Yozo Office Quick Reference Guide

One Office / One Solution

The world's first fully integrated office suite, Yozo Office makes sharing data between worksheets, reports and presentation office documents as easy as cut and paste. Change the data in the source document and all related linked data will update automatically.

PRODUCTIVITY

Everything you need to create elegant text documents, sophisticated drawings, professional presentations and dynamic spreadsheets integrated into a single application.

COST SAVINGS

Feature rich Yozo Office is a fully integrated Office productivity suite that costs hundreds of dollars less than Microsoft Office.

System Requirements

- *Windows or Linux Operating Systems (Windows Vista / XP / 2000 / 98 / Linux Red Hat, Susses, Ubuntu, IMPI, KDE & Genome)*
- *CPU: Intel Pentium 2500 Mhz or above*
- *Memory: 128 MB(recommended)*

Did You Know?

- *Yozo Office has the look and feel of Microsoft Office classic including similar toolbar and dialog box layouts.*
- *An integrated Science Editor helps you create and edit complex math and science images and formulas directly in the active document.*
- *You can Import / Export to Microsoft Office formats including *.docx and *xlms as well as convert documents directly to PDF*
- *You can store all related documents(spreadsheets, reports, memos and presentations) in a binder or a single file.*
- *Intuitive Document Task Panels make finding and using the right commands quick and easy.*

INTEROPERABILITY

*Open, Edit and Save documents in Microsoft Office files. Link data between documents*

as easily as you cut and paste, publish direct to PDF and store all related documents in a single binder.

EASE OF USE
Complex tasks are simplified as you move seamlessly from one application to another. No extra training is needed when switching from Microsoft Office.

Binders and Documents
Working with Yozo Office is no different than working with any other office suite. If you have used a spreadsheet before you are already familiar with the concept.A spreadsheet stores multiple worksheets in a single file. Yozo Office uses the same principle but in addition to worksheets also stores text documents and presentations in the *.eio binder format.
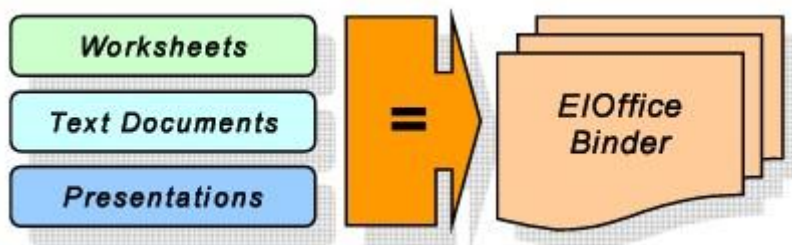
Binders are no different from any other file, except instead of saving just a single document binders contain multiple documents and document types.

Binders also have a number of advantages. They help organize and reduce the number of files on your desktop since they give you the ability to store and work with related documents(memos, worksheet, reports and presentations)
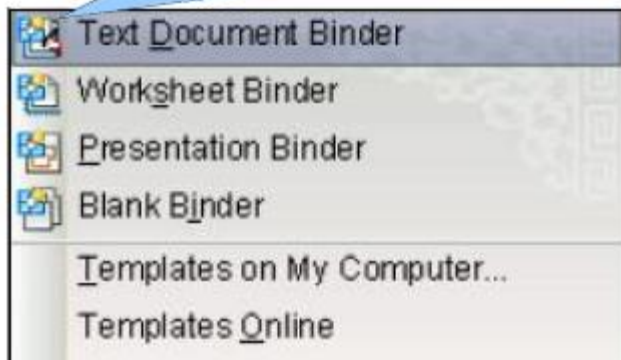*When working with Yozo Office it is important to remember that there are four basic binder types.*

When saving binders it is important to remember that like files in a directory no two binders or two documents can be given the same name unless they exist in different directories. Document names however can be identical between different document types in the same binder.

	Blank	Worksheet	Text Document	Presentation
Worksheet	3	3	0	0
Text Document	1	0	1	0
Presentation	1	0	0	1

Creating Binders

No matter what type of binder you create additional documents can be added to it later.

Text Document Binder
Worksheet Binder
Presentation Binder
Blank Binder

Templates on My Computer...
Templates Online

There are a number of methods for creating binders.

*From the **Main Menu** select*

*1. **File > New > Text Document / Worksheet or Presentation Binder.** A new binder of the selected type will be created.*

*From the **Navigation Pane** select:*

*1. **View > Task Pane.** The **Task Pane** will appear on the right-hand side of the desktop.*

*2. In the **Task Pane**, left-click on the down arrow and select **Navigation Pane.** The Navigation Pane will appear.*

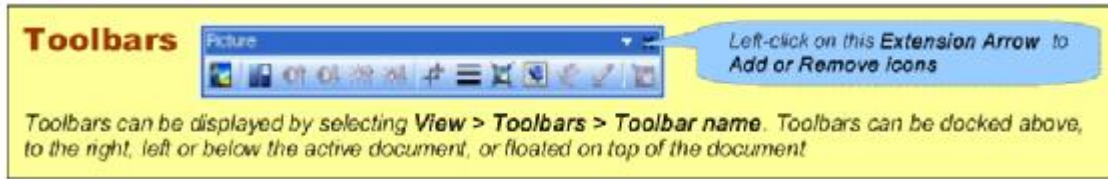*3. Left click on the Binders Directory. A drop down menu will appear.*

*4. Select **New> Worksheet / Text Document or / Presentation binder.***

*From the **Desktop***

*1. From the **Windows Desktop,** right-click to display a shortcut menu.*

*2. Select **New> Yozo Office Binder.** A new binder will be created named "New **Yozo Office** binder"*

*3. Double-click on the **New Binder** to start **Yozo Office.***

Toolbars — Picture

Left-click on this **Extension Arrow** to Add or Remove Icons

Toolbars can be displayed by selecting **View > Toolbars > Toolbar name**. Toolbars can be docked above, to the right, left or below the active document, or floated on top of the document.

Opening Binders

*Binders containing documents can also be opened through the **Operating System**, the **Standard Toolbar**, the **Navigation Pane**.*

Operating System Notes

- *File associations are set when **Yozo Office** is installed that allow you to automatically open all Microsoft file formats.*
- *Binders can also be opened by dragging the file into the program window.*

*From the **Main Menu** select:*

*1. Select **File > Open** to display the **Open dialog box**.*

*2. **Browse** for the Binder that is to be opened.*

*3. **Select the Binder** that is to be opened.*

*4. Select **Open**.*

Inserting New Documents

*Select **Insert > New Document > Worksheet / Text Document / Presentation**.*

Based on your selection a new document will be created within t he active binder.

*Alternatively new documents can also be added to the active binder using the **Navigation Pane**.*

*1. Open the **Navigation Pane**.*

*2. Left-click on a **Document Directory**. A drop down menu will appear.*

*3. Select **New Spreadsheet / Text Document / Presentation**. The new document will be created in the active binder.*
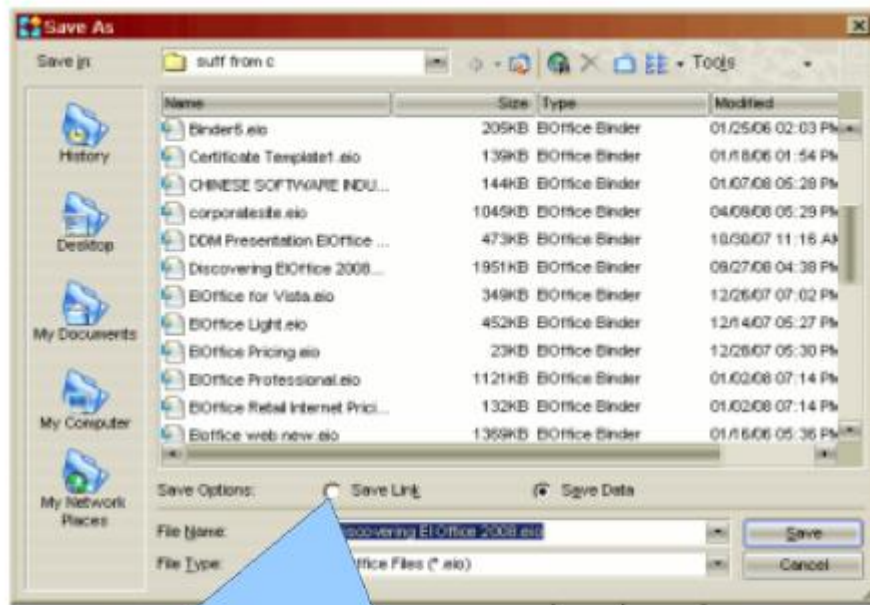
NOTE: To reduce the size of a binder when working with data such as pictures, audio, or video in a binder select **Save Link** and only the linked address to that data will be saved. Selecting **Save Data** will save the linked data as part of the binder.

Getting Help

Press **F1** to activate the **Context Sensitive Help System**. A help document window will appear on the right hand side of the desktop. As you move your mouse over icons, commands and other objects in the GUI related help documents will appear with links to related help subjects.

Printing Documents

*Documents can be printed using the **Main Menu**, the **Standard Toolbar** or **Quick Keys. (Ctrl + P)**. There are also a wide variety of printing options that can be accessed via the **Print dialog box** or the **Options dialog box**. Printout styles can also be applied to worksheets and presentations.*

*From the **Main Menu**:*

*1. Select **File > Print** to display the **Print dialog box**.*

2. Select the printer that is to be used to print the document.

*3. Set **Print Options**.*

*4. Select **Print**.*

*A preview of a text document or spreadsheet can be displayed by selecting **File > Print Preview**. This will display the document as it will appear when printed using current print options. In the Print **Preview mode**, the **Print Icon** can also be selected to print a single copy of the active document on the default printer.*

Printout styles

*Worksheets and presentations are often printed in various shapes and sizes in an office environment. Each time the size or shape of the document has to be changed, so does all the formatting. Since there is often more than one worksheet and presentation that has to be printed like this it makes print formatting a time consuming task. Yozo Office includes an option to save **Printout Styles** that, once saved, can be applied to worksheets and presentations, expediting the print formatting process.*

Define Printout Styles

*1. In **Presentation** or **Spreadsheet** select **File > Define Printout Style**. The **Printout Style dialog box** will appear.*

*2. Select **New**. The **Create New Printout Style dialog box** will appear. Enter the name of the new printout style and then select **OK** to return to the dialog box. The **New Printout Style name** will appear in the **Active Printout Style section**.*

*3. Select **Modify**. The **Modify Printout Style dialog box** will appear. Select the **Page file tab** in **Presentations** and the **Page** or **Sheet file tab** in **Worksheets** and apply the print formatting commands associated with these file tabs to the active document. Select **OK** to return to the **Create New Printout Style dialog box**.*

*Select **Apply**. The **Apply Printout Style dialog box** will appear. Select the **Worksheets** and **Presentations** to which you want to apply the active **Printout** Style. Select **OK**. A **Printout Style** has been applied to the active document.*

Science Editor

$$-b \pm \sqrt{b^2 - 4ac} \over 2a$$

Create Math and Science equations directly in the active document.

Drag and drop to insert over a 1000 math and science related images. Images can be grouped, layered and then exported to *jpg, *gif or *png formats.

Flagellum
Cell wall
Nucleus
Chloroplast

Science Editor is a powerful editing and publishing tool for creating Math and Science related documents and reports. **Drag**, **Drop** and **Edit** images and/or formulas directly into the active document without the need for additional Science or Math Editor Packages.

To display select **View > Task Pane**. The **Task Pane Window** will appear. **Left-click on the down arrow** in the **Task Pane Window** and the select **Science Editor Pane**. The **Science Editor Pane** will appear in the **Task Pane Window** on the left hand side of the desktop.

In the **Science Editor Task Pane** Images are divided into six different categories (**Math, Physics, Chemistry, Biology, Geography, Graphics, Languages and Flowcharts**)

Import / Export Documents

Microsoft Excel (*.xls), Word (*. doc) and Powerpoint (*.ppt)documents can all be imported into binders, edited in the *.eio file format, then exported as individual documents in their original Microsoft format.

Import MS Documents

1. Select File > Open. The Open dialog box will appear. Find the MS Office document that you want to import.

2. Select Import to the active binder to place the document in the active bider.

3. Select Create new binder to create a new binder from the active document.

4. Select OK.

Export to MS Document Formats

*1. **Open the binder** you wish to convert to MS Office format.*

*2. Select **File > Save As**. The **Save As** dialog box will appear.*

3. Browse to the directory in which you wish to save your file.

*4. Enter the desired name of your file in the field marked **File Name**.*

*5. From the File Type drop-down box, select **All Microsoft Office file formats (*.doc, *.xls, *.ppt)***

Publish to PDF

*In addition to MS Document formats **Yozo Office** can also publish documents in the Ade Portable Document format, PDF as well as RTF, CSV HTM HTML, TXT, TXT(Unicode) and Unit Office Format (XML)*

Publish *.pdf Documents

*1. In the active document. Select **File > Export as PDF File**. The **Export as PDF dialog box** will appear.*

*2. Select Browse look for the directory in which you wish to save your file. The **Save as Pdf File dialog box** will appear.*

*3. Enter the desired name of your file in the field marked **File Name**.*

*4. In the **File Type drop-down box**, select **PDF Files(*.pdf)**.*

*5. Select **Save** to return to the **Export as PDF dialog box**.*

*6. Select **More** to expand the dialog box and apply password and other PDF document options to the new PDF document.*

*7. Select **OK** to convert the active document into a PDF document. The **Export Adobe PDF dialog box** will appear.*

*8. Select **Open File** to view the active document in the Adobe **PDF viewer**.*

Navigation Pane

*The **Navigation Pane** is the easiest way of working with binders and documents. To display the **Navigation Pane** left-click on the **Show/Hide Navigation Pane Icon** on the **Standard Toolbar**.*

*To display a document left-click on the **Document Name**.*

*Located one the left-hand side of the desktop the **Navigation Pane** is an expandable and collapsible binder and document directory. The **Navigation Pane** displays all opened binders and documents. Documents in a binder are displayed under the **Document Directory** associated with that type in the order in which they were created. This order however can be changed by dragging a document up or down the list.*

- *Right-click on **Binder Names** to **Add a New Document, Open a Template, Import or Export a Document into the Binder** or **Close** a binder.*
- *Right-click on **Document Directories** to **Create a New Document of that type. Open a Template Document, Export or Close documents.***
- *Right-click on **Document Names** to **Rename, Export, Delete, Hide or Close** documents.*

*To expand or collapse a binder, left-click on the (+) or (-) symbols located to the left of the **Binder** or **Document Name**.*

Paste Link Data

*The **Paste Link command** allows worksheet, text document and presentation data to be inserted and updated automatically in other documents or binders.*

*1. **Select the data that is to be paste linked.***

*2. Select **Edit > Copy**. The data will be copied to the Clipboard.*

*3. **Open the target document.** Place the cursor in the location where the paste linked data is to be inserted.*

*4. Select the **Paste Link Icon** on the **Standard Toolbar.** The copied data will be Paste Linked into the target document.*

Target documents containing linked data in the same binder will automatically update. To update linked data between binders, open all binders that contain linked information (the source and target binders), double-click on linked data in the target binder.

Linked data will automatically update based on changes made to the source binder.