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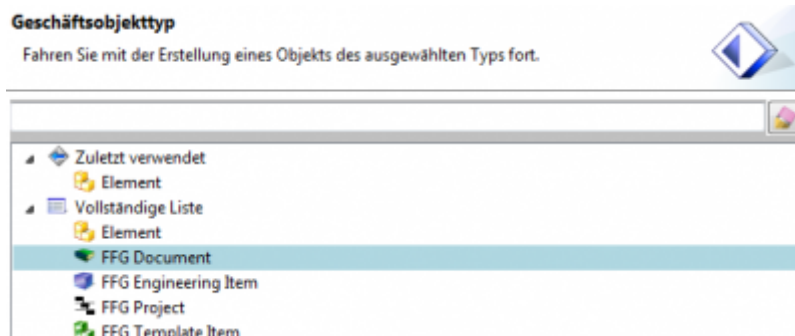
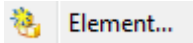
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7 Working with Office documents

7.1 Creating an Office Document

Office documents are stored in Teamcenter in a dedicated item.

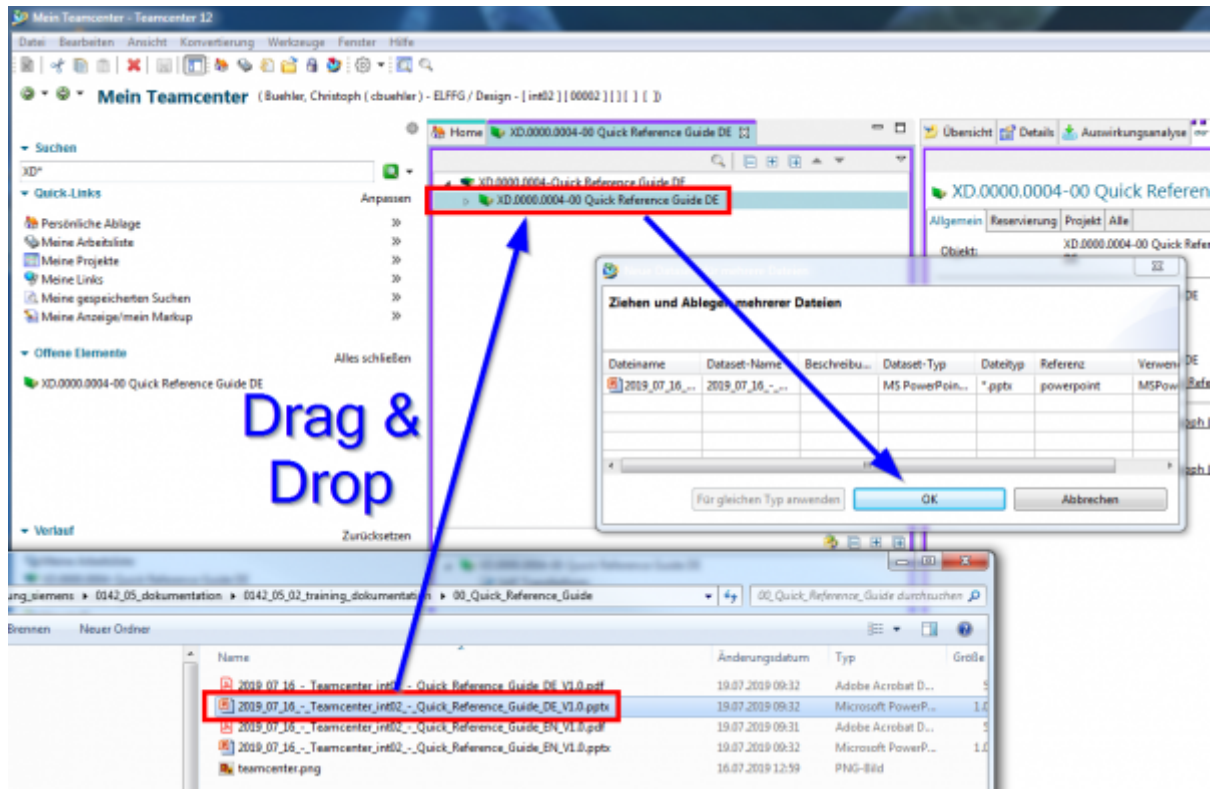
To create a new Office document please go to File → New → Item... and select the element “FFG Document”.



The following form will appear which must be filled in.

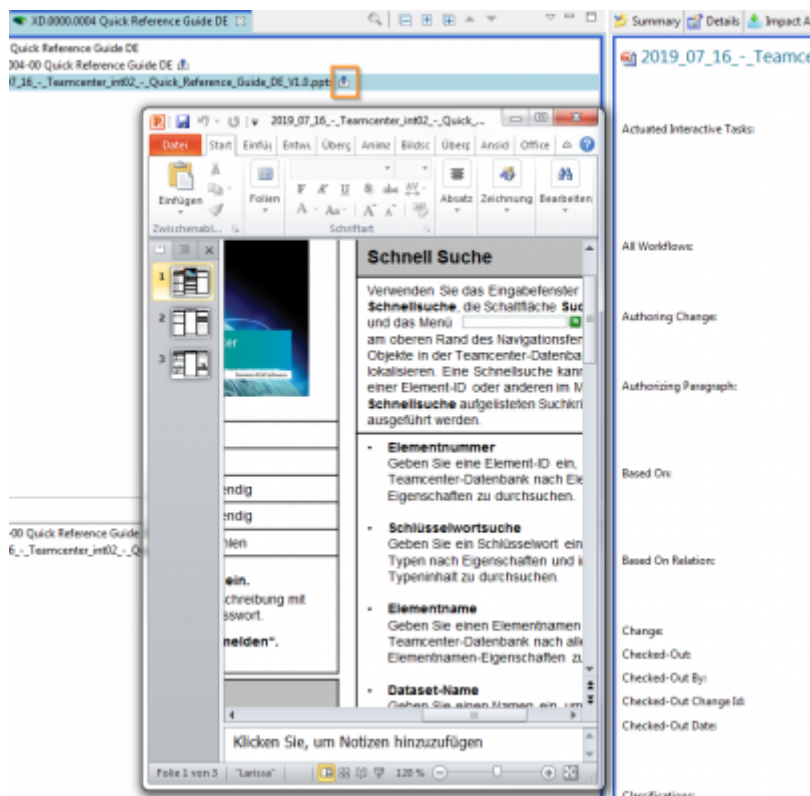
A form titled "New Item" with the subtitle "Object Create Information" and the instruction "Define business object create information". It is for creating an "FFG Document". The "General" tab is active. It contains fields for "English:" (with value "Quick Reference Guide"), "ID:" (with value "XD.0000.0020"), and a dropdown menu (with value "XD.*nnnn*.nnnn") next to an "Assign" button. At the bottom, there is a "Relation" dropdown (with value "Contents") and a checkbox labeled "Open On Create" which is checked. At the very bottom are buttons for "< Back", "Next >", "Finish" (highlighted with an orange box), and "Close".

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



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

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



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