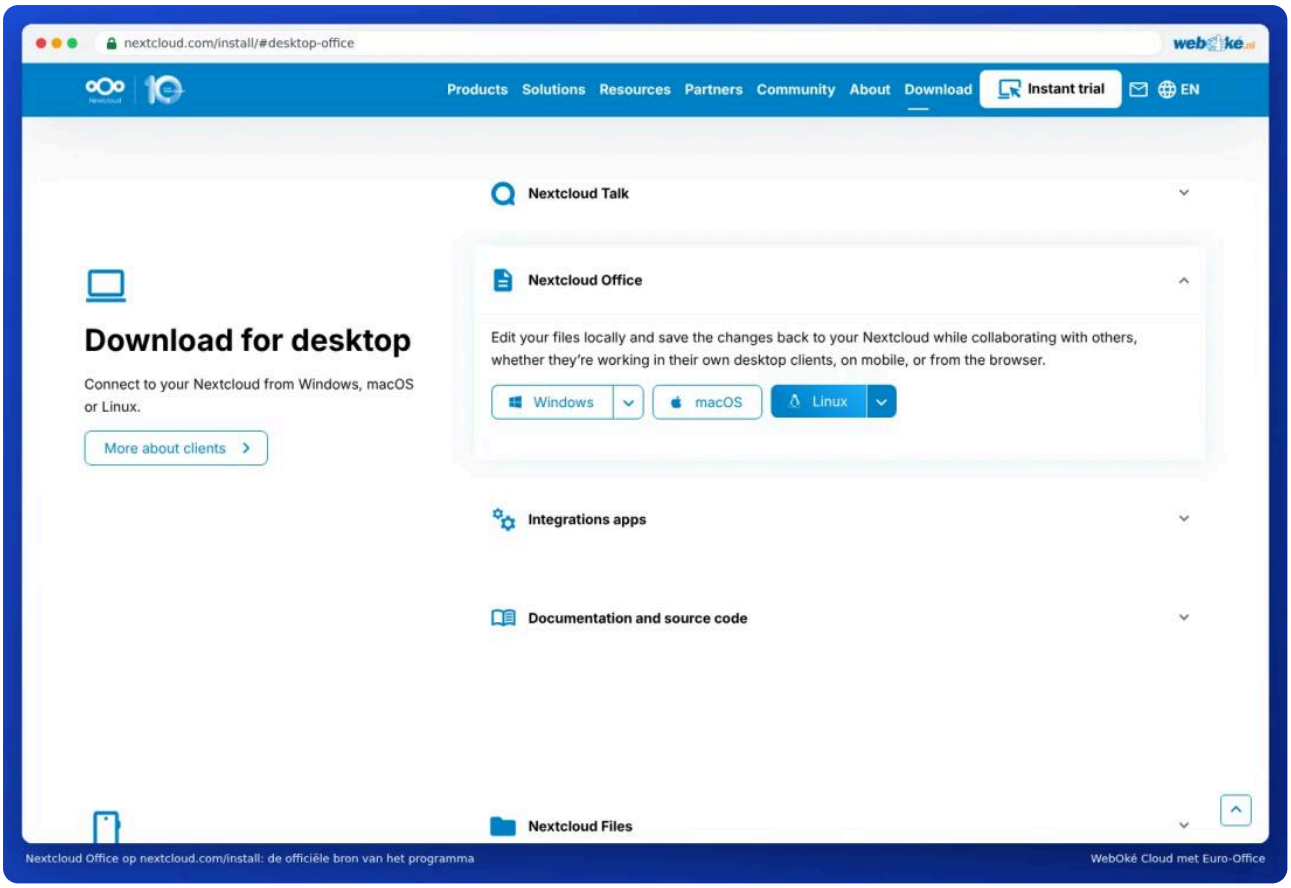
Where do you download it?

Our download page www.weboke.nl/download brings together all apps and programs for your WebOké Nextcloud: Nextcloud Office (1), the synchronisation app Nextcloud Files (2), and the Nextcloud app for your phone and tablet (3). Our buttons always point to the latest version, and you download directly from the maker, from download.nextcloud.com.



All apps for your WebOké Nextcloud at www.weboke.nl/download

The program is also available on Nextcloud's official page: nextcloud.com/install, under **Download for desktop** and then **Nextcloud Office**.



The same downloads at nextcloud.com/install

Which computers are supported?

Computer	Version	Download
Windows, regular PC or laptop (Intel or AMD)	Windows x64	Windows x64
Windows with an ARM processor (for example a Copilot+ PC with Snapdragon)	Windows ARM64	Windows ARM64
Mac with Apple Silicon (M1 and newer)	macOS	macOS (Apple Silicon)
Linux: Ubuntu, Debian, Linux Mint	.deb	Linux .deb
Linux: Fedora and similar	.rpm	Linux .rpm

A Mac with an Intel processor isn't supported. On such a Mac, you simply work in the browser.

Browser or program: which do you choose?

	In the browser	Nextcloud Office program
Installation	Not needed	Once, per computer

Works without internet	No	Yes, for files on your computer
Working together with colleagues	Yes	Yes, if you open the file from your connected Nextcloud
Phone and tablet	Yes, in the browser or the Nextcloud app	No
Updates	Automatic, by WebOké	The program notifies you of a new version itself

Tip: not sure? Start in the browser. That works on any computer and you don't need to install anything. The program is especially handy if you often work without internet or prefer a separate window.

10.2 Downloading and installing on Windows (x64 and ARM64)

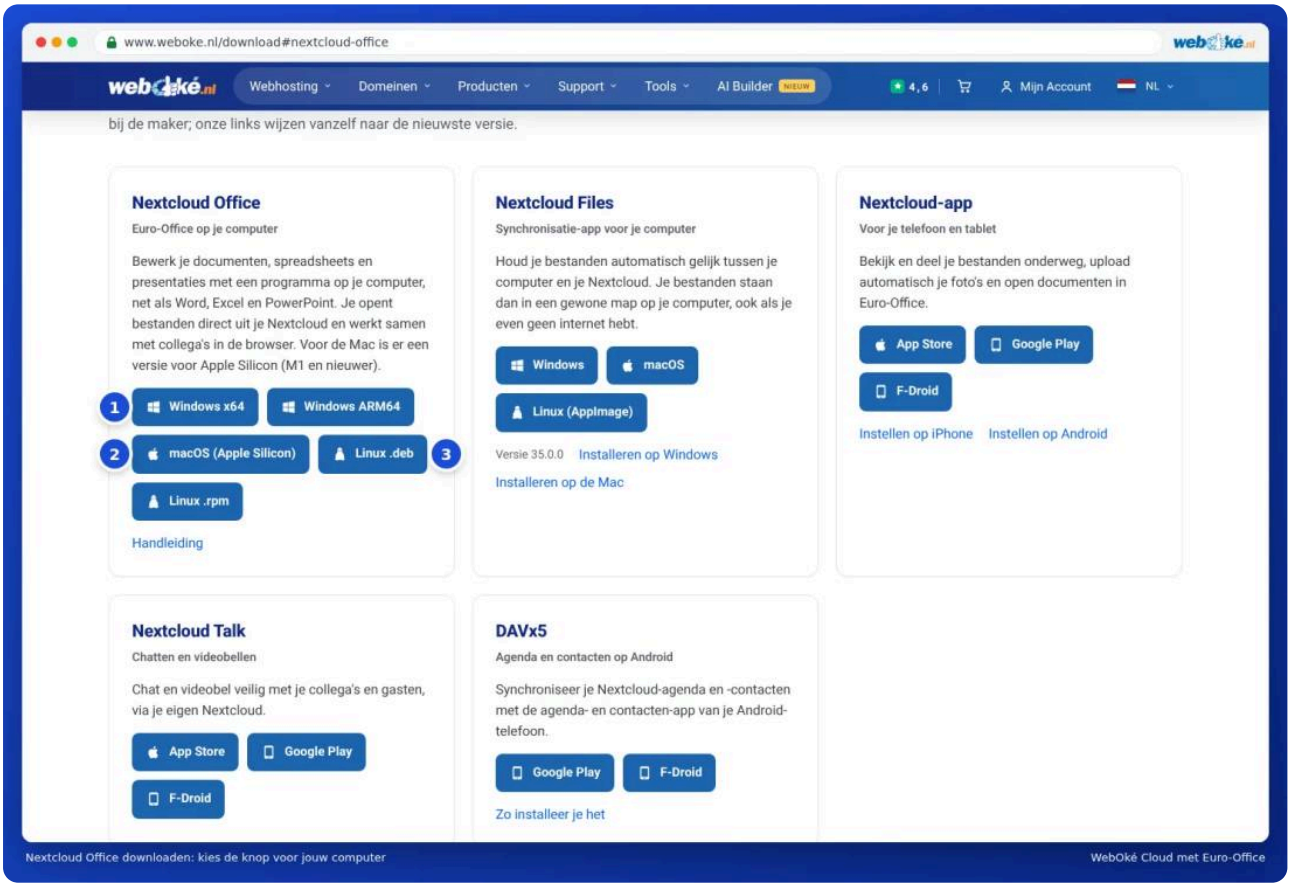
This is how you set up Nextcloud Office on a Windows computer. The installation file is around 600 MB.

Which version do you need?

Nextcloud Office is available for 64-bit Windows in two versions:

- **Windows x64** (1): for almost all PCs and laptops, with an Intel or AMD processor.
- **Windows ARM64**: only for computers with an ARM processor, such as laptops with a Snapdragon chip.

Not sure which one you need? Click **Start**, then **Settings**, **System** and **About**. Under **System type** you'll see "x64" or "ARM". If you're using an older 32-bit version of Windows, the program won't work; use the browser instead.



Choose Windows x64 (1), macOS (2) or Linux (3)

Downloading

1. Go to www.weboke.nl/download.

2. Under **Nextcloud Office**, click **Windows x64** or **Windows ARM64**. You can also use these links directly: Windows x64 or Windows ARM64.
3. The file ends up in your **Downloads** folder. It's named something like **Nextcloud-Office-DesktopEditors-latest-windows-x64.exe**.

Installing

1. Double-click the downloaded file.
2. Windows asks whether the program may make changes. Click **Yes**. You'll need administrator rights on the computer for this.
3. Follow the steps in the installer. You can leave the suggested settings as they are.
4. After installation, you'll find **Nextcloud Office** in the Start menu.

The first time you start it, you'll see the start screen. On the left you'll find options such as **Create new**, **Recent files**, **Open local file**, **Connect to cloud** and **Settings**. You can read how to connect the program to your WebOké Nextcloud in Linking the program to your WebOké Nextcloud.

Language and display

Is the program showing in another language than you'd like? Click **Settings** on the left and choose your language under **Interface language**. The new language takes effect after you restart the program. Under **Interface theme**, choose light, dark, or the same as your system.

Updating

The program can check for new versions itself. Under **Settings**, use **Updates** to decide whether this happens automatically or whether you're notified first. You can also always download the latest version via the button on our download page and install it over the old one.

Please note: on a work computer, you often can't install programs yourself. In that case, ask your system administrator, or work in the browser.

10.3 Downloading and installing on Mac (Apple Silicon)

Nextcloud Office is available for Macs with an Apple chip: M1, M2, M3, M4 and newer. The installation file is around 1 GB in size, so downloading may take a while.

Do you have a Mac with Apple Silicon?

Click the Apple menu in the top left and choose **About This Mac**. If it shows "Apple M1" or higher next to **Chip**, you can use Nextcloud Office. If it shows **Processor** with "Intel", you have an Intel Mac. There's no version for that, so work in the browser instead.

Downloading and installing

1. Go to www.weboke.nl/download and click **macOS (Apple Silicon)** next to **Nextcloud Office**. Or use this direct link: macOS (Apple Silicon).
2. Open the downloaded file **Nextcloud-Office-DesktopEditors-latest-macos-arm64.dmg** in your Downloads folder.
3. A window opens with the program. Drag it to the **Applications** folder.
4. Open the program from Applications or via Launchpad. The first time, your Mac will ask whether you want to open a program downloaded from the internet. Click **Open**.
5. Then eject the dmg disk image in Finder. You can delete the dmg file itself.

The program is signed and verified by Apple, so you don't need to change any security settings.

After installation

You'll see the start screen with **Create new**, **Recent files**, **Open local file**, **Connect to cloud** and **Settings** on the left. Under Settings, you choose the **Interface language** and the **Interface theme**, and how the program handles **Updates**. Then link your WebOké Nextcloud, see Linking the program to your WebOké Nextcloud.

Tip: want docx and xlsx files to always open in Nextcloud Office from now on? Set this up via the file's information in Finder, under **Open with**, and apply it to all files of that type.

10.4 Downloading and installing on Linux (deb and rpm)

For Linux, Nextcloud Office is available as a .deb package (Ubuntu, Debian, Linux Mint and similar) and as a .rpm package (Fedora and similar). Choose whichever suits your Linux system.

Your Linux	Package	Download (x64)
Ubuntu, Debian, Linux Mint, Pop!_OS	.deb	Linux .deb
Fedora and other systems with dnf	.rpm	Linux .rpm

Our download buttons are for standard 64-bit PCs (x64). Do you have a computer with an ARM processor (arm64 or aarch64)? Then use the package repository below, as it has both versions.

Installing with a downloaded package

On many Linux versions, you simply double-click the downloaded file and install it with the software store. Prefer the terminal? Go to the Downloads folder and type:

- Ubuntu and Debian: **sudo apt install ./Nextcloud-Office-DesktopEditors-latest-linux-x64.deb**
- Fedora: **sudo dnf install ./Nextcloud-Office-DesktopEditors-latest-linux-x64.rpm**

After that, **Nextcloud Office** appears in your menu of programs.

Installing via the package repository (with automatic updates)

Nextcloud has its own package repository. The advantage: the program gets updated along with your regular system updates, and it works on both x64 and ARM64.

Ubuntu and Debian:

1. **sudo install -d -m 0755 /etc/apt/keyrings**
2. **sudo curl -fsSL https://download.nextcloud.com/office/repo/nextcloud-office.asc -o /etc/apt/keyrings/nextcloud-office.asc**
3. **echo "deb [signed-by=/etc/apt/keyrings/nextcloud-office.asc] https://download.nextcloud.com/office/repo/deb stable main" | sudo tee /etc/apt/sources.list.d/nextcloud-office.list**
4. **sudo apt update** and then **sudo apt install nextcloud-office-nextcloudoffice**

Fedora: create the file **/etc/yum.repos.d/nextcloud-office.repo** with this content:

[nextcloud-office]
name=Nextcloud Office

baseurl=https://download.nextcloud.com/office/repo/rpm/stable/$basearch
enabled=1
gpgcheck=1
repo_gpgcheck=1
gpgkey=https://download.nextcloud.com/office/repo/nextcloud-office.asc

Then type **sudo rpm --import https://download.nextcloud.com/office/repo/nextcloud-office.asc** and **sudo dnf install nextcloud-office-nextcloudoffice**.

These steps come from the official documentation of Euro-Office. Then connect your WebOké Nextcloud, see Linking the program to your WebOké Nextcloud.

Please note: don't install both the downloaded package and the package from the package repository. Choose one method, otherwise you'll end up with the program installed twice.

10.5 Linking the program to your WebOké Nextcloud

Link your Nextcloud Office to your WebOké Nextcloud, and you can open your cloud files directly in the program. Whatever you save goes straight back to your Nextcloud, and colleagues can work on it at the same time.

What do you need?

- The **address of your Nextcloud**. This is the address you see in the browser when you're logged in, without the part after the name. In this guide, it's **https://demo.webokecloud.nl**; for you, it might be **https://cloud.jouwbedrijf.nl** or an address ending in webokecloud.nl.
- Your **username** (or email address) and your **regular password** for your Nextcloud.
- If you use two-factor authentication: your phone or mailbox for the code.

Making the connection

1. Open Nextcloud Office and click **Connect to cloud** on the left.
2. Choose **Nextcloud** from the list of clouds.
3. Under **Cloud office URL**, enter the address of your Nextcloud, for example **https://demo.webokecloud.nl**.
4. Click **Connect now**.
5. The login screen for your WebOké Nextcloud opens in the program. Log in with your username and password, and enter the two-factor authentication code if asked.
6. You'll now see your files, just like in the browser. From now on, your Nextcloud appears on the left under **Connected clouds**.

Click a document and it opens in a tab in the program. Any changes you make are saved to your Nextcloud. The next time you open the program, just click your Nextcloud on the left to go straight back to your files.

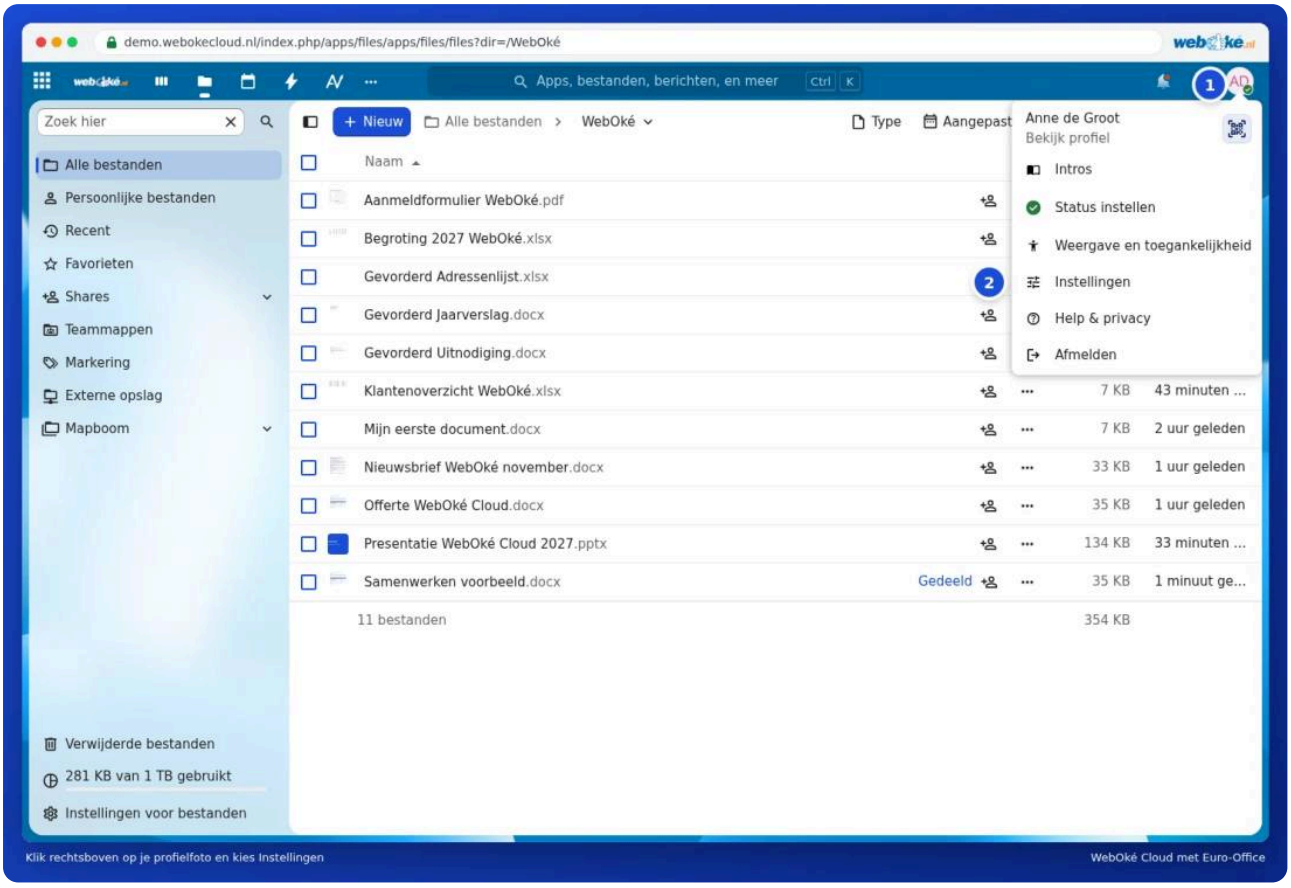
Please note: in the program's login window, log in with your **regular password**, not an app password. An app password won't work in this window. Pasting from a password manager often doesn't work here either, so type your password yourself. And if you normally only log in with a passkey or security key (**Log in without a password**), use your password in the program instead.

Do you see the message **Check the cloud office URL**? Then check the address: it should start with https://, with no spaces and nothing like /apps/files added after it.

Which devices have access? Check Security

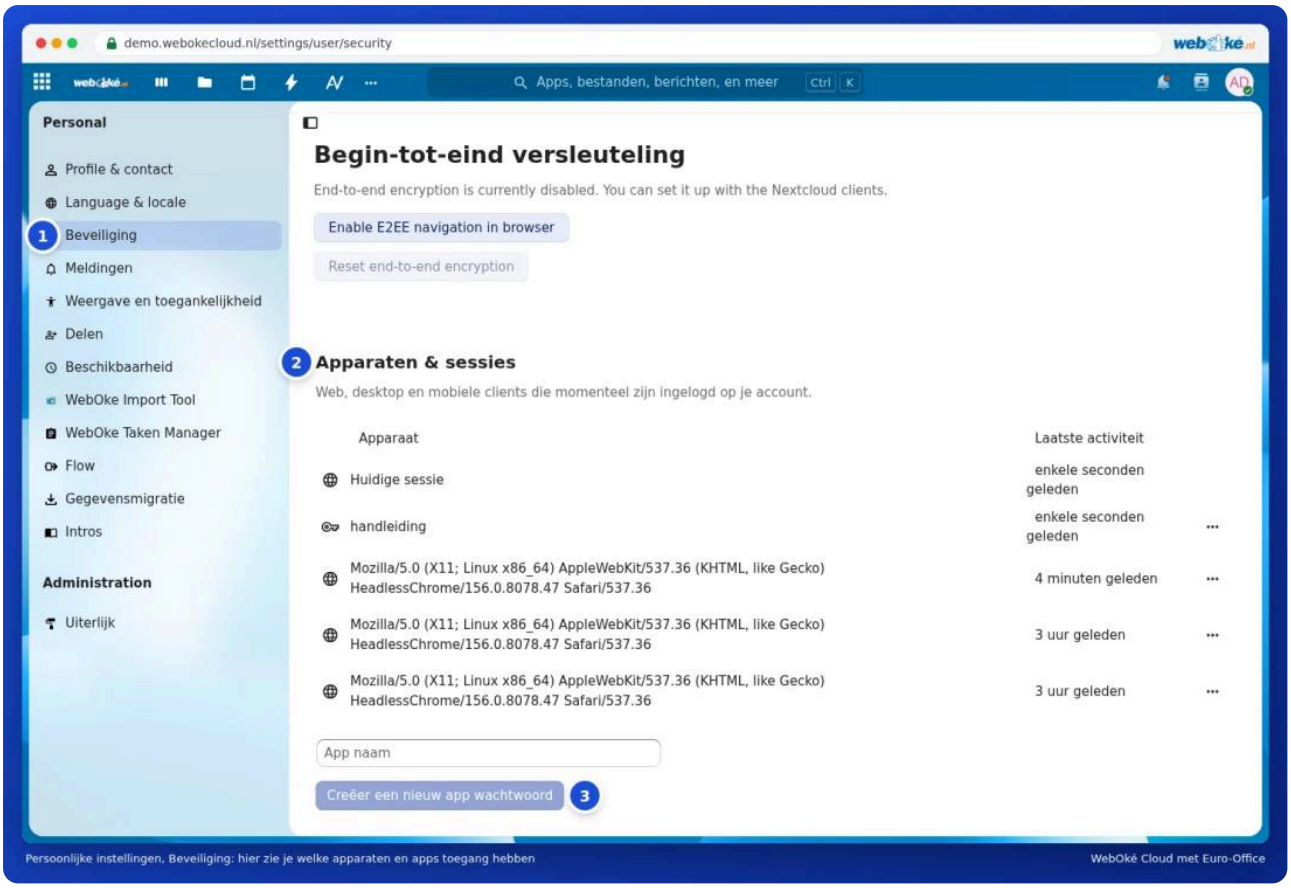
In your WebOké Nextcloud, you can always see which computers, phones and apps have access to your account. Here's how:

1. In your Nextcloud, in the browser, click your profile photo at the top right (1) and choose **Settings** (2).
2. Click **Security** on the left.



Click your profile photo (1) and then Settings (2)

On the Security page (1), under **Devices & sessions** (2), you'll see all the browsers, computers, phones and apps logged in to your account, along with when they were last active. Lost a laptop or phone? Click the three dots next to that device to revoke its access.



Security (1), Devices & sessions (2) and the button for an app password (3)

What is an app password?

An app password is a separate password for a single app. That way, an app doesn't need to know your real password, and you can revoke that one app's access without changing your own password. The Nextcloud app on your phone and the sync app on your computer create this kind of password themselves when you log in through your browser; you'll then see them in the list.

You only need to create an app password yourself for an app that can't show a login screen for your Nextcloud, for example a calendar app or a program that connects via WebDAV: at the bottom, under **App name**, type a name you'll recognise and click **Create new app password** (3). You'll only see the password once, so copy it straight into that app. You don't need an app password for Nextcloud Office.

Tip: opening a document from the cloud works through your WebOké Nextcloud, just like in the browser. If you can't edit documents in the browser, it won't work in the program either. In that case, ask your Nextcloud administrator to give you access to Euro-Office, see Ordering Office licences and assigning them to users.

10.6 Working together with colleagues in the browser and the program

Are you working in the Nextcloud Office program while your colleague works in the browser? Then you can both work in the same document at the same time, just like two colleagues who are both working in the browser. Condition: you open the document **from your connected Nextcloud** in the program (see Linking the program to your WebOké Nextcloud).

How it works

1. In Nextcloud Office, open your Nextcloud on the left under **Connected clouds**.
2. Open the shared document. Your colleague opens the same document in the browser.
3. You'll see each other's cursor and changes. Comments, mentions, tracked changes and the chat work as described in chapter 8. See Working on a document at the same time and Fast or Strict: the two co-editing modes.

A colleague who doesn't have access to the file can't work along. Share the file first, see Sharing a document with a colleague.

Files on your own computer

If you open a file stored on your own computer (with **Open local file** or by double-clicking it in your Explorer or Finder), you're working alone. Nobody sees your changes until you save the file and it's uploaded to your Nextcloud.

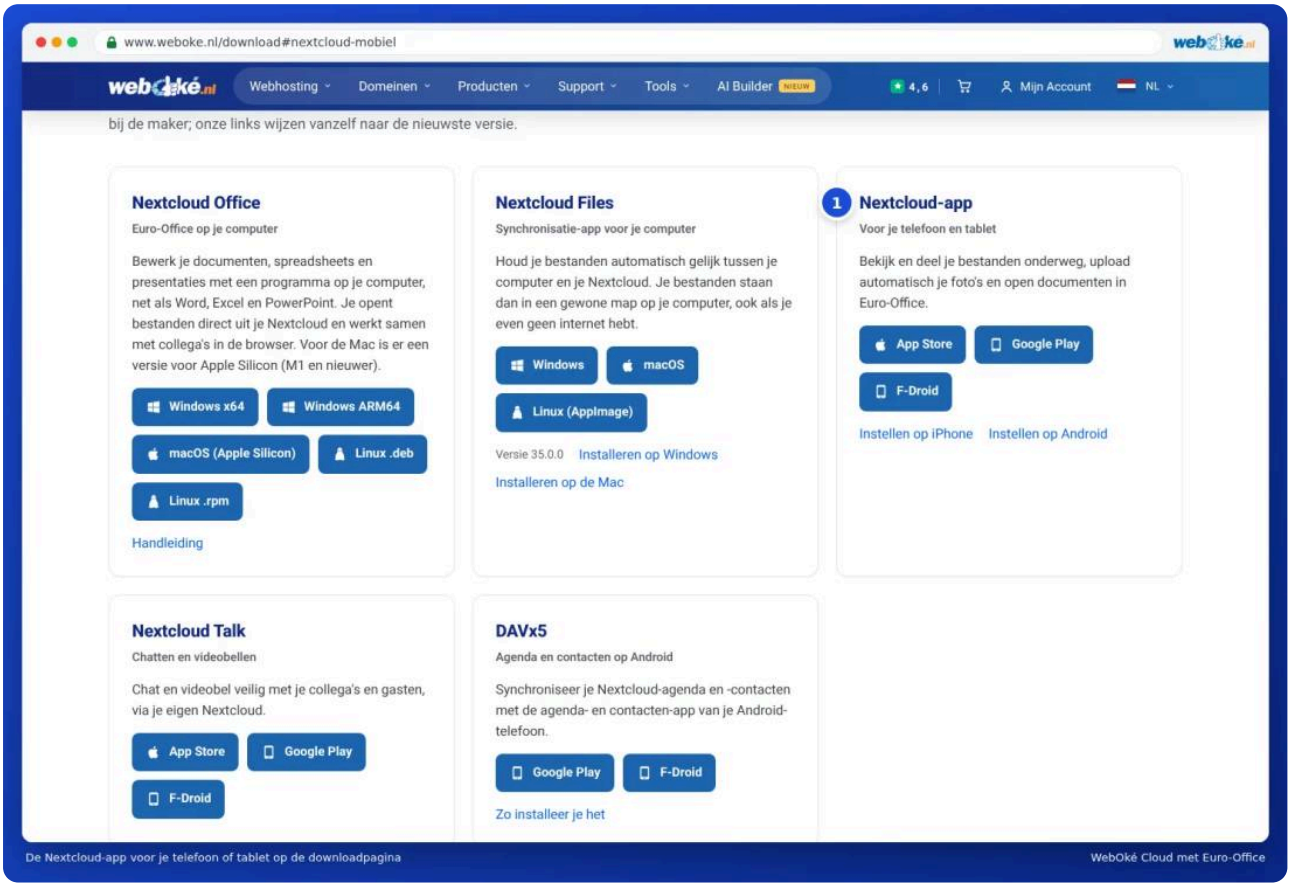
This also applies to files in the folder of the Nextcloud Files sync app (Working with the Nextcloud desktop app (synchronisation)). The app only puts the file in your Nextcloud after you save it. If a colleague is working on the same file in the browser in the meantime, a conflict arises: two versions side by side.

You open the file	Work together at the same time	Without internet
In the browser	Yes	No
In the program, from your connected Nextcloud	Yes	No
In the program, from your own computer or from the sync folder	No	Yes

Please note: always work on a shared file that colleagues are also working on through the browser or through your connected Nextcloud in the program, not through the sync folder. This prevents duplicate versions. Did it happen anyway? In Version History: restoring an older version you can read how to restore an older version.

10.7 Euro-Office in the Nextcloud app on your phone or tablet

You can access your documents on the go too. With the free Nextcloud app on your phone or tablet, you can view and edit your files, and automatically upload your photos, for example.



The Nextcloud app (1) for iPhone, iPad and Android

Installing the app

Device	Where
iPhone and iPad	App store
Android	Google Play or F-Droid

All the links are also on www.weboke.nl/download. Choose the app simply called **Nextcloud**, with the blue logo featuring three circles.

Logging in

1. Open the app and tap **Log in**.
2. Enter the address of your Nextcloud, for example **https://demo.webokecloud.nl**.

3. The login screen of your WebOké Nextcloud opens. Log in with your username and password, and enter the two factor authentication code if prompted.
4. Grant the app access. The app automatically creates an app password; you'll then see your phone listed under **Devices & sessions** (see Linking the program to your WebOké Nextcloud).

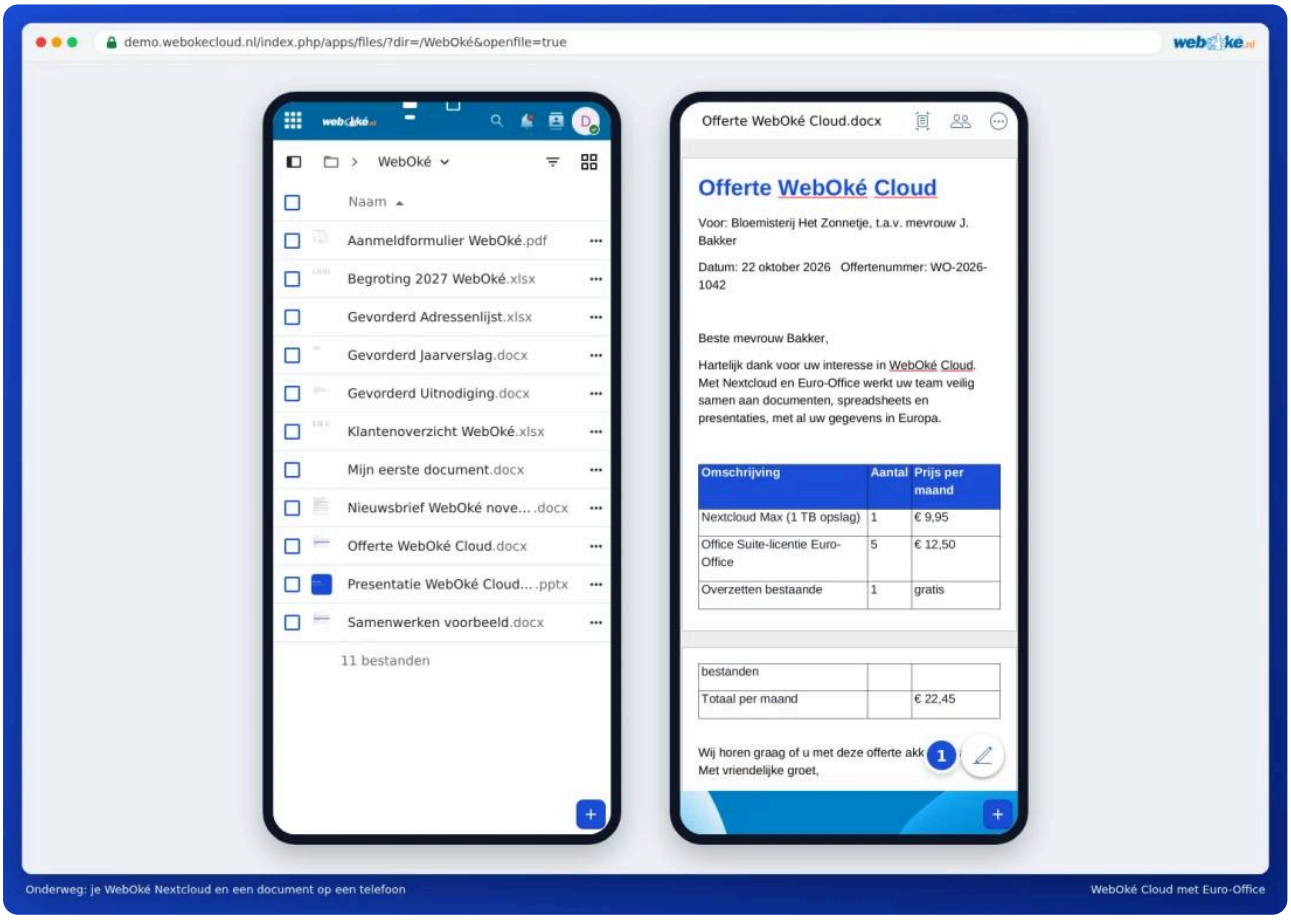
You'll find detailed instructions with screenshots in our knowledge base: Setting up the Nextcloud app on iPhone and Setting up the Nextcloud app on Android.

Opening and editing a document

In the app, tap a document, spreadsheet or presentation. The app opens it in Euro-Office, the editor in your WebOké Nextcloud, in a view suited to a small screen. You can read, type, view comments and collaborate with colleagues. Your changes are saved straight to your Nextcloud.

Or just use your phone's browser

You can also work without the app: open the browser on your phone (Safari, Chrome or another), go to the address of your Nextcloud and log in. You'll see your files in a view designed for your phone. Tap a document and it opens in Euro-Office, initially for reading. Tap the pencil in the bottom right corner (1) to start editing.



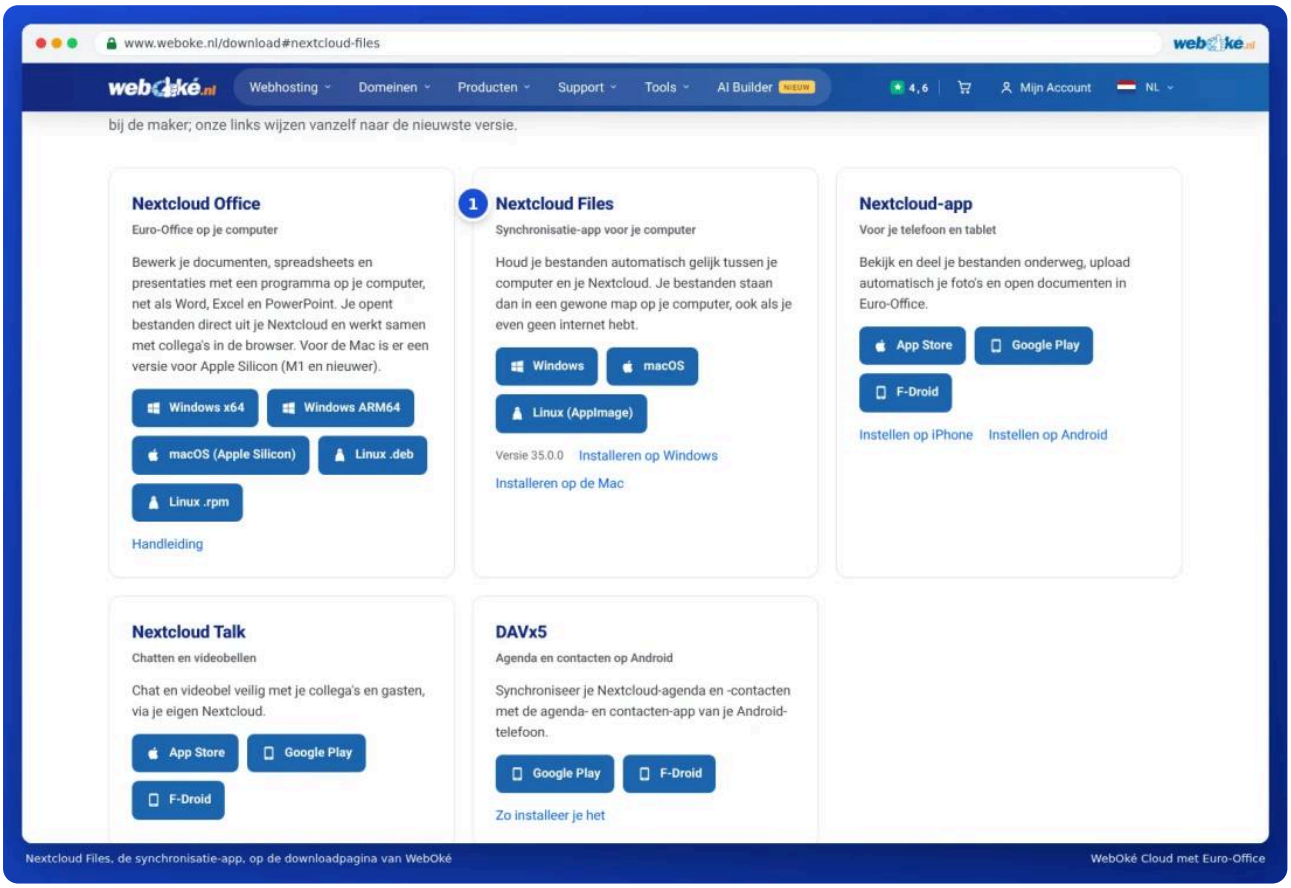
Your files on the left, an open document on the right; tap the pencil (1) to start editing

Tip: a phone screen is small. That's fine for a quick read through or a small change. For bigger tasks, such as formatting a long text or building a large spreadsheet, you'll find it easier to work on a computer or tablet.

Note: lost your phone? In your Nextcloud, revoke that device's access via **Settings**, **Protection** and **Devices & sessions**. See Linking the program to your WebOké Nextcloud.

10.8 Working with the Nextcloud desktop app (synchronisation)

With the free sync app **Nextcloud Files**, your files from your WebOké Nextcloud appear in an ordinary folder on your computer. Whatever you change in that folder automatically goes into your Nextcloud, and the other way round. This way, you can also access your files without an internet connection.



Nextcloud Files (1): the sync app for Windows, Mac and Linux

Downloading

Computer	System requirements according to Nextcloud	Download
Windows	Windows 10 (version 1809 or newer) or Windows 11, 64-bit	Windows
Mac	macOS 13 or newer	macOS
Linux	64-bit (x86_64), as AppImage	Linux (AppImage)

Our buttons always point to the latest version. For older Macs (macOS 11 or 12), Nextcloud has an older version available at nextcloud.com/install.

Installing and logging in

1. Install the app and start it.
2. Choose to log in and enter the address of your Nextcloud, for example **https://demo.webokecloud.nl**.
3. Your browser opens the login screen of your WebOké Nextcloud. Log in, enter the two-factor authentication code if needed, and grant the app access.
4. Choose which folders you want on your computer and where the folder should go.

Step by step with screenshots: Installing Nextcloud Files on Windows and Installing Nextcloud Files on the Mac.

Syncing and Nextcloud Office together

- If you double-click a docx, xlsx or pptx file in the Nextcloud folder, it opens in the programme associated with that file type. This could be Nextcloud Office, but also Word or LibreOffice.
- When you save, the sync app puts the file into your Nextcloud. However, you're then working alone: colleagues only see your changes once you've saved.
- Want to work on a file with colleagues at the same time? Open it in the browser or, via your connected Nextcloud, in Nextcloud Office. See Working together with colleagues in the browser and the program.

Please note: do you see a file in your folder with "conflict" in the name? Then the file was changed in two places at once. Check which version you want to keep and delete the other one. Read more about saving and syncing issues in Saving or syncing isn't working.

Tip: don't need all your files on your computer? In the app, only enable the folders you actually use. That saves space on your disk.

11

Shortcuts and tips

11.1 Handy keyboard shortcuts for all editors

With keyboard shortcuts, you work a lot faster than with the mouse. You probably already know many of them from Word or Excel: in Euro-Office, they work in almost exactly the same way. This article lists the shortcuts that work in all four editors: the word processor, the spreadsheet editor, the presentation editor and the PDF editor.

On Mac, you usually use `Cmd` where Windows uses `Ctrl`, and `Option` where Windows uses `Alt`. For many shortcuts, `Control` also works on Mac instead of `Cmd`. If "none" is shown for Mac, that action has no fixed shortcut on Mac.

File, saving and printing

What	Windows and Linux	Mac
Save	`Ctrl + S`	`Cmd + S`
Print	`Ctrl + P`	`Cmd + P`
Download as (choose a different format)	`Ctrl + Shift + S`	`Cmd + Shift + S`
Open the File menu	`Alt + F`	`Control + Option + F`

Undo and the clipboard

What	Windows and Linux	Mac
Undo	`Ctrl + Z`	`Cmd + Z`
Redo	`Ctrl + Y`	`Cmd + Y`
Cut	`Ctrl + X` or `Shift + Delete`	`Cmd + X`
Copy	`Ctrl + C` or `Ctrl + Insert`	`Cmd + C`
Paste	`Ctrl + V` or `Shift + Insert`	`Cmd + V`
Select all	`Ctrl + A`	`Cmd + A`

Search, comments and chat

What	Windows and Linux	Mac
Search	`Ctrl + F`	`Cmd + F`
Find and replace	`Ctrl + H`	`Control + H`
Open the Comments panel	`Ctrl + Shift + H`	`Cmd + Shift + H`
Add a comment	`Alt + H`	`Cmd + Option + A`

Open chat	`Alt + Q`	`Control + Option + Q`

Formatting text

What	Windows and Linux	Mac
Bold	`Ctrl + B`	`Cmd + B`
Italic	`Ctrl + I`	`Cmd + I`
Underline	`Ctrl + U`	`Cmd + U`
Subscript (small letters below the line)	`Ctrl + .`	`Cmd + .`
Superscript (small letters above the line)	`Ctrl + ,`	`Cmd + ,`
Insert a hyperlink	`Ctrl + K`	`Cmd + K`

Zooming and menus

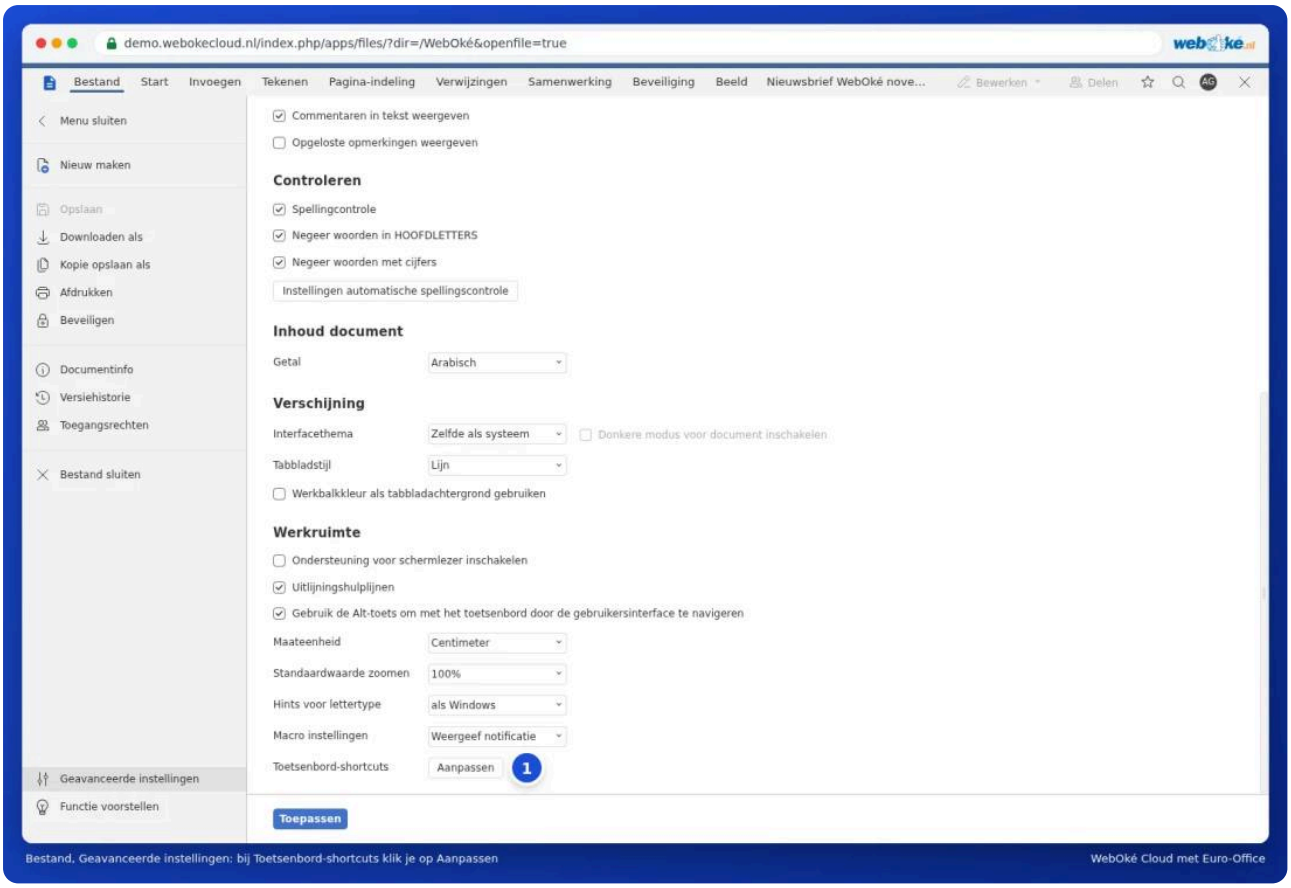
What	Windows and Linux	Mac
Zoom in	`Ctrl + + (numeric)` or `Ctrl + =`	`Cmd + =`
Zoom out	`Ctrl + -`	`Cmd + -`
Back to 100%	`Ctrl + 0`	`Cmd + 0`
Open the context menu (like with the right mouse button)	`Shift + F10`	`Shift + F10`
Turn screen reader support on or off	`Ctrl + Alt + Z`	`Cmd + Option + Z`

Tip: zoom using Euro-Office's buttons or shortcuts, not your browser's zoom. If your browser isn't set to 100%, Euro-Office may ask you to reset your browser's zoom with `Ctrl + 0`.

View all shortcuts yourself

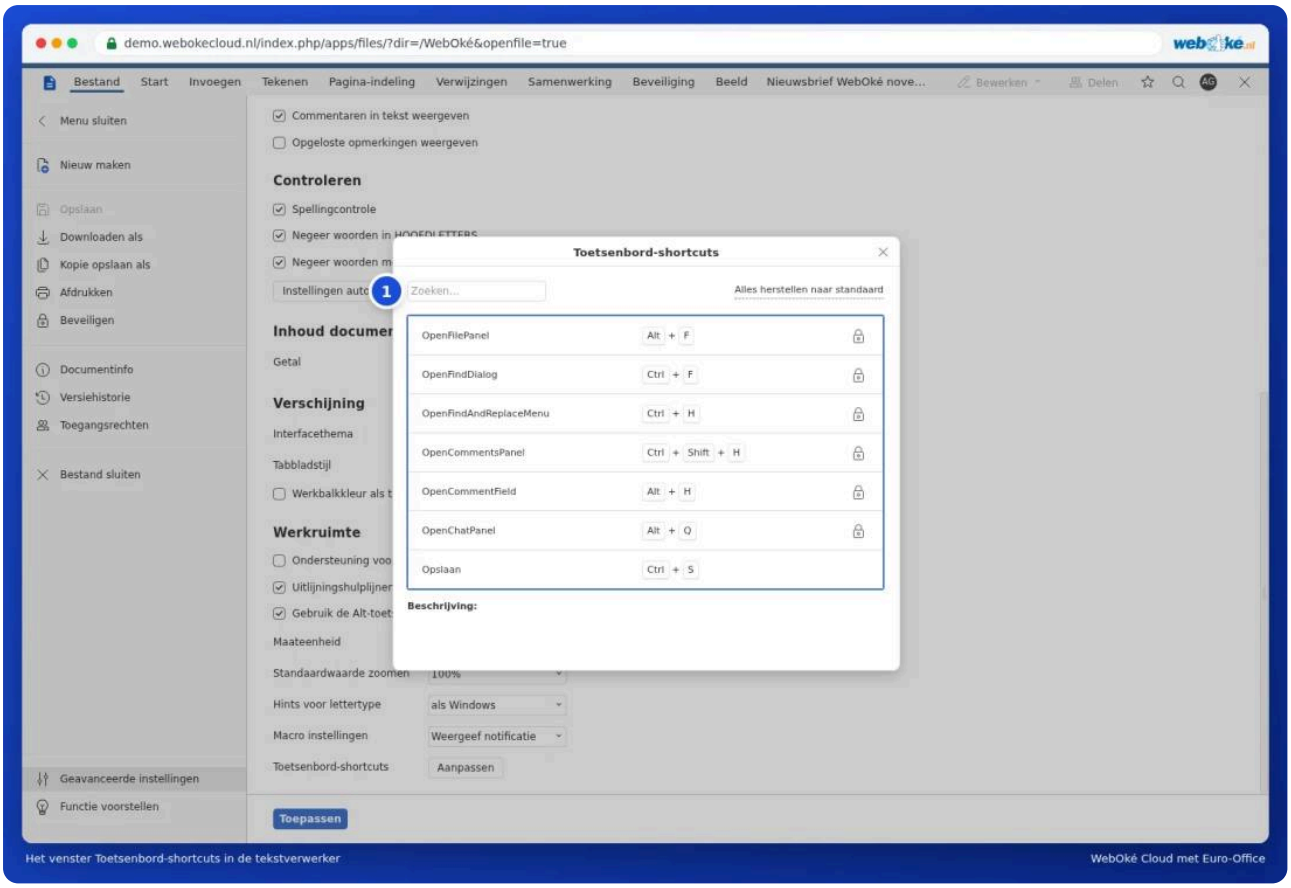
Euro-Office has a window showing all the shortcuts for the editor you're working in. Here's how to open it:

1. Click the **File** tab and choose **Advanced Settings**.
2. Scroll down. Under **Keyboard Shortcuts**, click **Customize** (1).

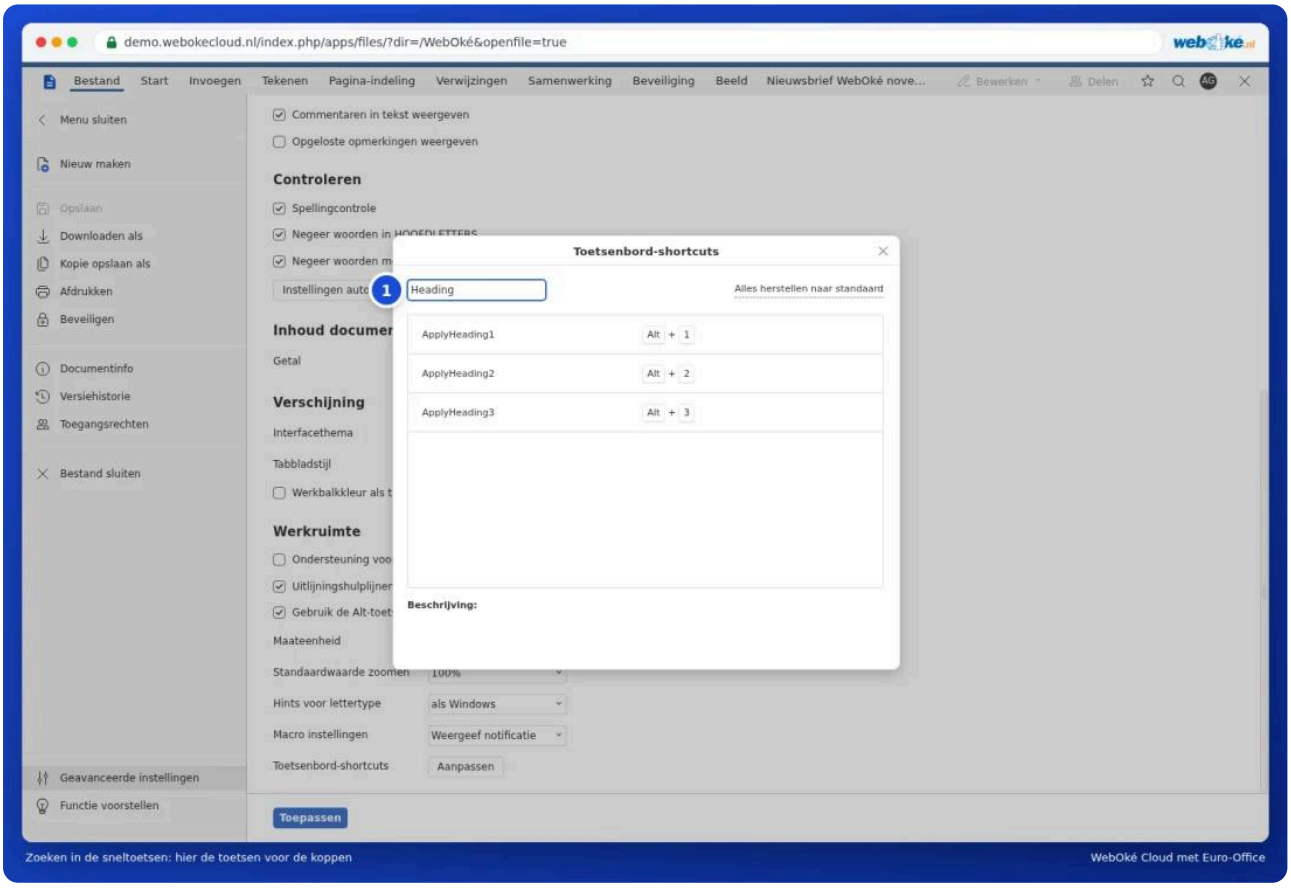


Under Keyboard Shortcuts, click Customize

You'll now see a list of all actions and their keys. Type part of a name in the search field (1) to find something quickly. The names in the list are technical names, partly in English, such as *ApplyHeading1* for the Heading 1 style. Click a row: under **Description** you'll see what the shortcut does.



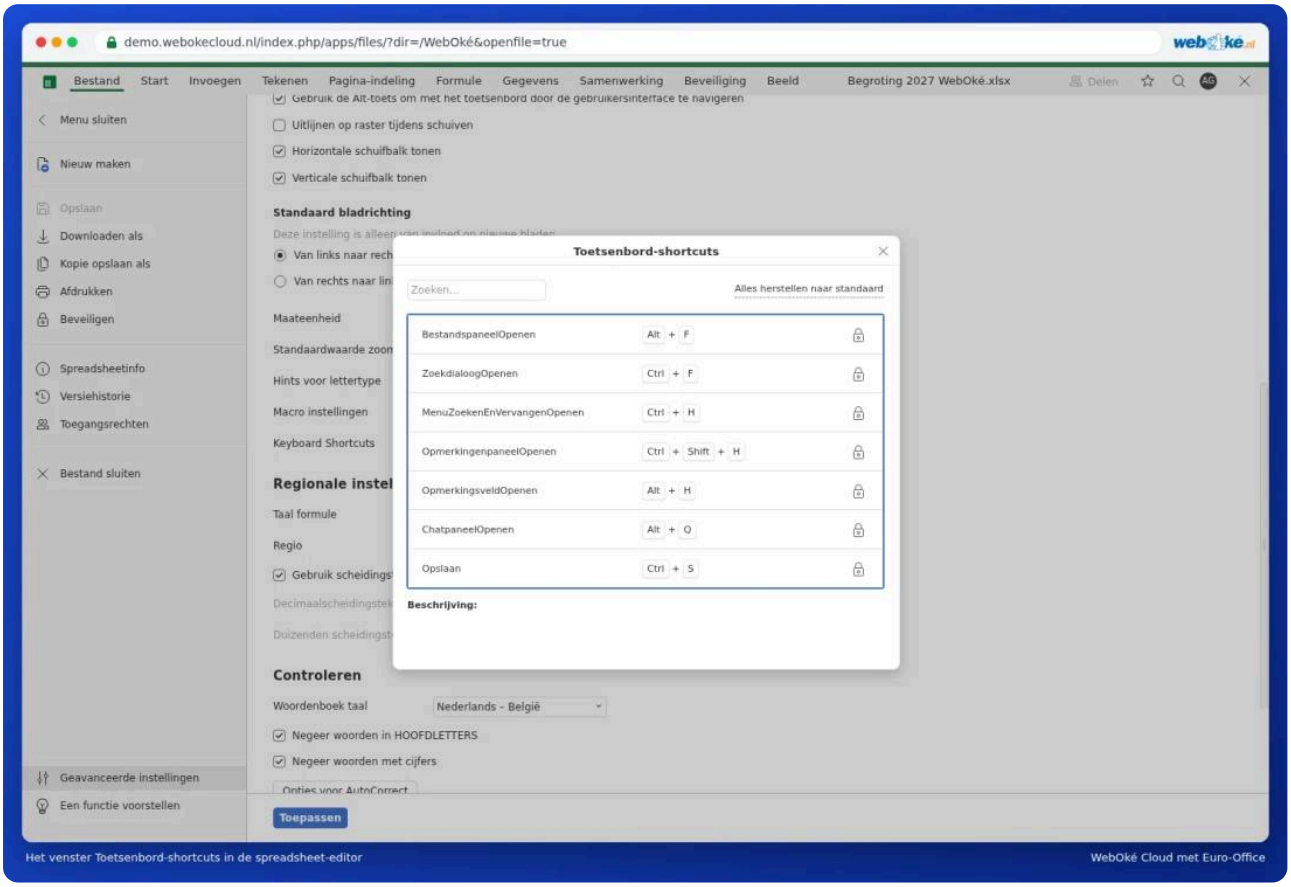
The window with all the word processor's shortcuts



Searching the list of shortcuts

A shortcut with a padlock after it is fixed. You can change the others yourself in the **Edit shortcut** window. Lost track of something? Use **Restore All to Defaults** to set all shortcuts back to how they were. Please note: changed shortcuts only apply in the editor where you changed them. The tables in this guide assume the default keys.

In the spreadsheet editor, the row in the advanced settings is called **Keyboard Shortcuts**. The window works the same way.



The spreadsheet editor's shortcuts

Please note: your browser also uses some keys. If a shortcut doesn't work, your browser or operating system might intercept it first. In that case, use the button in the toolbar instead.

Shortcuts per editor

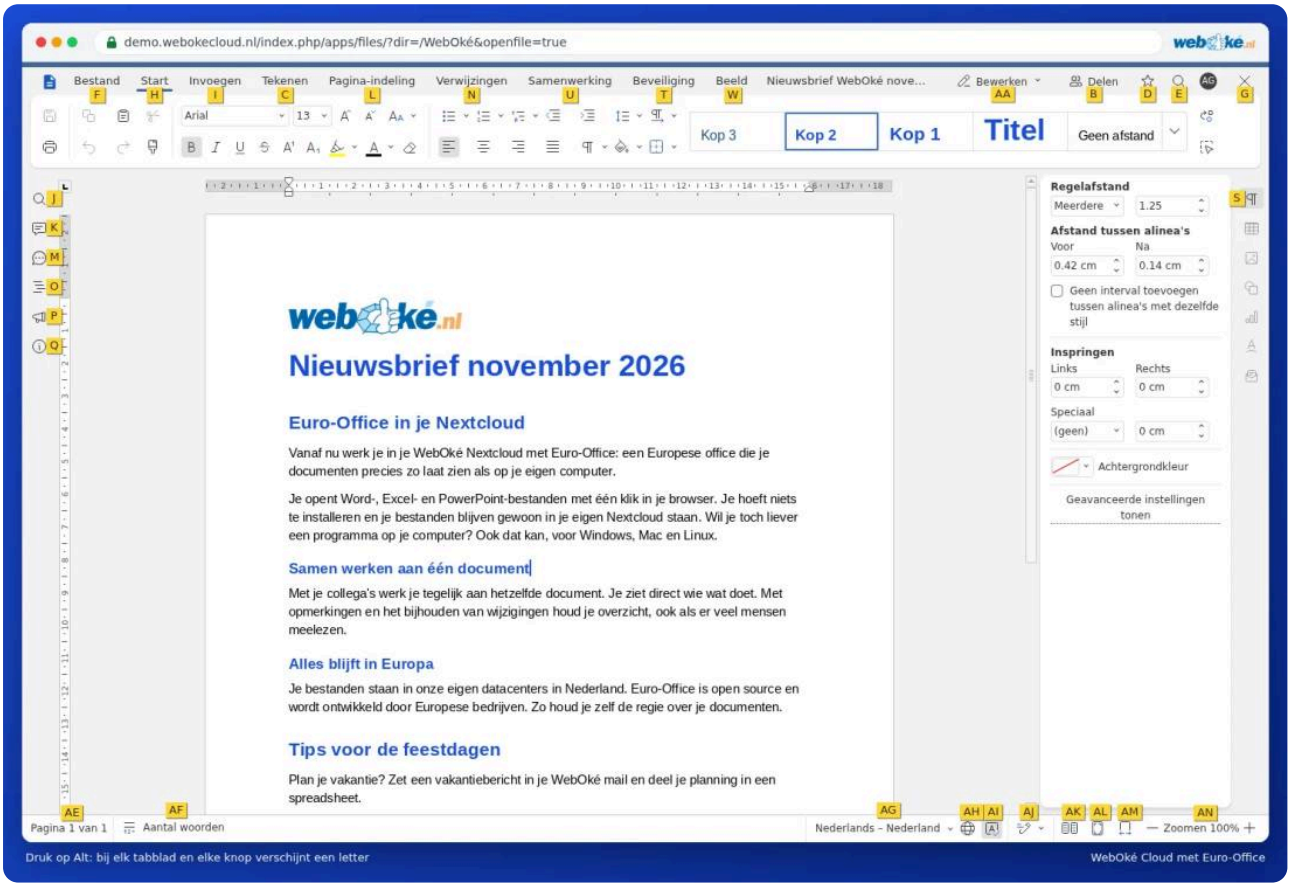
- Keyboard shortcuts for text documents
- Keyboard shortcuts for spreadsheets
- Keyboard shortcuts for presentations
- Keyboard shortcuts for PDF files

11.2 Tips for working faster in Euro-Office

With a few handy tricks, you can get a lot more out of Euro-Office. Here are our best tips.

1. Control everything with the keyboard using the Alt key

Press `Alt` once and release it. A letter then appears on every tab and button. Press the letter of a tab, for example `H` for Home, and then the letter of the button you want to use. Press `Esc` to go back a step.

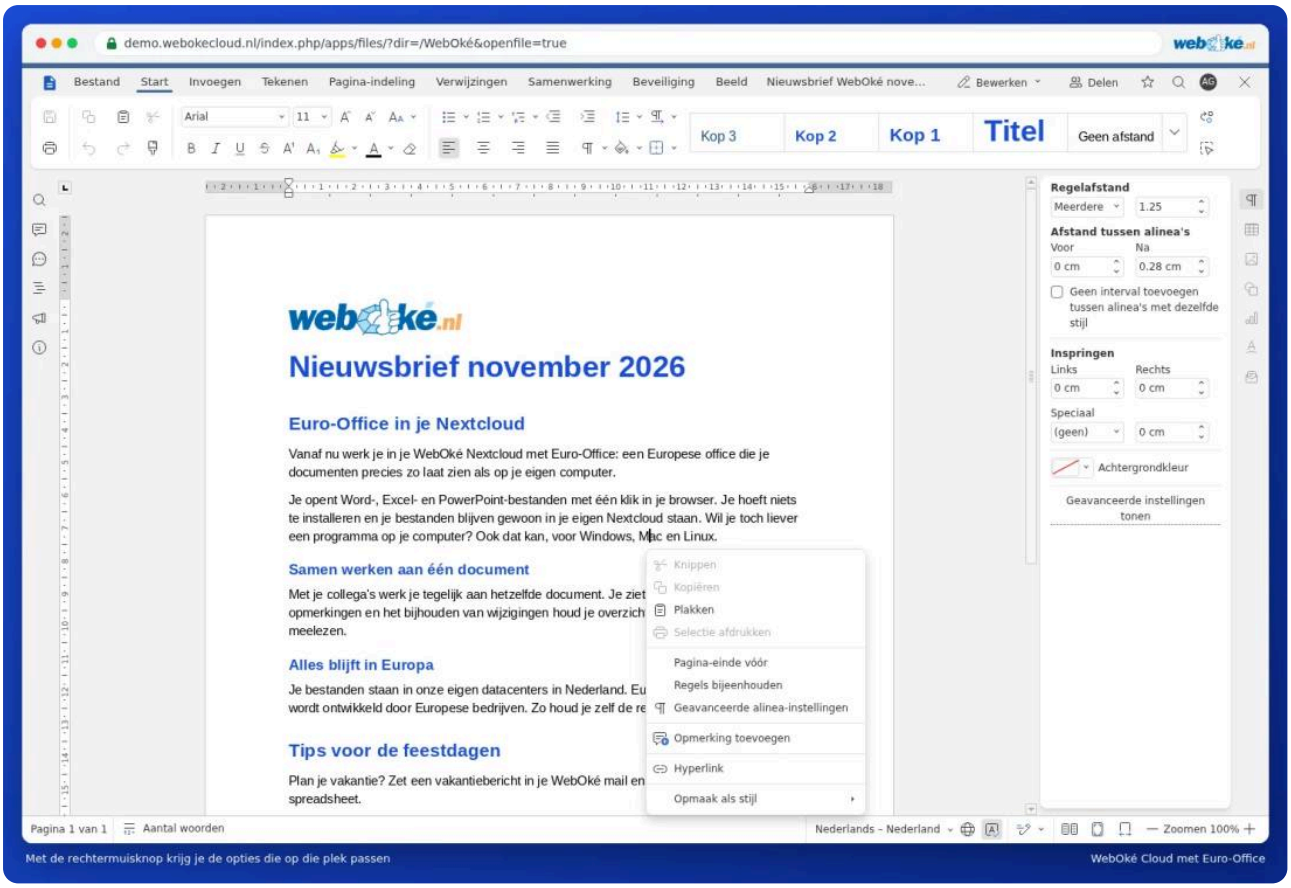


Press Alt: a letter appears on every button

Don't see any letters? Check under **File**, **Advanced Settings** whether **Use Alt key to navigate the user interface using the keyboard** is turned on.

2. Use the right mouse button

Right-click on text, a table, an image or a cell. You'll get exactly the options that fit that spot, such as paste, add a comment, a link or paragraph settings. This is often faster than searching through the tabs.



The right-click menu

3. Copy formatting instead of setting it up again

Place the cursor in text with the formatting you want, and press `Ctrl` + `Alt` + `C` (Mac: `Cmd` + `Option` + `C`). Then select the other text and press `Ctrl` + `Alt` + `V` (Mac: `Cmd` + `Option` + `V`). With the mouse, use the button with the paintbrush, see Undo, redo and the clipboard.

4. Paste text without the website's formatting

When you copy text from a website or an email, a strange font or colour often comes along with it. Paste with `Ctrl` + `Shift` + `V` (Mac: `Cmd` + `Shift` + `V`): the text will then take on the formatting of your document. This works in the word processor, the presentation editor and the PDF editor.

5. Work with styles

Give headings in a text document a heading style with `Alt` + `1`, `2` or `3` (Mac: `Cmd` + `Option` + `1`, `2` or `3`). Then you can create a table of contents with one click, and jump straight to a chapter using the navigation panel. See Using styles and headings and Creating an automatic table of contents.

6. Find and replace in one go

Does a name or amount need to change in ten places? Press `Ctrl` + `H` and replace everything in one go. Find out how this works in Find and replace.

7. Quick tricks in a spreadsheet

- `Alt` + = instantly puts a SUM formula in the cell (Mac: `Cmd` + `Option` + =).
- `F4` turns a cell reference in a formula into an absolute reference, like `$A$1`. Press again to cycle through the options.
- `Ctrl` + `;` puts today's date in the cell.
- Select a range, type a value and press `Ctrl` + `Enter`: all selected cells will get that value.
- `Ctrl` + `1` opens the window for number formatting.

More in Keyboard shortcuts for spreadsheets.

8. Quick tricks in a presentation

- `Ctrl` + `M` creates a new slide, `Ctrl` + `D` duplicates the selected slide.
- `Ctrl` + `G` groups objects, so you can move them all at once.
- While presenting, use `Space`, `Enter` or the arrow keys to go to the next slide. Press `Esc` to stop.

More in Keyboard shortcuts for presentations.

9. Work in the browser, not on your computer at the same time

If you're sharing a file, it's best to only open it in Euro-Office in the browser. If you also edit it at the same time in a program on your computer via syncing, you may get notifications that the file is locked or has been changed. See Saving or syncing isn't working.

10. Use Euro-Office's own zoom

Zoom with `Ctrl` + = and `Ctrl` + `-` or with the buttons in the bottom right, not your browser's zoom. Press `Ctrl` + `0` to return to 100%.

11.3 Keyboard shortcuts for text documents

These keyboard shortcuts work in the word processor of Euro-Office, for letters, quotes, reports and other text documents. You'll find the shortcuts that work everywhere, such as saving and copying, in Handy keyboard shortcuts for all editors.

On a Mac, you usually use `Cmd` where Windows uses `Ctrl`, and `Option` where Windows uses `Alt`. For many shortcuts, `Control` also works on the Mac instead of `Cmd`. If "none" is listed for the Mac, that action has no fixed shortcut on the Mac.

Formatting text

What	Windows and Linux	Mac
Bold	`Ctrl + B`	`Cmd + B`
Italic	`Ctrl + I`	`Cmd + I`
Underline	`Ctrl + U`	`Cmd + U`
Strikethrough	`Ctrl + 5`	`Cmd + Shift + X`
Subscript	`Ctrl + .`	`Cmd + .`
Superscript	`Ctrl + ,`	`Cmd + ,`
Increase text size by 1 point	`Ctrl + ]`	`Cmd + ]`
Decrease text size by 1 point	`Ctrl + [`	`Cmd + [`
Clear formatting of the selection	`Ctrl + Space`	`Cmd + Space`
Copy formatting	`Ctrl + Alt + C`	`Cmd + Option + C`
Paste formatting	`Ctrl + Alt + V`	`Cmd + Option + V`
Paste without formatting	`Ctrl + Shift + V`	`Cmd + Shift + V`

Paragraphs, headings and lists

What	Windows and Linux	Mac
Heading 1 style	`Alt + 1`	`Cmd + Option + 1`
Heading 2 style	`Alt + 2`	`Cmd + Option + 2`
Heading 3 style	`Alt + 3`	`Cmd + Option + 3`

Bulleted list	Ctrl + Shift + L	Cmd + Shift + L
Align left	Ctrl + L	Cmd + L
Centre	Ctrl + E	Cmd + E
Align right	Ctrl + R	Cmd + R
Justify	Ctrl + J	Cmd + J
Increase paragraph indent	Ctrl + M	Cmd + M
Decrease indent	Ctrl + Shift + M	Cmd + Shift + M
Move list item one level deeper (cursor at the start)	Tab	Tab
Move list item back one level	Shift + Tab	Shift + Tab
Show or hide non-printing characters	Ctrl + Shift + 8 or Ctrl + Shift + 8 (numeric)	Cmd + Shift + 8

Inserting

What	Windows and Linux	Mac
Page break	Ctrl + Enter	Cmd + Enter
New line without a new paragraph	Shift + Enter	Shift + Enter
Column break	Ctrl + Shift + Enter	Cmd + Shift + Enter
Page number at the cursor position	Ctrl + Shift + P	Cmd + Shift + P
Footnote	Ctrl + Alt + F	none
Endnote	Ctrl + Alt + D	Control + Option + D
Hyperlink	Ctrl + K	Cmd + K
Equation	Alt + =	Cmd + Option + =
Non-breaking space (words stay together)	Ctrl + Shift + Space	Cmd + Shift + Space
Non-breaking hyphen	Ctrl + Shift + -	Cmd + Shift + -
Euro sign	Ctrl + Alt + E	Cmd + Option + E
Copyright sign	Ctrl + Alt + G	Cmd + Option + G
Registered trademark sign	Ctrl + Alt + R	Cmd + Option + R
Trademark sign	Ctrl + Alt + T	Cmd + Option + T

Ellipsis (three dots)	Ctrl + Alt + .	Option + ;
Update fields, such as the table of contents	F9	F9

Moving through the document

What	Windows and Linux	Mac
One word to the left	Ctrl + ←	Option + ←
One word to the right	Ctrl + →	Option + →
To the start of the line	Home	Home or Cmd + ←
To the end of the line	End	End or Cmd + →
To the start of the document	Ctrl + Home	Cmd + Home
To the end of the document	Ctrl + End	Cmd + End
To the start of the previous page	Ctrl + Alt + Page Up	Cmd + Page Up or Option + Page Up
To the start of the next page	Ctrl + Alt + Page Down	Cmd + Page Down or Option + Page Down
One screen down	Page Down	Page Down
One screen up	Page Up	Page Up

Selecting and deleting

What	Windows and Linux	Mac
Select to the end of the word	Ctrl + Shift + →	Option + Shift + →
Select to the start of the word	Ctrl + Shift + ←	Option + Shift + ←
Select to the end of the line	Shift + End	Shift + End
Select to the start of the line	Shift + Home	Shift + Home
Select to the end of the document	Ctrl + Shift + End	Cmd + Shift + End
Select to the start of the document	Ctrl + Shift + Home	Cmd + Shift + Home
Select all	Ctrl + A	Cmd + A
Delete word to the left of the cursor	Ctrl + Backspace	Option + Backspace
Delete word to the right of the cursor	Ctrl + Delete	Option + Delete

Tables

What	Windows and Linux	Mac
Move to the next cell	`Tab`	`Tab`
Move to the previous cell	`Shift` + `Tab`	`Shift` + `Tab`
Add a new row (in the last cell)	`Tab`	`Tab`
Split the table	`Ctrl` + `Shift` + `Enter`	`Cmd` + `Shift` + `Enter`

Tip: the heading shortcuts are handy in combination with the automatic table of contents. Read more about this in Using styles and headings and Creating an automatic table of contents.

11.4 Keyboard shortcuts for spreadsheets

These keyboard shortcuts work in the spreadsheet editor of Euro-Office, for budgets, lists and overviews. You'll find the shortcuts that work everywhere, such as saving and copying, in Handy keyboard shortcuts for all editors.

On a Mac, you usually use `Cmd` where Windows uses `Ctrl`, and `Option` where Windows uses `Alt`. For many shortcuts, `Control` also works on a Mac instead of `Cmd`. If the Mac column says "none", that action doesn't have a fixed shortcut on a Mac.

Moving around the worksheet

What	Windows and Linux	Mac
Confirm entry and move to the cell below	`Enter`	`Enter`
Move to the cell above	`Shift` + `Enter`	`Shift` + `Enter`
Move to the cell on the right	`Tab`	`Tab`
Move to the cell on the left	`Shift` + `Tab`	`Shift` + `Tab`
Move to column A of this row	`Home`	`Home`
Move to cell A1	`Ctrl` + `Home`	`Cmd` + `Home`
Move to the last used cell	`Ctrl` + `End`	`Cmd` + `End`
Move to the end of the data downwards	`Ctrl` + ↓	`Cmd` + ↓
Move to the end of the data upwards	`Ctrl` + ↑	`Cmd` + ↑
Move to the end of the data to the right	`End` or `Ctrl` + →	`End` or `Cmd` + →
Move to the end of the data to the left	`Ctrl` + ←	`Cmd` + ←
Move to the next worksheet	`Ctrl` + `Page Down` or `Alt` + `Page Down`	`Cmd` + `Page Down` or `Option` + `Page Down`
Move to the previous worksheet	`Ctrl` + `Page Up` or `Alt` + `Page Up`	`Cmd` + `Page Up` or `Option` + `Page Up`

Selecting

What	Windows and Linux	Mac

Select the entire column	`Ctrl + Space`	`Cmd + Space`
Select the entire row	`Shift + Space`	`Shift + Space`
Select all	`Ctrl + A`	`Cmd + A`
Extend the selection to the end of the data downwards	`Ctrl + Shift + ↓`	`Cmd + Shift + ↓`
Extend the selection to the end of the data to the right	`Ctrl + Shift + →`	`Cmd + Shift + →`
Extend the selection to the start of the worksheet	`Ctrl + Shift + Home`	`Cmd + Shift + Home`
Extend the selection to the last used cell	`Ctrl + Shift + End`	`Cmd + Shift + End`

Entering and editing

What	Windows and Linux	Mac
Edit the active cell	`F2`	`F2`
New line in the same cell	`Alt + Enter`	`Option + Enter`
Cancel entry	`Esc`	`Esc`
Fill all selected cells with the same entry	`Ctrl + Enter`	`Control + Enter`
Insert today's date	`Ctrl + ;`	`Cmd + ;`
Insert the current time	`Ctrl + Shift + ;`	`Cmd + Shift + ;`
Drop-down list with values from the column (in an empty cell)	`Alt + ↓`	`Option + ↓`
Clear the contents of the selected cells	`Delete`	`Delete`
Insert cells	`Ctrl + Shift + +` (numeric) or `Ctrl + Shift + =`	`Cmd + Shift + +` (numeric) or `Cmd + Shift + =`
Delete cells	`Ctrl + Shift + -` (numeric) or `Ctrl + Shift + -`	`Cmd + Shift + -` (numeric) or `Cmd + Shift + -`

Formulas

What	Windows and Linux	Mac

Insert the SUM function	`Alt + =`	`Cmd + Option + =`
Insert function window	`Shift + F3`	`Shift + F3`
Switch between relative and absolute reference ($A$1)	`F4`	`F4`
Recalculate the entire workbook	`F9`	`F9`
Recalculate only this worksheet	`Shift + F9`	`Shift + F9`
Show formulas instead of results	`Ctrl + ` `	`Cmd + ` `

Number format

What	Windows and Linux	Mac
Open the Number format window	`Ctrl + 1`	`Cmd + 1`
General format	`Ctrl + Shift + ` `	`Cmd + Shift + ` `
Number with two decimals and thousands separator	`Ctrl + Shift + 1`	`Cmd + Shift + 1`
Currency with two decimals	`Ctrl + Shift + 4`	`Cmd + Shift + 4`
Percentage without decimals	`Ctrl + Shift + 5`	`Cmd + Shift + 5`
Date (day, month, year)	`Ctrl + Shift + 3`	`Cmd + Shift + 3`
Time (hour and minute)	`Ctrl + Shift + 2`	`Cmd + Shift + 2`
Scientific notation	`Ctrl + Shift + 6`	`Cmd + Shift + 6`

Formatting, filters and tables

What	Windows and Linux	Mac
Bold	`Ctrl + B`	`Cmd + B`
Italic	`Ctrl + I`	`Cmd + I`
Underline	`Ctrl + U`	`Cmd + U`
Strikethrough	`Ctrl + 5`	`Cmd + 5`
Turn filter on or off	`Ctrl + Shift + L`	`Cmd + Shift + L`
Open the filter window (in the header of a column with a filter)	`Alt + ↓`	`Option + ↓`
Format as table	`Ctrl + L`	`Cmd + L`

Add a total row to a formatted table	`Ctrl` + `Shift` + `R`	`Cmd` + `Shift` + `R`
Update the selected pivot table	`Alt` + `F5`	`Option` + `F5`
Update all pivot tables	`Ctrl` + `Alt` + `F5`	`Cmd` + `Option` + `F5`

Tip: in a spreadsheet, `Ctrl` + `Space` selects an entire column and `Shift` + `Space` selects an entire row. Handy for quickly formatting or deleting a column.

You can read more about formulas in Formulas and functions: SUM, AVERAGE, IF and VLOOKUP, and about sorting and filtering in Sort and filter.

11.5 Keyboard shortcuts for presentations

These keyboard shortcuts work in the presentation editor of Euro-Office. You'll find the shortcuts that work everywhere, such as saving and copying, in Handy keyboard shortcuts for all editors.

On Mac, you usually use `Cmd` where Windows uses `Ctrl`, and `Option` where Windows uses `Alt`. For many shortcuts, `Control` also works on Mac instead of `Cmd`. If the Mac column says "none", that action doesn't have a fixed shortcut on Mac.

Slides

What	Windows and Linux	Mac
New slide after the selected slide	`Enter` or `Ctrl` + `M`	`Enter` or `Cmd` + `M`
Duplicate slide	`Ctrl` + `D`	`Cmd` + `D`
Delete selected slide (in the slide list)	`Backspace` or `Delete`	`Backspace` or `Delete`
Move slide up one position	`Ctrl` + ↑	`Cmd` + ↑
Move slide down one position	`Ctrl` + ↓	`Cmd` + ↓
Move slide to the beginning	`Ctrl` + `Shift` + `Page Up` or `Ctrl` + `Shift` + ↑	`Cmd` + `Shift` + `Page Up` or `Cmd` + `Shift` + ↑
Move slide to the end	`Ctrl` + `Shift` + `Page Down` or `Ctrl` + `Shift` + ↓	`Cmd` + `Shift` + `Page Down` or `Cmd` + `Shift` + ↓
Go to the first slide	`Home`	`Home`
Go to the last slide	`End`	`End`
Go to the next slide	`Page Down` or →	`Page Down` or →
Go to the previous slide	`Page Up` or ←	`Page Up` or ←

Presenting

What	Windows and Linux	Mac
Start slideshow from the beginning	`Ctrl` + `F5`	`Cmd` + `Shift` + `Enter`
Next animation or slide	`Enter` or `Space`	`Enter` or `Space`
Previous animation or slide	`Page Up` or ←	`Page Up` or ←

Go to the first slide	Home	Home
Go to the last slide	End	End
End slideshow	Esc	Esc

Please note: in some browsers, Ctrl + F5 reloads the page. In that case, start your presentation using the **Start slideshow** button. Read more about presenting in Presenting and Presenter View.

Objects on a slide

What	Windows and Linux	Mac
Group objects	Ctrl + G	Cmd + G
Ungroup	Ctrl + Shift + G	Cmd + Shift + G
Go to the next object	Tab	Tab
Go to the previous object	Shift + Tab	Shift + Tab
Move object a small step (with the arrow keys)	Ctrl + →	Cmd + →
Move object a large step (with the arrow keys)	→	→
Clear all selections	Shift + Esc	Shift + Esc
Go to the next text box in the layout	Ctrl + Enter	Cmd + Enter

Text on a slide

What	Windows and Linux	Mac
Bold	Ctrl + B	Cmd + B
Italic	Ctrl + I	Cmd + I
Underline	Ctrl + U	Cmd + U
Strikethrough	Ctrl + 5	Cmd + 5
Bulleted list	Ctrl + Shift + L	Cmd + Shift + L
Increase font size by 1 point	Ctrl +]	Cmd +]
Decrease font size by 1 point	Ctrl + [	Cmd + [
Align left	Ctrl + L	Cmd + L
Centre	Ctrl + E	Cmd + E
Align right	Ctrl + R	Cmd + R

Justify	`Ctrl + J`	`Cmd + J`
Clear formatting	`Ctrl + Space`	`Cmd + Space`
Copy formatting	`Ctrl + Alt + C`	`Cmd + Option + C`
Paste formatting	`Ctrl + Alt + V`	`Cmd + Option + V`
Paste without formatting	`Ctrl + Shift + V`	`Cmd + Shift + V`
Euro sign	`Ctrl + Alt + E`	`Cmd + Option + E`
Show or hide non-printing characters	`Ctrl + Shift + 8`	`Cmd + Shift + 8`

11.6 Keyboard shortcuts for PDF files

These keyboard shortcuts work in the PDF editor of Euro-Office: when reading, filling in forms, adding comments and editing a PDF. You'll find the shortcuts that work everywhere, such as printing and searching, in Handy keyboard shortcuts for all editors.

On a Mac, you usually use `Cmd` where Windows uses `Ctrl`, and `Option` where Windows uses `Alt`. For many shortcuts, `Control` also works on a Mac instead of `Cmd`. If "none" is shown for the Mac, that action has no fixed shortcut on the Mac.

Reading and browsing

What	Windows and Linux	Mac
Scroll down about a page	`Page Down`	`Page Down`
Scroll up about a page	`Page Up`	`Page Up`
Go to the next page	`Alt` + `Page Down`	none
Go to the previous page	`Alt` + `Page Up`	none
Go to the start of the PDF	`Ctrl` + `Home`	`Cmd` + `Home`
Go to the end of the PDF	`Ctrl` + `End`	`Cmd` + `End`
Search in the PDF	`Ctrl` + `F`	`Cmd` + `F`
Zoom in	`Ctrl` + `+` (numeric) or `Ctrl` + `=`	`Cmd` + `=`
Zoom out	`Ctrl` + `-`	`Cmd` + `-`
Return to 100%	`Ctrl` + `0`	`Cmd` + `0`

Filling in forms

What	Windows and Linux	Mac
Go to the next field	`Tab`	`Tab`
Go to the previous field	`Shift` + `Tab`	`Shift` + `Tab`
Next choice in a dropdown list	↓	↓
Previous choice in a dropdown list	↑	↑
New line in a multi-line field	`Enter`	`Enter`

You can read how to fill in a form in Filling in a PDF form.

Comments

What	Windows and Linux	Mac
Add a comment	`Alt` + `H`	`Cmd` + `Option` + `A`
Open the Comments panel	`Ctrl` + `Shift` + `H`	`Cmd` + `Shift` + `H`
Open the chat	`Alt` + `Q`	`Control` + `Option` + `Q`

Copying and editing text

What	Windows and Linux	Mac
Select all text	`Ctrl` + `A`	`Cmd` + `A`
Copy	`Ctrl` + `C` or `Ctrl` + `Insert`	`Cmd` + `C`
Bold (when editing)	`Ctrl` + `B`	`Cmd` + `B`
Italic (when editing)	`Ctrl` + `I`	`Cmd` + `I`
Underline (when editing)	`Ctrl` + `U`	`Cmd` + `U`
Undo	`Ctrl` + `Z`	`Cmd` + `Z`
Redo	`Ctrl` + `Y`	`Cmd` + `Y`

Formatting and editing are only possible if you're editing the PDF. See Editing a PDF.

12

Troubleshooting

12.1 A document won't open or keeps loading

Do you click a file and the screen stays blank, or does Euro-Office keep loading? Usually a few simple steps will fix it. Try them in this order.

Step 1: reload the page

Press `F5` (Mac: `Cmd + R`) or click your browser's reload button. Then wait a moment: a large file can take a bit longer to open.

Step 2: try a private window or a different browser

Open a private window (in Chrome and Edge `Ctrl + Shift + N`, in Firefox `Ctrl + Shift + P`), log in to your WebOké Nextcloud and open the file again. Does it work there? Then something in your regular browser is the cause, such as old files in the cache or an extension. Clear the cache, as described in Pop-ups, the clipboard and your browser's cache, or temporarily disable extensions such as an ad blocker.

Are you using an older or less common browser? Update it, or try Chrome, Edge, Firefox or Safari. See Which browsers and file formats work with Euro-Office?.

Step 3: read the message

Do you see a message on screen? It often tells you exactly what's going on. The most common ones:

- **The document has not been edited for a long time. Reload the page.** You had the document open for a long time without doing anything. Reload the page; nothing is lost.
- **The editing session for the document has expired. Reload the page.** Again, reload the page.
- **The file size exceeds the limit set for your server.** The file is too large to open online. Make it smaller, for example by resizing large photos or moving an old archive to a separate file. If that doesn't work, contact support.
- **The file is protected with a password and cannot be opened.** The file is encrypted with a password. Ask the creator for a version without a password.
- **The contents of the file do not match the file extension.** The extension after the name is incorrect, for example an old Word file named .docx. Ask the creator to save the file again in the correct format.

You'll find an overview of all messages in Euro-Office notifications and what they mean.

Step 4: doesn't the file open in Euro-Office?

Does nothing happen in Euro-Office when you click a document, while colleagues can open their documents fine? Then you may not have an Office Suite licence yet. Ask your

Nextcloud administrator to assign you one. You'll find out how in Ordering Office licences and assigning them to users.

Is the administrator currently updating to Euro-Office? Then your Nextcloud is usually unavailable for 5 to 15 minutes. Wait a moment and try again afterwards. See The switch to Euro-Office.

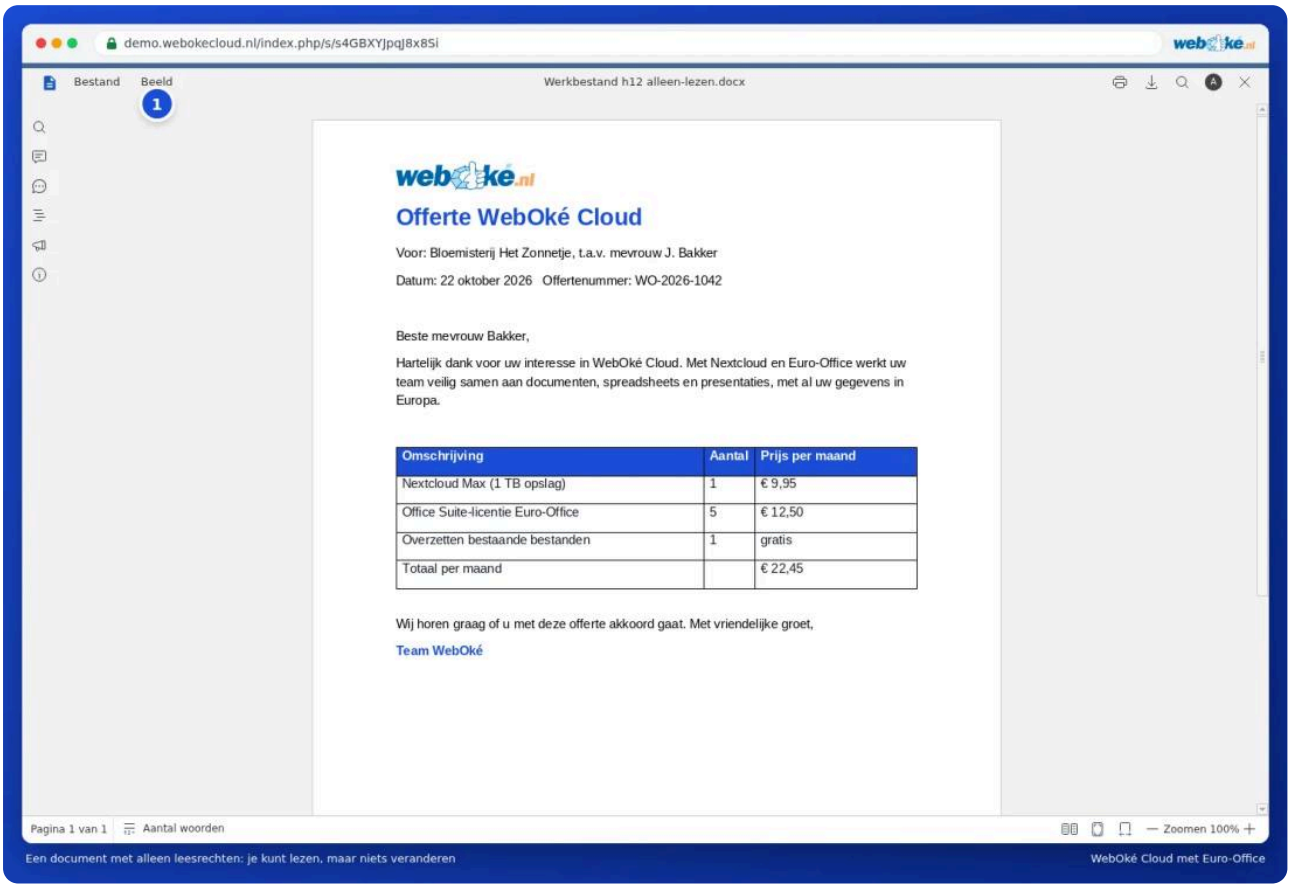
Step 5: check whether the file itself is in order

Download the file from Nextcloud and open it on your computer. If it doesn't open there either, the file is probably damaged. In that case, restore an earlier version in Nextcloud, as described in Version History: restoring an older version.

Tip: still no luck after these steps? Then get in touch with us. Read When you contact support to find out which details help us solve it quickly.

12.2 A document opens as read only

Are you opening a document but can't type anything, and most tabs are missing? Then the document is in reading view. For example, you'll only see the **File** and **View** tabs (1). There are a few possible causes.



A document with read only rights: you can read it, but not change it

You only have reading rights

Has someone shared the file with you, or are you opening it via a link? Then that person decides whether you can edit it. If you only have reading rights, you can read, search, print and download, but not make changes. Ask the owner to give you editing rights. You can read how sharing works in Sharing a document with a colleague and Creating a public link (view or edit).

Want to make a change anyway? Choose **File** and **Download as** to make your own copy, or ask the owner to make the change.

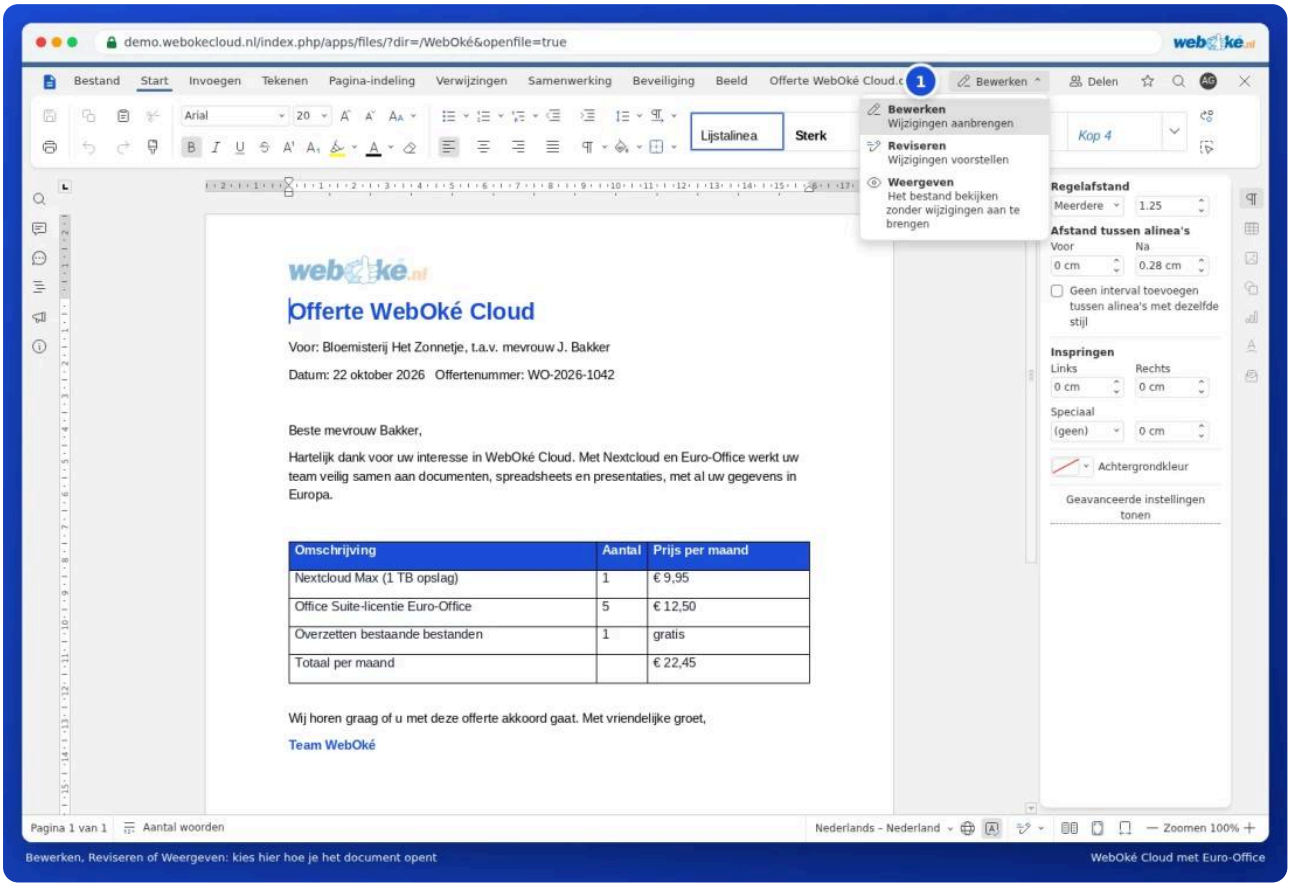
You've chosen Viewing yourself

At the top right of Euro-Office, you choose how you work with the document (1):

- **Editing**: make changes.

- **Reviewing**: suggest changes. Every change is tracked, so someone else can accept or reject it. See Tracking and accepting changes.
- **Viewing**: view the file without making changes.

Does it say **Viewing** here? Click it and choose **Editing**.



Choose Editing to be able to change the document again

The file is locked

Do you see the message **Document is locked for editing** or **The file is being edited in another app**? Then someone has the file open in another program, for example in Word via the sync app. You can read what to do in Saving or syncing isn't working.

The message **This file is opened in viewing mode. The file is locked for editing, or your access rights don't allow editing.** means the same thing: either the file is locked, or you only have reading rights.

The document is protected

The creator can protect a document on the **Protection** tab, for example with the option **No changes (Read only)**. You can then only read the document, even if you have editing rights. Ask the creator to remove the protection, or for the password if they've secured the protection with one.

It's a PDF

A PDF first opens for reading, filling in and adding comments. If you want to change the text yourself, choose to edit the PDF. You can read how to do that in Editing a PDF.

The file has been saved as read only

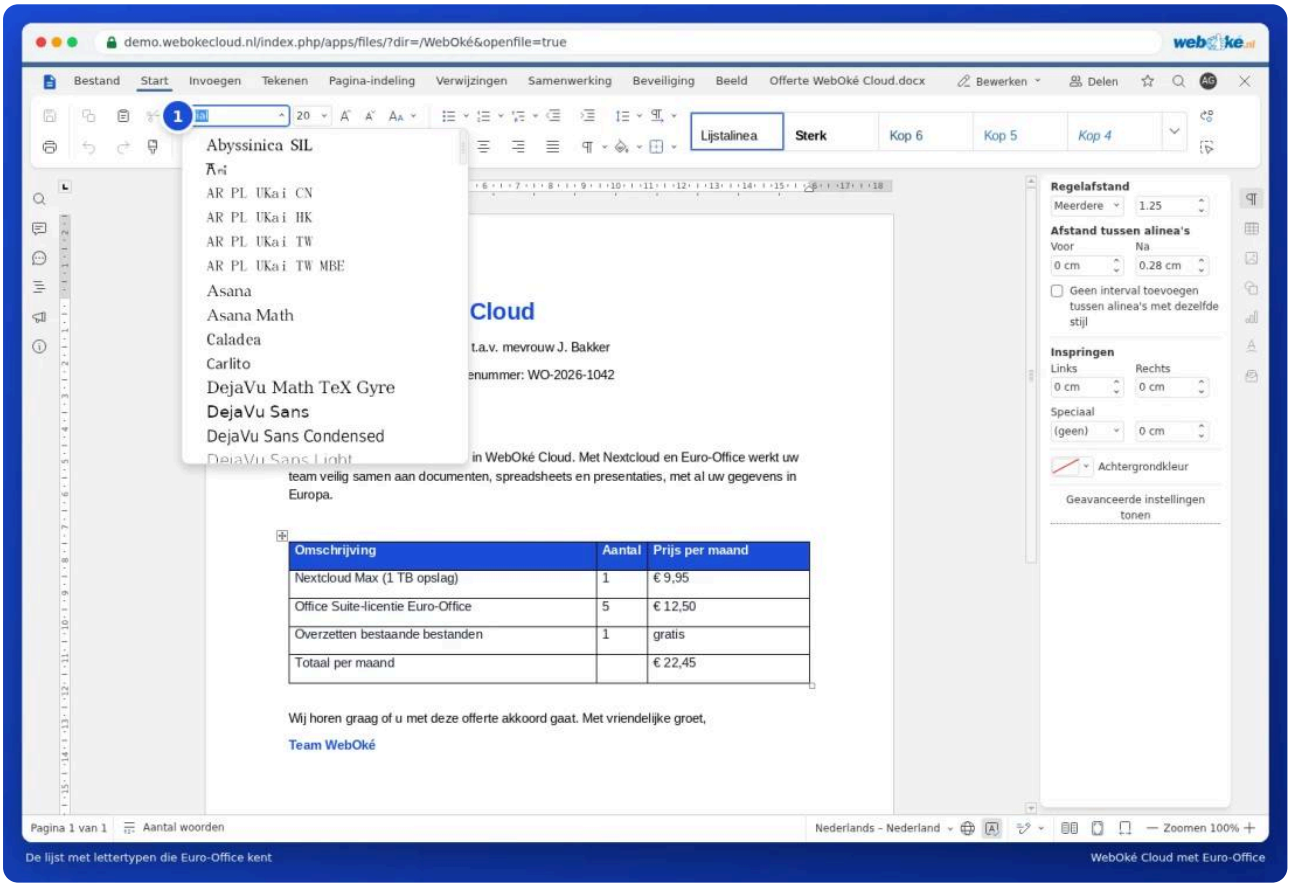
Do you see **Read only** and a message that you need to save the file under a different name or in a different location? Then choose **File** and **Save Copy As**. You then continue working in the copy.

12.3 Fonts look different

A document you receive from someone else sometimes looks a little different in Euro-Office. A line breaks differently, a table becomes wider, or text shifts to the next page. This is almost always caused by the font.

Why does this happen?

Euro-Office can only display fonts that are installed on the Euro-Office server. If a font from your document isn't available there, Euro-Office uses a different font instead. The name of the original font stays in your document, and it also appears in the font list. If you later open the file again in Word on a computer that has that font, it will look exactly as it was created.



Click the font (1) to see which fonts Euro-Office recognises

Well-known fonts have a matching substitute

For the most common Microsoft Office fonts, the server has an open source font with exactly the same character width. Your text flows the same way, only the shape of the letters is slightly different.

Font in your document	Euro-Office uses

Calibri	Carlito
Cambria	Caladea
Arial	Liberation Sans
Times New Roman	Liberation Serif
Courier New	Liberation Mono

Other fonts, such as Verdana, Tahoma, Georgia, Garamond, Century Gothic, or a custom corporate font, aren't available on the server. These are replaced with a font that resembles them as closely as possible. This can cause the text to wrap differently.

What can you do?

- **Choose a font from the list.** Are you creating a document that will mainly be used in Euro-Office? Then choose a font that's in the list, such as Carlito, Liberation Sans, Open Sans, or DejaVu Sans. That way, everyone in Euro-Office sees the same result.
- **Working together with people who use Word?** Use Calibri, Arial, or Times New Roman. In Euro-Office, these line up with their substitutes, and in Word they look exactly as intended.
- **Does it need to look exactly the same everywhere?** Send the document as a PDF instead. A PDF looks the same on every computer and phone. See Printing and saving as PDF.
- **Working with the program on your computer?** The Euro-Office program for Windows, Mac, and Linux uses the fonts installed on your own computer. See Euro-Office as a program on your computer: what is it and when do you use it?.
- **Check the font in the list.** Click in the text that looks different. The font list on the **Home** tab shows which font the text uses.

Please note: do you see the message **Fonts have not been loaded**? Reload the page. If the message keeps appearing, please contact support.

12.4 Saving or syncing isn't working

Euro-Office automatically saves your work to your WebOké Nextcloud (see Saving: how automatic saving works). If something does go wrong with saving or syncing, here's what to do.

"Connection is lost" or "The document could not be saved"

If your internet drops for a moment, Euro-Office shows **Connection is lost** and tries to reconnect automatically. As soon as the connection is back, you'll see **Connection is restored** and you can carry on working.

Do you see **The document could not be saved** or **An error has occurred while saving the file**? Then do this:

1. Don't close the tab straight away.
2. Save a backup copy to your computer: choose **File** and **Download as**. With the **The document could not be saved** message, Euro-Office will itself ask you to download the document when you click **OK**.
3. Check your internet connection, for example wifi or VPN.
4. Reload the page and check whether your changes are there. If they're missing, upload your backup copy to Nextcloud.

Does this happen often? Then get in touch with support and mention the time and the file name. See When you contact support.

You still see the old version when downloading or on your computer

Euro-Office saves your changes straight away, but the file in Nextcloud is only fully updated once everyone has closed the document. As long as you or a colleague still has it open, a download or the sync app on your computer may still show the previous version.

1. Close the document. Also ask any colleagues who still have it open to close it.
2. Wait a moment and refresh Nextcloud.
3. Download the file again, or wait for the sync app to fetch the new file.

"The file version has changed. The page will be reloaded."

The file has changed outside Euro-Office while you had it open. For example, because someone uploaded a new version, restored an older version, or edited the file on a computer via the sync app. Click **OK** and let the page reload. If the page gets stuck, close the tab, wait half a minute, and open the file again.

The file is locked or being edited in another app

Do you see **The file is being edited in another app. You can continue editing and save as a copy.**? Then someone has the file open in another program, for example Word or LibreOffice via the sync app.

1. Check whether you or a colleague still has the file open in another program or another tab. Close it there and wait a minute.
2. Need to carry on right now? Keep working and then choose **File** and **Save copy as**. Merge the changes later, for example with Comparing documents.
3. Does the file stay locked even though no one has it open? Then get in touch with support. We can release a stuck lock.

A file with "conflicted copy" in the name

Are you editing a file on your computer via Nextcloud sync while someone else is editing it at the same time in Euro-Office? Then the sync app may create a second file with *conflicted copy* in the name. This contains your changes. Compare the two files, take over what you need, and then delete the copy.

You can read more about this in You don't see your changes when you download the file or open it on your computer.

Tip: here's how to avoid most problems: only work on a shared file in Euro-Office in the browser, not at the same time in a program on your computer. You can read more about the sync app in Working with the Nextcloud desktop app (synchronisation).

Lost something?

Nextcloud automatically keeps older versions of your files. If you've lost something, you can restore an earlier version. See Version History: restoring an older version.

12.5 When you contact support

You can solve many problems yourself using the steps in this chapter. If that doesn't work, we're happy to help.

When should you contact us?

- You've tried the steps from A document won't open or keeps loading and a document still won't open.
- A message keeps coming back, even after reloading and in a different browser.
- The message asks you to contact *the administrator* or *the document server administrator*. That's us: WebOké manages the Euro-Office server.
- A file stays locked while no one has it open.
- A file is too large to open.
- You've lost work and can't restore it using the version history.

Is it about Office licences, new users, or folder permissions? That's usually arranged by your Nextcloud administrator within your own organisation. See Ordering Office licences and assigning them to users and Managing users and groups for Office.

How to reach us

- Log in to My WebOké and go to the **Support centre**. Choose **Submit ticket**.
- Or go directly to www.weboke.nl/support.

This helps us help you quickly

- The address of your Nextcloud, for example yourname.webokecloud.nl.
- The name of the file and the folder it's in.
- The exact message, preferably with a screenshot.
- The time it happened.
- Which browser you're using, or whether you're using the program on your computer or the app on your phone.
- What you've already tried, and whether colleagues have the same problem.

Please note: never include your password in a ticket. We don't need it.

12.6 Pop-ups, the clipboard and your browser's cache

Euro-Office runs in your browser. A few browser settings can sometimes get in the way. Here's how to fix that.

Nothing opens when printing or downloading

When printing, Euro-Office opens your browser's print window. Does nothing happen when you click **Print** or **Download as**? Your browser has probably blocked a pop-up.

1. Check the address bar or the top of the window to see if your browser reports that a pop-up has been blocked.
2. Click that notification and choose to allow pop-ups for your WebOké Nextcloud address.
3. Then try again.

When downloading, also check your browser's download list: the file may already be there.

Pasting with the button doesn't work

Your browser sometimes asks for permission to use the clipboard. If so, click **Allow**. If pasting with the button in the toolbar doesn't work, use `Ctrl` + `V` (Mac: `Cmd` + `V`). That always works. See also Undo, redo and the clipboard.

Clearing your browser's cache

Your browser stores parts of websites so they load faster. After a Euro-Office update, an old copy of this can cause problems, such as an editor that keeps loading or buttons that don't work. In that case, clear the cache:

- **Chrome, Edge and Firefox:** press `Ctrl` + `Shift` + `Delete` (Mac: `Cmd` + `Shift` + `Delete`). Select only cached images and files, and for example the past 24 hours. Leave passwords and cookies unchecked if you don't want to log in again.
- **Safari:** clear the cache via Safari's settings, or reload the page without cache using `Cmd` + `Option` + `R`.

Then reload your Nextcloud and open the file again.

Tip: want to find out first whether the cache is the problem? Open a private window and log in there. If it works there, clearing the cache will almost always help.

Your browser's zoom level

If your browser's zoom isn't set to 100%, Euro-Office may show the message: **The current zoom setting of your browser is not supported.** Press `Ctrl` + `0` (Mac: `Cmd` + `0`) to

reset your browser's zoom, then zoom using Euro-Office's own buttons instead. See Zooming, view and the theme in Euro-Office.

12.7 Euro-Office notifications and what they mean

Do you see a notification in Euro-Office? Use this table to find out what it means and what to do. The notifications are shown as Euro-Office displays them, sometimes slightly shortened.

Notification	What does it mean?	What should you do?
The file version has been changed. The page will be reloaded.	The file was changed outside Euro-Office while you had it open.	Click OK. See Saving or syncing isn't working.
The editor version has been updated. The page will be reloaded to apply the changes.	Euro-Office has just been updated.	Let the page reload.
Connection is lost	Your internet connection has dropped for a moment.	Wait until you see Connection is restored. If not, check your Wi-Fi or VPN.
Connection is lost. You can still view the document, but you won't be able to download or print it until the connection is restored and the page has been reloaded.	The connection to the server is lost.	Wait for the connection to return and reload the page.
The document could not be saved. Please check connection settings or contact your administrator.	Saving to the server isn't working.	Click OK and download the document as a backup copy. See Saving or syncing isn't working.
An error occurred while saving the file.	Saving has failed.	Download the file using Download as and try again later.
The document has not been edited for quite a long time. Please reload the page.	You had the document open for a long time without doing anything.	Reload the page.
The document editing session has expired. Please reload the page.	The session has expired.	Reload the page.
The connection to the server has been interrupted. Please reload the page.	The connection has been interrupted.	Reload the page.
You can't edit this file because it's being edited in another app.	The file is open in another program.	Close it there, or save your work as a copy. See Saving or syncing isn't working.
This file is opened in view mode.	The file is locked, or you only have read	See A document opens as read only.

	permissions.	
The file size exceeds the limitation set for your server.	The file is too large to open online.	Make the file smaller or contact support.
The file is password protected and cannot be opened.	The file is encrypted.	Ask the creator for a version without a password.
An error has occurred while opening the file. The file's content doesn't match the file extension.	The extension after the file name is incorrect.	Ask the creator to save the file again in the correct format.
Fonts have not been loaded.	The fonts could not be loaded.	Reload the page. If it persists, contact support.
You are trying to perform an action you do not have rights for.	You're not allowed to do this with this file.	Ask the owner for more permissions. See A document opens as read only.
The file cannot be accessed right now.	Your access to the file has been lost, for example because sharing has stopped.	Reload your files and, if needed, ask the owner.
Your browser current zoom setting is not fully supported.	Your browser's zoom isn't set to 100%.	Press Ctrl + 0 (Mac: Cmd + 0). See Pop-ups, the clipboard and your browser's cache.
This file contains automatic macros. Do you want to run macros?	The file contains macros that want to start when it's opened.	Only choose to run them if you trust the file and its creator.
The document is open in read-only mode as the maximum number of simultaneous connections has been reached.	Too many people are currently working at the same time.	Try again later. If it persists, contact support.

Does a notification ask you to contact *the document server administrator*? That's us. Read When you contact support to find out how to reach us.

13

For the administrator of your Nextcloud

13.1 Ordering Office licences and assigning them to users

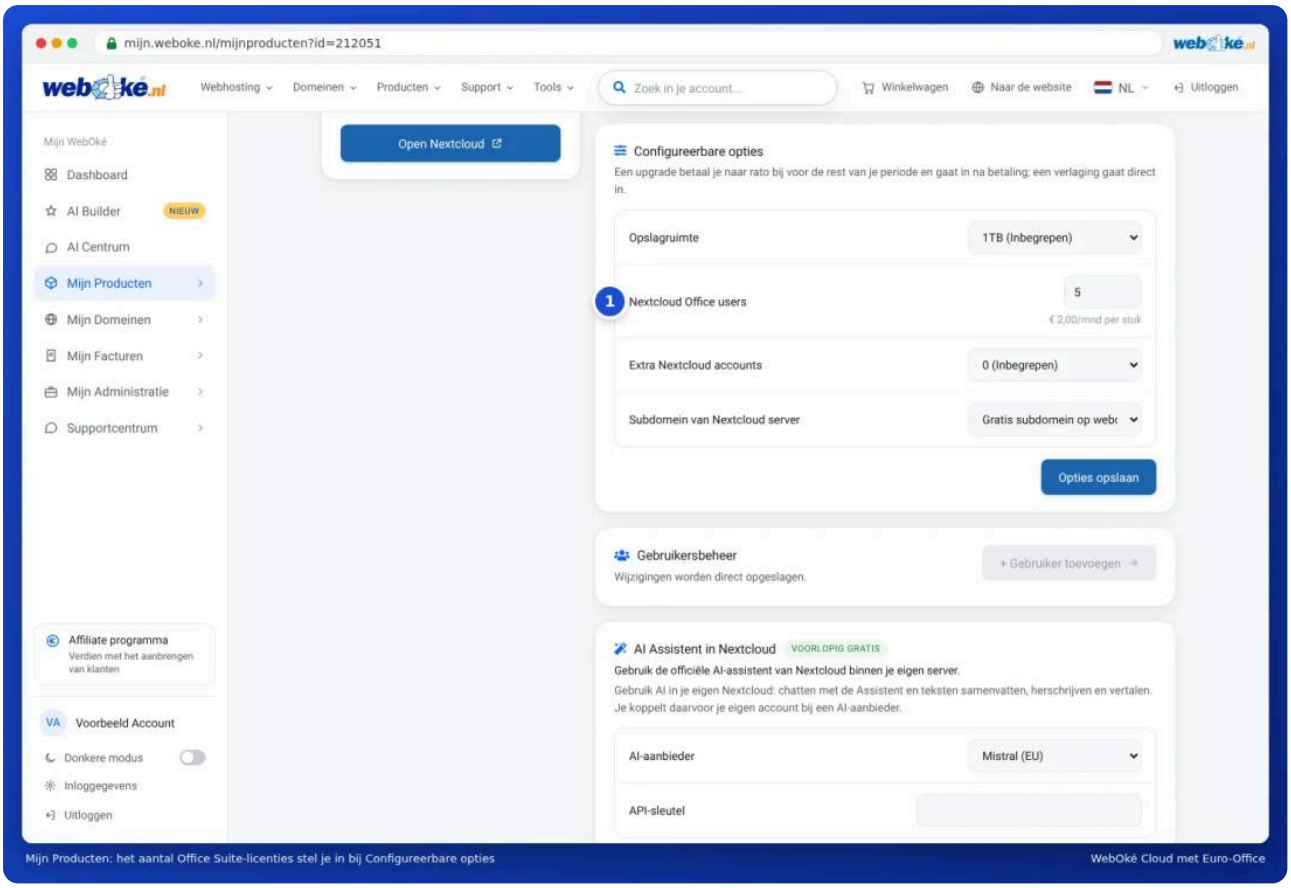
Everyone who wants to work with Euro-Office in your WebOké Nextcloud needs an Office Suite licence. You buy a licence per user. This way, you only pay for the people who actually use the office suite. This article is for the administrator: the person who manages the Nextcloud package in My WebOké.

How many licences do you have?

1. Log in at mijn.weboke.nl and go to **My Products**.
2. Click **Admin** next to your Nextcloud package.
3. At the top, under **Office Suite licences**, you'll see how many licences you have and how many are in use, for example *3 of 5*. Next to it, you'll also see the number of Nextcloud users and the storage space.

Ordering extra licences

1. On the same page, go to **Configurable options**.
2. Next to **Nextcloud Office users** (1), set the number of Office licences to the number you need. One licence is for one user.
3. Click **Save options**.
4. You'll now see the extra amount you pay for the rest of your package's term, excluding and including VAT. Because you only pay the difference up to the next renewal date, this amount is often lower than the price for a full year.
5. Click **Confirm and pay** and pay the invoice.



You set the number of Office Suite licences under Configurable options (1)

After payment, the new licences are available immediately. From the next renewal onwards, they're included in the price of your package. You can find the price per licence next to the Nextcloud packages on our website.

Assigning a licence to a user

1. On the admin page of your Nextcloud package, scroll to **User management**.
2. Switch on the toggle in the **Office Suite** column for the user.

The change is saved immediately. The user can open documents, spreadsheets and presentations in Euro-Office straight away. If the user is already logged in and doesn't see anything yet, ask them to reload the Nextcloud page.

Creating a new user with **Add user**? Then tick **Assign Office Suite licence** straight away. You can read more about users in Managing users and groups for Office.

All licences in use?

Then you'll see a message showing your number of licences: *All 5 Office Suite licences are in use. Increase the number under Configurable options or turn off Office for another user.* You then have two options:

- **Move a licence.** Turn off Office for someone who no longer uses it. That licence then becomes available for someone else.
- **Order more licences**, as described above.

Fewer licences

Need fewer licences? First turn off Office for the users who no longer need it, then lower the number under **Configurable options**. A reduction takes effect immediately and counts towards the price from the next renewal onwards.

Tip: a user without an Office Suite licence can still upload, download and share files in Nextcloud as normal. Only editing in Euro-Office requires a licence. A simple note using **Text document** in the New menu works even without a licence.

13.2 The switch to Euro-Office

WebOké is switching from the old Nextcloud Office (Collabora) to Euro-Office. At the same time, your Nextcloud is updated to Nextcloud 35. As an administrator, you start this switch yourself, whenever it suits you. You can read what changes for your users in Euro-Office or the old Nextcloud Office: what changes for you?.

When?

Start the update whenever it suits you. If you do nothing, we will carry it out for you no later than 1 December 2026. New Nextcloud packages get Euro-Office straight away.

How to start the switch

1. Log in at mijn.weboke.nl and go to **My Products**.
2. Open your Nextcloud package. You will see the card **Nextcloud 35 with Euro-Office**, with the label **New**. You can also find the card by typing Euro-Office into the search bar of My WebOké.
3. Let your users know that Nextcloud will briefly be unavailable, and ask them to close any open documents.
4. Click **Upgrade to Nextcloud 35.x and activate Euro-Office**.
5. Confirm the question *Update Nextcloud to 35.x now and switch to Euro-Office?*

The update usually takes 5 to 15 minutes. Your Nextcloud is briefly unavailable during that time, so save any open documents first.

Following progress

You can see how far the update has progressed on the card. Refresh the page to see the current status.

You see	What it means
The update is scheduled and will start within a few minutes.	The update is ready and will begin shortly.
The update is running. Your Nextcloud will be back shortly.	Please be patient; your Nextcloud is temporarily unavailable.
Your Nextcloud version is 35 (with the full version number). No updates or upgrades available.	Done: you are now working with Euro-Office.
The update did not fully succeed. We are looking into it, you do not need to do anything.	We will resolve it. You can also try again yourself with **Retry**.

What stays the same?

- All your files and folders remain in place.
- Your users, passwords and Office Suite licences stay the same.
- Shared folders and links keep working.
- Your users still open documents with a single click in Nextcloud.

Can't use the button?

- *Only the account owner can start this update.* Log in with the main account of your WebOké account.
- *You just tried this. Please wait a few minutes.* Wait a moment and refresh the page.
- *This update cannot be started for this package.* Contact support; we will arrange it for you.

Can't see the card at all, or not sure? Then contact support. You can read how to do that in When you contact support.

Tip: don't have any Office Suite licences? Then you will only see the update to Nextcloud 35 on the card. If you want to start using Euro-Office, order licences first. See Ordering Office licences and assigning them to users.

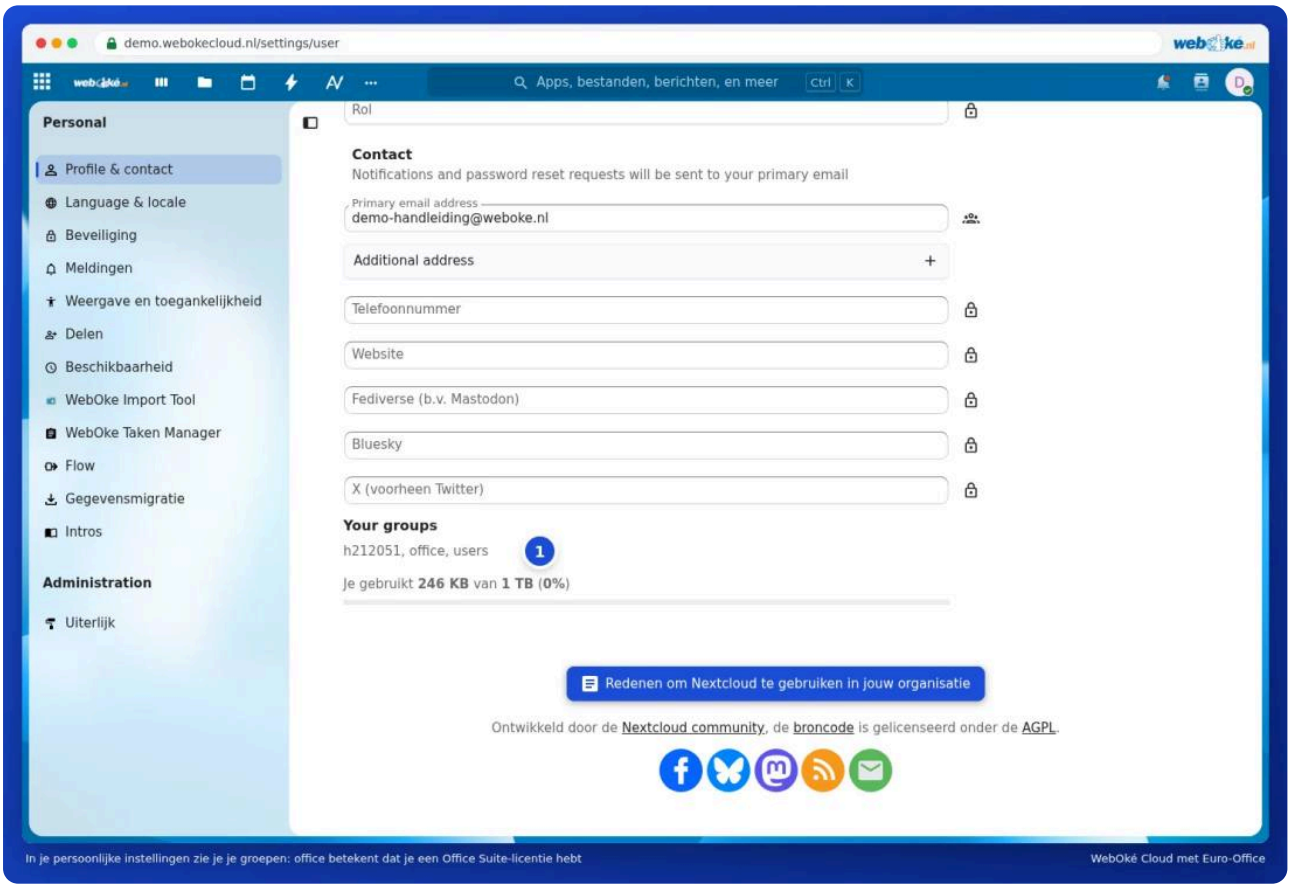
13.3 Managing users and groups for Office

As an administrator, you decide who works in your WebOké Nextcloud and who can work with Euro-Office. You do this in Mijn WebOké, under **Gebruikersbeheer** of your Nextcloud package.

How the Office Suite licence works

An Office Suite licence in Nextcloud is a membership of the **office** group. Only members of that group can open files in Euro-Office. If you switch on **Office Suite** in Gebruikersbeheer, we add the user to that group. If you switch it off, we remove them and the licence becomes available again.

Every user can check for themselves whether they have a licence. In Nextcloud, click your profile photo in the top right and choose **Settings**. At the bottom of the **Profile & contact** page, under **Your groups**, you'll see which groups you belong to. If **office** is listed there (1), you have an Office Suite licence.



The office group means: this user has an Office Suite licence

Please note: always assign Office via the switch in Mijn WebOké, not by adding someone to the office group in any other way. Only then will your licence count be accurate.

Adding a user

1. In Mijn WebOké, go to **Mijn Producten**, click **Beheer** next to your Nextcloud package and scroll to **Gebruikersbeheer**.
2. Click **Gebruiker toevoegen**.
3. Fill in the **Gebruikersnaam**. The user will log in with this. Use lowercase letters, numbers, a full stop or a hyphen. You can't change the username afterwards.
4. Fill in the **Weergavenaam** and the **Email Address**.
5. Choose a **Password** of at least 10 characters, with at least one number and one special character, or click **Genereer**. Share the password securely with the user.
6. Does the user need to work with Euro-Office? Tick **Office Suite-licentie toewijzen**.
7. Click **Gebruiker aanmaken**.

Have you reached the maximum number of users or licences for your package? You'll receive a notification about this. Increase the number under **Configureerbare opties**, see Ordering Office licences and assigning them to users.

Managing a user

In Gebruikersbeheer, you can see for each user whether they're active, whether they have Office Suite and when they last logged in. The actions menu next to a user lets you choose:

- **Wachtwoord wijzigen**: for example, if someone has lost their password.
- **Edit data**: change the display name or email address.
- **Uitschakelen** and **Inschakelen**: temporarily deny someone access without deleting anything.
- **Delete**: permanently delete the user.

Please note: with **Delete**, all of that user's files, calendars and contacts are permanently deleted. This can't be undone. So first move any important files elsewhere, for example by sharing them with a colleague who copies them to their own folder.

Someone leaves or no longer needs Office

- Does someone no longer need Euro-Office, but still need Nextcloud? Then just switch off **Office Suite**. The licence becomes available for someone else.
- Is someone leaving? Disable the user first. Only delete them once you're sure all their files are safe.

Working together in groups

Do you want a team to work together on the same documents? Create a shared folder and share it with the colleagues who need to work in it. Everyone with an Office Suite licence can then open and edit the documents in that folder together in Euro-Office. You can read

how sharing works in Sharing a document with a colleague. You can read how to work on a document at the same time in Working on a document at the same time.

14

Frequently asked questions

14.1 Frequently asked questions about Euro-Office

Here you'll find short answers to the questions we get asked most often about Euro-Office in your WebOké Nextcloud. Want to know more? Follow the link to the full article. Questions about working with documents are in Frequently asked questions about working with documents, questions about problems and administration in Frequently asked questions about issues and administration.

What is Euro-Office?

Euro-Office is a full-featured, open source office suite for documents, spreadsheets, presentations and PDFs. You use it in your browser, directly from your WebOké Nextcloud. More in What is Euro-Office?.

Do I need Microsoft 365 or Google?

No. Euro-Office works entirely independently in your browser. All you need is your WebOké Nextcloud, with an Office Suite licence.

Where are my files stored?

In your own Nextcloud, on WebOké's servers in the Netherlands. Euro-Office also runs with us, so your documents never go to an American cloud.

Do I need to install anything?

No. Euro-Office works in your browser. If you'd still rather work with a program on your computer, that's possible too. See Euro-Office as a program on your computer: what is it and when do you use it?.

Which browser can I use?

Any modern browser, such as Chrome, Edge, Firefox and Safari. Preferably use the latest version. See Which browsers and file formats work with Euro-Office?.

What's different from the old Nextcloud Office?

Your files, the New menu and sharing stay the same. Word, Excel and PowerPoint files look better, the toolbar resembles Microsoft Office more closely, and you can do more with PDFs. See Euro-Office or the old Nextcloud Office: what changes for you?.

When do I switch to Euro-Office?

Your Nextcloud administrator starts the switch themselves in My WebOké, under My Products. The update usually takes 5 to 15 minutes. If they don't take action, we'll arrange

it ourselves by 1 December 2026 at the latest. See The switch to Euro-Office.

What does Euro-Office cost?

Euro-Office is included in the Office Suite licence of your Nextcloud package. You choose for yourself how many users you get a licence for. You'll find the prices with the Nextcloud packages. See Ordering Office licences and assigning them to users.

Does Euro-Office also work on my phone or tablet?

Yes. With the Nextcloud app, you can open your documents on your phone or tablet in a view suited to a small screen. See Euro-Office in the Nextcloud app on your phone or tablet.

Can I work without internet?

In the browser, you need an internet connection. With the Nextcloud Office program on your computer, you can also edit files when you don't have internet access for a while. See Euro-Office as a program on your computer: what is it and when do you use it?.

14.2 Frequently asked questions about working with documents

Quick answers to questions about creating, saving, sharing and editing documents in Euro-Office.

Do I need to save manually?

No. Euro-Office saves everything automatically. Use the Save button or `Ctrl` + `S` to record your latest change straight away. See Saving: how automatic saving works.

Why do I see the old version when I download the file?

The file in Nextcloud is fully updated once everyone has closed the document. Close the document, wait a moment and download it again. Or choose File and Download as in the editor. See You don't see your changes when you download the file or open it on your computer.

Does a Word file stay a Word file?

Yes. A docx stays a docx, an xlsx stays an xlsx and a pptx stays a pptx. Colleagues with Microsoft Office can simply open the file. See Opening an existing Word, Excel or PowerPoint file.

How do I make a PDF of my document?

Choose File, Download as and then PDF. If you want to keep the PDF in your Nextcloud, choose Save copy as instead. See Printing and saving as PDF and Download as docx, xlsx, pptx, odt or pdf.

Can several people work in one document at the same time?

Yes. You see each other's changes straight away, and you can add comments and chat within the document. See Working on a document at the same time.

Can I restore an older version?

Yes. Nextcloud automatically keeps older versions of your files. See Version History: restoring an older version.

Can I share a document with someone who doesn't use Nextcloud?

Yes, with a public link. You decide whether the other person can only read it or can edit it too. See Creating a public link (view or edit) and Sharing with someone outside your organisation.

Do my Excel macros work?

VBA macros from Excel won't work. The file will still open, with all your data and formulas intact. In Euro-Office, you create macros in JavaScript instead. See An Excel file with VBA macros: what now?.

Can I just type =SUM and =VLOOKUP?

Yes. In your WebOké Nextcloud, Euro-Office uses the standard English function names and commas, just like the English version of Excel. See Copying formulas from Excel: English function names and the comma.

Can I fill in a PDF form?

Yes. Click in a field and type; press `Tab` to move to the next field. See Filling in a PDF form.

Where can I find all the keyboard shortcuts?

In Handy keyboard shortcuts for all editors and the articles for each editor. In Euro-Office itself, you'll find them under File, Advanced settings, Keyboard Shortcuts.

14.3 Frequently asked questions about issues and administration

Quick answers to questions when something isn't working, and to questions from administrators about licences and users.

My document keeps loading. What now?

Reload the page, try a private window or a different browser, and read the message if there is one. See A document won't open or keeps loading.

I can't type anything in my document. Why is that?

The document is in reading view. You may only have read access, the mode might be set to Viewing, or the file could be locked. See A document opens as read only.

I get a message saying the file is locked or being edited in another app.

Someone has the file open in another program, for example through the sync app. Close it there, or save your work as a copy. See Saving or syncing isn't working.

My document looks different than it does in Word.

This is usually due to a font that isn't installed on the server. For Calibri, Cambria, Arial, Times New Roman and Courier New, Euro-Office uses a replacement with the same width. See Fonts look different.

My colleagues can open documents in Euro-Office, but I can't.

You probably don't have an Office Suite licence yet. Ask your Nextcloud administrator to assign one to you. See Ordering Office licences and assigning them to users.

How do I check if I have an Office Suite licence?

Click your profile picture in the top right of Nextcloud and choose Settings. There you'll see your groups next to your profile. If office is listed there, you have a licence. See Managing users and groups for Office.

How do I give a colleague an Office Suite licence?

In My WebOké, go to My Products, click Manage next to your Nextcloud package, and switch on the Office Suite toggle for your colleague in User management. See Ordering Office licences and assigning them to users.

All licences are in use. What can I do?

Switch off Office for someone who no longer uses it, or increase the number of licences under Configurable options. See Ordering Office licences and assigning them to users.

How do I contact support?

Log in to My WebOké, go to the Support Centre and choose Submit ticket. Or go to www.weboke.nl/support. See When you contact support.

15

Advanced: questions and solutions

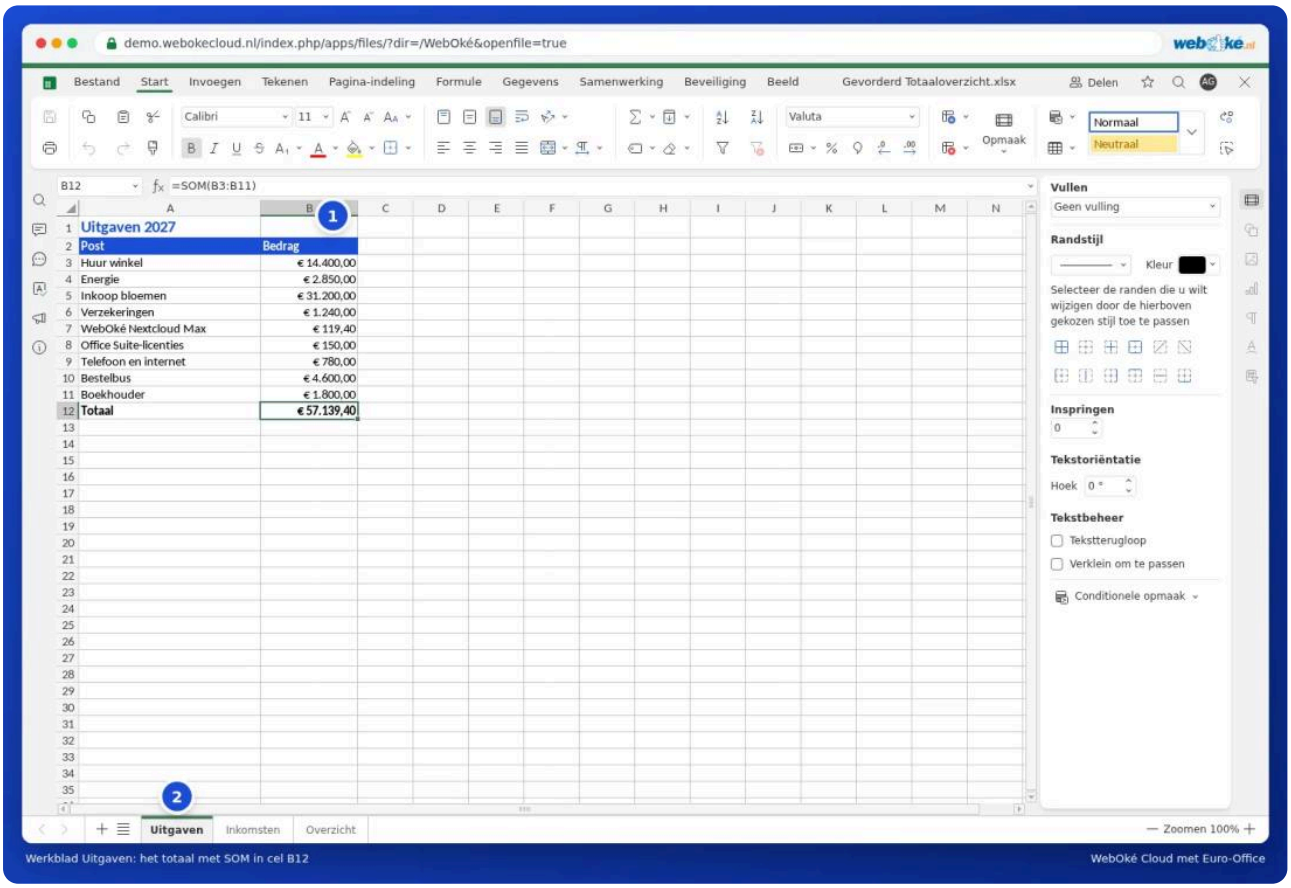
15.1 A total overview from multiple worksheets: expenses, income and balance

Many people keep their expenses and income on separate worksheets. That's a good idea, as it keeps each list easy to read. But at some point you want to see, in one place, how much came in, how much went out and what you're left with. You do that with a third worksheet that pulls the totals from the other worksheets. Change an amount later, and the overview updates itself straight away.

As an example, we'll use the annual figures of Bloemisterij Het Zonnetje, a WebOké customer, with three worksheets: **Expenses**, **Income** and **Overview**.

Step 1: the Expenses worksheet

1. Create a new spreadsheet and name the first worksheet **Expenses**: right-click the tab at the bottom and choose **Rename** (see Managing sheets).
2. Type **Item** in A2 and **Amount** in B2. Below that, in A3 to B11, enter your expenses: rent, energy, purchasing, insurance, your WebOké Nextcloud and so on.
3. Type **Total** in A12 and the formula **=SUM(B3:B11)** in B12.



In B12, =SUM(B3:B11) adds up all expenses (1); the Expenses worksheet tab is shown at the bottom (2)

Tip: leave a few empty rows above the total row. If you add an item in one of these empty rows later, SUM automatically includes it. If you insert a whole row within the range, the

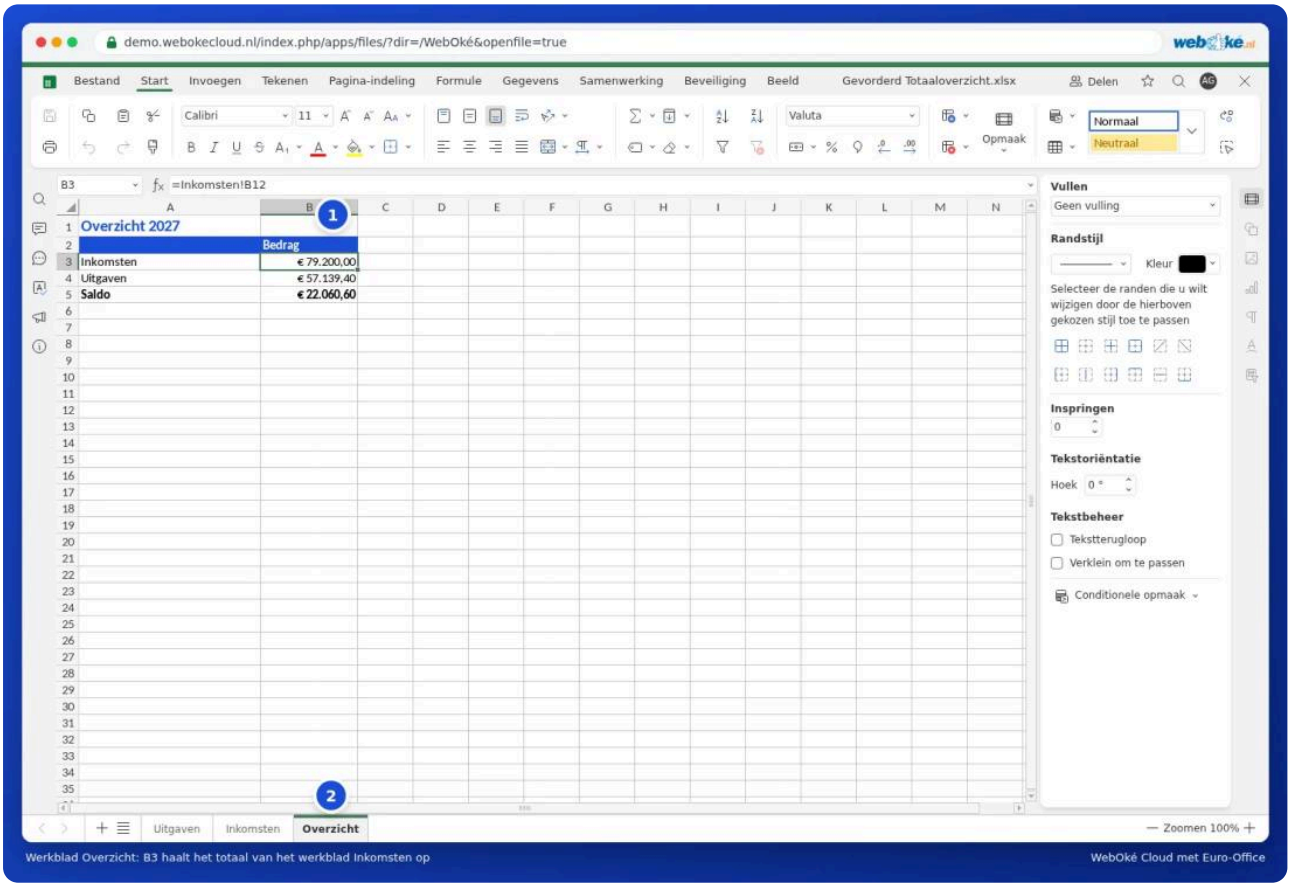
range grows along with it too.

Step 2: the Income worksheet

Click the **plus** at the bottom to add a new worksheet and name it **Income**. Set it up exactly like Expenses: items in A3 to A11, amounts in column B, and **=SUM(B3:B11)** again in B12. Using the same layout makes the overview easy to build later: the total is in B12 on both worksheets.

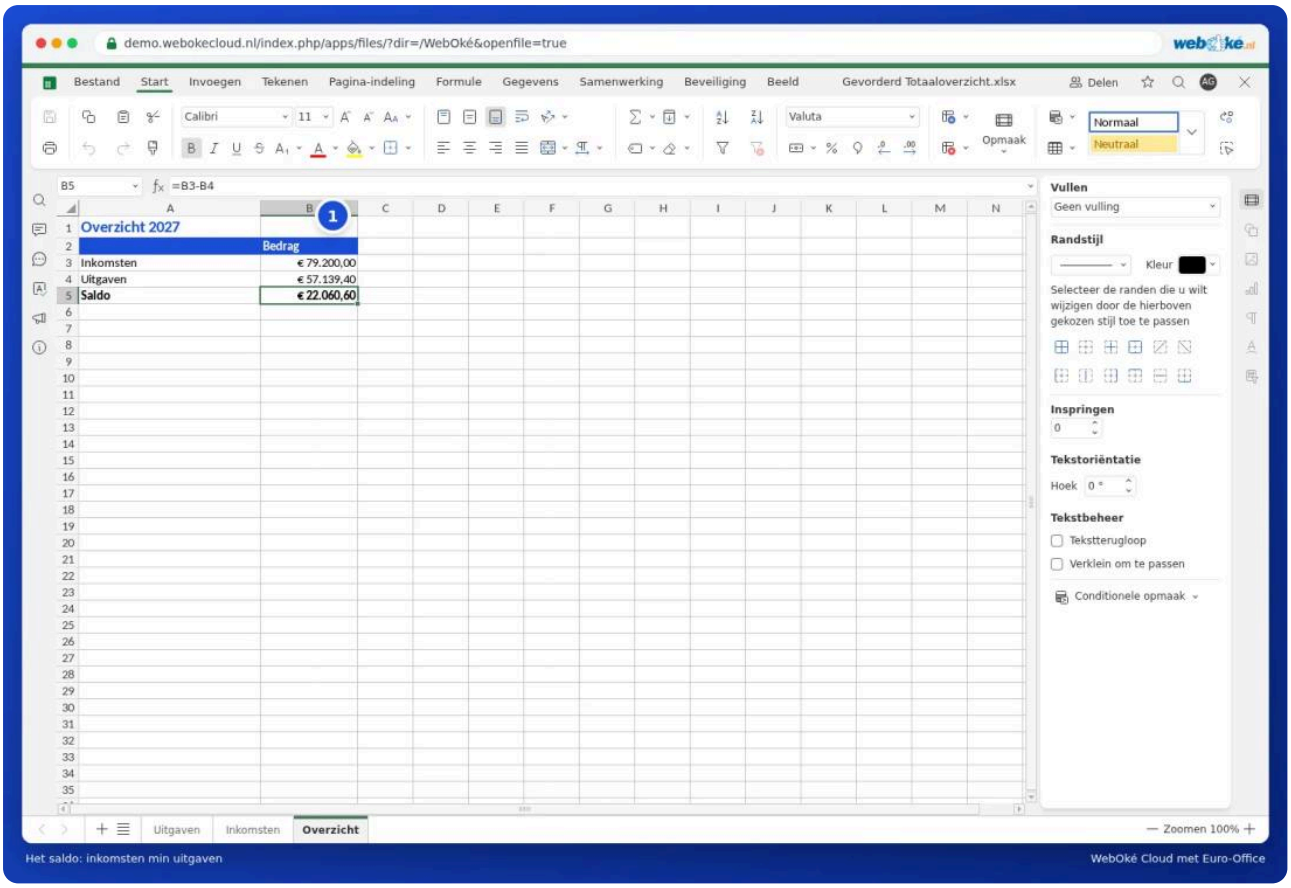
Step 3: the Overview worksheet

1. Create a third worksheet and name it **Overview**.
2. Type **Income** in A3, **Expenses** in A4 and **Balance** in A5.
3. Type the formula **=Income!B12** in B3. This means: the value from cell B12 on the Income worksheet. The exclamation mark separates the worksheet name from the cell.
4. Type **=Expenses!B12** in B4.
5. Type **=B3-B4** in B5: income minus expenses.



The formula bar (1) shows =Income!B12: the total from the Income worksheet. The Overview worksheet tab is shown at the bottom (2)

You don't need to type the reference. Type an equals sign in B3, click the **Income** worksheet tab at the bottom, click cell B12 and press `Enter`. Euro-Office then enters the reference in the formula for you and jumps back to the overview.



The balance (1): 79,200 in income minus 57,139.40 in expenses is 22,060.60

Names with a space

If a worksheet is called **Expenses 2027**, with a space, put the name in single quotes: **='Expenses 2027'!B12**. Without a space, you can still use quotes (**='Expenses'!B12**); Euro-Office will then simply remove them. If you click the cell instead of typing, Euro-Office always gets the quotes right automatically.

Extending it: by month or by category

- **A percentage**: type **=B4/B3** in C4 and apply the Percentage format to the cell. This shows what proportion of your income goes on expenses.
- **By category**: on the Expenses worksheet, add a category in column C (for example Housing, Purchasing, Auto). On the overview, **=SUMIF(Expenses!C3:C11,"Purchasing",Expenses!B3:B11)** adds up only the purchasing expenses.
- **The same cell across many worksheets**: if you have twelve worksheets, January to December, each with a total in B12, then **=SUM(January:December!B12)** adds them all up in one go. The worksheets must be next to each other, in that order.

Pitfalls

- **#REF!** on the overview: you've deleted a worksheet or removed a row that the formula pointed to. Set the reference again.
- **Renamed a worksheet?** No problem: Euro-Office automatically updates the formulas on the overview.
- **Total shifted?** If you insert a row above the total row, the total moves to B13 and the reference on the overview shifts neatly along with it. If you retype the reference afterwards, check carefully where the total is now.
- **Amount not being counted?** If an amount sits on the left of the cell, it's text. See Formatting numbers, dates and currency.

Tip: if several people work in this file, protect the formulas on the overview so no one overwrites them by accident. See Protecting formulas in a shared spreadsheet.

15.2 Copying formulas from Excel: English function names and the comma

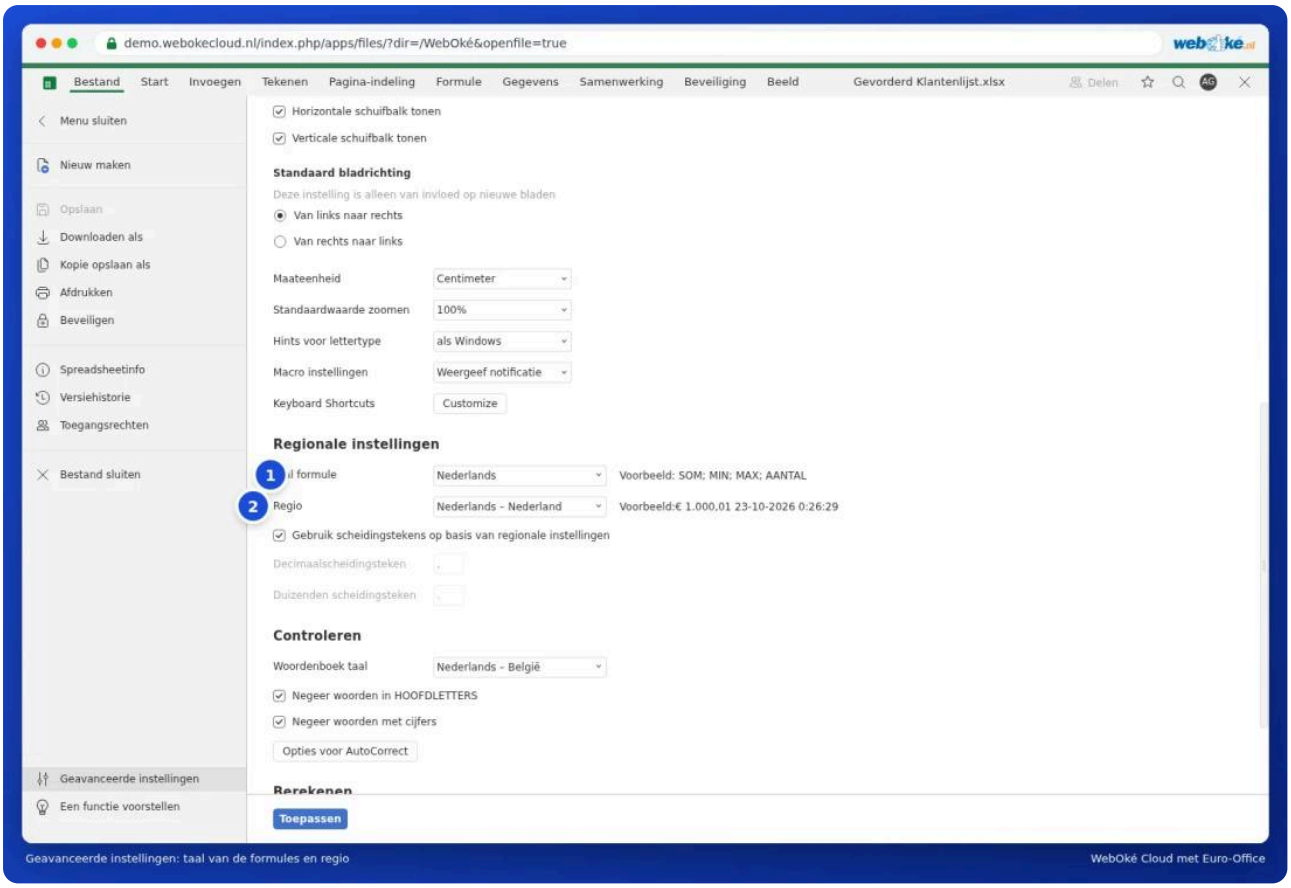
If you're used to Excel in Dutch, you'll type =SOM, =ALS and =VERT.ZOEKEN. Online, formulas are often written in English, with commas: =SUM(A1,A2). Which form do you use in Euro-Office?

How this works in your WebOké Cloud

In your WebOké Nextcloud, Euro-Office uses the **English function names** and the **comma** between the parts of a function by default, exactly as in the English Excel. So you type **=SUM(B3:B11)**, **=IF(B5>0,"profit","loss")** and **=VLOOKUP(A3,Facturen!B2:H13,6,0)**. A full stop is the decimal separator: 1.21.

Checking or changing the setting

1. Click **File** and select **Advanced settings**.
2. Look under **Regional settings** at **Formula language** (1). Here you choose the language you want to use for typing functions.
3. Under **Region** (2), choose how dates, numbers and currency are displayed. Choose **English (United Kingdom)** for 23/10/2026, a full stop as the decimal separator and the pound sign.
4. Leave **Use separators based on regional settings** ticked and click **Apply**.



Formula language (1) and Region (2) under regional settings

This doesn't change the file itself. A colleague who has Dutch set up simply sees =SOM in the same file, and a Dutch Excel opens it without any problems.

Converting a Dutch formula

Translate the function names and replace the semicolons between the parts with commas. The most commonly used:

English	Dutch
SUM, AVERAGE, COUNT	SOM, GEMIDDELDE, AANTAL
IF, AND, OR	ALS, EN, OF
VLOOKUP, XLOOKUP, MATCH	VERT.ZOEKEN, X.ZOEKEN, VERGELIJKEN
IFERROR, IFNA	ALS.FOUT, ALS.NB
SUMIF, SUMIFS, COUNTIF	SOM.ALS, SOMMEN.ALS, AANTAL.ALS
TRIM, CLEAN, SUBSTITUTE	SPATIES.WISSEN, WISSEN.CONTROL, SUBSTITUEREN
LEFT, RIGHT, MID, LEN	LINKS, RECHTS, DEEL, LENGTE
DATE, TODAY, NETWORKDAYS	DATUM, VANDAAG, NETTO.WERKDAGEN
TEXTJOIN, UNIQUE, FILTER	TEKST.COMBINEREN, UNIEK, FILTER

Tip: not sure about a name? Go to the **Formula** tab and browse through the categories, or type the equals sign and the first few letters: Euro-Office will then show a list of matching functions.

Pitfalls

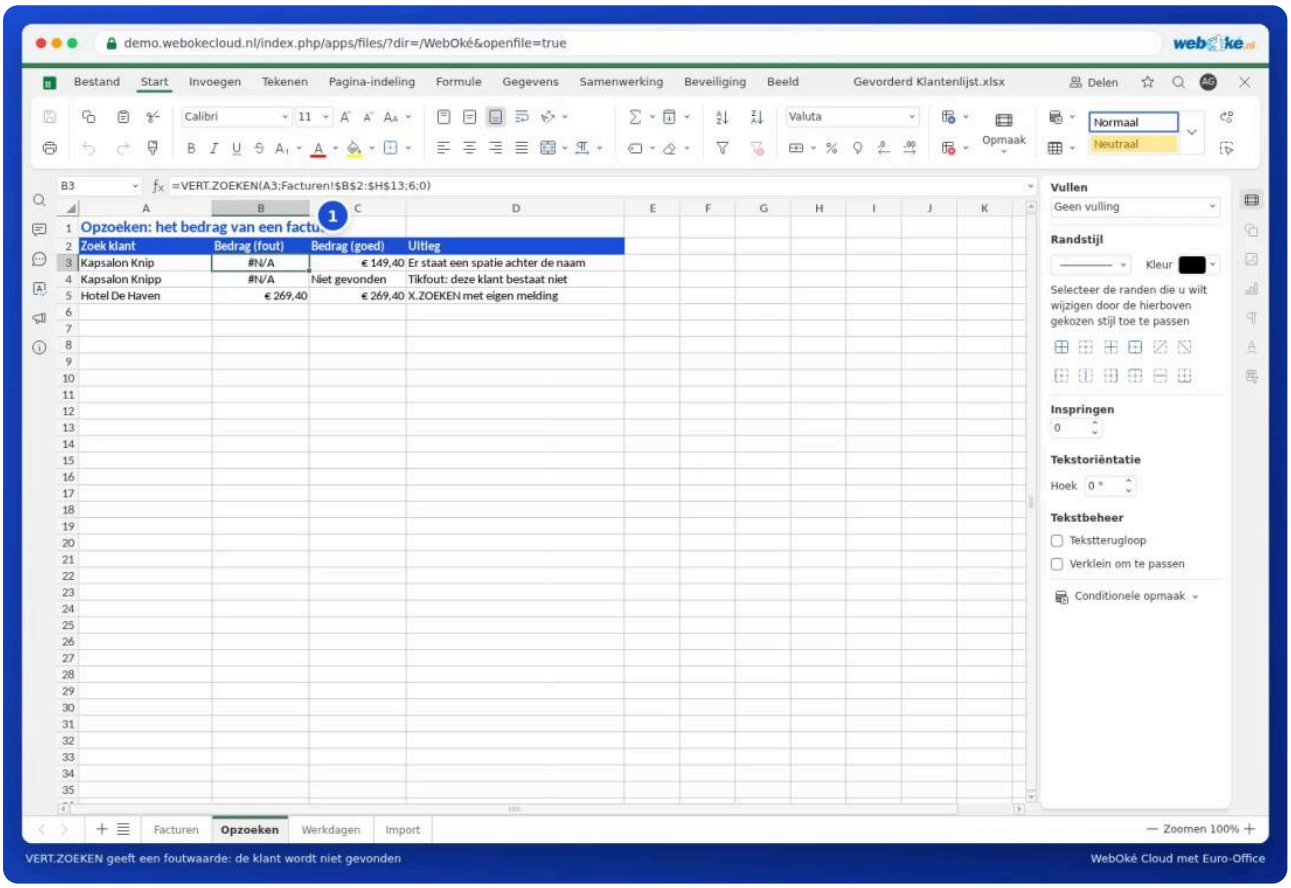
- **#NAME?** in the cell: the function name isn't recognised. (Euro-Office always shows error values using the English codes, even if you're working with Dutch function names.) This is usually a Dutch name or a typo.
- Euro-Office always shows logical values in English: **TRUE** and **FALSE**, even in the formula bar. Don't type a bare WAAR or ONWAAR in a formula, as that gives #NAME? or an incorrect result. Use TRUE and FALSE, the functions WAAR() and ONWAAR() with brackets, or 1 and 0.
- If a formula uses a custom VBA function from Excel, it won't work. See An Excel file with VBA macros: what now?.

15.3 VLOOKUP returns #N/A: here's how to fix it

This is probably the most frequently asked spreadsheet question in the world: the customer really is in the list, but VLOOKUP still returns an error. In Euro-Office that error is called **#N/A**. It means: not found. Below are the causes, from most common to least common.

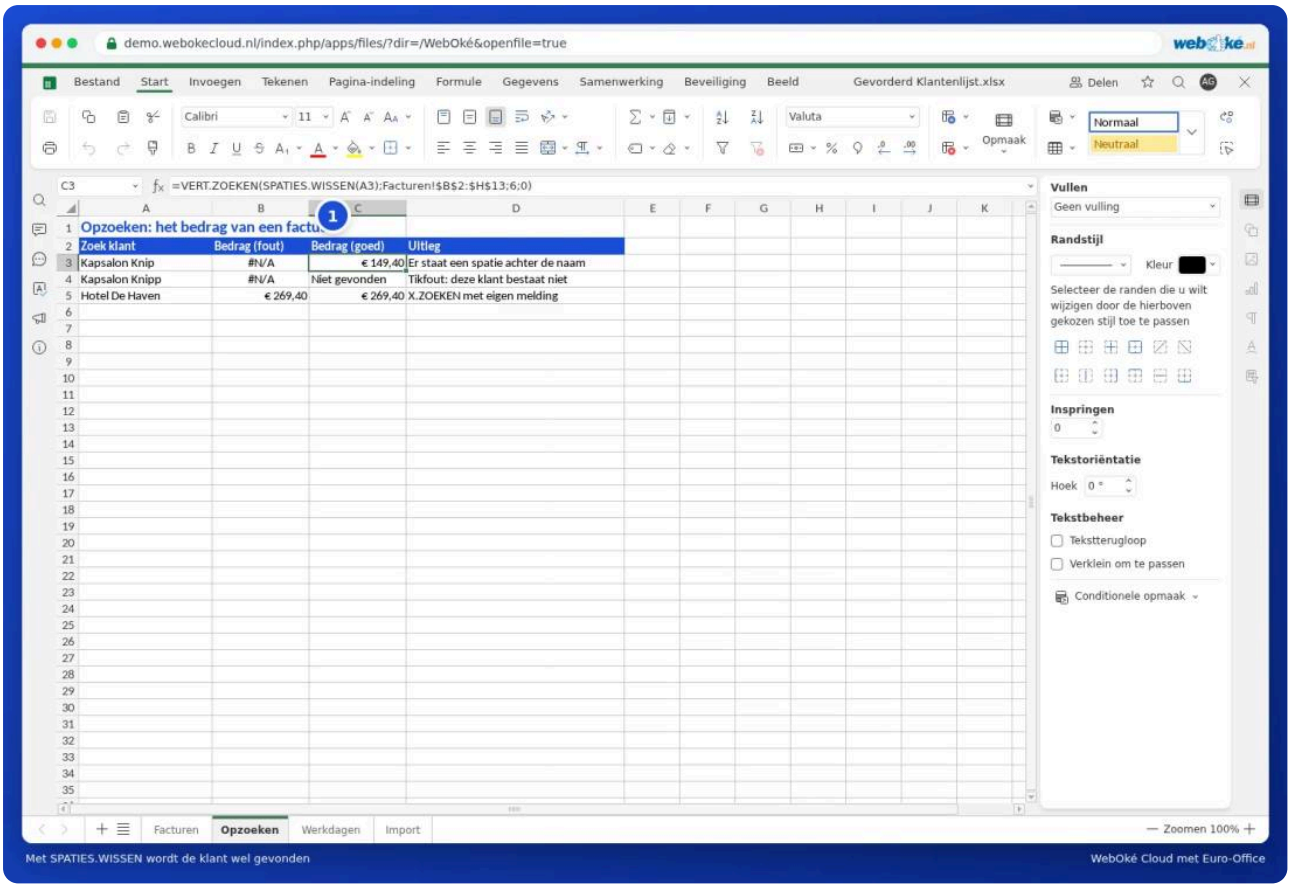
1. Hidden spaces

In our example, cell A3 contains "Kapsalon Knip " with a space after it. To you it looks the same, but not to the spreadsheet. This often happens with data you've copied from a website, an email or an export.



The formula (1) in B3 returns #N/A: because of the space after the name, Kapsalon Knip isn't found

Solution: let TRIM remove the spaces first.
=VLOOKUP(TRIM(A3),Invoices!$B$2:$H$13,6,0) does find the customer.



With TRIM (1), VLOOKUP finds the amount of 149.40

If the list comes from a web page, it may contain "hard" spaces that TRIM doesn't recognise. In that case, use **SUBSTITUTE(A3,CHAR(160)," ")** and possibly **CLEAN** for invisible characters.

2. You're not searching for an exact match

The fourth part of VLOOKUP must be **0** (or FALSE). If you leave it out, Euro-Office looks for an "approximate" match. That produces strange results or #N/A if the list isn't sorted.

Please note: don't type FALSE without brackets in Euro-Office, as you might be used to doing in Excel. Euro-Office doesn't recognise that word as a logical value. VLOOKUP will then still search "approximately" and return the wrong amount without showing an error. Use 0, FALSE or FALSE().

3. The table shifts when you drag the formula down

If you drag the formula down, B2:H13 shifts along to B3:H14 and the top customer falls outside the range. Add dollar signs: **$B$2:$H$13**. Press F4 while typing to add them quickly.

4. Number versus text

If you're searching by a customer number or postcode, both sides need to be the same type of value. A number stored as text is aligned to the left of the cell, while a real number is aligned to the right. Make both columns match via the number format (see Formatting numbers, dates and currency), or search as text: **=VLOOKUP(A3&"",...)**.

5. The lookup column isn't on the left

VLOOKUP only searches in the **first column** of the range. If you want to search by customer name and that's in column B, the range must start at B (B2:H13, not A2:H13). If the answer is to the left of the lookup column, use XLOOKUP instead: see XLOOKUP: looking up to the left and with your own message.

A neat message instead of #N/A

Does the value really not exist, for example because of a typo? Catch the error: **=IFNA(VLOOKUP(A4,Invoices!$B$2:$H$13,6,0),"Not found")**. In the case of a typo such as "Kapsalon Knipp" you'll then see "Not found", as in C4 of the example.

Tip: test whether the value itself is the problem with **=MATCH(A3,Invoices!$B$2:$B$13,0)**. If that also returns #N/A, the problem lies in the values (spaces, text or numbers), not in your formula.

15.4 XLOOKUP: looking up to the left and with your own message

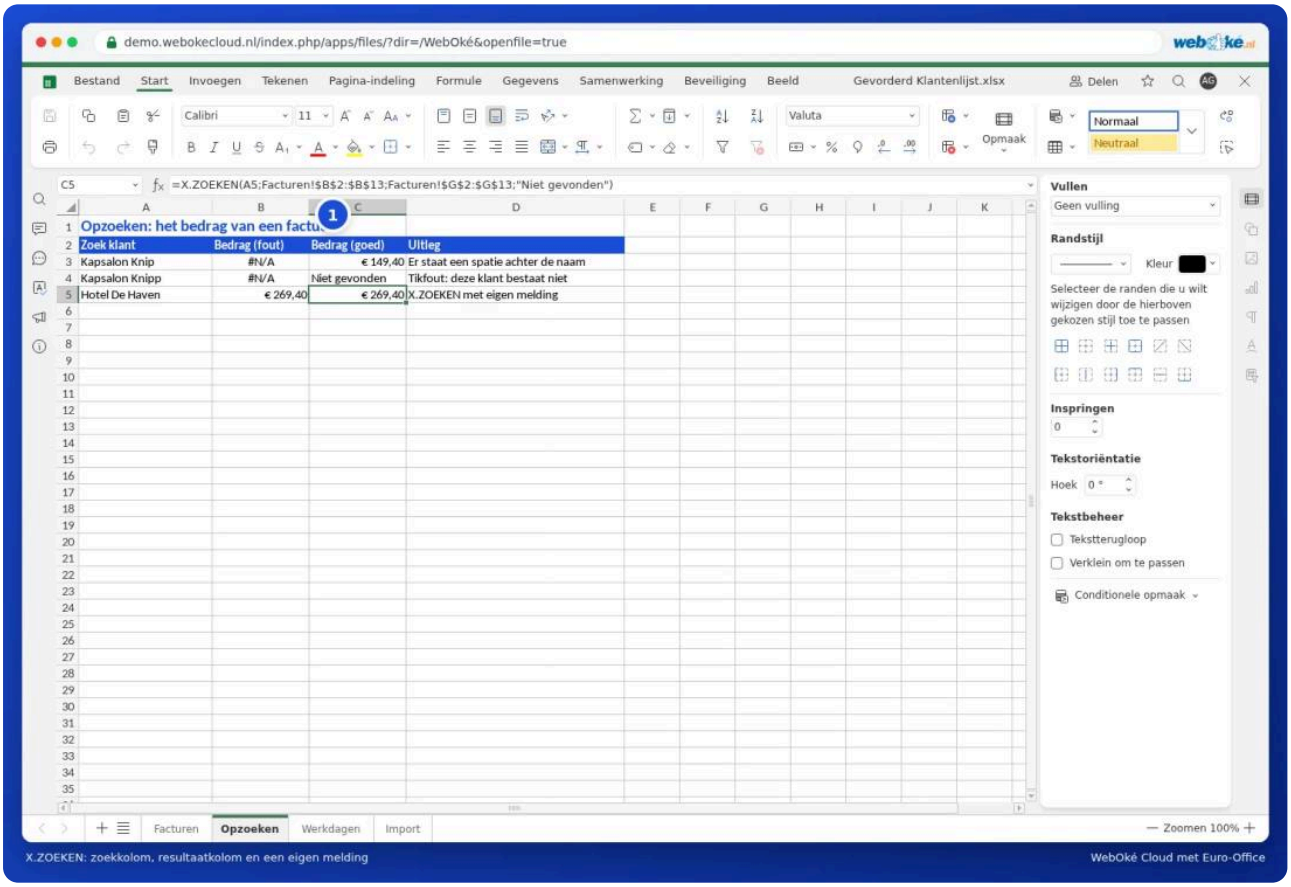
XLOOKUP is the successor to VLOOKUP. People ask for it because VLOOKUP has three limitations: it only searches the first column, you have to count columns, and you have to handle errors separately. XLOOKUP doesn't have these limitations, and Euro-Office simply supports it.

The structure

=XLOOKUP(lookup_value,lookup_column,result_column,"message if not found")

Example: looking up the invoice amount for Hotel De Haven. The customer names are in column B, the amounts in column G:

=XLOOKUP(A5,Facturen!$B$2:$B$13,Facturen!$G$2:$G$13,"Not found")



XLOOKUP (1): lookup column and result column separate, with your own message

Why it's better

- **No column counting**: you simply select the result column. If you insert a column later, the formula still works correctly.
- **Also to the left**: the result column can be to the left of the lookup column.

- **Exact by default**: you don't need to add a 0.
- **Your own message**: the fourth argument is the text shown when nothing is found.

Additional options

- Fifth argument, the match mode: **0** exact match (default), **-1** exact match or the next smaller value (useful for brackets), **1** exact match or the next larger value, **2** with wildcard characters * and ?.
- Sixth argument, the search direction: **-1** searches from bottom to top. This lets you find the last invoice for a customer: =XLOOKUP("Bakkerij Van Dijk",B2:B13,F2:F13,"None",0,-1).

Pitfalls

- The lookup column and result column must be the same length: $B$2:$B$13 and $G$2:$G$13, not $G$2:$G$20.
- Avoid using whole columns such as B:B in large files; this slows down the spreadsheet. See Speed up a slow spreadsheet.
- If you send the file to someone using a very old version of Excel (2016 or earlier), they won't have XLOOKUP. Use VLOOKUP instead.

15.5 Dates that come in as text or have day and month swapped

You pull an export from your bank, webshop or accounting software and the dates look wrong: 03/04/2027 turns into 4 March instead of 3 April, or you can't calculate or sort with them. In that case, the dates are stored as text.

Recognising it

- Text dates sit on the left of the cell, real dates on the right.
- If you choose **Long Date** as the number format and nothing changes, it's text.
- A formula like =C3+30 gives #VALUE! or something odd.

First: set the region correctly

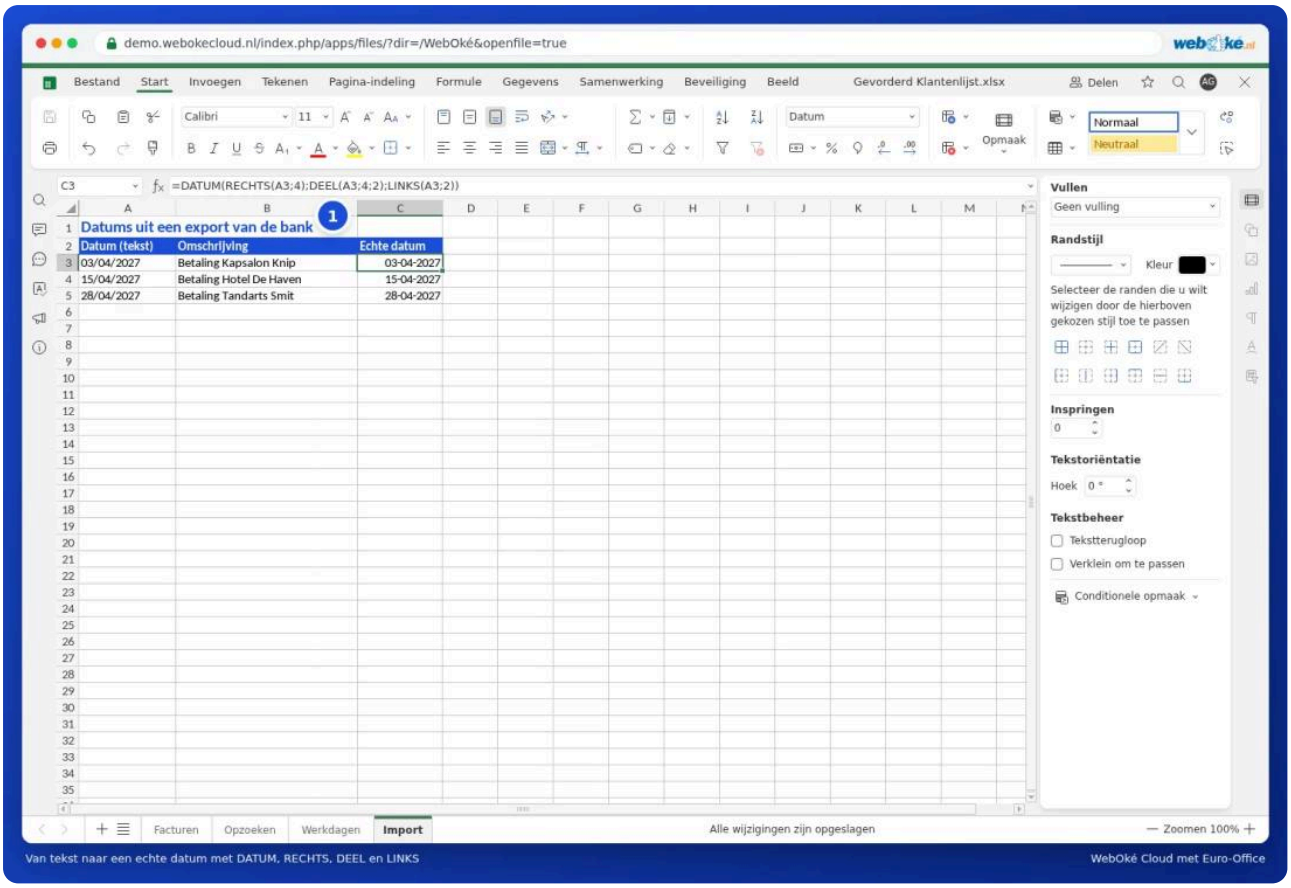
Go to **File**, **Advanced settings** and set **Region** to your own language and country, for example **English (United Kingdom)** (see Copying formulas from Excel: English function names and the comma). Then Euro-Office reads everything you type yourself as day-month-year.

Converting text into a real date

If A3 contains the text **03/04/2027** (day/month/year), enter this in C3:

=DATE(RIGHT(A3,4),MID(A3,4,2),LEFT(A3,2))

RIGHT takes the last four characters (the year), MID takes the two characters starting at position 4 (the month), and LEFT takes the first two (the day). DATE turns this into a real date.



The formula (1) turns the text 03/04/2027 into the real date 3 April 2027

1. Drag the formula down.
2. Give column C the **Short Date** format.
3. Want to get rid of the old column? Copy column C, right-click and choose **Paste special** with values only. Then you can delete column A.

American dates (month/day/year)

If the export comes from an American system (04/03/2027 for 3 April), swap MID and LEFT: **=DATE(RIGHT(A3,4),LEFT(A3,2),MID(A3,4,2))**.

Pitfalls

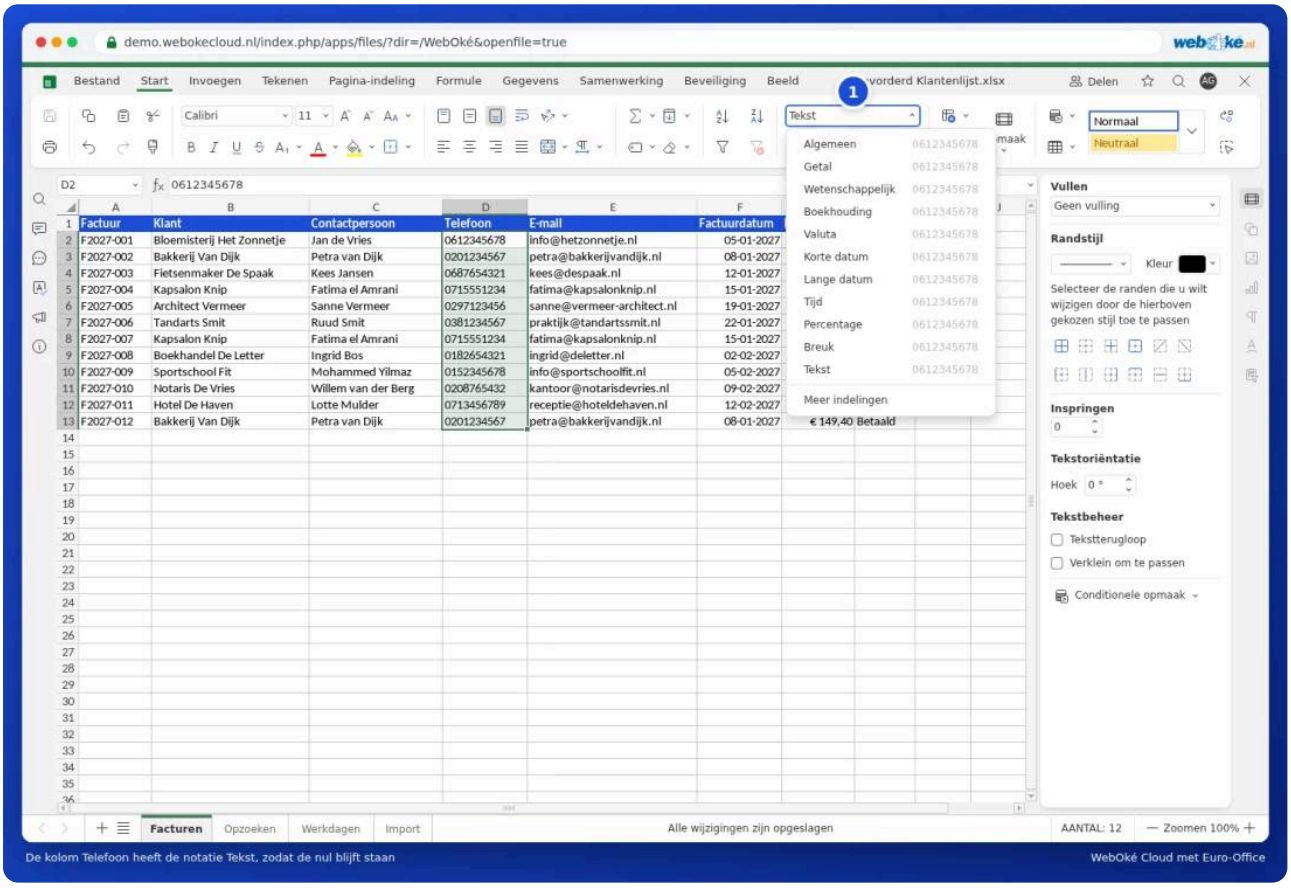
- Is the day or month sometimes a single digit (3/4/2027)? Then the fixed position won't work. First use **Text to Columns** on the Data tab with the forward slash as the separator (under Other), then apply =DATE(year,month,day) to the three columns.
- Don't use =TEXT() to "fix" it: that just gives you text again.
- If it comes from a CSV file, also take a look at Opening a CSV file with semicolons and strange characters correctly.

15.6 Keeping the leading zero in a phone number or postcode

Type 0612345678 into a cell, and the spreadsheet turns it into 612345678. After all, a number never starts with a zero. But with phone numbers, Belgian postcodes, article codes and customer numbers, you want to keep that zero.

Beforehand: set the column to Text

1. Select the column (click the column letter) **before** you type or paste anything.
2. On the **Home** tab, click the number format drop-down list (1) and choose **Text**.
3. Everything you now type or paste stays exactly as it is, including the zero.



Choose Text in the number format drop-down list (1): the zero then stays in place

Quick fix for a single cell

Type an apostrophe before the number: **'0612345678**. You won't see the apostrophe in the cell, but the zero stays.

Codes with a fixed length

Does an article code always need to be six digits (000123)? At the bottom of the drop-down list, choose **More formats** and create your own format, **000000**. The code then remains a number you can sort by, but it's always padded with zeros.

Has the zero already disappeared?

Setting the format to Text afterwards doesn't bring the zero back. In an empty column, enter **=TEXT(D2,"0000000000")** for ten-digit phone numbers, drag it down, then paste the result back as values (right-click, **Paste special**).

Pitfalls

- A phone number isn't a number you calculate with. So +31 6 12345678 with spaces can perfectly well be text too.
- With a CSV import, the import itself determines whether the zero is kept. If it went wrong, set the column to Text afterwards and import again. See Opening a CSV file with semicolons and strange characters correctly.
- Long numbers such as an IBAN or national ID number should also be text: as a number, they'll be rounded off or shown as 1.23E+17.

15.7 Opening a CSV file with semicolons and strange characters correctly

Exports from online shops, banks and membership administration systems are almost always CSV files. We hear two complaints again and again: everything ends up in one column, or strange characters appear, like Ã« instead of ë. You can fix both when you open the file.

Why does it go wrong?

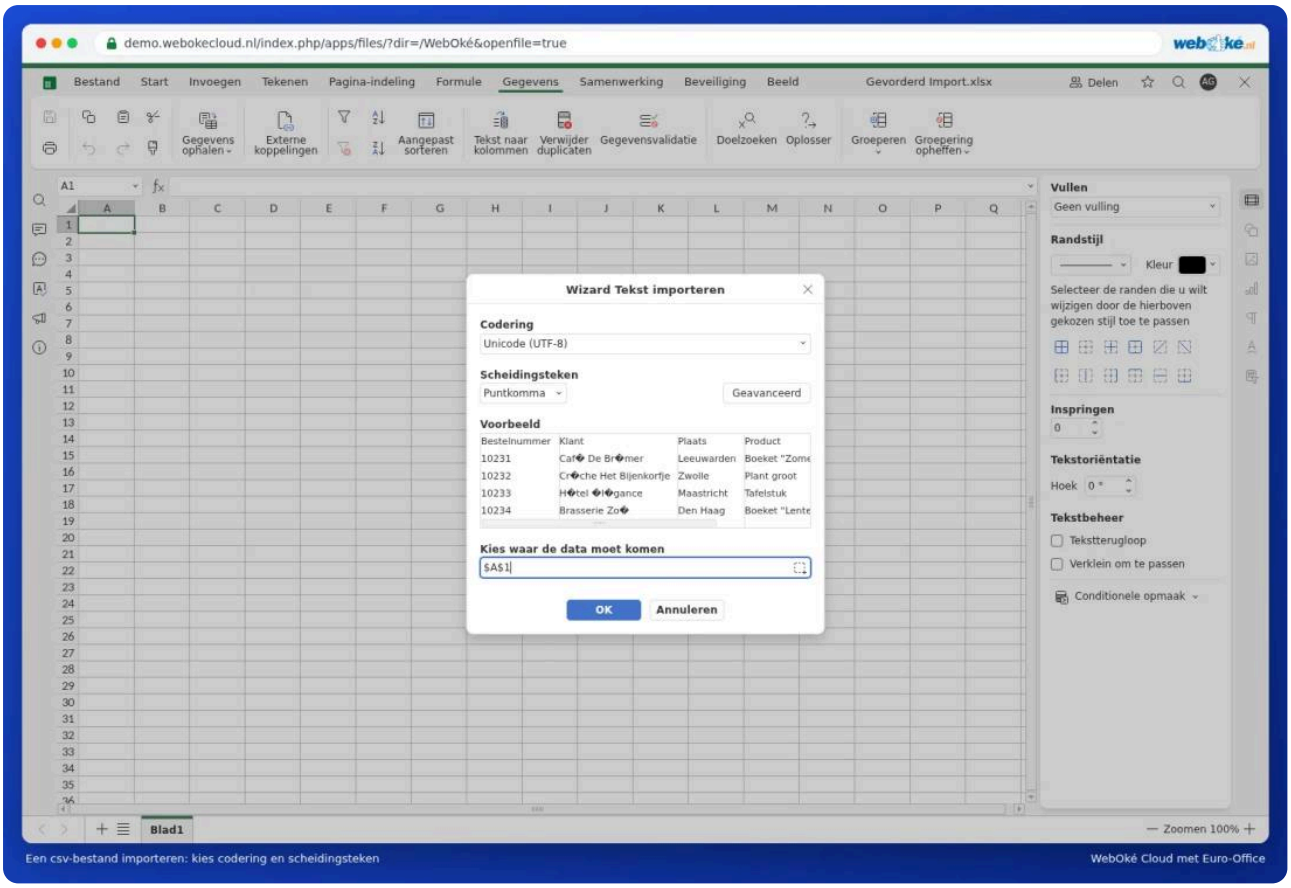
- **One column**: Dutch programs usually separate fields with a **semicolon**, English ones with a comma. If the spreadsheet picks the wrong character, everything ends up in column A.
- **Strange characters**: the file is saved in a different **encoding** than the spreadsheet expects. Older Windows programs often use Windows-1252 (Western European), newer ones use UTF-8.

Note: clicking opens the text editor

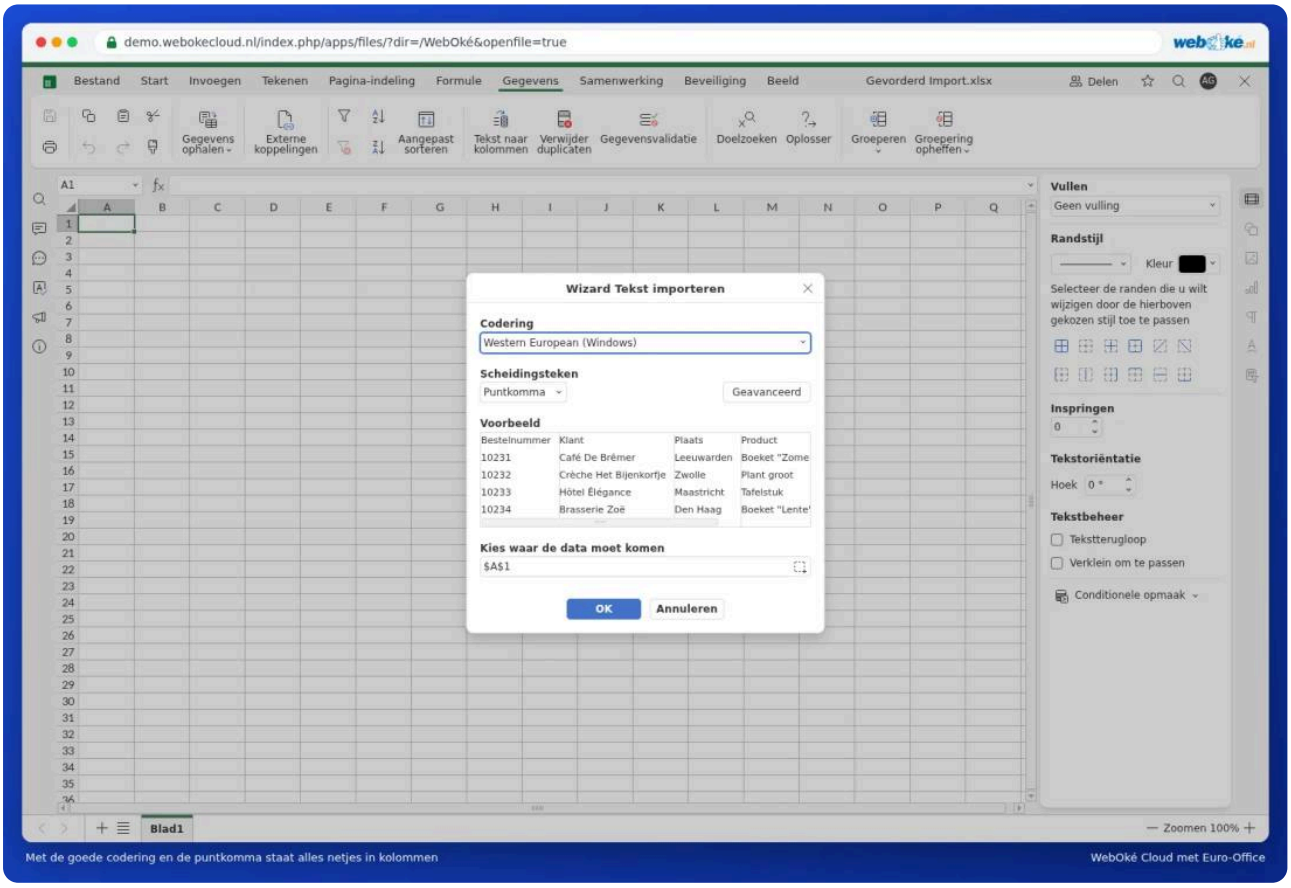
If you click a CSV file in your WebOké Nextcloud, Nextcloud opens it as plain text in the text editor, not as a spreadsheet. To turn it into a proper table, import the CSV file into a spreadsheet.

How to import it correctly

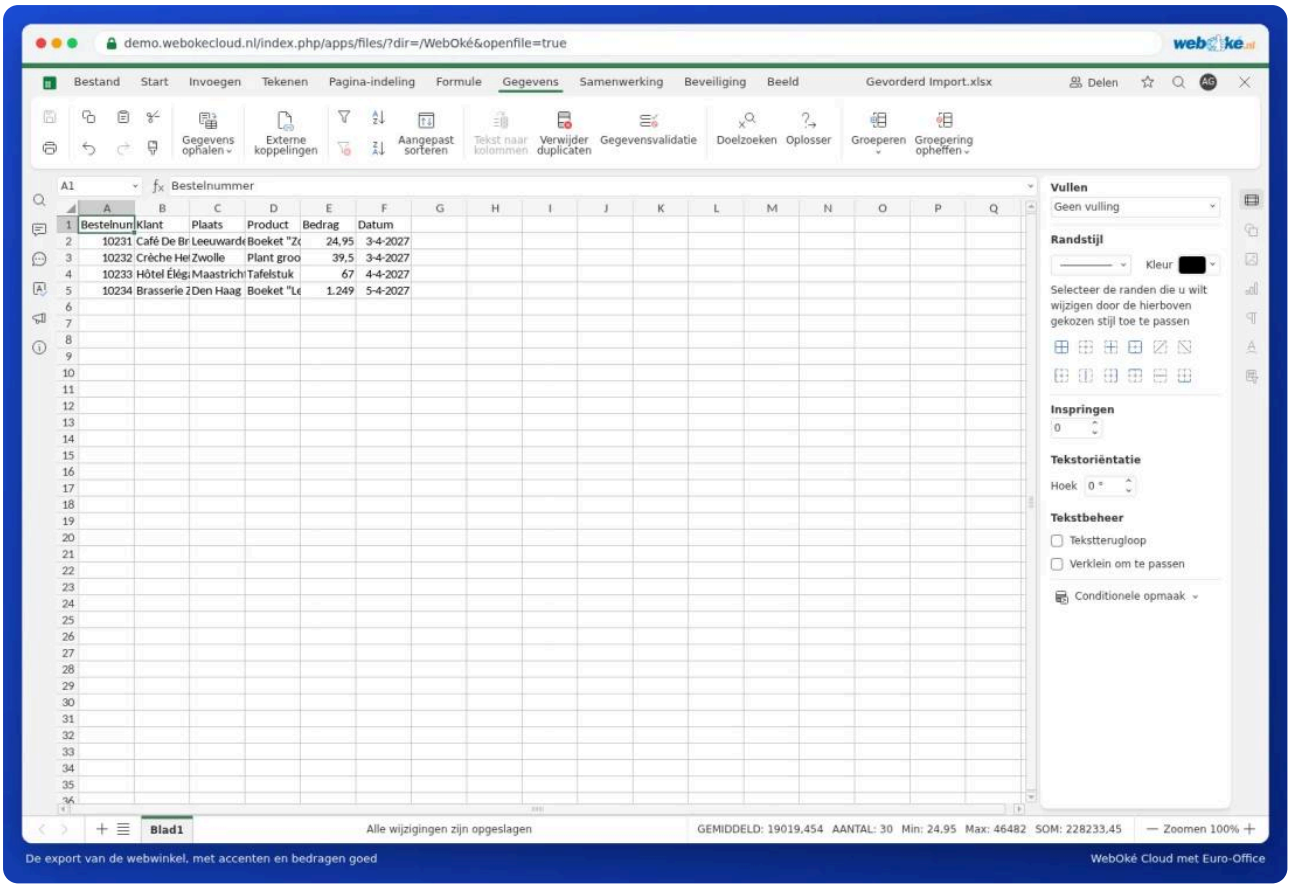
1. Create a new, blank spreadsheet (or open the spreadsheet you want to add the data to).
2. Go to the **Data** tab, click **Get Data** and choose **From Local TXT/CSV**. Choose the CSV file on your computer. If the file is online, choose **From TXT/CSV Web Address** instead.
3. The **Text Import** window opens. Check the **Preview** to see whether the letters look right. If you see strange characters for é, ë and ô, choose a different encoding under **Encoding**. For exports from older Windows programs this is usually **Western European (Windows)**; for newer ones it's **Unicode (UTF-8)**.
4. Under **Delimiter**, choose **Semicolon** or **Comma** until the preview shows neat columns. Euro-Office often detects the delimiter automatically.
5. Under **Choose where to put the data**, select the top left cell, for example $A$1, and click **OK**.



With the Unicode (UTF-8) encoding, strange characters appear for Café and Crèche



With Western European (Windows), the accents are correct



The export is now in columns; amounts and dates are genuine numbers and dates

Use **Advanced** to set the decimal separator and the thousands separator. For amounts such as 1,249.00, choose a period as the decimal separator and a comma for thousands. See also Importing and exporting CSV files.

Pitfalls

- After opening, you're working in a CSV file. A CSV doesn't store formatting, formulas or extra sheets. If you want to keep working with it, save a copy as xlsx via **File**, **Save Copy As**.
- Leading zeros (postcodes, phone numbers) and long numbers such as an IBAN can get lost when you open the file. See Keeping the leading zero in a phone number or postcode.
- Dates can come in as text. See Dates that come in as text or have day and month swapped.

15.8 Finding and removing duplicate customers

If you merge two address lists, or export twice from your webshop, customers can end up listed twice. In our example, the invoices for Kapsalon Knip and Bakkerij Van Dijk appear twice. Here's how to find and remove them.

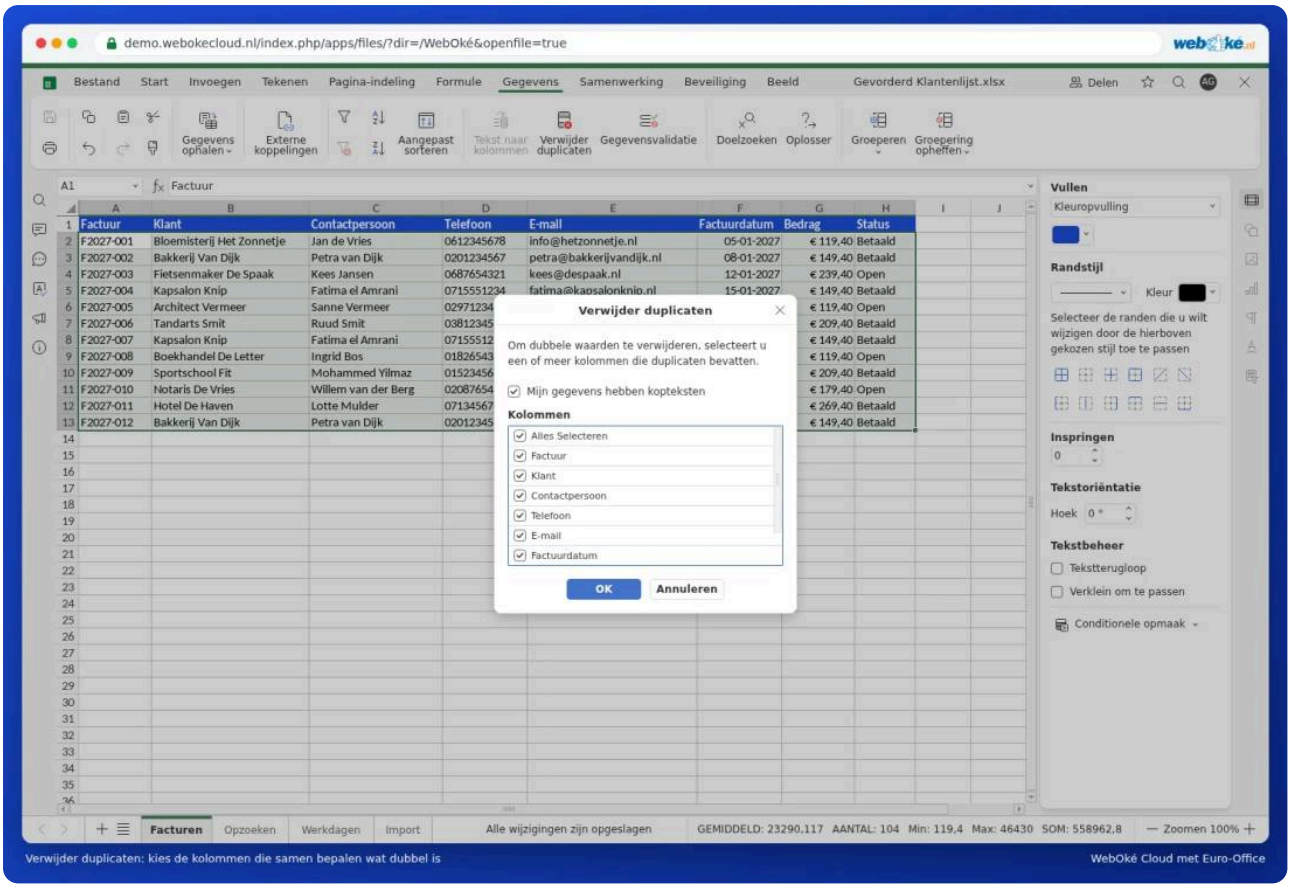
Step 1: check first

Never delete blindly. Highlight the duplicate values first:

1. Select the column you want to check for duplicates, for example the email addresses.
2. On the **Home** tab, click **Conditional formatting** (this is what Euro-Office calls conditional formatting) and choose **Duplicate/Unique**.
3. Choose a colour. Now you can see at a glance which values occur more than once. Sort by that column to group them together.

Step 2: remove them

1. Select the whole table, including the headers.
2. On the **Data** tab, click **Remove duplicates**.
3. Leave **My data has headers** ticked.
4. Under **Columns**, only tick the columns that together determine what counts as a duplicate. If you select everything, an entire row must match exactly. If you select only Email, one row remains per email address.
5. Click **OK**. Euro-Office will tell you how many duplicate rows it has removed.



Remove Duplicates: choose the columns that together determine what counts as a duplicate

Pitfalls

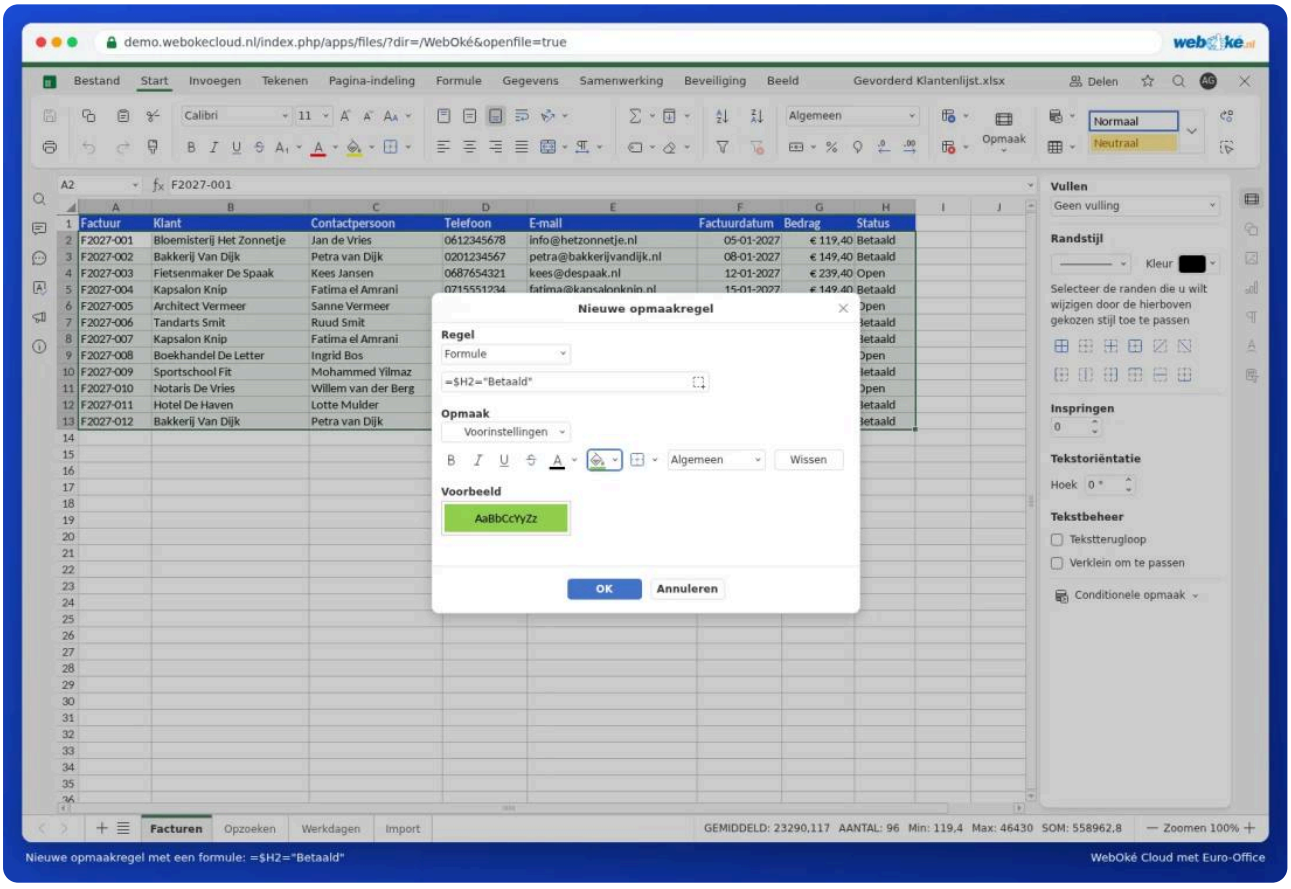
- The **first** row stays, later ones are removed. If you want to keep the most recent data instead, sort by date first, with the newest at the top.
- "Jan de Vries" and "jan de vries " (with a space) are different as far as the spreadsheet is concerned. Clean up spaces first with TRIM (see VLOOKUP returns #N/A: here's how to fix it).
- Made a mistake? Press `Ctrl` + `Z` straight away. Later on, you can use the file's version history instead.

15.9 Colour the whole row when the invoice is paid

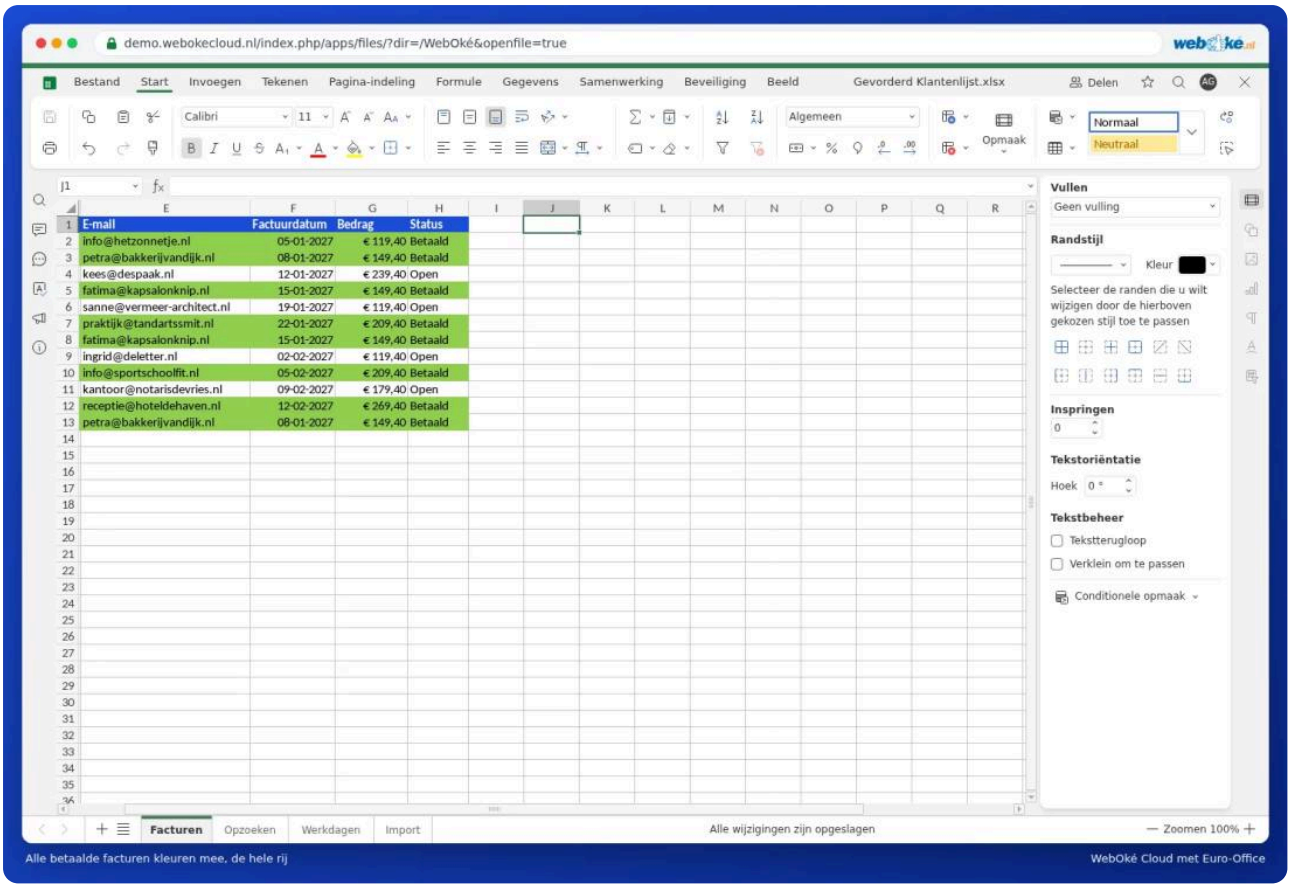
With regular conditional formatting, only the cell itself gets coloured. For an invoice list, task list or members list, you often want to colour the **whole row** when one column contains something, for example "Betaald". You do this with a rule using a formula.

Step by step

1. Select the whole table without headers, in the example **A2:H13**. So not just the Status column.
2. On the **Home** tab, click **Conditional formatting** and choose **New rule**.
3. For **Rule**, choose the type **Formula**.
4. Type the formula **=$H2="Betaald"**. H is the column with the status, 2 is the first row of your selection.
5. For **Format**, choose a fill colour and click **OK**.



A new Formula type formatting rule with =$H2="Betaald"



Every row with Betaald in column H gets the colour

Why the dollar sign?

The dollar sign before the H locks the **column**: every cell in the row looks at column H. There's no dollar sign before the 2, so row 3 looks at H3, row 4 at H4, and so on. If you make it =$H$2, everything looks at the same cell and either colours everything or nothing.

More examples

- Overdue and still open: **=AND($H2<>"Betaald",$F2<TODAY()-30)**: open invoices older than 30 days.
- Alternating colour: **=MOD(ROW(),2)=0**.
- A high amount: **=$G2>200**.

Pitfalls

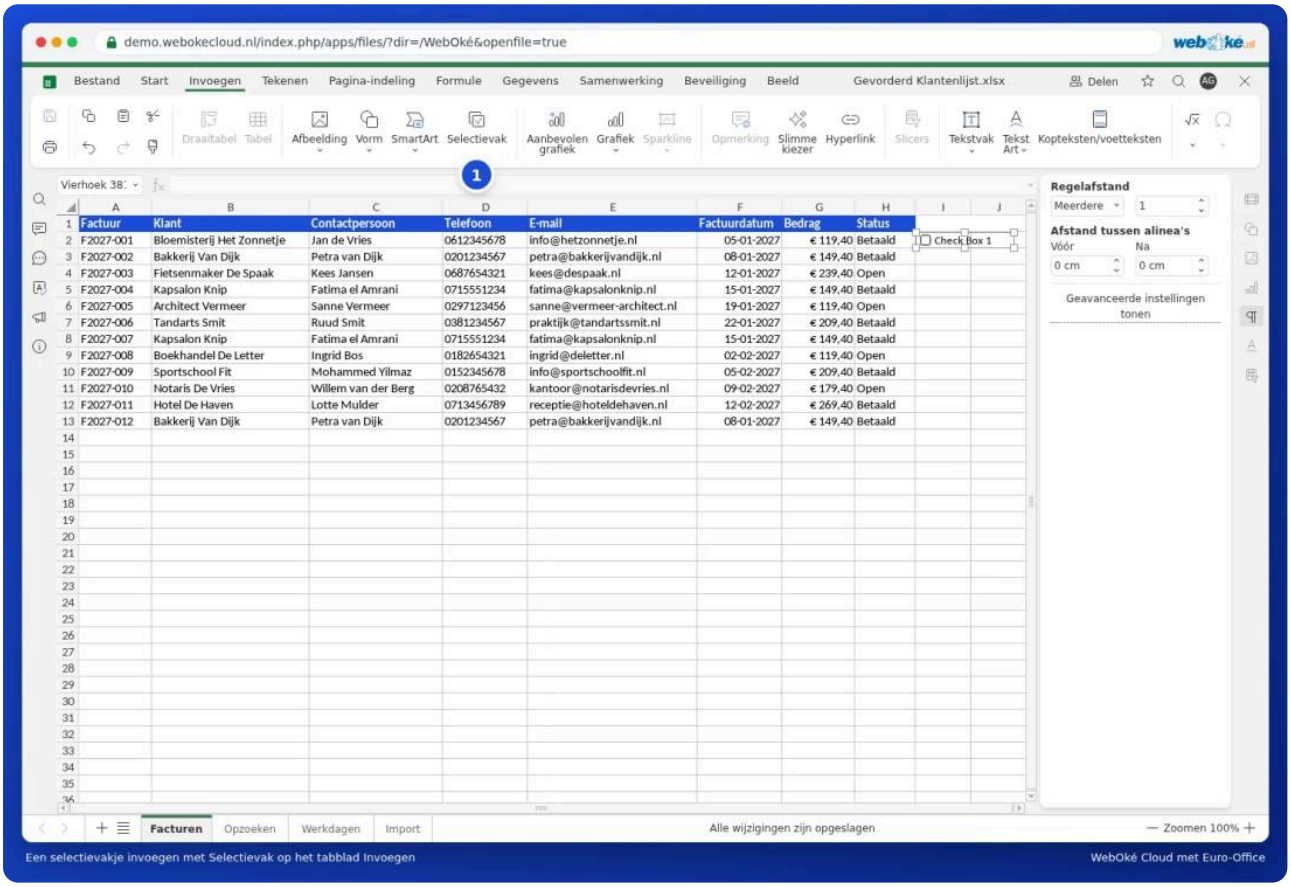
- Everything or nothing coloured? Check the dollar signs and whether the formula starts at the first row of your selection.
- Copying and pasting rows can create duplicate rules. Clean them up via **Conditional formatting**, **Manage rules** (see Conditional formatting).
- Capital letters don't count in the comparison: "betaald" also gets coloured. A trailing space does: "Betaald " doesn't get coloured.

15.10 A checklist with check boxes in a spreadsheet

A to-do list, checklist or attendance list with boxes to tick: Euro-Office can do that. On the **Insert** tab, you'll find the **Check box** button.

Inserting a check box

1. Click the cell where the box should go, for example I2 in the Checked column.
2. On the **Insert** tab, click **Check box** (1).
3. A box appears in the cell. Click it to tick or untick it.



Check box (1) on the Insert tab puts a box in the cell

Calculating with the ticks

A check box is a small object that sits on top of the cell. If you want to calculate with the ticks, link the box to a cell: right-click the box and choose **Cell snapping**. That cell returns TRUE if the box is ticked and FALSE if it's empty (Euro-Office displays logical values in English). You can then, for example, count how many are done: **=COUNTIF(J2:J13,TRUE)**, or use conditional formatting (see Colour the whole row when the invoice is paid) to shade a ticked row grey.

Pitfalls and alternatives

- Each box is a separate object. For a long list, copy the box and paste it into the other rows, then check the linked cell for each box afterwards.
- If you sort the list, the boxes don't always stay neatly with their row. For lists you sort or filter often, a drop-down list is more practical: use **Data Validation** to create a list with **Yes;No** or ☐**;**☑ (see Data validation and drop-down lists). That value actually sits in the cell and moves with it when you sort or filter.
- Check boxes from Excel remain visible when opened in Euro-Office.

15.11 Protecting formulas in a shared spreadsheet

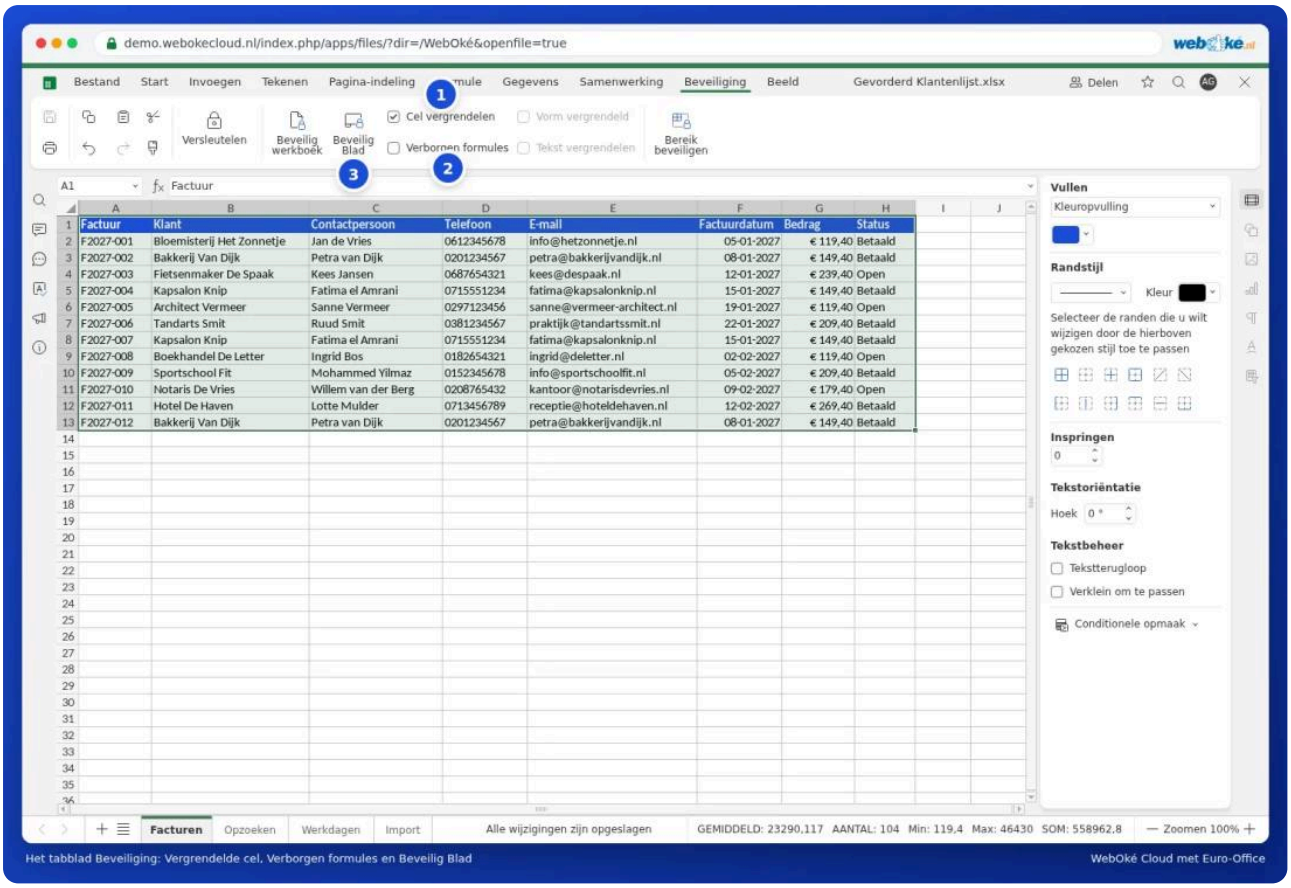
A timesheet or quote calculation in your WebOké Nextcloud gets filled in by the whole team. Before you know it, someone types a number over a formula, and the total no longer adds up. You want colleagues to fill in their data, but not touch the formulas.

How it works

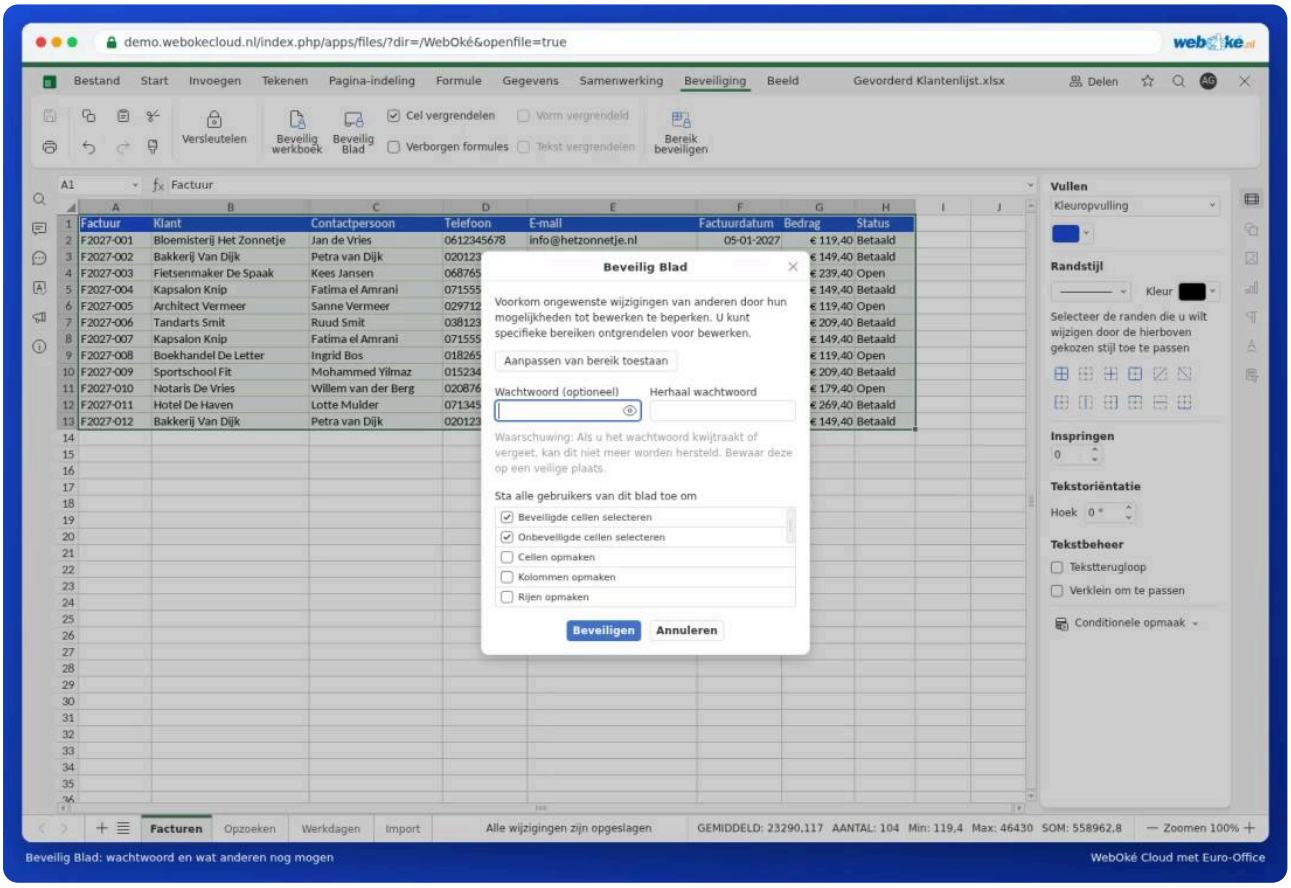
Every cell has a **Locked Cell** checkbox, and by default it's ticked. This only takes effect once you protect the sheet. The trick: untick the box for the cells people are allowed to fill in, then protect the sheet.

Step by step

1. Select the cells colleagues may fill in, for example the amounts in B3:B11. (Or select everything with `Ctrl` + `A` if almost everything needs to be editable.)
2. Go to the **Protection** tab and untick **Locked Cell** (1).
3. Select the cells containing formulas, such as the total in B12, and make sure **Locked Cell** is ticked there. If you also want to hide the formula, tick **Hidden Formulas** (2): the result stays visible, but the formula doesn't.
4. Click **Protect Sheet** (3).
5. Optionally choose a password and tick what everyone is still allowed to do, such as **Format cells**, **Insert rows**, **Sort** or **Use AutoFilter**. Click **Protect**.



Locked Cell (1), Hidden Formulas (2) and Protect Sheet (3)



Protect Sheet: password and what others are still allowed to do

If someone now tries to change a formula, Euro-Office will let them know the cell is protected. Want to make changes yourself? Click **Protect Sheet** to remove the protection (using the password), then turn it back on afterwards.

Different permissions per person

With **Allow edit ranges** in the same window, you create ranges that specific people, or anyone with a password, are allowed to edit. This way, sales can fill in only the sales column and accounting only the costs.

Pitfalls

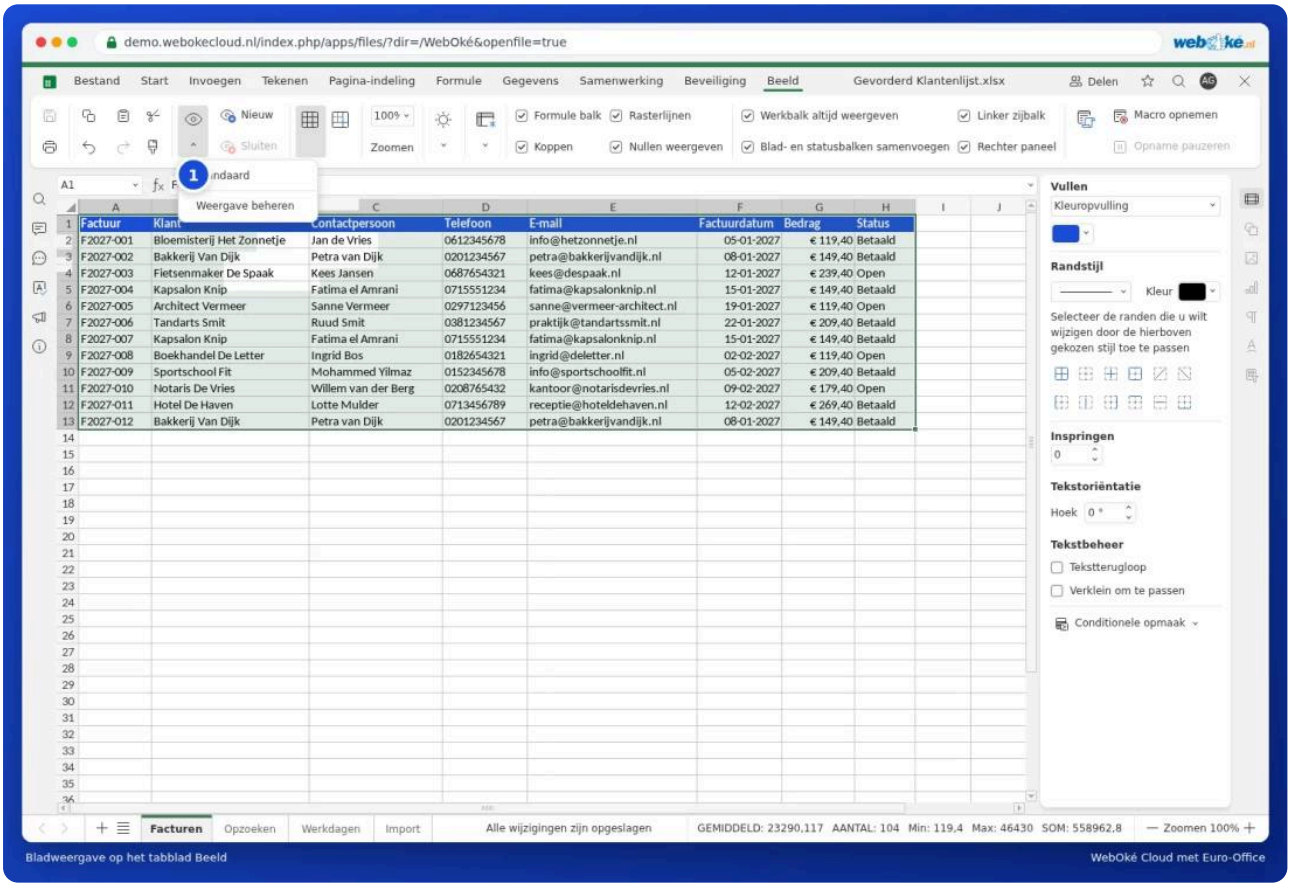
- A forgotten password can't be recovered, not even by WebOké. Keep it safe, for example in your password manager. Or protect without a password: that alone already prevents mistakes.
- On a protected sheet, no one can sort or filter unless you tick that option beforehand. So turn on the filters before protecting the sheet.
- Sheet protection is meant to guard against mistakes, not against malicious people. Anyone who can edit the file can also copy it. So only share sensitive data with people who are allowed to see it.
- Want to also stop sheets from being deleted or renamed? Use **Protect workbook** on the same tab.

15.12 Filtering without bothering your colleagues

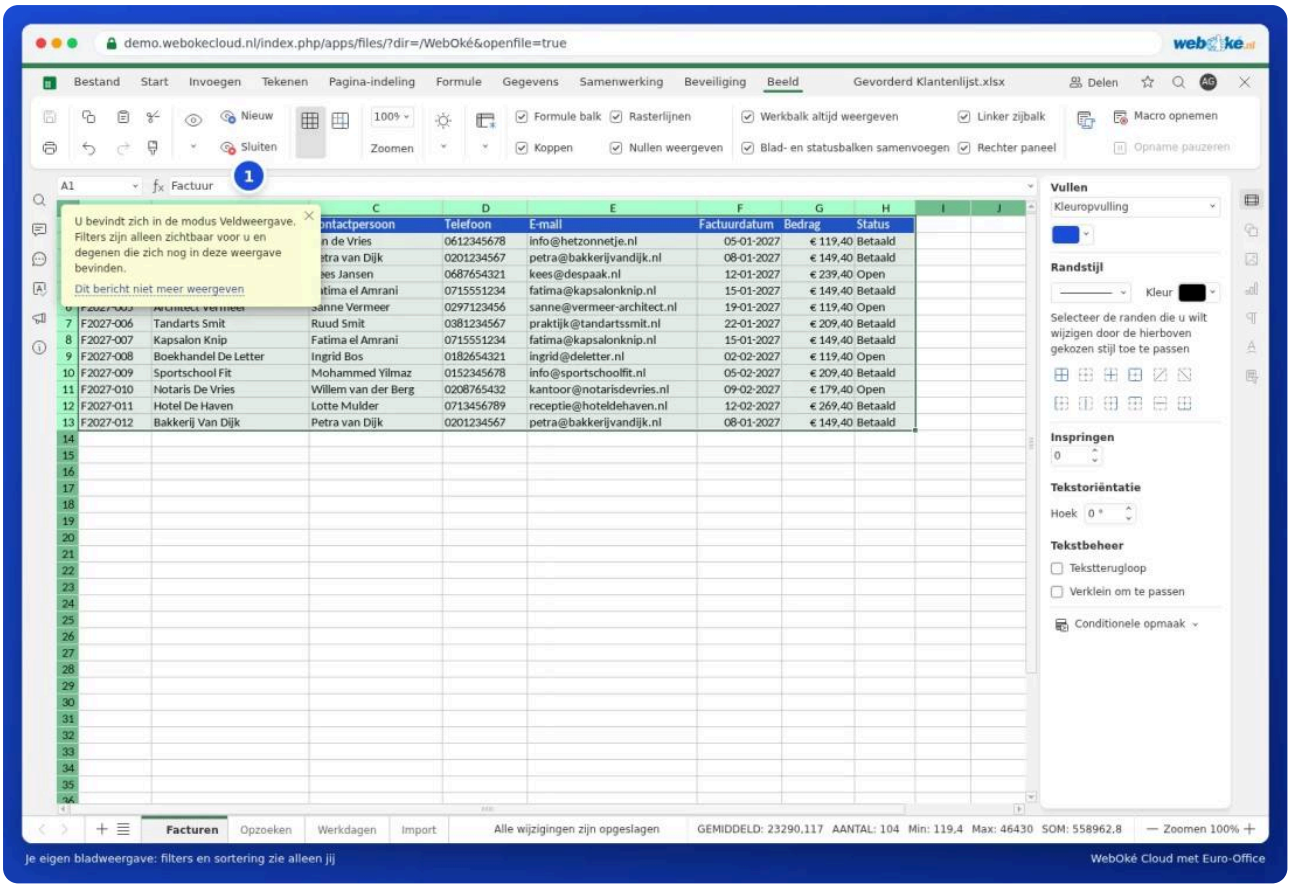
You work with three people in the same invoice list in your WebOké Nextcloud. You filter by "Open", and suddenly your colleague also sees only the open invoices. Or the other way round: someone sorts, and you lose your place. The solution is called **Sheet View**.

Creating your own view

1. Go to the **View** tab.
2. Under **Sheet View** (1), click **New**. The column and row headers turn a colour, and Euro-Office tells you that you're in sheet view.
3. Now set your filters and sorting. Only you (and anyone who selects the same view) will see these; your colleagues just carry on working in the normal sheet.
4. Done? Click **Close** to go back to the normal sheet.



Sheet View (1): new, close or manage



In sheet view, filters and sorting are only for you, use Close (1) to go back

Saving and reusing views

Go to **View manager** to see all your sheet views. Give them a clear name using **Rename**, for example "Open invoices" or "Utrecht only". Use **Go to view** to select one again later.

Pitfalls

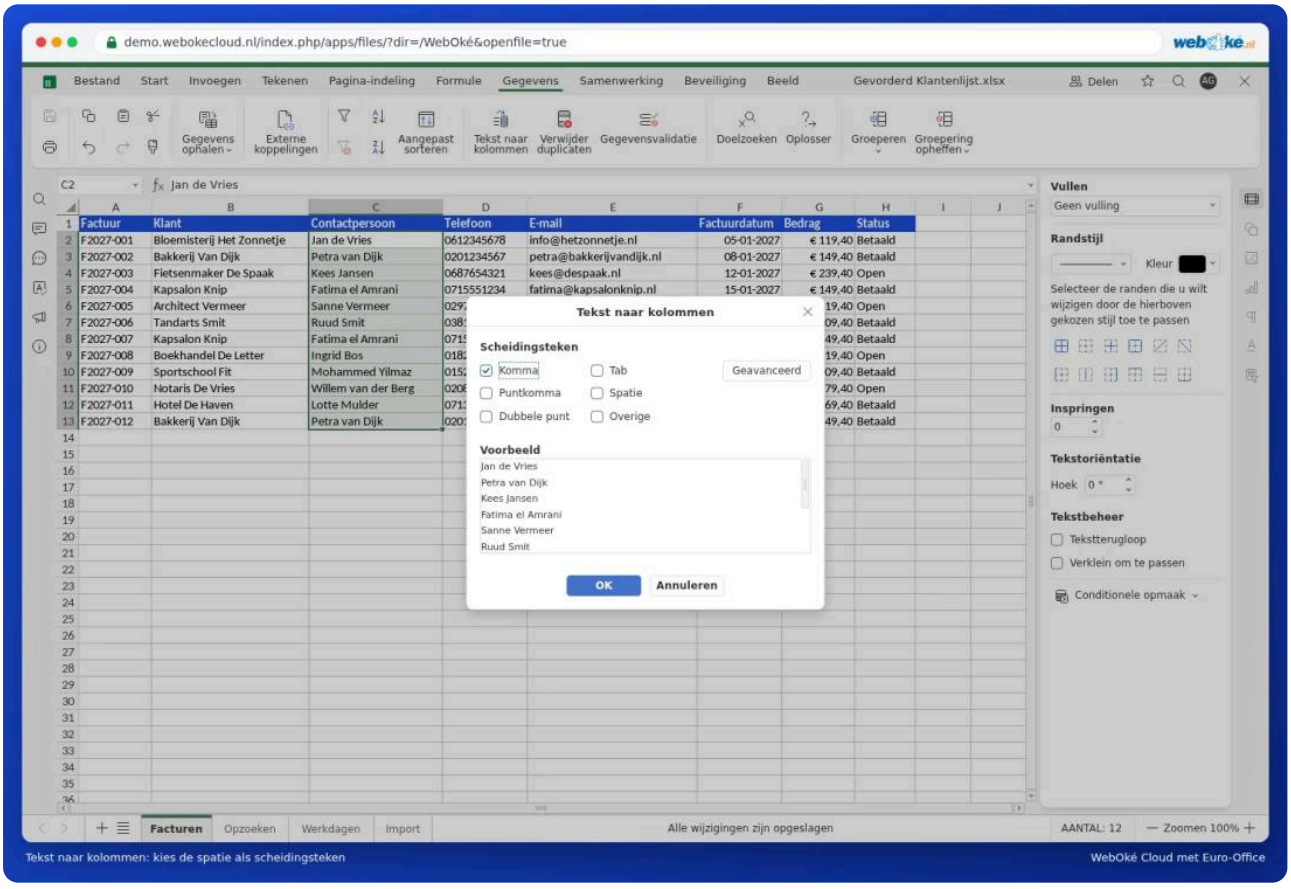
- A sheet view only saves filters and sorting. If you type an amount in a sheet view, it does change for everyone.
- Sheet views are an Euro-Office feature. If someone opens the file in Excel, they'll see the normal sheet.
- Working with lots of people at once in a large file? Also read Speed up a slow spreadsheet.

15.13 Splitting first name and surname from one column

Your address list has "Jan de Vries" in one cell, but for a mailing you want "Dear Jan". So you need the first name on its own. There are two ways to do this.

Method 1: Text to Columns

1. Make sure there are enough empty columns to the right of the names. Otherwise, existing data will be overwritten.
2. Select the cells with names.
3. Click **Text to Columns** on the **Data** tab.
4. Under **Delimiter**, tick only **Space** and check the **Preview** to see the result. Click **OK**.



Text to Columns: choose the space as the delimiter

Drawback: with "Jan de Vries", "de" and "Vries" end up in separate columns, and with "Willem van der Berg" you get four columns.

Method 2: with formulas (better for names with prefixes)

If the name is in C2:

- First name: **=LEFT(C2,FIND(" ",C2)-1)**. Everything up to the first space.
- The rest (prefix and surname): **=MID(C2,FIND(" ",C2)+1,100)**. Everything after the first space, so "de Vries" and "van der Berg" stay intact.

Drag both formulas down. If you want to get rid of the formulas, copy the columns and paste them as values (right-click, **Paste special**).

Tip: to do the reverse, joining first name and surname together, use **=A2&" "&B2** or **=TEXTJOIN(" ",1,A2:B2)**.

Pitfalls

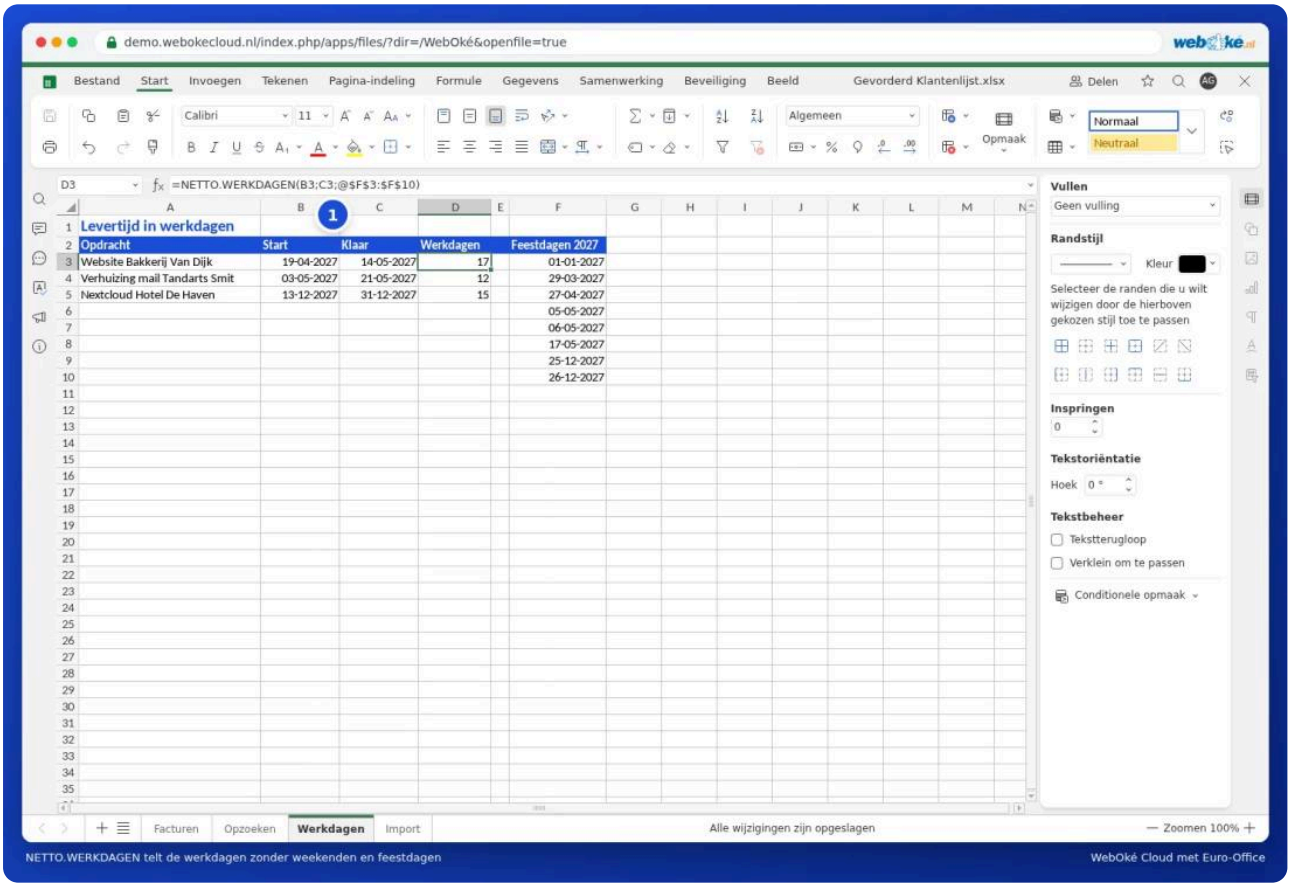
- Double first names ("Anne Marie de Groot") and names without a space can't be split flawlessly by any method. Be sure to check the result.
- If a cell doesn't contain a space, FIND returns an error. Catch it with IFERROR: =IFERROR(LEFT(C2,FIND(" ",C2)-1),C2).

15.14 Calculating working days between two dates, excluding public holidays

How many working days do you have for a task? When does a ten working day payment term expire? Simply subtracting the dates also counts weekends and public holidays. There are special functions for that.

Working days between two dates

1. Put your public holidays in a list, in the example in F3:F10 (New Year's Day, Easter, King's Day, Liberation Day, Ascension Day, Whitsun and Christmas).
2. If the start date is in B3 and the end date in C3, type in D3: **=NETWORKDAYS(B3,C3,$F$3:$F$10)**.
3. Drag the formula down. The dollar signs keep the public holidays list in place.



NETWORKDAYS (1): from 19 April to 14 May 2027 there are 17 working days

In the example: from Monday 19 April to Friday 14 May 2027 there are 20 weekdays. King's Day and the two public holidays in the week of 5 May drop out: 17 working days.

A date a number of working days ahead

The final payment date, ten working days after the invoice date in F2: **=WORKDAY(F2,10,Feestdagen!$A$2:$A$10)**. Give the cell the **Short Date** format.

A different working week

Do you, for example, work from Tuesday to Saturday? Then use **NETWORKDAYS.INTL**. The third part is a seven character code for Monday to Sunday, with 1 for a day off: =NETWORKDAYS.INTL(B3,C3,"1000001",$F$3:$F$10) for days off on Monday and Sunday.

Pitfalls

- NETWORKDAYS counts both the start and end date. If you want "the number of days in between", subtract 1.
- If the dates are stored as text, you'll get #VALUE!. See Dates that come in as text or have day and month swapped.
- In the formula bar, Euro-Office sometimes places an @ before the public holidays range (…,@$F$3:$F$10). That's part of how Euro-Office displays the formula, the result is simply correct.
- Ordinary calendar days between two dates: **=C3-B3**, with the Number format.

15.15 Printing a wide worksheet on one A4 page, with the header row on every page

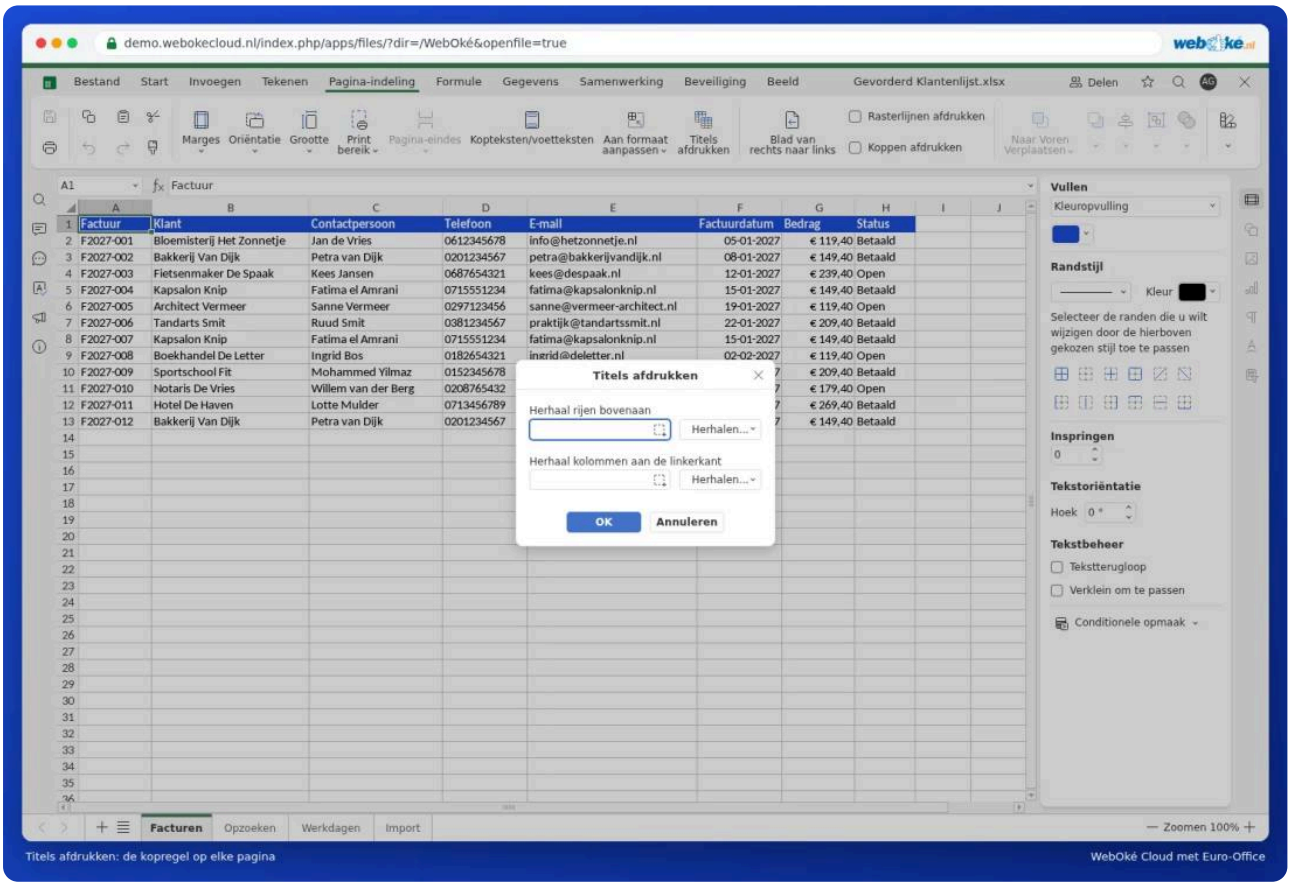
You print your invoice list and the last columns end up on a second sheet. Or the list is long, and by page 2 nobody can tell which column is which. You can fix both on the **Layout** tab.

All columns on one page

1. Go to the **Layout** tab.
2. Click **Scale To Fit** and set **Width** to 1 page. Leave the height on automatic: that way a long list can still run over several pages, but all the columns stay side by side.
3. If the table is very wide, also set **Orientation** to landscape.

The header row on every page

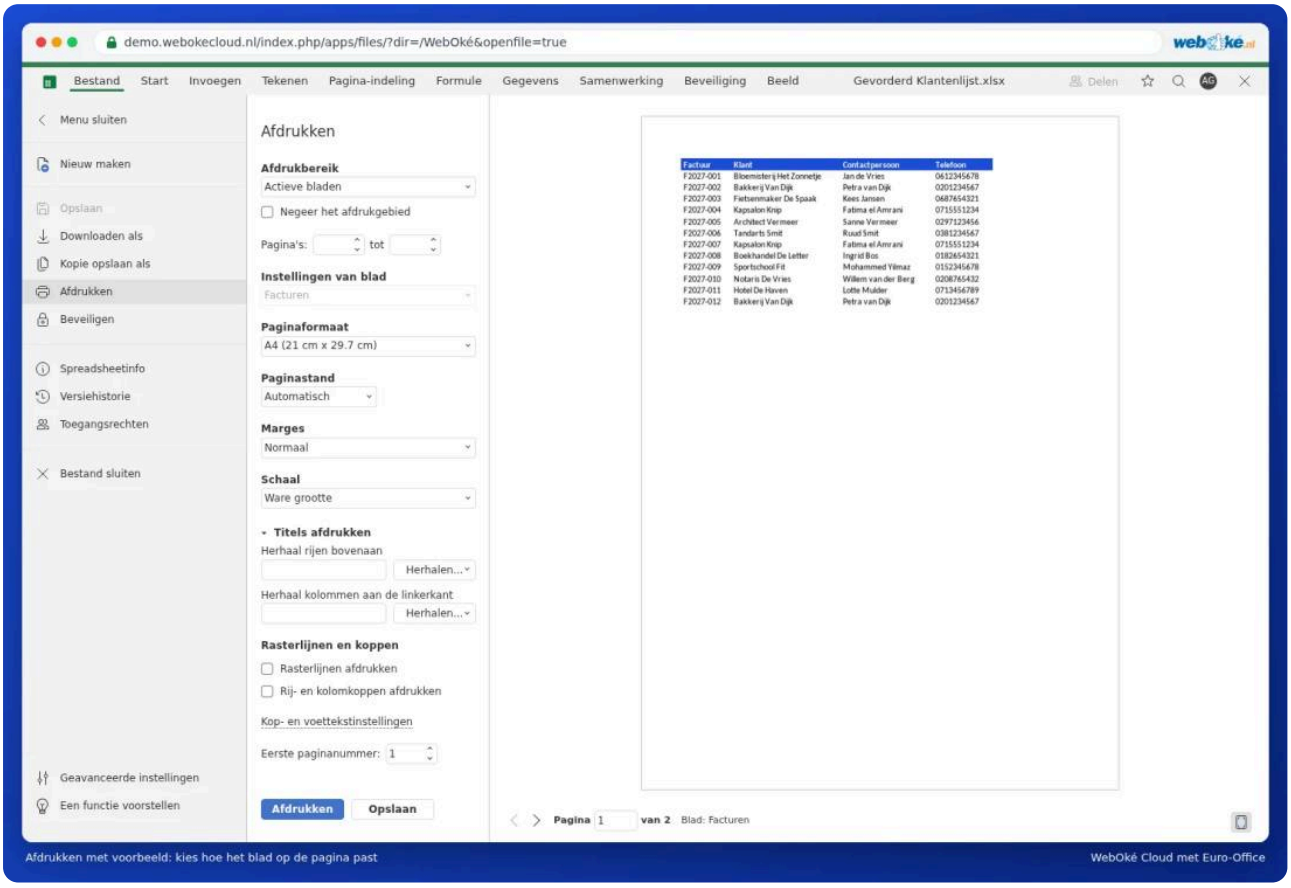
1. On the **Layout** tab, click **Print Titles**.
2. Under **Repeat rows at top**, use **Repeat...** to choose the row with your headings, usually the first row.
3. Click **OK**.



Print Titles: Repeat rows at top

Checking before you print

Click **File** and then **Print**. On the right, you see a preview of each page. On the left, you set up the same options again: under **Scale**, for example, choose **Fit All Columns on One Page**, and under **Print Titles**, choose the repeated row. Here you can also tick **Print Gridlines** if you want the lines to appear on paper.



Print: settings on the left, preview on the right

Printing only part of a sheet

Select the cells, click **Print Area** and choose **Set print area**. Use **Clear print area** afterwards to print everything again.

Pitfalls

- Twenty columns on one A4 page becomes unreadably small. Choose landscape instead, hide columns you don't need on paper, or print on A3.
- Do you see a blank second page? There's probably some formatting or a stray space somewhere far away. Set the print area to just your table.
- Want to send it as a PDF? Choose save as PDF when printing, or use **Download As** and PDF.

15.16 Speed up a slow spreadsheet

Large workbooks with thousands of rows and formulas can become slow: opening takes a long time, filtering stutters and you have to wait after every change. This usually isn't down to your computer, but to how the spreadsheet is built. These steps will make it run much more smoothly.

1. Don't use whole columns in formulas

=SUMIF(A:A,...) or =XLOOKUP(...,B:B,...) calculates across more than a million rows, even if you only use 2,000. Use a fixed range instead: **$A$2:$A$5000**.

2. Lighter formulas

- Thousands of SUMIF or VLOOKUP formulas that refer to another sheet slow the file down. A single pivot table often does the same job much faster (see Pivot tables).
- TODAY(), NOW(), INDIRECT() and RAND() recalculate with every single change. Use them sparingly.

3. Convert fixed results to values

Does a result no longer change, such as last year's figures? Copy the cells, right-click and choose **Paste special** with values only. That way Euro-Office doesn't have to keep recalculating them.

4. Tidy up

- Remove empty rows and columns that still have formatting applied, right up to the end of the sheet. Press `Ctrl` + `End`: if you end up far below your last data, there's still formatting sitting there.
- Clean up conditional formatting via **Manage rules**: after a lot of copying and pasting, there are often dozens of duplicate rules there.
- Remove large images and worksheets that no one uses any more.

5. Split it up

Put older years in a separate archive file. A workbook containing only this year's data opens much faster.

6. Working with many people at once

If a lot of colleagues work in the file at the same time, set the collaborative editing mode to **Strict** on the **Collaboration** tab. Other people's changes will then only come through when they save, so you're not constantly interrupted.

Please note: if a file is still very slow after these steps, please contact WebOké support. Mention the file name and what's slow (opening, typing, filtering).

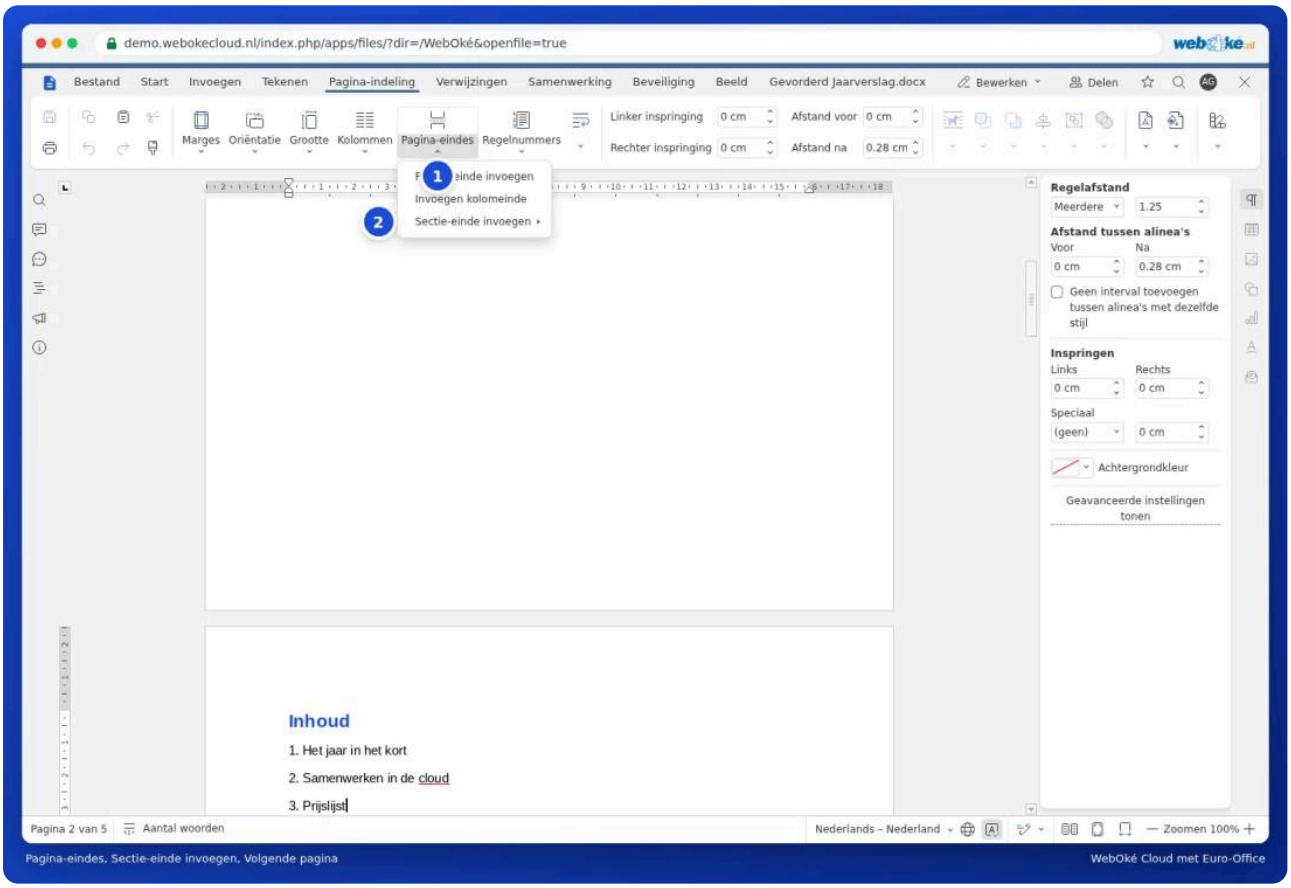
15.17 Starting page numbers from page 3 onwards

With a dissertation, annual report or quotation, the cover page has no number, and neither does the table of contents. Numbering should start at 1 on page 3. You do this by splitting the document into two **sections**: one section without numbers and one with numbers.

As an example, we'll use the annual report of Bloemisterij Het Zonnetje: page 1 is the cover page, page 2 is the contents, and the text starts from page 3 onwards.

Step 1: insert a section break

1. Place the cursor at the end of the table of contents, so on the last line of page 2.
2. Go to the **Layout** tab and click **Breaks** (1).
3. Choose **Insert section break** (2) and then **Next Page**.



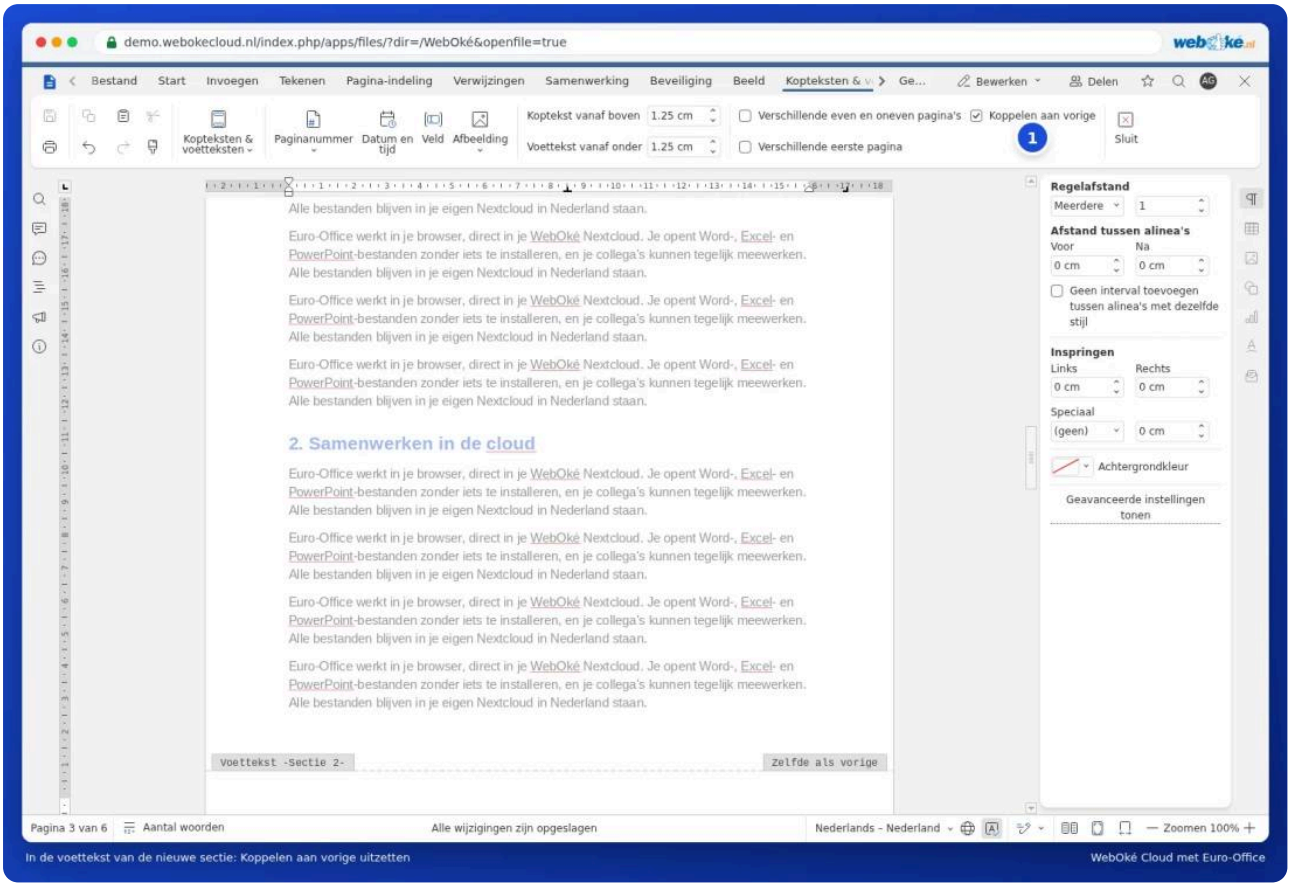
Breaks (1), Insert section break (2) and then Next Page

If there's already a regular page break between page 2 and 3, remove it first. Otherwise, you'll end up with a blank page.

Step 2: break the link

1. Double-click in the footer at the bottom of page 3 (or choose **Header & Footer**, **Edit footer** on the Insert tab).

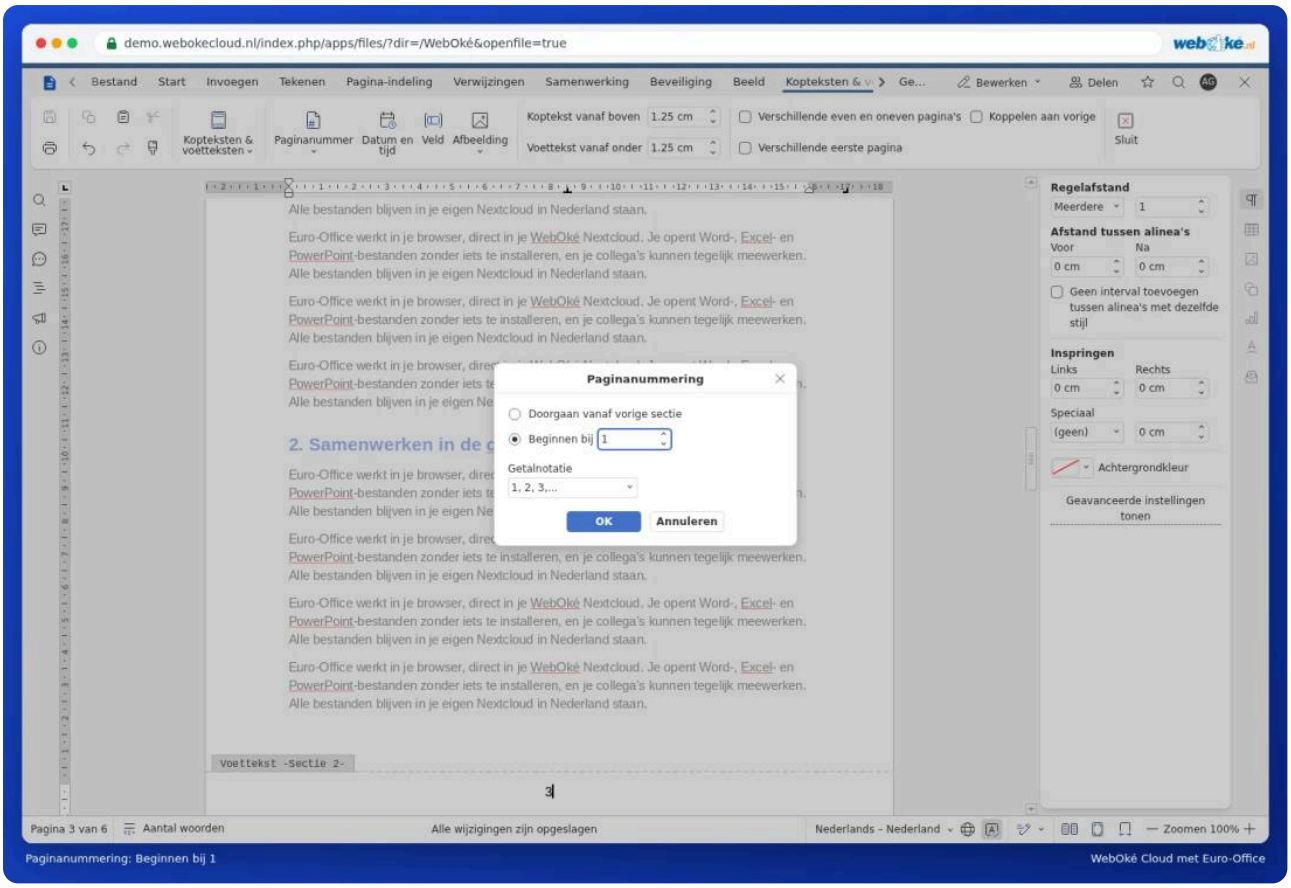
2. Turn off **Link to Previous** (1). Now the footer of section 2 is separate from that of section 1.



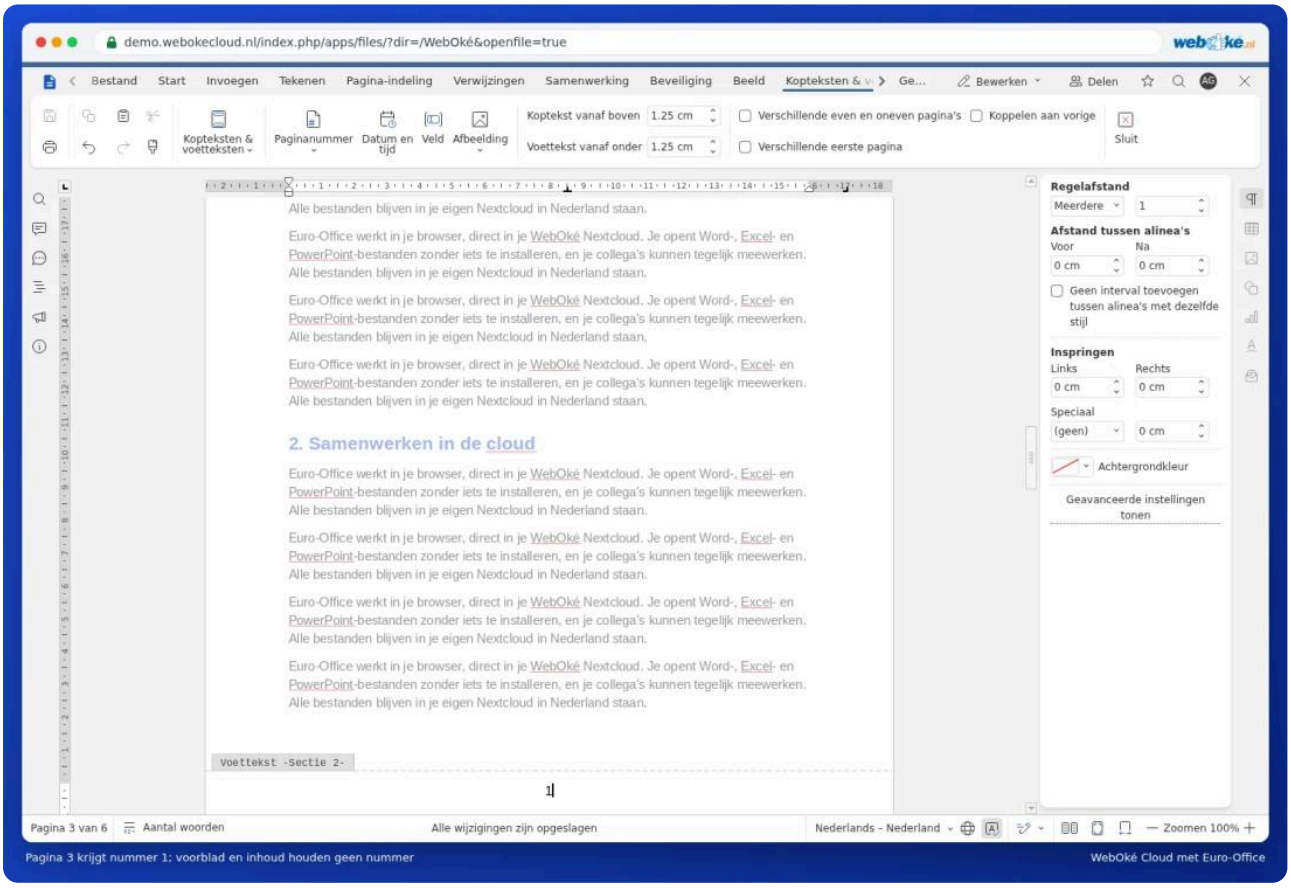
In the footer of the new section: turning off Link to Previous (1)

Step 3: insert a page number and start it at 1

1. In the footer of page 3, click **Page number** and choose the position, for example centre bottom.
2. Click **Page Numbering** and choose **Start at** 1. Click **OK**.



Page Numbering: Start at 1



The text starts with number 1; the cover page and contents have no number

Only want the cover page without a number?

Then you don't need sections. In the footer, turn on **Different first page** and leave the footer of page 1 empty. If you want page 2 to get number 1, set **Start at** to 0.

Pitfalls

- Headers and footers are linked separately. If you also want a different header from page 3 onwards, turn off **Link to Previous** in the header as well.
- On the very first page, you won't see **Link to Previous**. That's correct: the first section has no previous one.
- Is there still a number on the cover page? Go to the footer of page 1 and remove the number there. Because the link has been broken, page 3 stays numbered.
- See the hidden section breaks with the **Nonprinting characters** button on the Home tab (see A blank page at the end that won't go away).

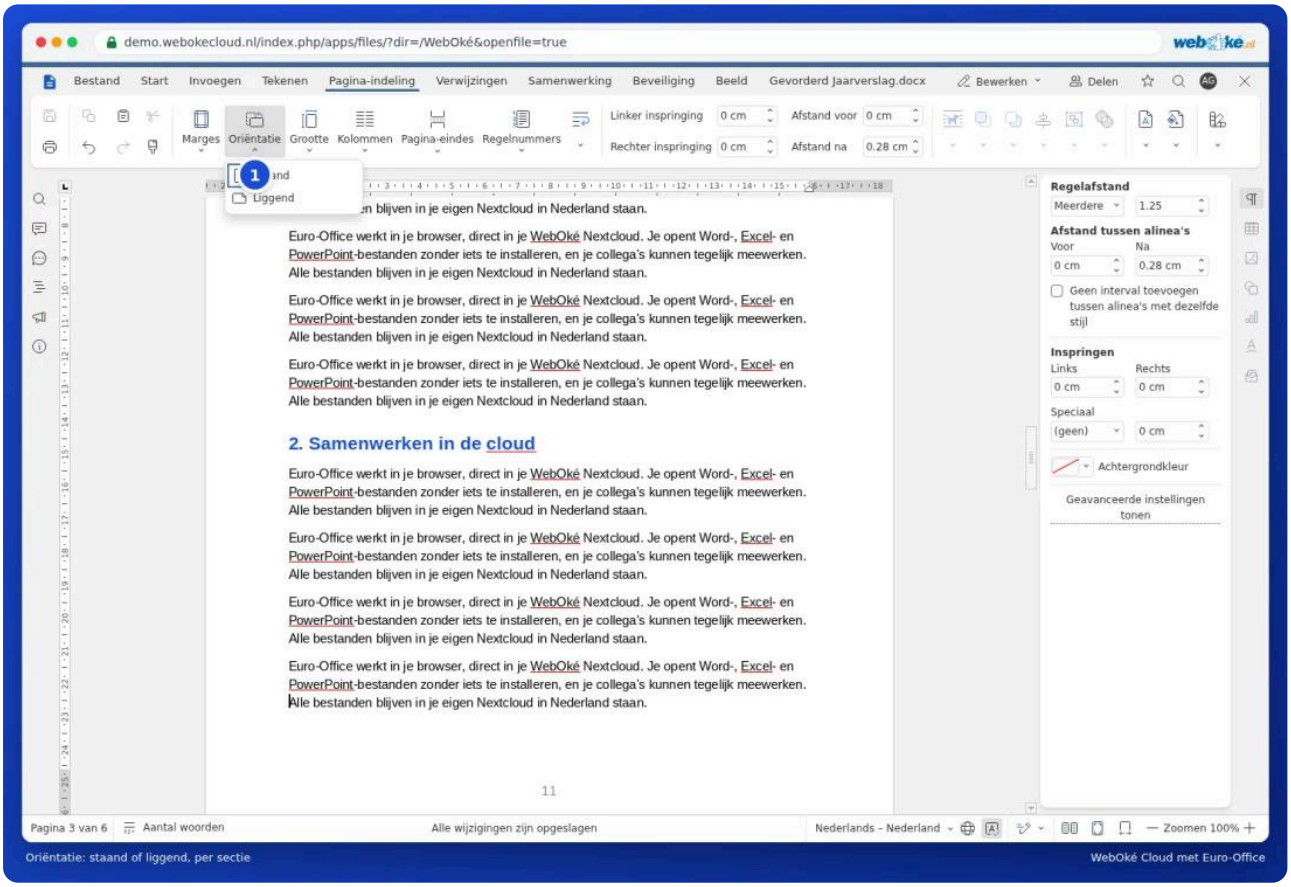
More about headers and footers in Headers, footers and page numbers.

15.18 One page in landscape within a portrait document

A wide table or planner won't fit on a portrait page, but the rest of your document needs to stay portrait. You can solve this with sections: each section can have its own orientation.

Step by step

1. Place the cursor at the end of the page before the page that needs to become landscape.
2. Go to **Layout**, **Breaks**, **Insert section break** and choose **Next page**. A new page starts in a new section.
3. Click **Orientation** (1) and choose **Landscape**. From here on, everything is landscape.
4. Place the cursor at the end of the landscape page and insert another **Next page** section break.
5. Place the cursor on the page after that and choose **Orientation**, **Portrait**.



Orientation (1): portrait or landscape; it applies to the section where the cursor is placed

Pitfalls

- Check the page numbers after the landscape page. If they don't flow correctly, open the footer and check under **Page numbering** whether **Continue from previous section** is selected.
- A landscape page has a different width, so the header and footer may look different. If you want to change that, turn off **Link to previous** (see Starting page numbers from page 3 onwards).
- There's no "landscape from here" button like in some versions of Word. The two section breaks are the way to do it.
- Do you see a blank page? Then there's a regular page break next to the section break. See A blank page at the end that won't go away.

15.19 A blank page at the end that won't go away

A blank page at the end of a document that you can't get rid of: it's one of the most searched text questions. There's almost always something invisible involved: a blank paragraph, a page break, or the compulsory paragraph after a table.

Step 1: make the invisible visible

On the **Home** tab, click **Nonprinting characters**, the ¶ symbol. Now you'll see every paragraph (¶), every page break, and every section break.

Step 2: remove it

- **Blank paragraphs** on the blank page: select the ¶ symbols and press `Delete`.
- **A page break or section break** just before the blank page: place your cursor in front of it and press `Delete`. Be careful with a section break: the formatting of the section after it (orientation, header and footer) may change.

Does your document end with a table?

There's always one paragraph after a table that you can't delete. If it doesn't fit on the page anymore, you'll get a blank page. Make that paragraph as small as possible:

1. Place your cursor in that last ¶ below the table.
2. Set the font size to 1.
3. In the paragraph settings on the right, set **Line spacing** to **Exactly** and 1 pt, and set the spacing before and after to 0.

Now the paragraph fits on the previous page and the blank page disappears. If that doesn't help, try making the bottom margin slightly smaller via **Layout**, **Margins**, or make the table one row shorter.

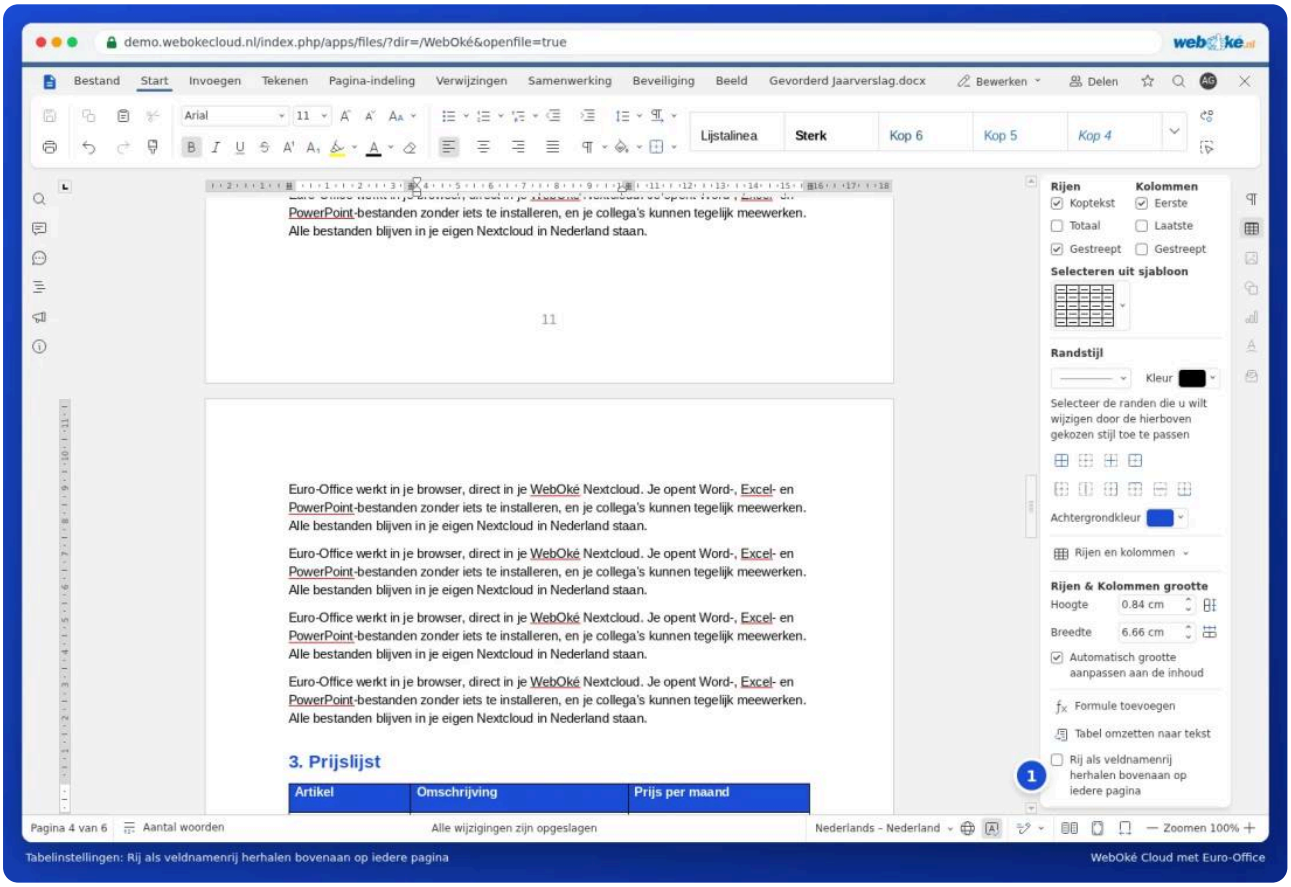
Tip: switch **Nonprinting characters** off again afterwards. They don't print, but your document reads more pleasantly without them.

15.20 Repeating the header row of a long table on every page

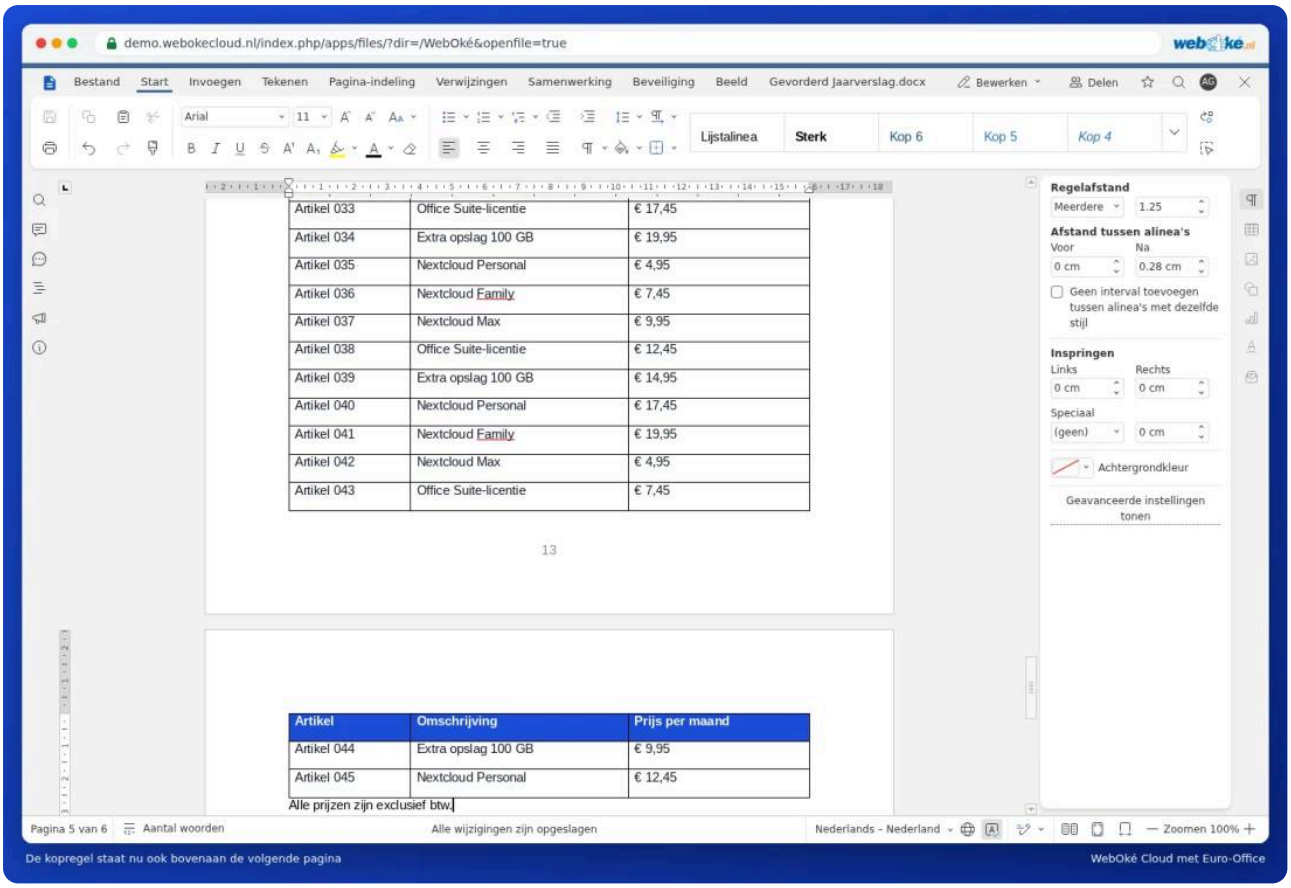
A price list, member list or schedule runs over several pages. On page 2 and beyond, the reader no longer knows which column is which. So let the header row return automatically on every page.

Step by step

1. Click in the first row of the table, the row with the headings. If your header consists of two rows, select them both.
2. Open the **table settings** on the right.
3. Tick **Repeat as header row at the top of each page** (1).



Repeat as header row at the top of each page (1)



The header row now also appears at the top of page 5

Scroll to the next page: the header row is now there too. If you change the headings in the first row, they change everywhere. A repeated header row can only be edited on the first page.

Pitfalls

- This only works with the top row or rows of the table. You can't repeat a row halfway down.
- Doesn't the header row come back? Check that the table isn't inside a text box, and that the table isn't made up of separate tables (an empty line in between turns it into two tables).
- It's best not to use merged cells in the header row, as these sometimes cause a messy repetition.
- Check the result in the print preview via **File**, **Print**.

More about tables in Inserting and formatting tables.

15.21 Images that jump around as you type

You place a logo or photo neatly in position, type a sentence next to it, and the image jumps to another spot or even to the next page. This happens because of the way the image is positioned "in" the text: the **wrapping style**.

Why does this happen?

By default, an image is set to **Inline**: it behaves like a (very large) letter in the sentence. Type in front of it, and it shifts along, just like the words.

Fixing the image in place

1. Right-click the image and choose **Advanced Settings** (or click the image and choose **Show advanced settings** on the right).
2. Under **Wrapping Style**, choose something other than Inline, for example **Square** (text wraps around it), **Top and bottom**, **Behind text** (as a background) or **In front of text**.
3. Go to **Position** and fix the location relative to the **page** or the **margin**, instead of relative to the paragraph.
4. Switch off **Move object with text**. Now the image stays put when you type above it.
5. Click **OK**.

Letterhead with a logo in the top right

If you want a logo to appear on every page, it's better to place it in the **header** (double-click at the top of the page). That way, it will never move along with the text. See Headers, footers and page numbers and Creating a letter or quote.

Pitfalls

- A document from Word sometimes looks slightly different: the logo is shifted a few millimetres. In that case, set the position relative to the page again, or use **Relative position**.
- With **Behind text**, the image can be tricky to click. Try clicking an edge that falls outside the text, or temporarily change the wrapping back.

More about images in Images, shapes and text boxes.

15.22 Creating letters from a recipient list

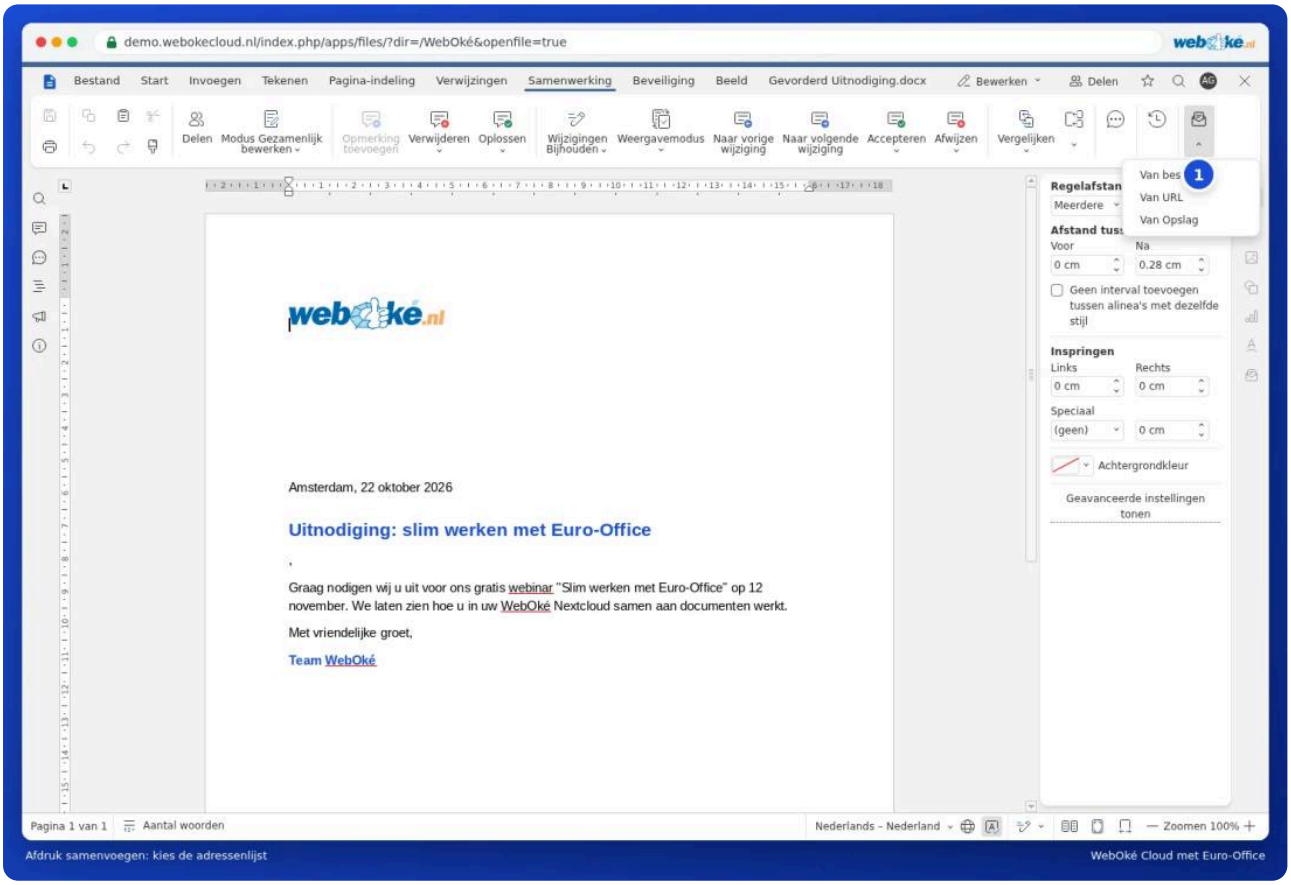
An invitation, reminder or newsletter to all your customers, each with the right name and address on it. Typing them out one by one is a lot of work. With **Mail merge**, Euro-Office creates all the letters at once from a spreadsheet of addresses.

What do you need?

- A spreadsheet (xlsx) in your WebOké Nextcloud with the column names in the first row, for example Salutation, Name, Company, Address, ZIP Code, City. Each following row is one recipient.
- A letter (docx) with the fixed text.

Step 1: linking the recipient list

1. Open the letter.
2. Go to the **Collaboration** tab and click **Mail merge** (1).
3. Choose **From Storage** to pick the recipient list from your Nextcloud, **From file** for a file on your computer, or **From URL** for a file on the internet.

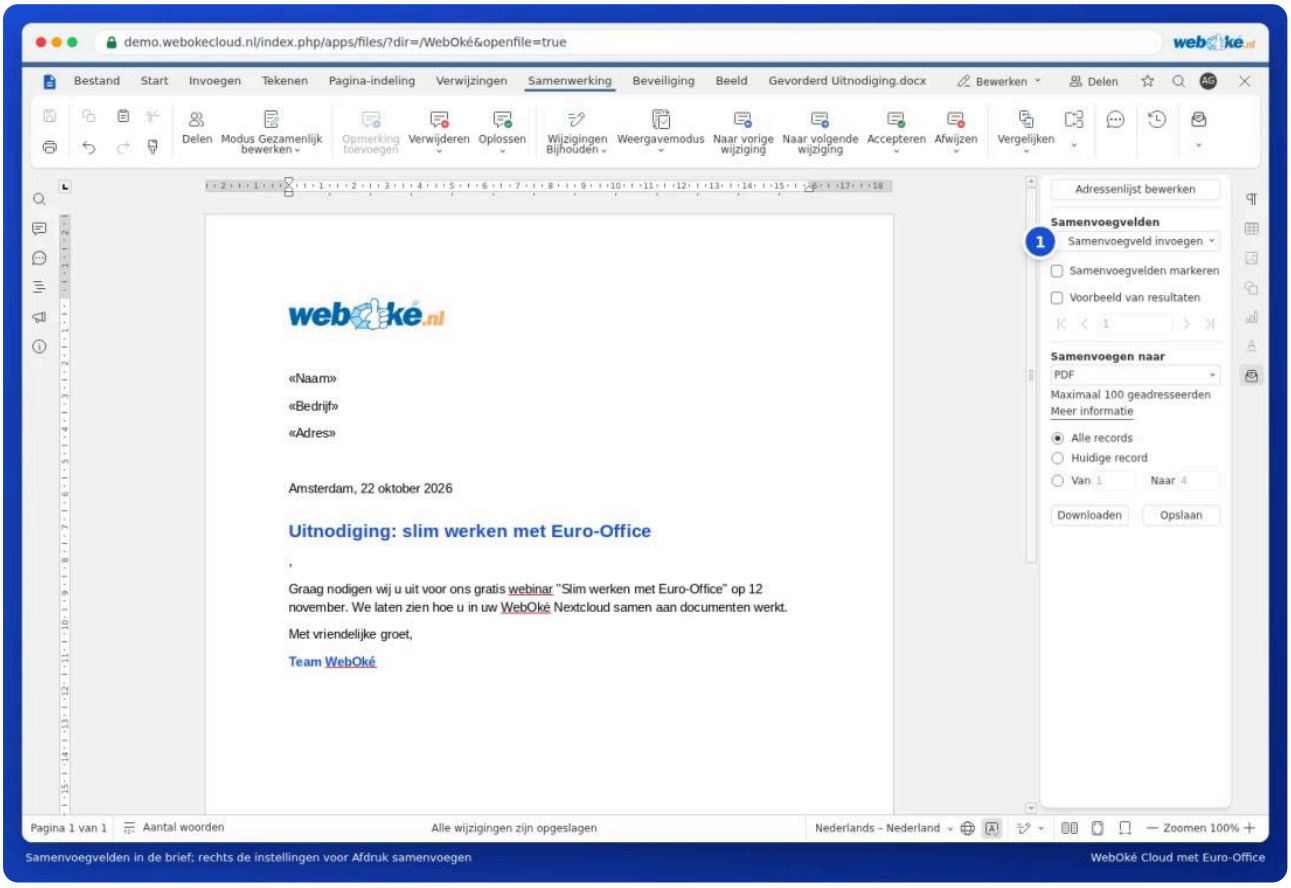


Mail merge (1): choose where the recipient list is located

The **Mail merge settings** appear on the right. Use **Edit recipient list** to tick or untick recipients.

Step 2: adding fields to the letter

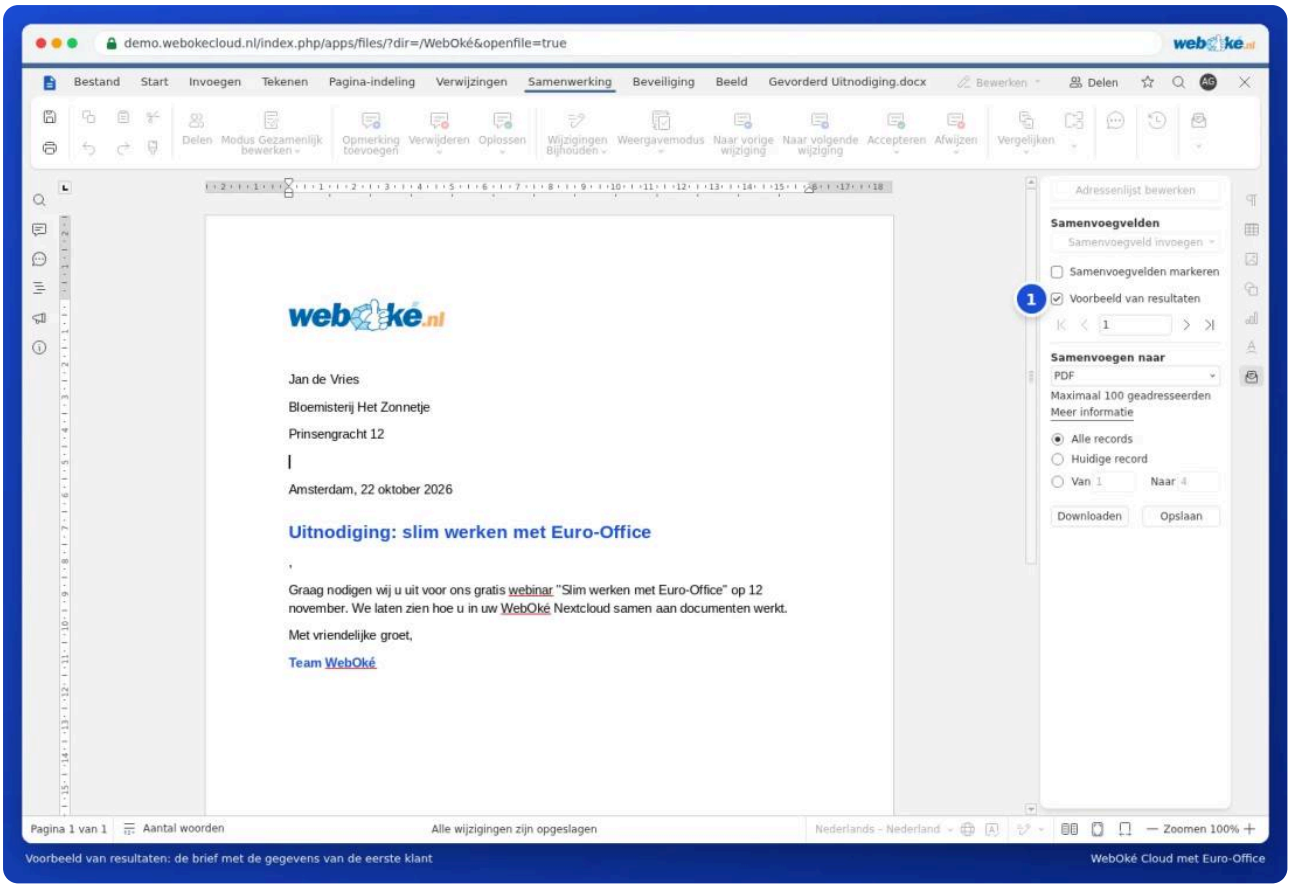
1. Place the cursor where the name should go.
2. Click **Insert merge field** on the right and choose **Name**.
3. Do the same for Company, Address, ZIP Code and City. Add spaces and line breaks between the fields yourself, and for example type a comma after the salutation.



Merge fields in the letter; Insert merge field (1) on the right

Step 3: checking and merging

1. Click **Preview results**. Use the arrows to browse through the letters per recipient.
2. Under **Merge to**, choose what you want: a single **PDF** with all the letters for printing, a **Docx** to check further, or **Email**.
3. Choose whether you want all records or just some, then click **Download** or **Save**.



Preview results (1): the letter with the first customer's details

Pitfalls and limitations

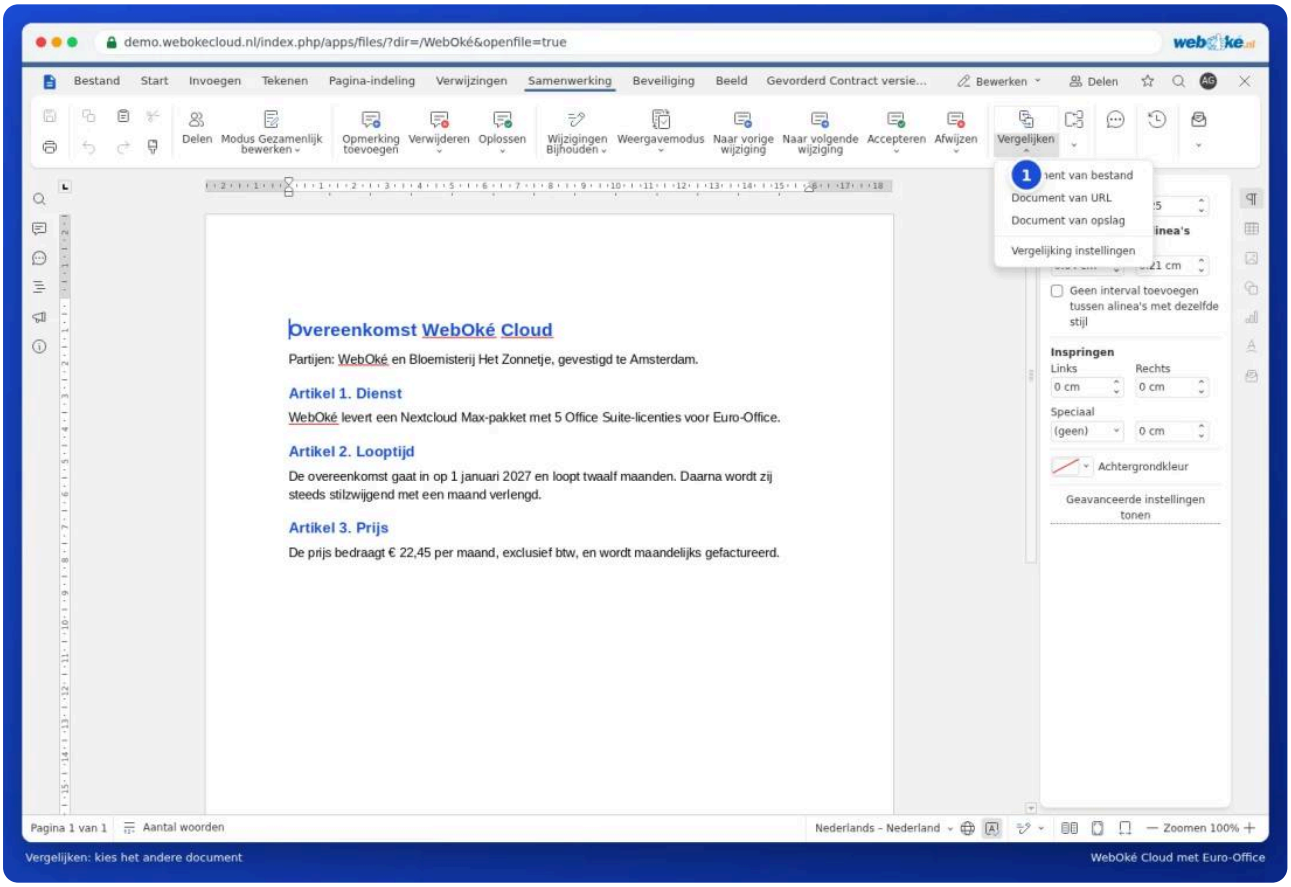
- Euro-Office merges a maximum of **100 recipients** at a time. If you have more, do it in batches (records 1 to 100, 101 to 200) using **From** and **To**.
- Mail merge works in the browser, in your WebOké Nextcloud.
- Euro-Office can't create **address labels** (several addresses on one sheet): each letter gets one recipient. A fair alternative: create the labels in a spreadsheet with the addresses in a grid that fits your label sheet, or use a label program from your label manufacturer.
- Does a ZIP Code appear without a leading zero, or does an amount look odd in the letter? Check the number format in the spreadsheet (see Keeping the leading zero in a phone number or postcode).

15.23 Seeing what's changed between two versions of a contract

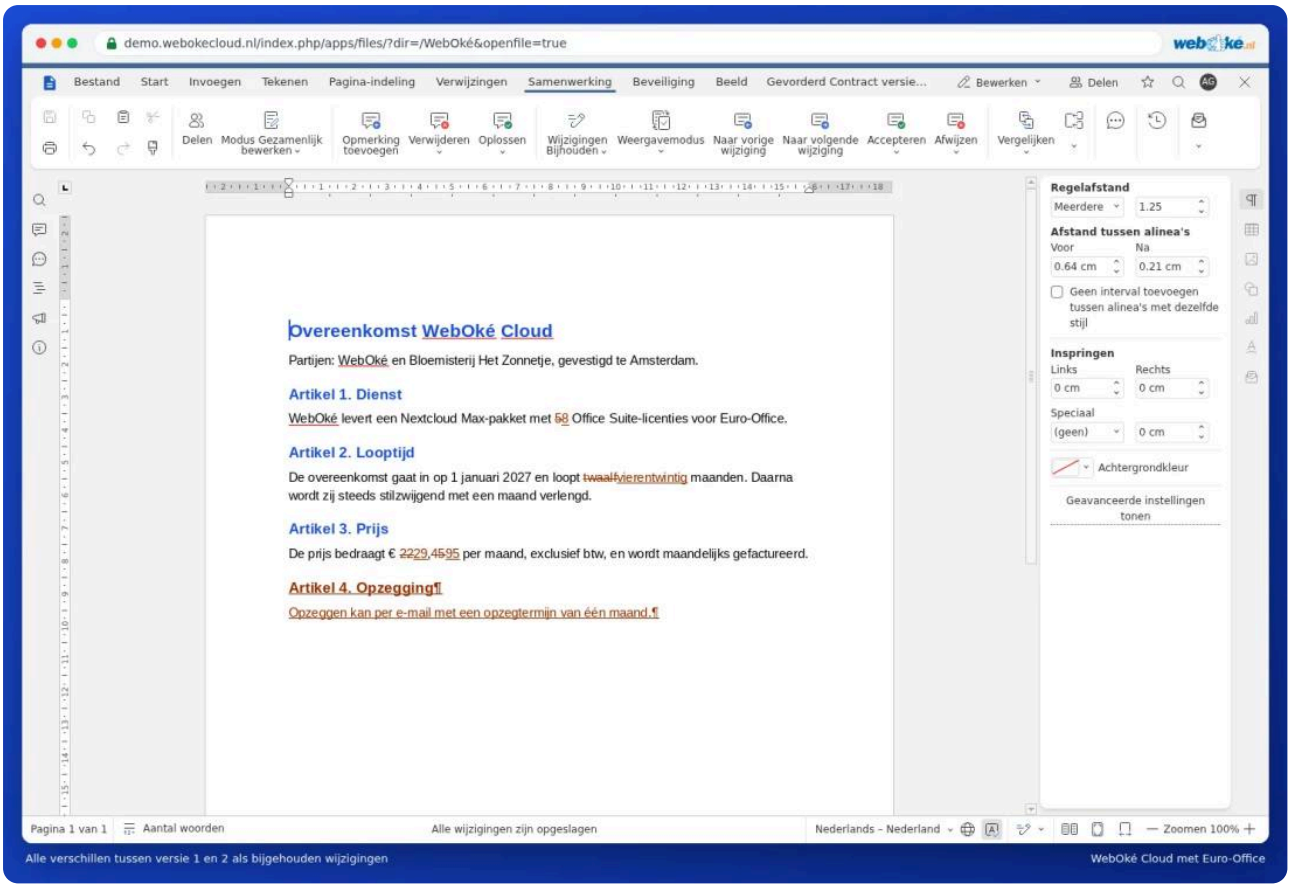
You send a contract to a client and get an edited version back, without the changes having been tracked. What exactly has changed? Let Euro-Office compare the two versions for you.

Step by step

1. Open your own, original version. In the example: Contract versie 1.
2. Go to the **Collaboration** tab and click **Compare** (1).
3. Choose **Document from storage** (from your Nextcloud), **Document from file** (from your computer) or **Document from URL**.
4. Choose the other version. Euro-Office marks all the differences in your document as tracked changes.



Compare (1): choose where the other document is located



All differences shown as tracked changes: 5 became 8 licences, twelve became twenty-four months

Going through the differences

- Use **Display Mode** to choose how you view it: **Markup and balloons**, **Only markup**, **Final** (the new version) or **Original**.
- Go through the changes one by one and choose **Accept** or **Reject** for each. See Removing comments and changes before sending a document.
- Use **Combine** (next to Compare) to merge two versions that both already contain tracked changes.

Pitfalls

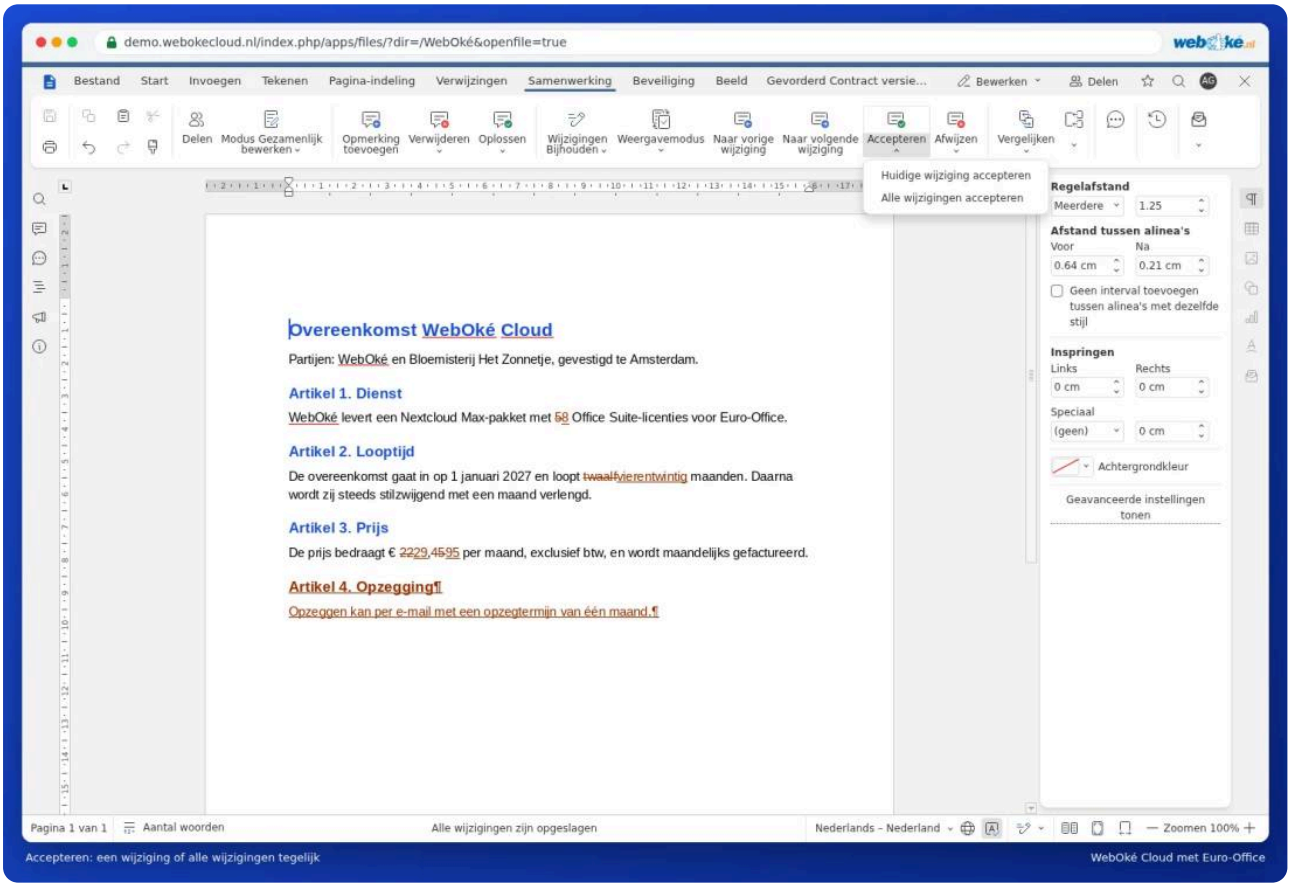
- Euro-Office compares word by word. A single different character within a word counts as a changed word.
- If your version already contains tracked changes, these are treated as accepted when comparing. Euro-Office asks you about this first. If you're unsure, make a copy first.
- You can't compare while someone else is working in the document. Wait until your colleague is finished, or work in a copy.
- Working with a PDF? Convert it to a docx first (see Converting a PDF into an editable Word file) and then compare.

15.24 Removing comments and changes before sending a document

In a document the team has been working on, you'll often find comments ("is this price correct?") and tracked changes. If you send it to a client like this, they'll see everything. Here's how to clean up the document.

Step 1: process all changes

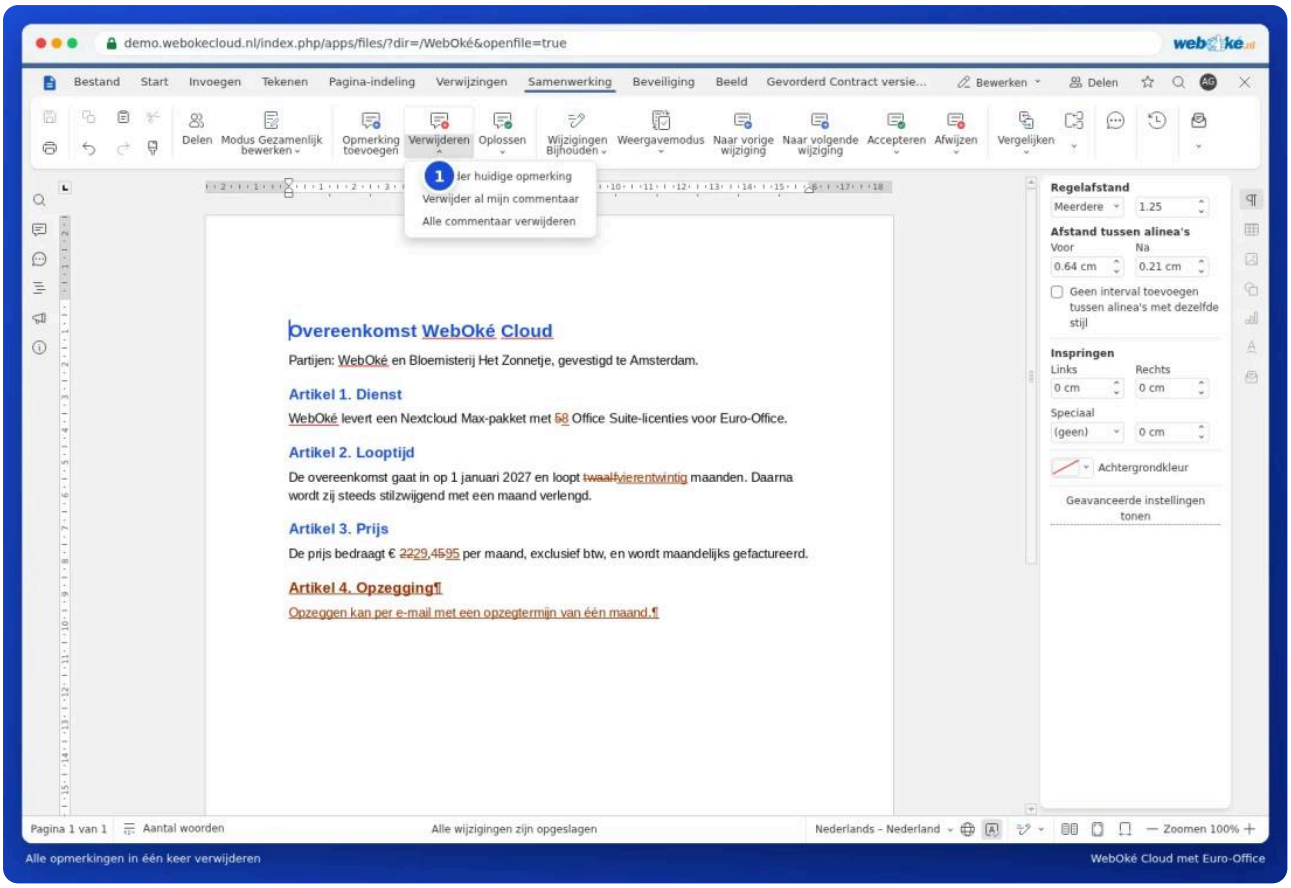
1. Go to the **Collaboration** tab.
2. Click the arrow next to **Accept** and choose **Accept all changes**. If you'd rather not keep them, choose **Reject all changes** under **Reject**.
3. Turn off **Track Changes** so no new ones are added.



Accept: the current change or all changes at once

Step 2: delete comments

On the **Collaboration** tab, click the button to delete comments (1) and choose **Delete all comments**. To remove only your own comments, use **Delete my comments**.



Delete comments (1): all of them or just yours

Step 3: check your work

Under **Display Mode**, choose **Final** and read through the document one more time. Also open the comments panel on the left to check it's empty.

Even safer: send a PDF

Want to be absolutely sure nothing gets left in and that the client can't make changes? Send a PDF: go to **File**, **Download as** and choose PDF. Or use **Save copy as** to create a PDF in your Nextcloud and share it with a link.

Pitfalls

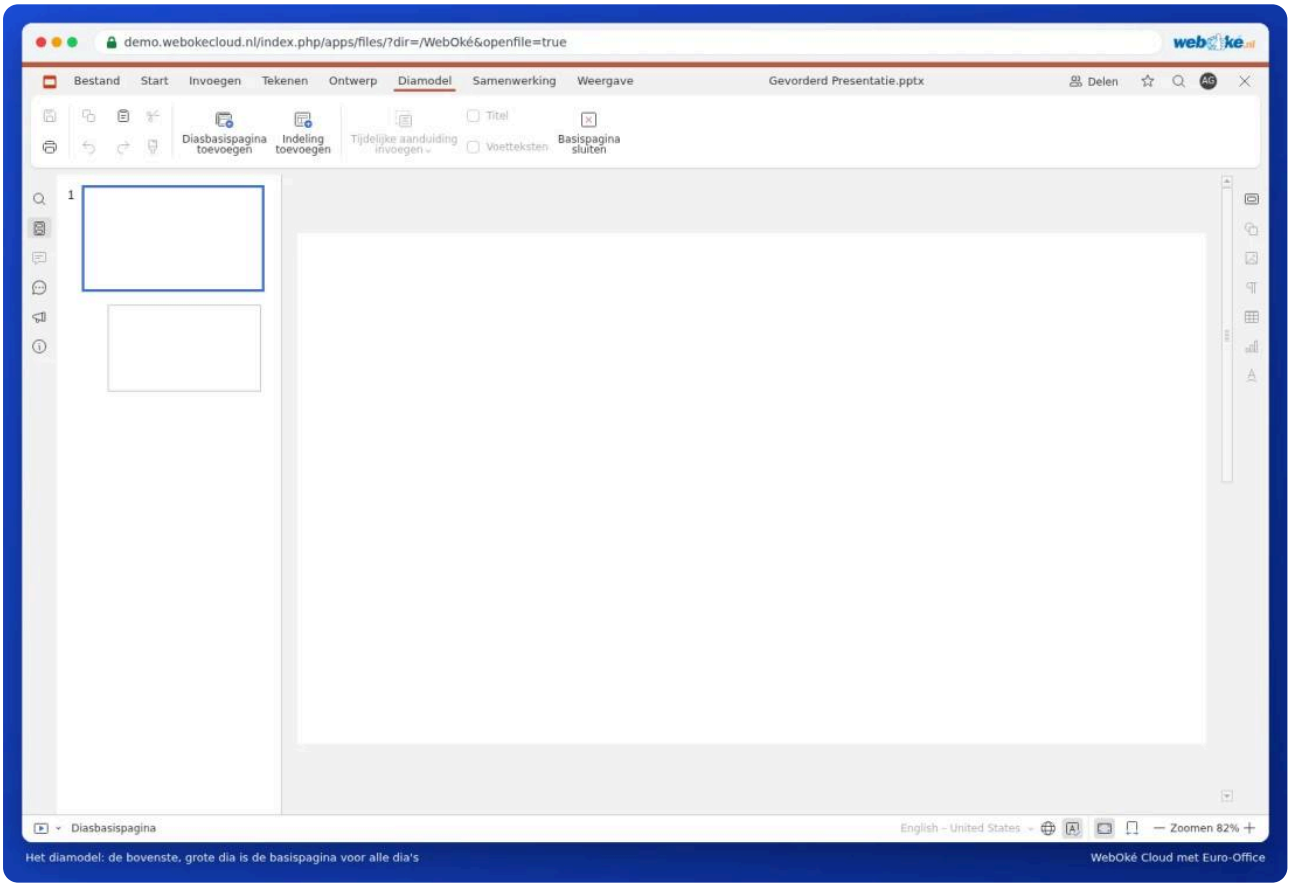
- Deleted comments are gone from the document. If you want to keep them, make a copy first.
- An older version with all the comments is still stored in the file's version history. If you share the file itself with the client, they'll be able to access it with editing rights. So share a copy or a PDF instead.

15.25 Adding the logo to all slides at once

You want your logo, brand colour and a footer on every slide of your presentation. Pasting it onto each slide separately is a lot of work, and it never ends up in exactly the same spot. Use the **Slide Master** instead: whatever you place there appears on every slide.

Step by step

1. Go to the **View** tab and click **Slide Master**. The Slide Master tab appears.
2. Click the **top, largest slide** on the left. That's the master slide, and the smaller slides underneath are the layouts based on it.
3. Insert your logo via **Insert** and **Picture**, and position it where you want. You can also choose the background, font and colours here.
4. Click **Close Master**. The logo now appears on every slide.



The Slide Master tab: the master slide on the left, with a layout below it

Not on the title slide?

Then don't add the logo to the master slide, but only to the layouts where you want it: click that layout in the Slide Master (for example "Title and Content") and insert the logo there.

Pitfalls

- Is the logo missing from one slide? That slide might be using a layout without a logo, or you've changed the formatting on that slide itself. Right-click the slide and choose **Reset slide**.
- In the Slide Master, you can't accidentally move the logo while creating slides. If you want to adjust it, go back to the Slide Master.
- A logo you paste onto a regular slide only appears on that slide.

Find out more about layouts in Layouts and themes.

15.26 Making a presentation loop continuously (trade fair, waiting room, shop window)

A screen in a shop, waiting room or at a trade fair stand needs to show the slides on its own all day, without anyone clicking. To do this, you set up two things: each slide advances automatically, and the presentation starts again at the end.

Step 1: make each slide advance automatically

1. Go to the **Transitions** tab.
2. Choose a transition if you like, for example fade.
3. Tick **Delay** and enter the number of seconds a slide stays on screen, for example 8.
4. Click **Apply to all slides**.

Step 2: turn on repeat

1. Go to the **Home** tab and click the arrow next to the slideshow button.
2. Choose **Show settings**.
3. Tick **Loop continuously until 'Esc' is pressed** and click **OK**.

Step 3: start

Choose **Show from Beginning**. The presentation now runs endlessly. To stop it, press Esc.

Pitfalls

- Animations set to start "on click" will wait for a click. On the **Animation** tab, under **Start**, choose **After previous**.
- Turn off the screensaver and sleep mode on the computer, otherwise the screen will go black after a while.
- The presentation runs in the browser, so it needs an internet connection to start. If the connection drops at the trade fair, things can go wrong. In that case, download the presentation as a pptx and play it with the Nextcloud Office program on the computer (download via https://www.weboke.nl/download).

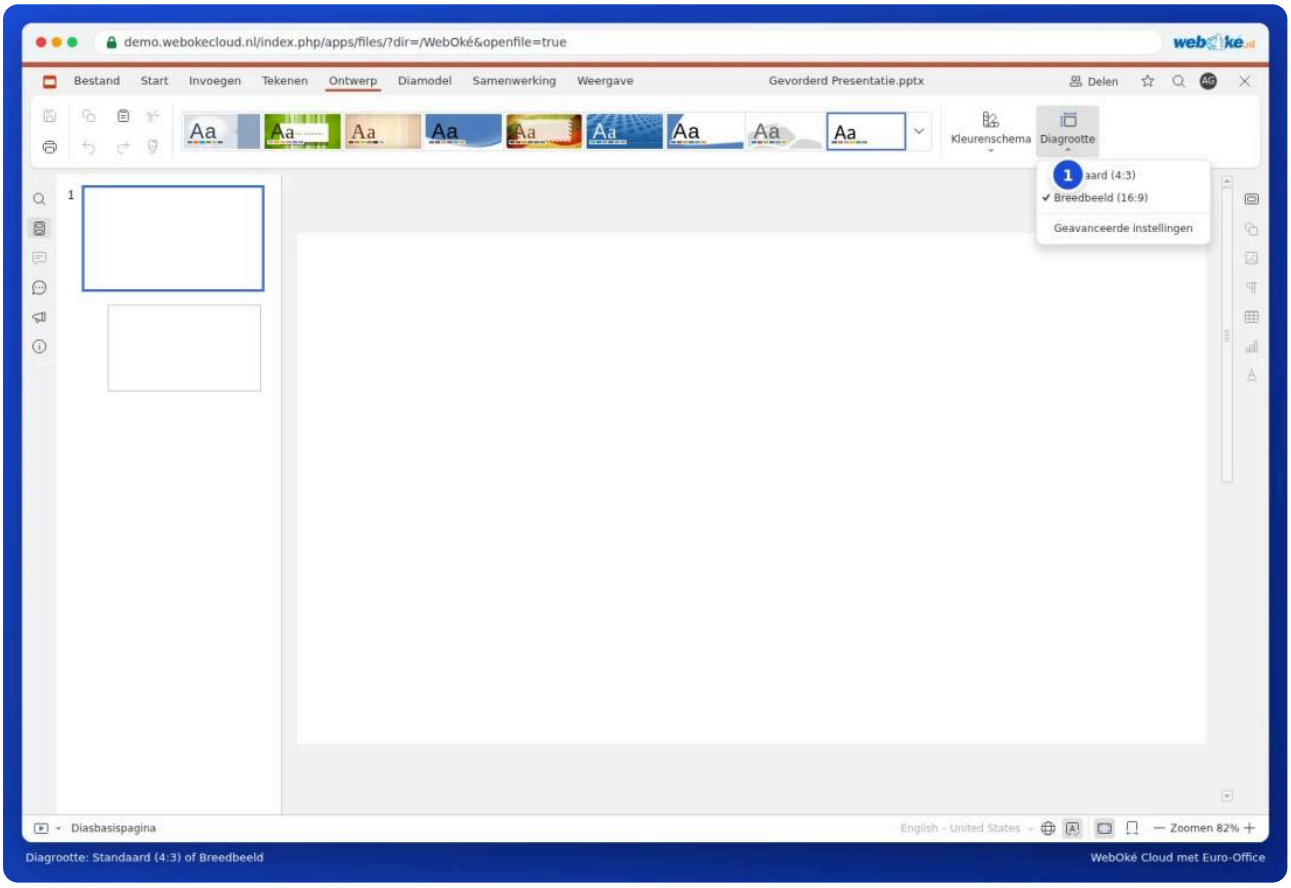
More about presenting in Presenting and Presenter View.

15.27 Converting an old 4:3 presentation to widescreen 16:9

Old presentations are often made in the "square" 4:3 format. On a modern TV or projector, this leaves black bars on the left and right. Here's how to convert them to widescreen.

Step by step

1. First, make a copy: **File**, **Save Copy As**. This way you keep the original.
2. Go to the **Design** tab and click **Slide size** (1).
3. Choose **Widescreen**.
4. Go through all the slides.



Slide size (1): Standard (4:3) or Widescreen

After converting

- **Stretched images and logos**: click the image and reset the size on the right to the correct ratio (lock the ratio and adjust the width). Or delete the image and paste it again from the copy.
- **Check the slide master**: a logo on the master page is adjusted there, and this appears on every slide. See Adding the logo to all slides at once.
- **Empty space on the sides**: make text boxes wider or add an image next to them.

Pitfalls

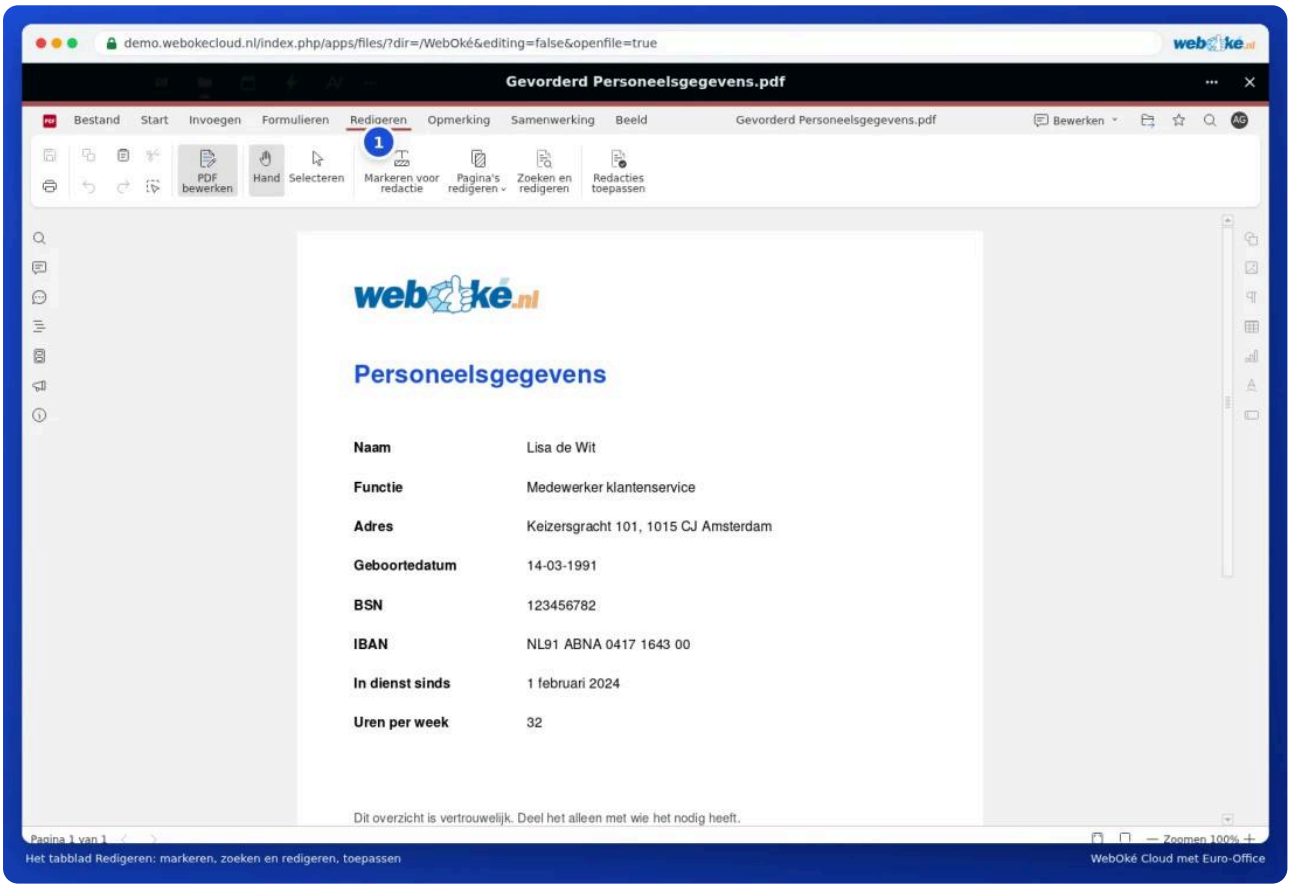
- A presentation with many separate elements per slide requires manual work. For large presentations, start with the slides that are used most often.
- Does the presentation still need to work on an old 4:3 projector? Then keep the original alongside the new version.

15.28 Making sensitive data invisible in a PDF

You want to share a PDF, but it contains data the recipient shouldn't see: a national insurance number, bank account number, address or salary. Drawing a black box over it is **not** enough: the text is still underneath and can be copied. That's a data protection risk. So use **redaction** instead: this actually removes the text from the PDF.

Step 1: edit the PDF

1. First, make a copy of the PDF so you keep the original.
2. Open the copy and choose **Edit** at the top right (or click **Edit PDF**).
3. Click the **Redact** tab (1).



The Redact tab (1): Mark for redactions, Redact Pages, Find Redact and Apply Redactions

Step 2: mark what needs to go

- **By hand**: click **Mark for Redaction** and drag over the text or area that needs to be removed.
- **Search**: click **Find Redact**, type in, for example, the national insurance number or a name, and mark all the places it's found in one go. Handy if something appears often.
- **Whole pages**: choose **Redact Pages** and enter the page numbers, for example 2, 5-7.

Marked sections get a frame around them. They're not removed yet: you can still remove the mark.

Step 3: apply

1. Click **Apply Redactions**.
2. Euro-Office warns you that the information will be permanently removed. Click **Apply**.
3. A black block now appears where the text was. The text underneath is truly gone.

Pitfalls

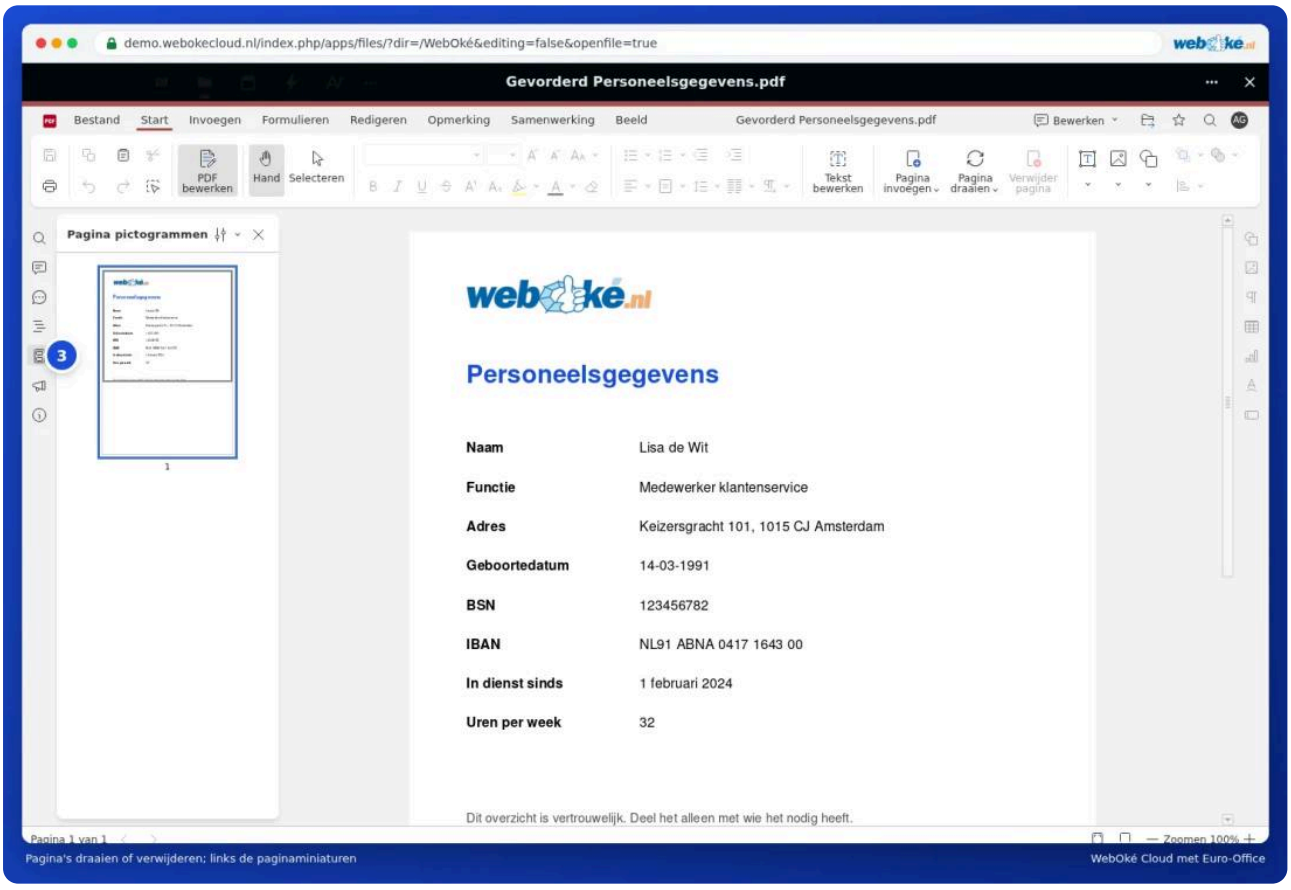
- You can't undo redaction once you've saved. So always work on a copy and keep the original in a safe place.
- Also check what you can't see: does the name also appear in the file name, the document title or a comment? Remove comments and give the file a neutral name.
- With a scanned PDF (a photo of paper), searching won't find anything, as there's no text. In that case, mark it by hand instead.
- If you then send the PDF by email or link, only share the redacted copy.

15.29 Rotating, deleting or merging PDF pages

A scanned attachment is upside down, there's a blank page in between, or you need to send three PDFs together as one file to the council or your mortgage adviser. You can do a lot of this in Euro-Office.

Rotating or deleting a page

1. Open the PDF and choose **Edit** in the top right.
2. Open the **page thumbnails** (3) on the left using the **Page thumbnails** button and click on the page. Use `Ctrl` or `Shift` to select more.
3. On the **Home** tab, click **Rotate Page** or **Delete page**. If you right-click a thumbnail, you'll also find **Delete page**, **Rotate left** and **Rotate right** there.
4. To change the order, drag a thumbnail to another spot.



The page thumbnails on the left (3); Rotate Page and Delete page on the Home tab

Merging PDFs

Euro-Office doesn't have a button for merging files. Here's how to do it anyway:

1. Open the second PDF in edit mode, select the thumbnails of the pages you want on the left and copy them with `Ctrl` + `C`.

2. Open the first PDF in edit mode, click the thumbnail after which the pages should go and paste with `Ctrl` + `V`.
3. Save the result under a new name via **File**, **Save copy as**.

Pitfalls

- Can't paste pages into your PDF, for example with a protected PDF? Print the PDFs together into one PDF from your computer instead, or use the merge function in your computer's PDF program.
- With very large scans (lots of pages with photos), things can get slow. Work with smaller sections instead.
- PDF forms with fillable fields: after merging, the fields don't always work anymore. Fill in the form first.

Read more about editing PDFs in Editing a PDF.

15.30 An Excel file with VBA macros: what now?

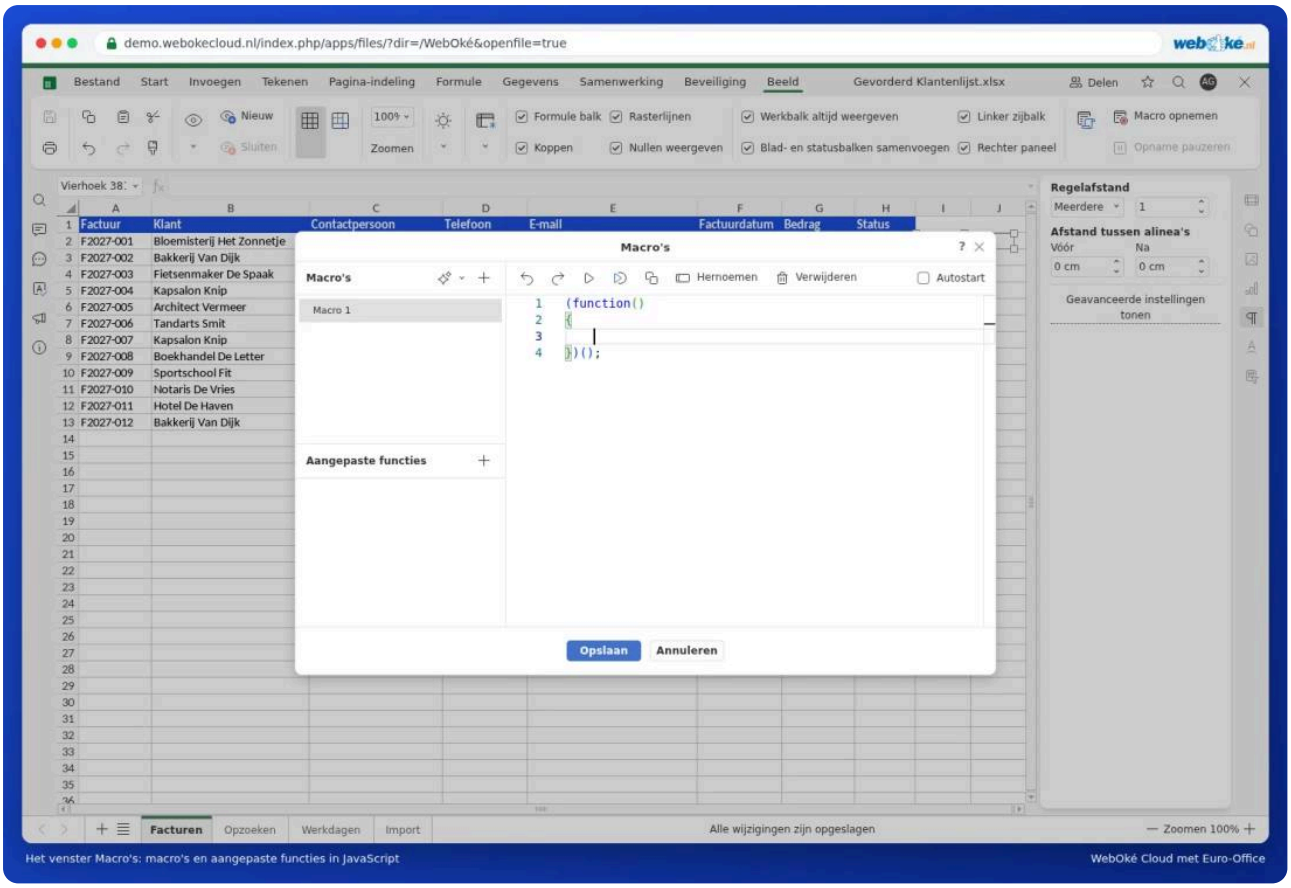
Many businesses have Excel files (xlsm) with macros: buttons that create an invoice, sort a list or copy data. Those macros are written in VBA, the programming language of Microsoft Office. What happens when you open such a file in your WebOké Nextcloud?

The honest answer

Euro-Office does **not run VBA macros**. The file simply opens, you'll see all the data and formulas, but the buttons and automatic actions won't do anything. Macros in Euro-Office are written in JavaScript, a different language.

What can you do?

- **Only use the file for the data**: filling in, viewing and calculating works fine. Use the macros in Excel instead.
- **Recreate the macro in Euro-Office**: go to the **View** tab and click **Macros**. Here you can create a macro in JavaScript, or record it with **Record macro**: Euro-Office then captures your actions as a macro.
- **Check whether you still need the macro**: many old macros sort, filter or colour cells. You can often achieve the same thing without a macro, using a pivot table, conditional formatting (see Colour the whole row when the invoice is paid) or XLOOKUP (see XLOOKUP: looking up to the left and with your own message).



The Macros window: macros and custom functions on the left, the JavaScript code on the right

A custom function

Did you use a custom VBA function in formulas in Excel, such as =VAT(A1)? In the Macros window, you can create your own function in JavaScript under **Custom functions**. This does require some programming knowledge. Such a function only works in Euro-Office, not in Excel.

Pitfalls

- **Always keep the original.** If you save an xlsm file in Euro-Office, the VBA code may become unusable in Excel. If the file needs to keep working in Excel as well, edit a copy, or only edit it in Excel.
- Formulas with a custom VBA function will show an error value such as #NAME? in Euro-Office.
- Macros in files from other people can do unwanted things. If a file contains automatic macros, Euro-Office will ask when opening it whether you want to run them. Only choose yes if you trust the file.
- Need help converting an important macro? Have this done by someone who knows JavaScript; WebOké support is happy to help you explore the possibilities.

15.31 Converting a PDF into an editable Word file

You only have a PDF of a letter or report left, and the original Word file is gone. You want to reuse the text or make major changes to it. Euro-Office can convert a PDF into a docx.

Step by step

1. Open the PDF in your WebOké Nextcloud.
2. Click **File** and choose **Save Copy As** to keep the result in your Nextcloud, or **Download as** for your computer.
3. Choose **DOCX**.
4. Open the new docx and check the formatting.

What can you expect?

- With a PDF that comes from a word processor (with real text), the text transfers well. The formatting usually looks very similar to the original, but is rarely 100 percent identical: watch out for line spacing, columns and tables.
- With a **scanned** PDF (a photo of paper), there is no text. You'll get a docx with images. Euro-Office doesn't have text recognition (OCR). For that, you need separate software, such as the scanner app on your phone or the software that came with your scanner.

Alternative: edit the PDF directly

Is it just a typo or a few words? Then you don't need to convert anything. Open the PDF, choose **Edit** and adjust the text directly in the PDF. See Editing a PDF.

Pitfalls

- A font used in the PDF but not available on the server will be replaced. This can change where lines break.
- Form fields from a PDF become plain text in a docx.

15.32 You don't see your changes when you download the file or open it on your computer

You've edited a document in your browser. You download it to email it, or you open it via sync on your computer, and you see the old version. Where have your changes gone?

How it works

Euro-Office saves your changes straight away, but first on the document server. The file in your WebOké Nextcloud only gets updated once **everyone has closed the document**. After that, it still takes a little while, usually ten to thirty seconds. This way, several people can work on it at the same time without the file being written to disk over and over again.

How to get the latest version

1. Close the document using the cross in the top right corner (see Closing a document and returning to your files). Ask colleagues who also have it open to close it too.
2. Wait half a minute.
3. Refresh the page with your files and download the file again. The sync on your computer will then fetch the new version automatically.

In a hurry?

Do you need the latest version to go out right away, while the document is still open? In the editor, choose **File**, **Download as**. That file always contains your latest changes, even if others are still working on it.

Pitfalls

- If you leave the document open in a tab all day, the file in Nextcloud won't be updated that day. Close documents once you're done.
- Don't edit a file in your browser and in Word or LibreOffice on your computer via sync at the same time. This can result in two versions or a message saying the file has been changed.
- Do you see the message "The file version has changed"? Then the file has been edited outside the editor. Click OK, and the page will load the latest version.