Document Editing

- Editing Word Documents
- Editing Spreadsheets
- Editing Presentations
- Working with PDF Documents
- Formatting Text
- Inserting Images and Media
- Working with Tables
- Working with Charts
- Find and Replace
- Spell Check
- Downloading and Exporting

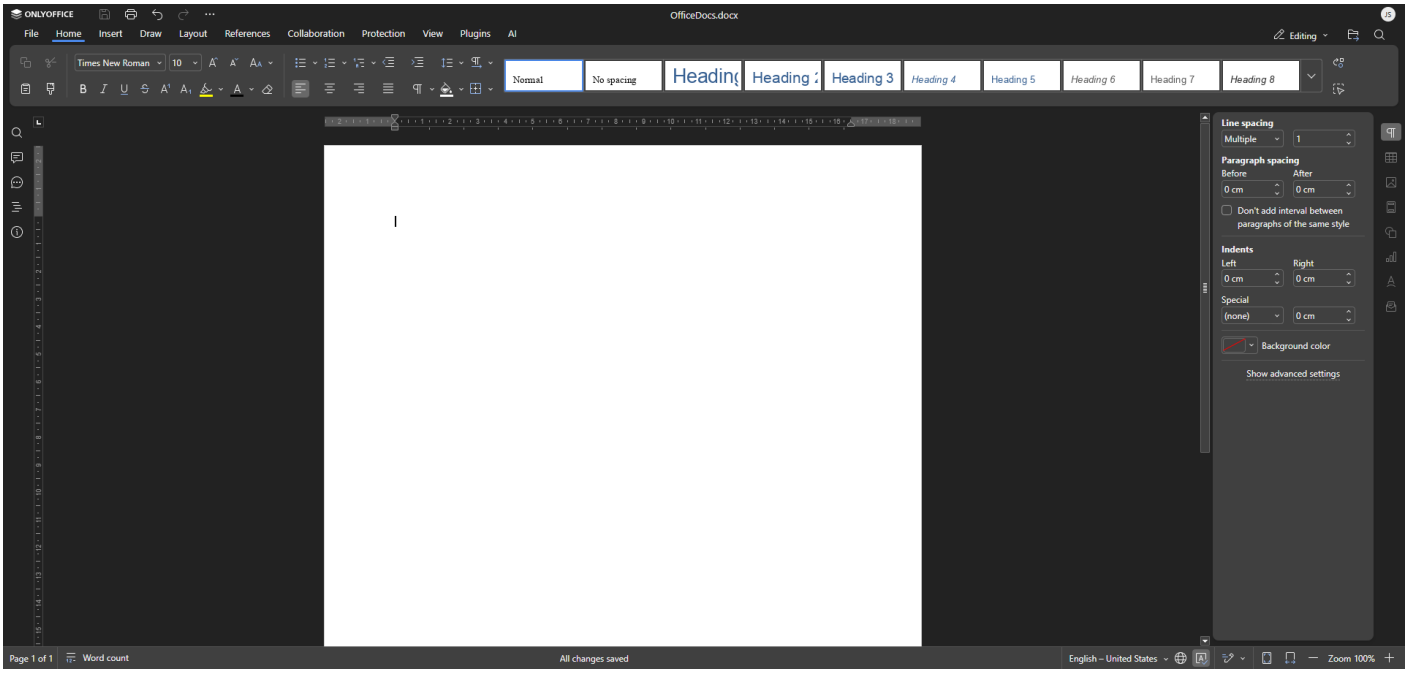
Editing Word Documents

OfficeDocs includes a full-featured word processor for creating and editing text documents. This guide provides an overview of the main editing tools and document features available in the editor.

Document editor overview

When you open a Word document, the editor includes:

- **Toolbar**: Formatting and editing tools at the top of the page
- **Document area**: The main workspace where you write and edit content
- **Status bar**: Page count, word count, and zoom controls
- **Sidebar panels**: Additional tools for navigation, styles, and comments



Basic editing

You can perform common editing actions directly in the document.

Typing and editing text

- Click anywhere in the document to place the cursor.
- Type to insert text at the cursor position.
- Use **Backspace** to remove characters before the cursor.
- Use **Delete** to remove characters after the cursor.

Selecting text

- Click and drag to select text.

- Double-click to select a word.
- Triple-click to select a paragraph.
- Press **Ctrl+A** to select all content.

Formatting Options

The toolbar gives you quick access to common formatting options, including:

- Font family and size
- Bold, italic, underline, and strikethrough
- Text color and highlighting
- Text alignment
- Line spacing
- Bulleted and numbered lists
- Indentation

Working with document structure

Use document structure tools to organize content more clearly.

Headings

- Apply **Heading 1**, **Heading 2**, or other heading styles from the style list.
- Use headings to create a clear document outline.
- Headings can also be used to generate a table of contents.

Sections

- Insert section breaks from the **Layout** menu.
- Use sections to apply different headers, footers, or margins in different parts of the document.

Inserting content

Use the **Insert** menu to add:

- Images
- Tables
- Charts
- Shapes
- Hyperlinks
- Page breaks
- Headers and footers
- Page numbers
- A table of contents
- Etc.

Page setup

Page layout options are available from the **Layout** menu, including:

- Margins
- Orientation
- Paper size
- Columns

Review tools

OfficeDocs includes review features to help you check and collaborate on documents.

- **Spell Check**: Identify and correct spelling errors
- **Comments**: Add notes without editing the main content
- **Track Changes**: Record edits for review

Saving your work

Changes are saved automatically as you work. You can also press **Ctrl+S** to save manually. Each save may create a version history entry.

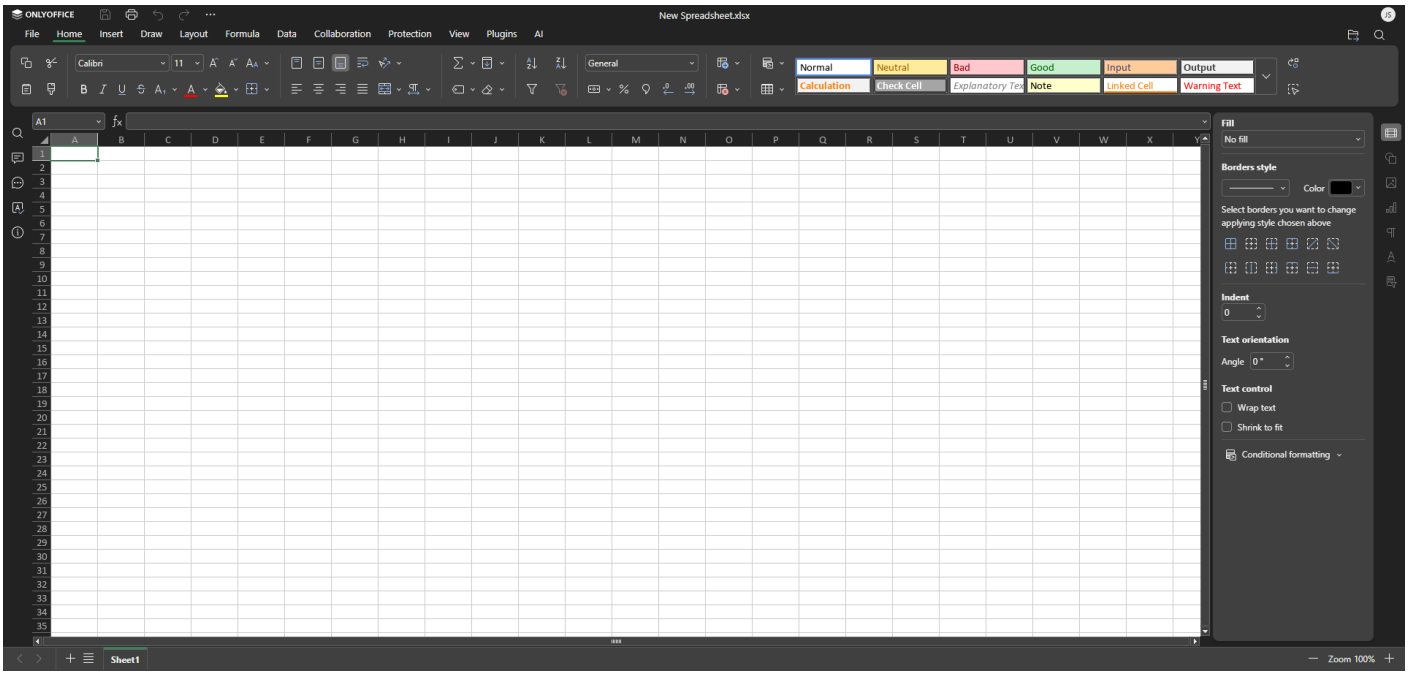
Editing Spreadsheets

OfficeDocs includes a spreadsheet editor for working with Excel files and other spreadsheet formats. This guide introduces the main tools and features available when editing spreadsheets.

Spreadsheet editor overview

When you open a spreadsheet, the editor includes:

- **Toolbar**: Formatting, formulas, and data tools
- **Formula bar**: Displays and edits the contents of the selected cell
- **Column and row headers**: Help identify cell locations
- **Cell grid**: The main area for entering and editing data
- **Sheet tabs**: Switch between worksheets
- **Status bar**: Displays quick calculations and zoom controls



Working with cells

You can perform common actions directly in the spreadsheet.

Selecting cells

- Click a cell to select it.
- Click and drag to select a range.
- Click a column header to select an entire column.
- Click a row header to select an entire row.
- Press **Ctrl+A** to select all cells.

Entering and editing data

- Select a cell and start typing to enter data.
- Press **Enter** to confirm and move down.
- Press **Tab** to confirm and move right.
- Press **Esc** to cancel editing.
- Double-click a cell or press **F2** to edit existing content.
- Use the **Formula bar** to edit longer values or formulas.

Working with formulas

Formulas in OfficeDocs begin with the **=** sign.

Examples:

- **=A1+B1** to add two cells
- **=SUM(A1:A10)** to total a range
- **=AVERAGE(B1:B20)** to calculate an average
- **=IF(A1>10,"Yes","No")** to apply conditional logic

For more advanced usage, refer to the Working with Formulas guide.

Formatting cells

OfficeDocs provides a range of formatting options, including:

- Number formats such as currency, percentage, and dates
- Font size, font color, and cell fill color
- Borders and alignment
- Text wrapping
- Merging cells

Managing rows, columns, and sheets

You can adjust the structure of a spreadsheet as needed.

- Insert or delete rows and columns
- Resize rows and columns by dragging borders
- Hide or unhide rows and columns
- Rename, add, or remove sheets
- Reference cells from other sheets in formulas: **=Sheet2!A1**

Data tools

OfficeDocs includes tools to help organize and analyze spreadsheet data.

- **Sort**: Reorder data by column values
- **Filter**: Show only rows that match selected criteria

- **Pivot Tables**: Summarize larger datasets
- **Charts**: Present data visually

Saving your work

Changes are saved automatically as you work. You can also press **Ctrl+S** to save manually. Spreadsheets can be downloaded in supported formats such as **.xlsx, .ods, .csv, or .pdf.**

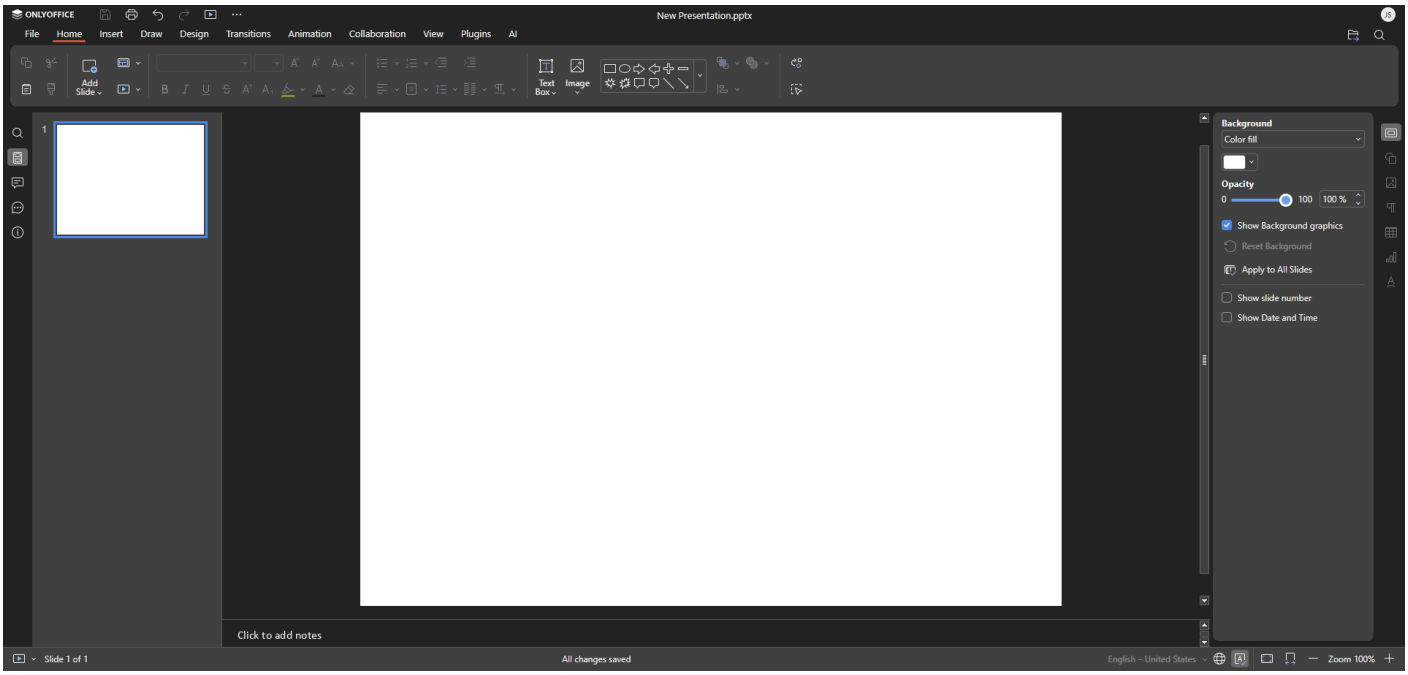
Editing Presentations

OfficeDocs includes a presentation editor for working with PowerPoint files and other presentation formats. This guide helps you understand the editor layout, manage slides, update content, apply design changes, and present your slideshow with confidence.

Presentation editor overview

When you open a presentation, the editor gives you access to the main tools you need to build and organize your slides efficiently.

- **Toolbar:** Access formatting, design, and editing tools
- **Slide panel:** View and select slide thumbnails
- **Slide canvas:** Edit the selected slide in the main workspace
- **Notes panel:** Add speaker notes below the slide
- **Status bar:** View slide details and display options



Working with slides

Slides can be added, moved, and removed directly from the slide panel, making it easy to organize your presentation as you work.

Adding slides

Use any of the following methods to insert a new slide:

- Click **New Slide** in the toolbar
- Right-click in the slide panel and select **New Slide**

- Press **Ctrl+M** on your keyboard
- Choose a layout that fits your content

Navigating slides

Move through your presentation quickly using the slide panel or keyboard shortcuts.

- Click any slide thumbnail to open it
- Use **Page Up** and **Page Down** to move between slides
- Scroll through the slide panel to browse the full presentation

Reordering slides

You can change the sequence of your slides at any time.

- Drag and drop slide thumbnails into a new position
- Cut and paste slides to move them elsewhere in the presentation

Deleting slides

If a slide is no longer needed, you can remove it in just a few clicks.

- Select the slide and press **Delete**
- Right-click the slide and select **Delete Slide**

Editing slide content

OfficeDocs makes it easy to update text, insert content, and adjust formatting directly on the slide.

Working with text boxes

Text can be edited directly inside placeholders or added manually with a new text box.

- Click inside a text placeholder to edit existing text
- Use **Insert** > **Text Box** to add a new text box
- Drag text boxes to reposition them
- Use the handles to resize them

Formatting text

Use the toolbar to make your content clearer and more visually consistent.

- Change the font, size, color, and alignment
- Apply bold or italic formatting where needed
- Add bullet points or numbered lists to organize information

Adding content

The **Insert** menu lets you enrich your slides with visual and interactive elements.

- Images and photos
- Shapes and icons
- Tables
- Charts
- Videos and audio
- Hyperlinks

Slide design

Design tools help you keep your presentation clean, professional, and visually consistent.

Changing layouts

Layouts define how content is arranged on a slide.

- Right-click a slide and select **Layout**
- Choose from title slides, content slides, or blank slides

Themes and backgrounds

Themes and backgrounds can quickly improve the appearance of your presentation.

- Use the **Design** tab to apply a theme
- Right-click a slide and select **Format Background**
- Apply the change to one slide or the entire presentation

Animations and transitions

Animations and transitions add movement and help guide the viewer’s attention.

- **Animations:** Control how text or objects appear on a slide
- **Transitions:** Control how one slide changes to the next
- Preview effects before presenting to make sure they fit your content
- See Animations and Transitions guides

Presenting

When your presentation is ready, you can launch the slideshow from the beginning or from the current slide.

- Press **F5** to start from the beginning
- Press **Shift+F5** to start from the current slide
- See Presenting Your Slideshow

Speaker notes

Speaker notes are useful for adding reminders or talking points without displaying them on the slide itself.

- Add notes in the notes panel below each slide
- View notes in Presenter View, depending on your presentation setup
- See Speaker Notes

Working with PDF Documents

OfficeDocs lets you open, review, annotate, and fill out PDF documents directly in your browser. This guide introduces the main tools available in the PDF viewer and explains how to navigate files, add annotations, complete forms, and save your work.

Opening PDF files

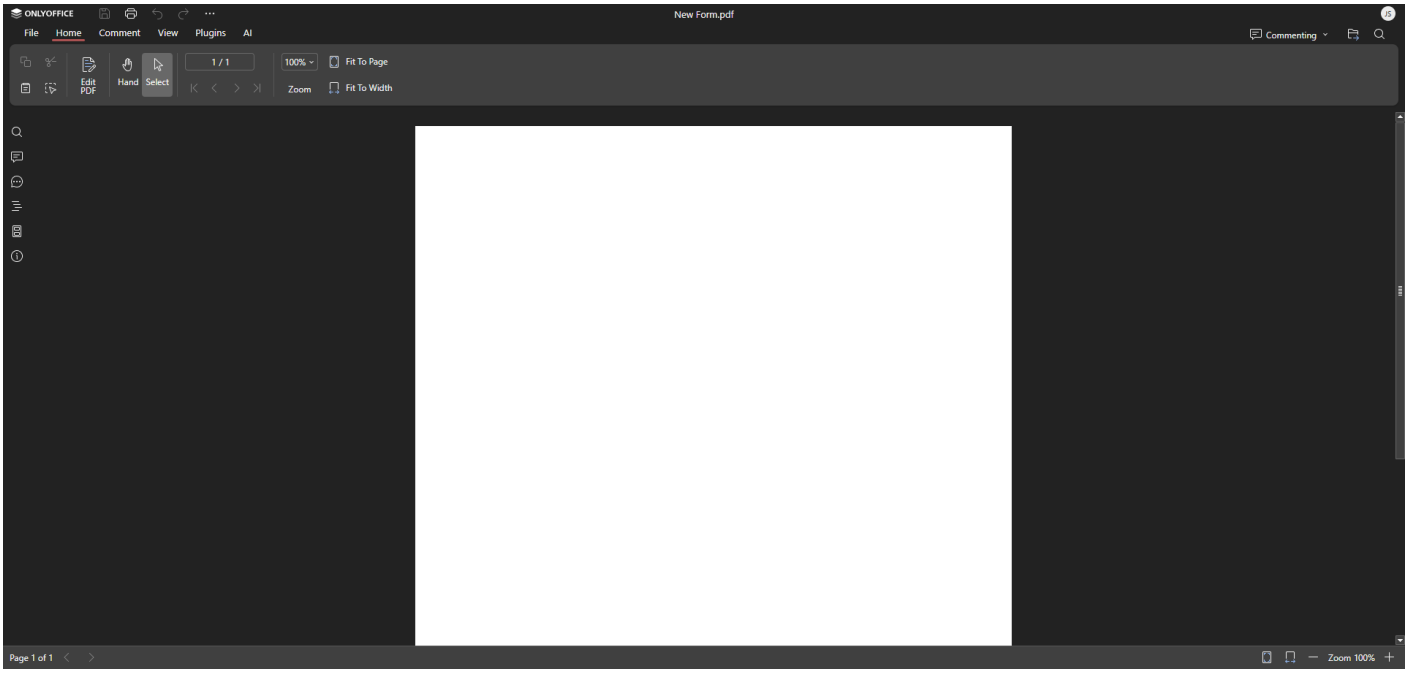
To open a PDF document in OfficeDocs:

1. Navigate to the PDF file in the file browser.
2. Click the file to open it.
3. The PDF viewer loads the document in the main viewing area.

PDF viewer interface

When you open a PDF file, the viewer includes several key areas:

- **Toolbar:** Provides navigation, zoom, and annotation tools
- **Page thumbnails:** Displays an overview of all pages in the sidebar
- **Document view:** Shows the PDF in the main viewing area
- **Page controls:** Lets you move between pages and adjust zoom settings



Navigating PDFs

OfficeDocs makes it easy to move through long PDF files and adjust how pages are displayed.

Page navigation

- Scroll to move through the document
- Click page thumbnails in the sidebar to jump to a specific page
- Enter a page number in the page field
- Use **Page Up** and **Page Down** to move between pages

Zoom

Use zoom controls to make the document easier to read.

- Use the zoom controls in the toolbar
- Press **Ctrl++** to zoom in
- Press **Ctrl+-** to zoom out
- Use **Fit to page** or **Fit to width** for a better reading view

View options

Choose the display mode that best fits your document.

- **Single Page:** View one page at a time
- **Continuous:** Scroll through all pages in one view
- **Two-Page:** Display two pages side by side
- **Full Screen:** Maximize the viewing area

Annotations

You can annotate PDF files directly in the viewer to highlight information, leave notes, or draw attention to specific areas.

Highlighting

- Select the highlight tool
- Click and drag over the text you want to highlight
- Choose the highlight color

Comments

- Select the comment or note tool
- Click where you want to place the note
- Type your comment

Drawing

Use drawing tools to mark up the document visually.

- Freehand drawing tools
- Shapes such as rectangles, circles, and lines
- Arrows for pointing to important content

Filling PDF forms

If the PDF includes fillable fields, you can complete the form directly in OfficeDocs.

1. Click a form field.
2. Enter text or select an option.
3. Press **Tab** to move between fields.
4. Save the document to preserve your entries.

Form field types

OfficeDocs supports several common form field types:

- **Text fields:** Enter typed responses
- **Checkboxes:** Click to check or uncheck
- **Radio buttons:** Select one option from a group
- **Dropdown lists:** Choose from available options
- **Signature fields:** Add a signature when supported

Searching PDFs

Use search to quickly find words or phrases in the document.

1. Press **Ctrl+F**.
2. Enter your search term.
3. Move between matches in the document.

Downloading and printing

Once you finish reviewing or updating the file, you can save or print it.

- Download the PDF to your computer
- Print directly from the viewer
- Saved annotations are included in downloaded files when supported

Limitations

Some PDF features may depend on the file type and how the document was created.

- PDF text content cannot always be edited directly
- To make major text changes, convert the PDF to an editable format first
- Some complex PDF files may have limited annotation or form support

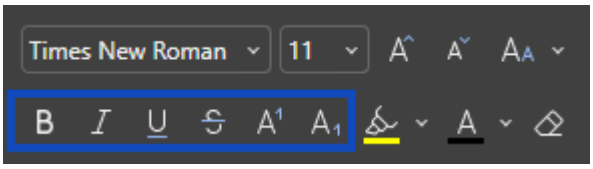
Formatting Text

OfficeDocs includes a full set of text formatting tools to help you create clear, professional-looking documents. This guide introduces the main formatting options available for text, paragraphs, lists, styles, and reusable formatting.

Basic formatting

You can quickly apply common text formatting using the toolbar or keyboard shortcuts.

- **Bold:** Makes selected text stand out
- **Italic:** Adds emphasis to selected text
- **Underline:** Draws attention to important text
- **Strikethrough:** Marks text as removed or no longer needed
- **Subscript:** Places smaller text below the line
- **Superscript:** Places smaller text above the line



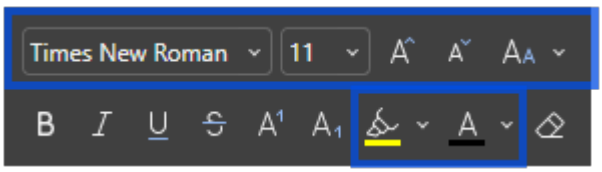
Common shortcuts include:

- **Ctrl+B** for bold
- **Ctrl+I** for italic
- **Ctrl+U** for underline
- **Ctrl+.** for subscript
- **Ctrl+,** for superscript

Font settings

Font settings help you control how your text looks and feels throughout the document.

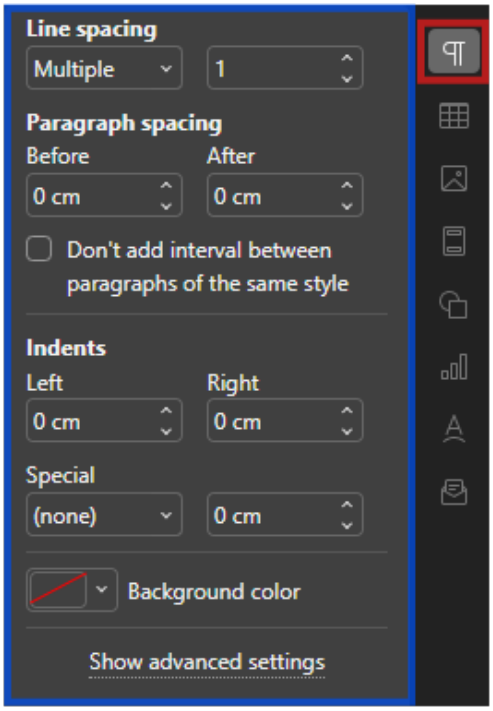
- **Font family:** Choose from the available fonts in the dropdown menu
- **Font size:** Select a preset size or enter a custom value
- **Font color:** Change the color of the selected text
- **Highlight color:** Add background highlighting to make text easier to notice



Paragraph formatting

Paragraph tools help you improve readability and organize content more clearly.

- **Alignment:** Align text to the left, center, right, or justify it
- **Line spacing:** Use single, 1.5, double, or custom spacing
- **Indentation:** Create first-line, hanging, or block indents
- **Spacing:** Add space before or after paragraphs



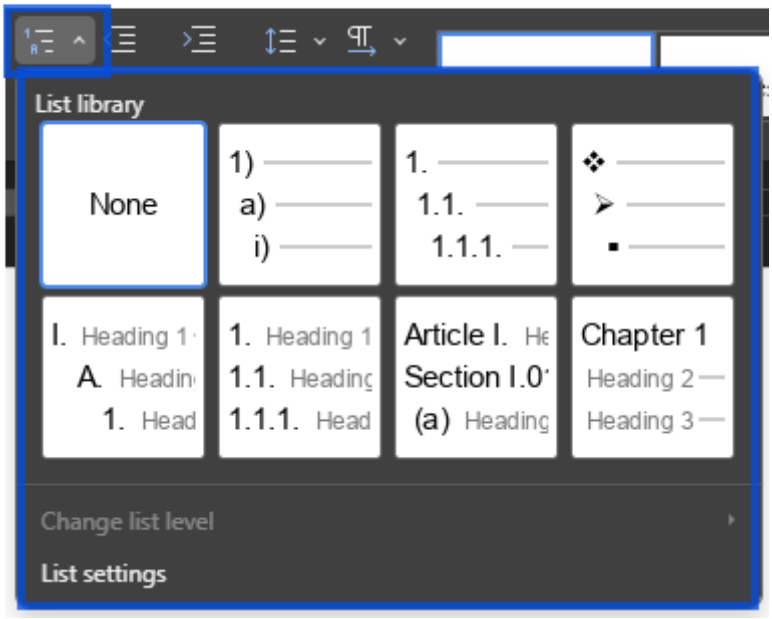
Lists

Lists are useful for breaking information into clear and easy-to-follow points.

To create a bulleted or numbered list:

1. Place the cursor where you want the list to begin.
2. Click the bulleted list or numbered list button.
3. Type the first item and press **Enter** to add the next one.
4. Press **Enter** twice, or click the list button again, to end the list.

To change the list style, use the dropdown arrow next to the list buttons.



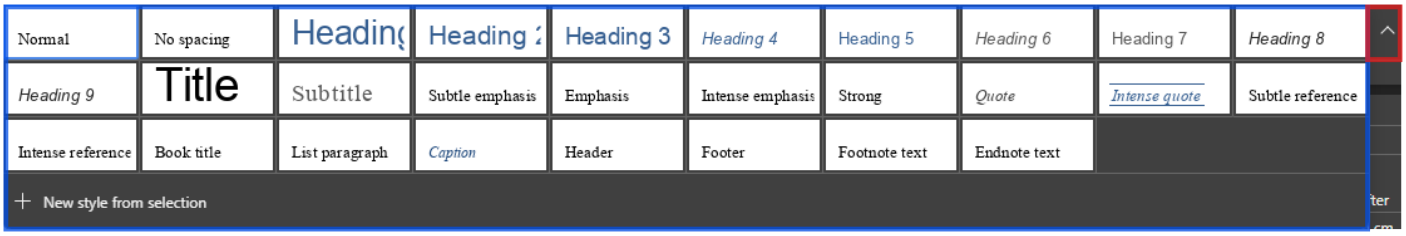
Styles

Styles help keep formatting consistent across your document and save time when working with longer content.

Available styles may include:

- **Heading 1–6:** Use for section titles and subheadings
- **Normal:** Standard body text
- **Quote:** Use for quoted text or callout sections
- **Code:** Use for monospace or code-style formatting

To apply a style, select the text and choose the desired option from the Styles dropdown.



Clear formatting

If you want to remove formatting and return text to a simpler style, you can clear formatting from the selected text.

- Select the text
- Click the **Clear Style** icon



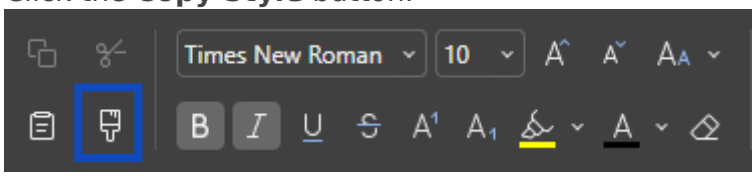
This is useful when pasted text includes unwanted formatting.

Format Painter

Format Painter lets you copy formatting from one part of the document and apply it somewhere else.

To use Format Painter:

1. Select text that already has the formatting you want to reuse.
2. Click the **Copy Style** button.



3. Select the text where you want to apply the same formatting.

Double-click **Copy Style** if you want to apply the same formatting to multiple selections.

Inserting Images and Media

OfficeDocs lets you add images and other visual elements to your documents to make content clearer and more engaging. This guide covers the main options for inserting images, adjusting their size and position, and working with related visual tools in the document editor.

Inserting images

You can insert images directly into your document from a local file or from a URL. The document editor supports common image formats such as **BMP**, **GIF**, **JPEG**, **JPG**, and **PNG**.

From your computer

1. Place the cursor where you want the image to appear.
2. Open the **Insert** tab.
3. Click the **Image** button.
4. Select **Image from File**.
5. Choose the image from your computer and click **Open**.

From URL

1. Place the cursor where you want the image to appear.
2. Open the **Insert** tab.
3. Click the **Image** button.
4. Select **Image from URL**.
5. Enter the image address and confirm.

Supported image formats

The document editor supports these image formats:

- **JPEG / JPG**
- **PNG**
- **GIF**
- **BMP**

Resizing images

Once an image is inserted, you can resize it directly on the page or fine-tune its dimensions from the image settings.

- Click the image to select it
- Drag the resize handles to change its size
- Use image settings to adjust width and height more precisely
- Keep **Constant proportions** enabled if you want to preserve the original aspect ratio



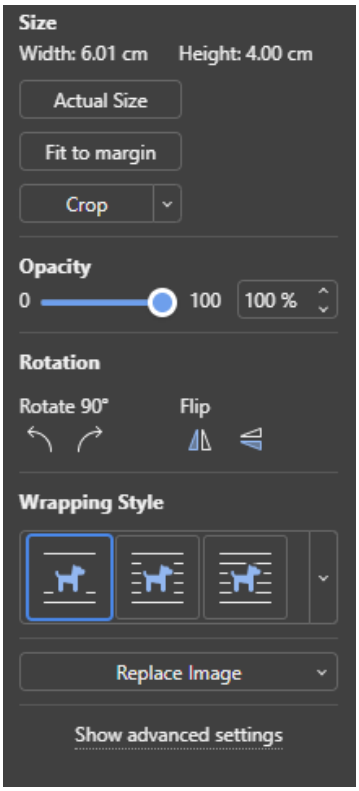
Positioning images

You can place images inline with text or move them more freely on the page, depending on the layout you need.

Text wrapping

Text wrapping controls how text flows around an image.

- **Inline:** The image behaves like part of the text
- **Square:** Text wraps around the rectangular image boundary
- **Tight:** Text wraps around the visible edges of the image
- **Top and bottom:** Text appears only above and below the image
- **In front:** The image appears over the text
- **Behind:** The image appears behind the text



Alignment and position

When the image is not inline, you can place it more precisely on the page.

- Align the image to the left, center, or right
- Set an exact horizontal or vertical position
- Choose whether the image moves with the text
- Allow or prevent overlap with other objects

Image editing

OfficeDocs includes built-in tools for making basic image adjustments after insertion.

Crop

Use the crop tool to keep only the part of the image you need.

1. Select the image.
2. Click the **Crop** button.
3. Drag the crop handles to define the visible area.
4. Click outside the image, press **Esc,** or click **Crop** again to apply the change.

Rotate and flip

You can quickly change the orientation of an image.

- Rotate the image by **90°** clockwise or counterclockwise
- Flip the image horizontally

- Flip the image vertically
- Use advanced image settings if you need a specific rotation angle

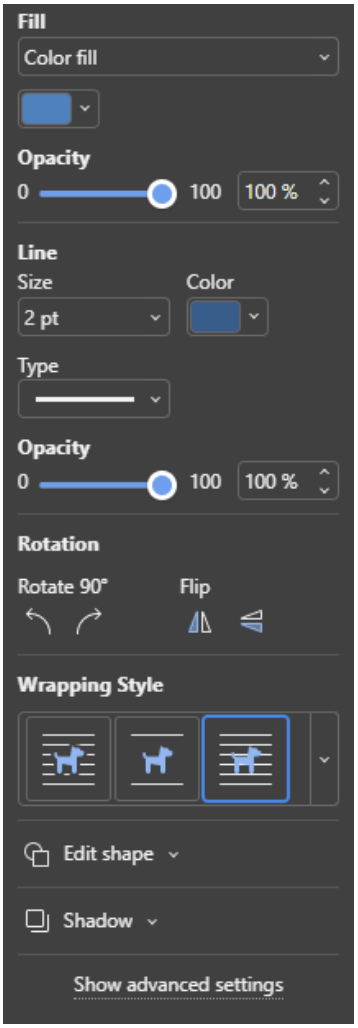
Other media

In addition to images, the document editor also supports other visual elements that can help structure and enhance your content.

Shapes

You can insert shapes directly from the **Insert** tab.

1. Open the **Insert** tab.
2. Click **Shape**.
3. Choose a shape from the gallery.
4. Click in the document to insert it.
5. Resize, move, or format the shape as needed.



Icons

Vector icons can be inserted in ONLYOFFICE, but they depend on the **Icons** plugin. Since ONLYOFFICE Doc 8.2, plugins are not installed by default, so this feature may not be available in

every OfficeDocs instance.

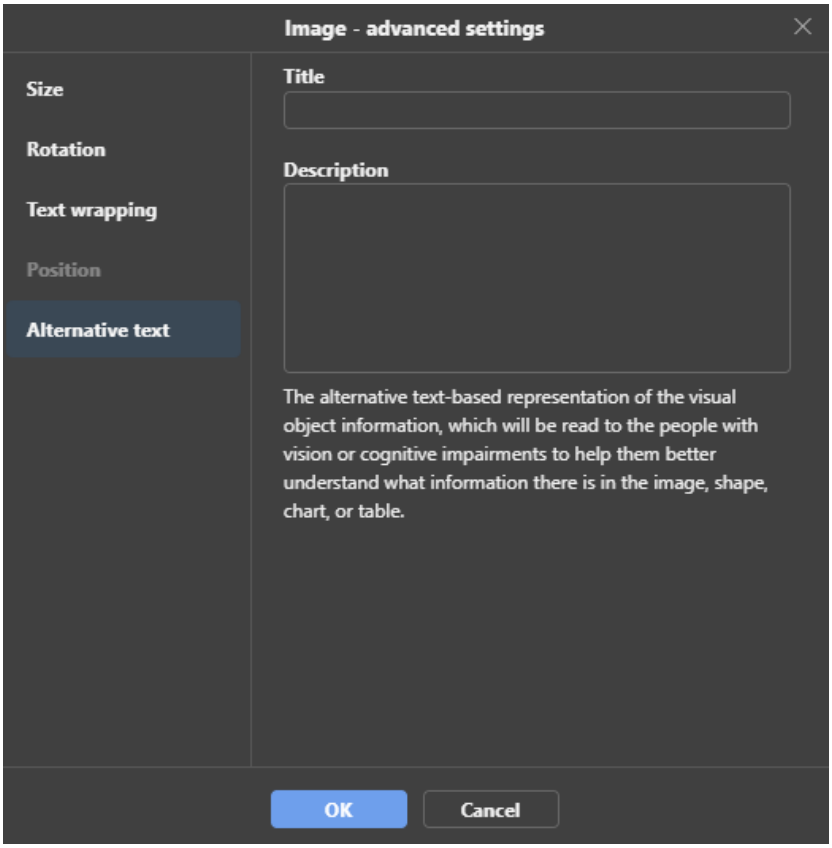
If the plugin is available:

1. Open the **Plugins** tab.
2. Select **Icons**.
3. Search or browse the icon library.
4. Insert the icon you want to use.

Alt text for accessibility

You can add alternative text to images to improve accessibility for users who rely on screen readers.

1. Select the image.
2. Open the image advanced settings.
3. Enter a title and description in the **Alternative Text** section.
4. Save the changes.



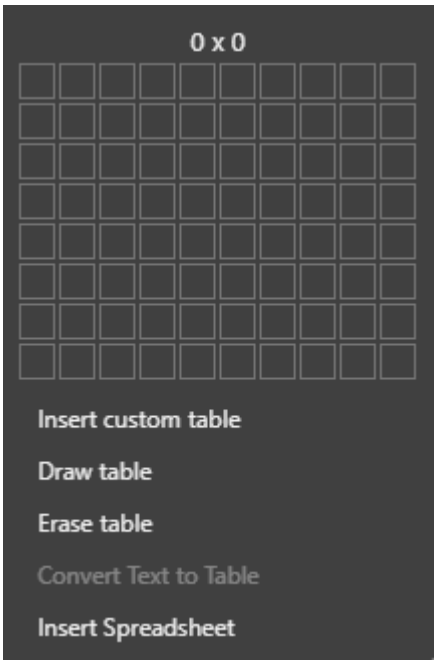
Working with Tables

Tables help organize information into rows and columns, making content easier to read and compare. This guide explains how to insert a table, edit its structure, format its appearance, and use common table tools in the document editor.

Inserting a table

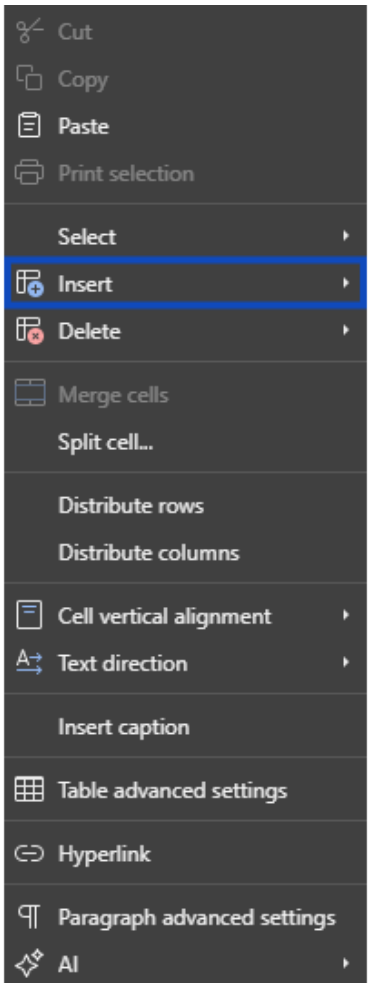
To insert a table into your document:

1. Place the cursor where you want the table to appear.
2. Open the **Insert** tab.
3. Click **Table**.
4. Select the number of rows and columns from the grid.
5. Insert the table into the document.



Adding rows and columns

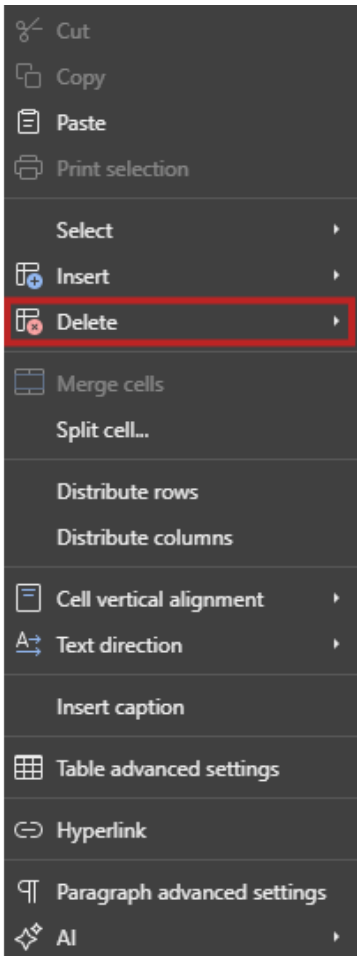
After inserting a table, you can add more rows or columns as needed. To access these options, **right-click inside the table** to open the context menu. These same actions are also available from the **Rows & Columns** section in the right sidebar.



- Right-click a cell and insert a row above the current row
- Right-click a cell and insert a row below the current row
- Right-click a cell and insert a column to the left
- Right-click a cell and insert a column to the right
- Use the table options to add multiple rows or columns when needed

Deleting rows and columns

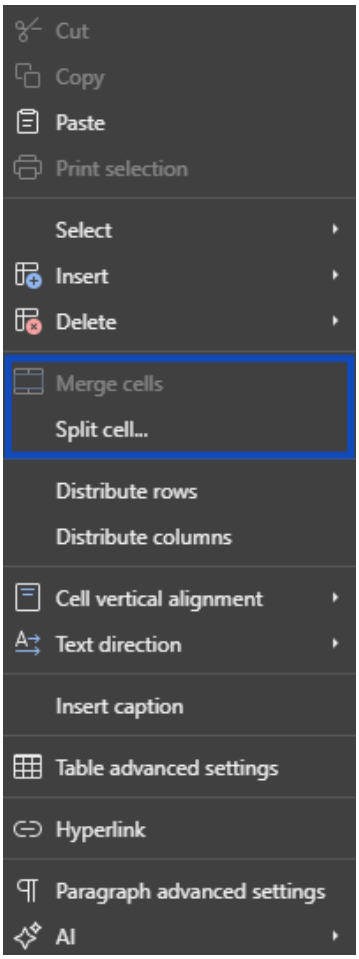
To remove part of a table, **right-click inside the table** and choose the option you need from the context menu. You can also access these actions from the **Rows & Columns** tools.



- Delete a selected row
- Delete a selected column
- Delete selected cells
- Delete the entire table

Merging and splitting cells

OfficeDocs includes tools for combining cells or splitting them into smaller sections. These options are available when you select the relevant cell or cells, then open the **right-click menu** or use the table tools.



Merge cells

1. Select two or more adjacent cells.
2. Right-click the selected cells.
3. Click **Merge Cells** to combine them into one cell.

Split cells

1. Click inside the cell you want to split.
2. Right-click the cell.
3. Select **Slipt Cell**.
4. Enter the number of rows and columns you want to create.
5. Confirm to apply the change.

Table formatting

OfficeDocs includes advanced table formatting options to help you control the size, spacing, layout, and appearance of your tables. You can adjust settings for the full table, individual cells, borders and background, text wrapping, and accessibility information. These options are available from the table’s advanced settings.

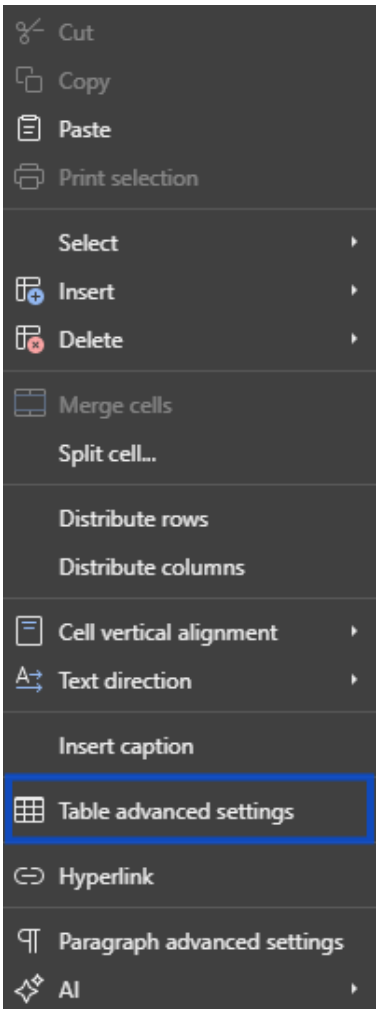
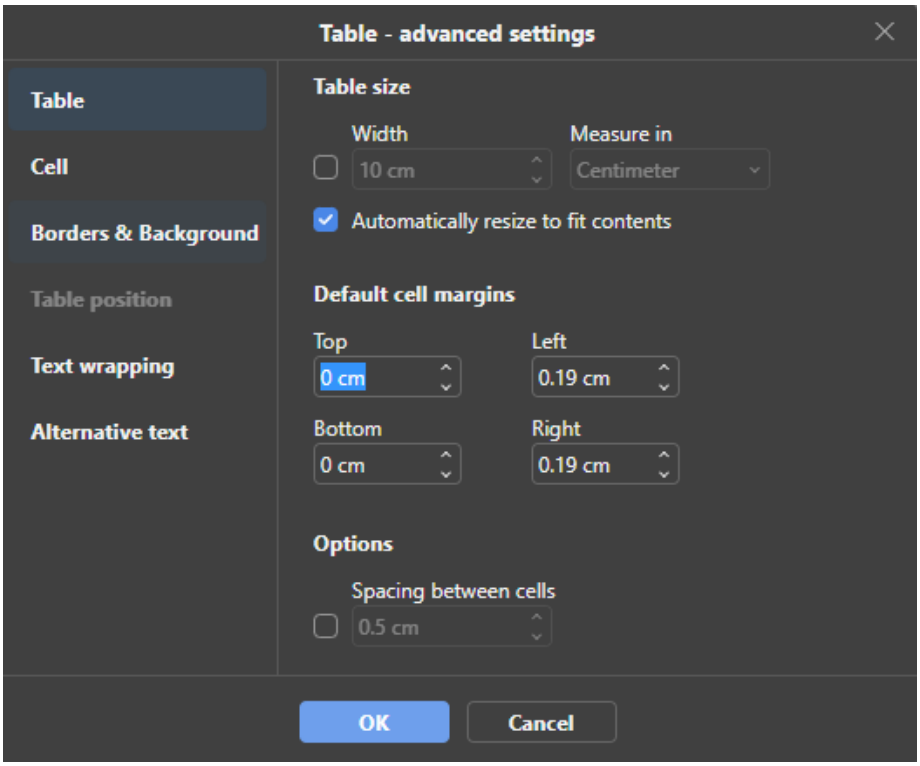


Table properties

Use the **Table** settings to control the overall size and spacing of the table.

- Set a fixed **Width** for the table
- Choose the measurement unit used for sizing
- Enable **Automatically resize to fit contents** so the table adjusts to the text inside it
- Set default cell margins for the **Top**, **Bottom**, **Left**, and **Right**
- Adjust **Spacing between cells** if you want space between table cells

These settings are useful when you want a table to fit neatly into the page layout or follow a more consistent structure.

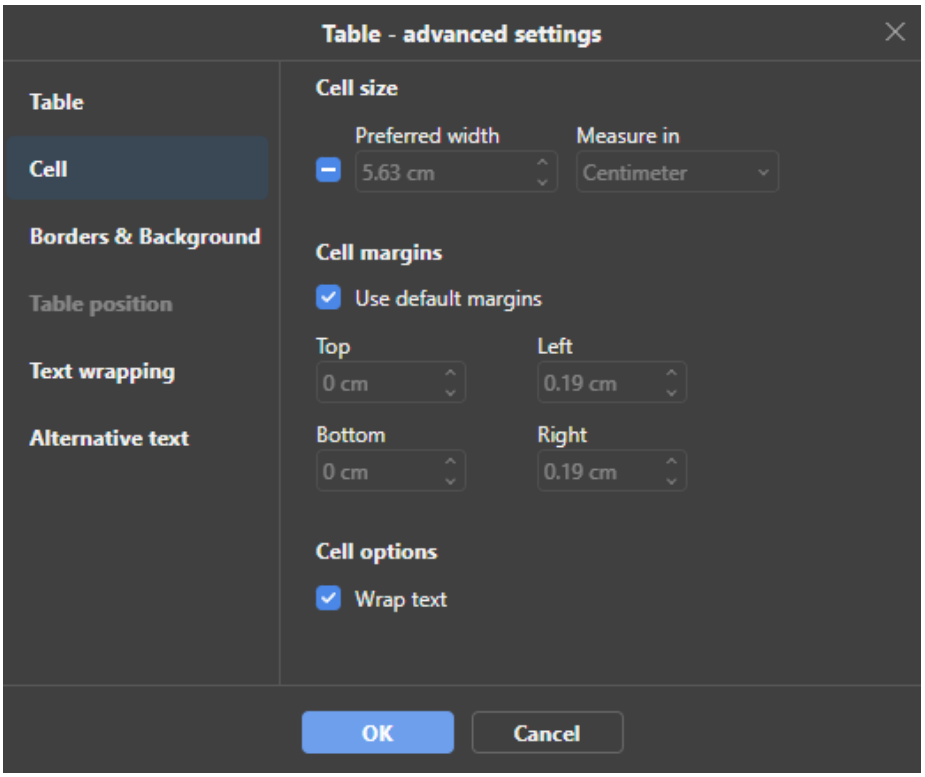


Cell properties

Use the **Cell** settings to control the size and internal spacing of individual cells.

- Set a **Preferred width** for the selected cell
- Choose the measurement unit for the cell width
- Use **default margins** or define custom margins for the cell
- Adjust the **Top**, **Bottom**, **Left**, and **Right** cell margins
- Enable **Wrap text** to keep long text inside the cell instead of overflowing

These options help make table content easier to read, especially when working with narrow columns or longer text.

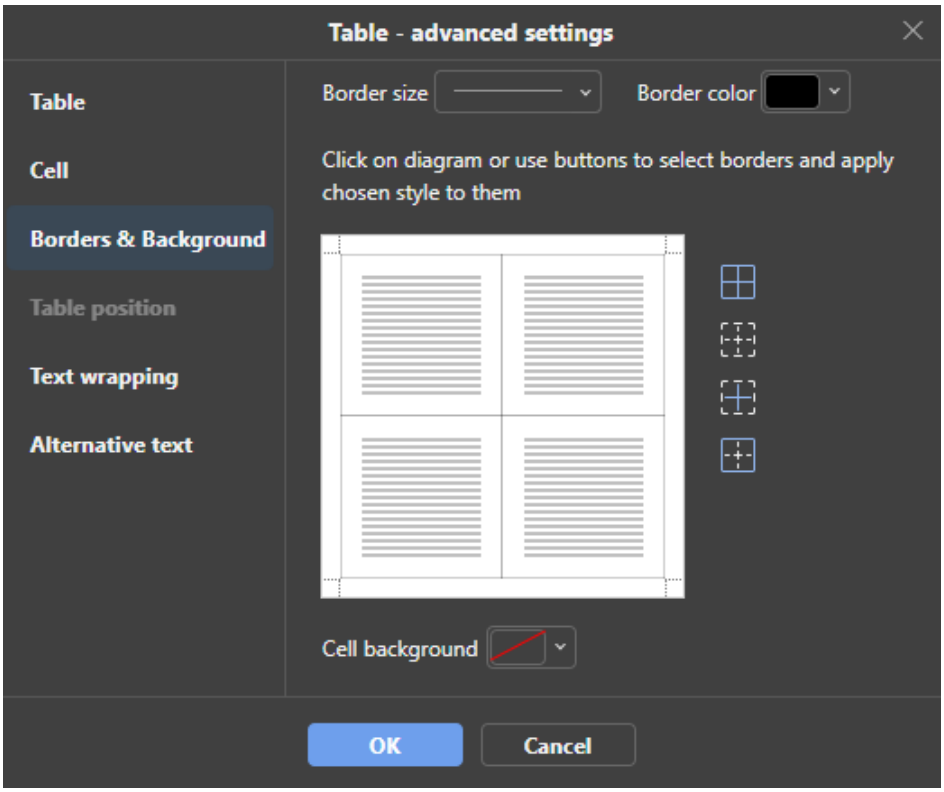


Borders and background

Use **Borders & Background** to change the visual style of the table or selected cells.

- Choose a **Border size**
- Choose a **Border color**
- Select which borders to apply the style to
- Set a **Cell background** color

This section is useful for emphasizing headers, separating data clearly, or making the table match the rest of the document design. The current document editor supports border styling and background color changes in table settings.

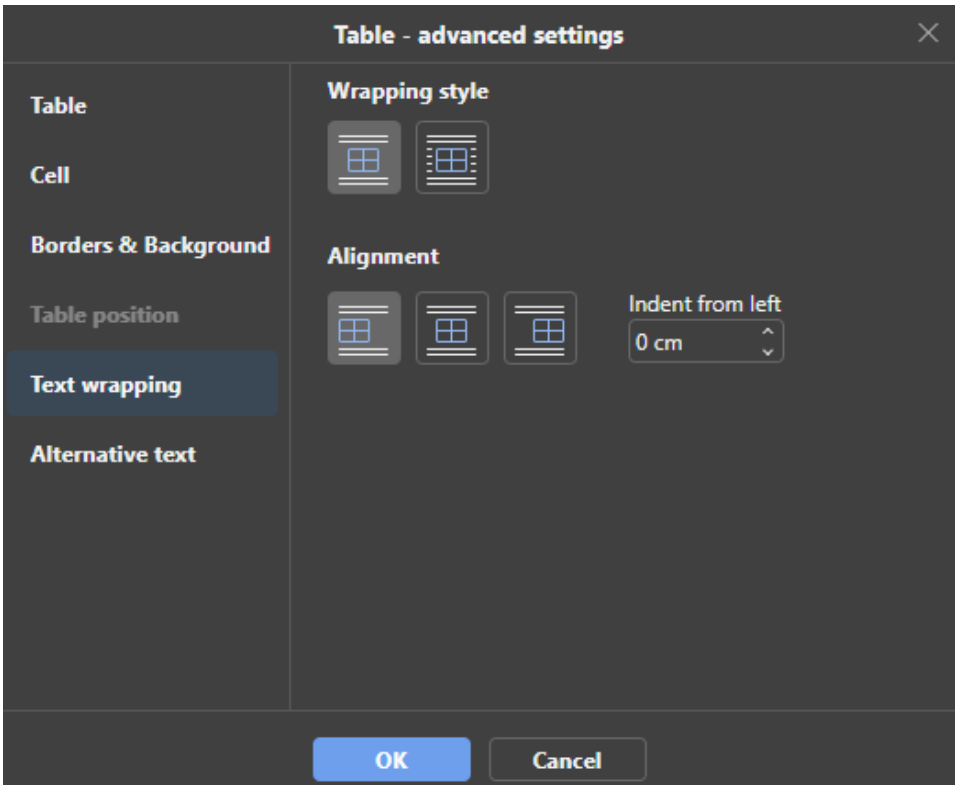


Text wrapping

Use **Text wrapping** to control how the table is positioned in relation to the surrounding text.

- Choose the wrapping style for the table
- Set the table alignment
- Adjust the **Indent from left** value

These settings help you control whether the table stays inline or is positioned more freely on the page. The current table settings also include table positioning and wrapping behavior in advanced settings.

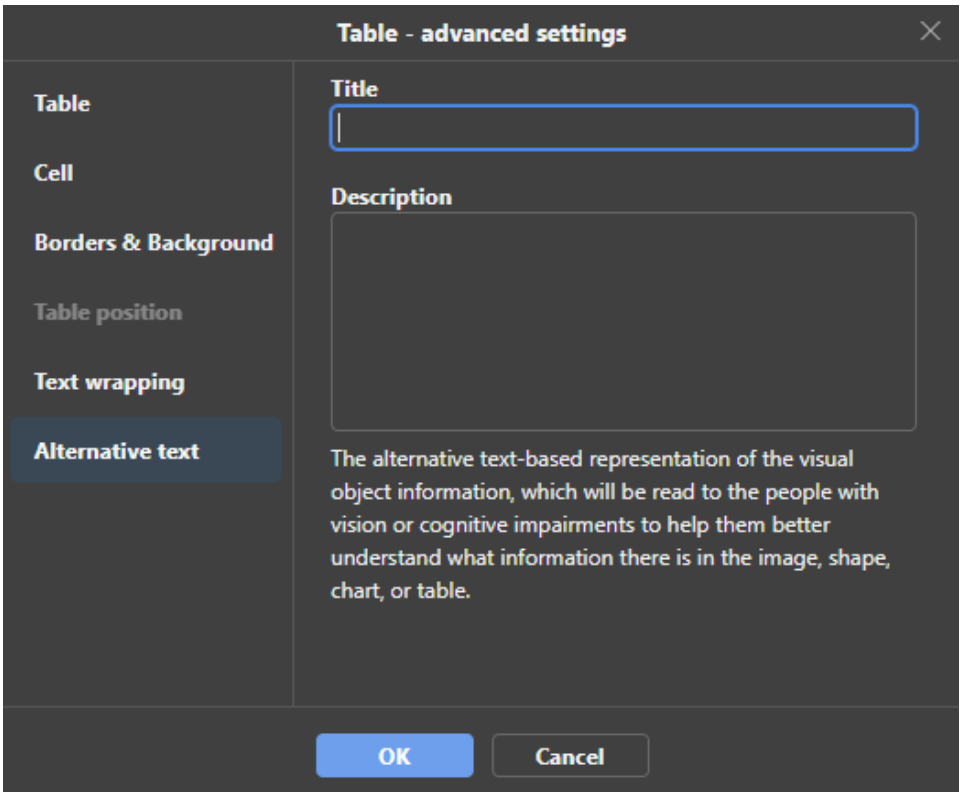


Alternative text

Use **Alternative text** to make the table more accessible.

- Add a **Title** for the table
- Add a **Description** that explains the table content

Alternative text helps people using assistive technologies understand the purpose or content of the table. ONLYOFFICE currently supports alternative text for visual objects, including tables.



Resizing tables

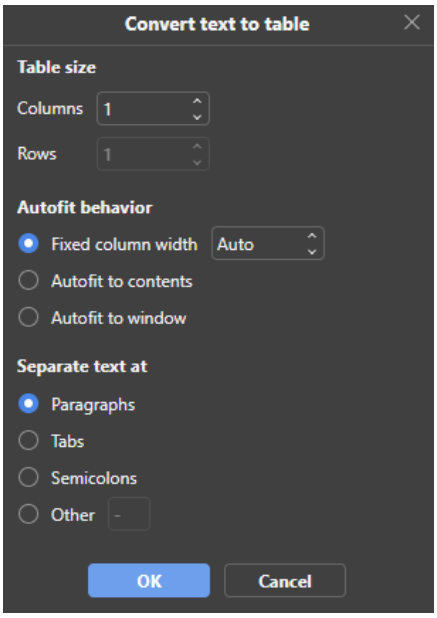
To resize a table manually:

- Drag column borders to change column width
- Drag row borders to change row height
- Use the table handle to move or resize the full table
- Distribute rows or columns evenly when needed

Converting text to a table

If you already have text in your document, you can convert it into a table.

1. Select the text you want to convert.
2. Open the table tools.
3. Choose **Convert Text to Table.**
4. Set how the text should be separated, such as by paragraphs, tabs, semicolons, or another delimiter.
5. Confirm to create the table.


Convert text to table
Table size
Columns
1
Rows
1
Autofit behavior
Fixed column width
Auto
Autofit to contents
Autofit to window
Separate text at
Paragraphs
Tabs
Semicolons
Other
-
OK
Cancel

Working with Charts

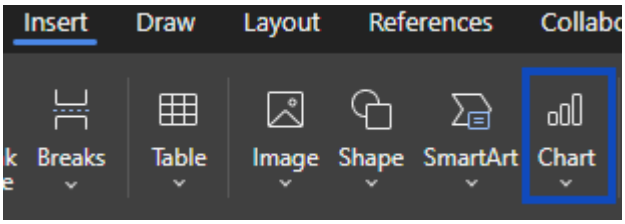
Charts help turn data into visuals that are easier to read and compare. OfficeDocs supports charts in documents, spreadsheets, and presentations, with tools for inserting charts, editing data, changing chart types, and formatting chart elements.

Inserting a chart

You can add charts in different ways depending on the editor you are using. In documents and presentations, you usually insert a chart first and then edit its sample data. In spreadsheets, charts are typically created from selected cell data.

In documents and presentations

1. Place the cursor where you want the chart to appear.
2. Open the **Insert** tab.
3. Click **Chart**.
4. Choose the chart type you want to use.
5. A sample chart is inserted.
6. Edit the sample data to match your own information.



In spreadsheets

1. Select the data range you want to use.
2. Open the **Insert** tab.
3. Click **Chart**.
4. Choose the chart type you want to create.
5. The chart is generated from the selected data range.

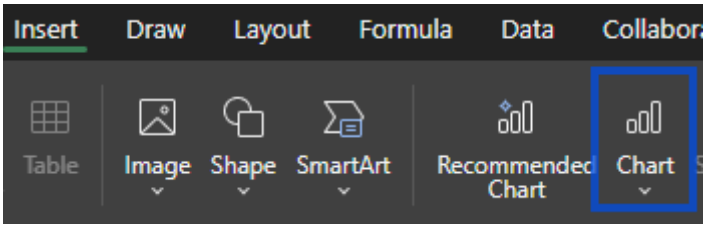
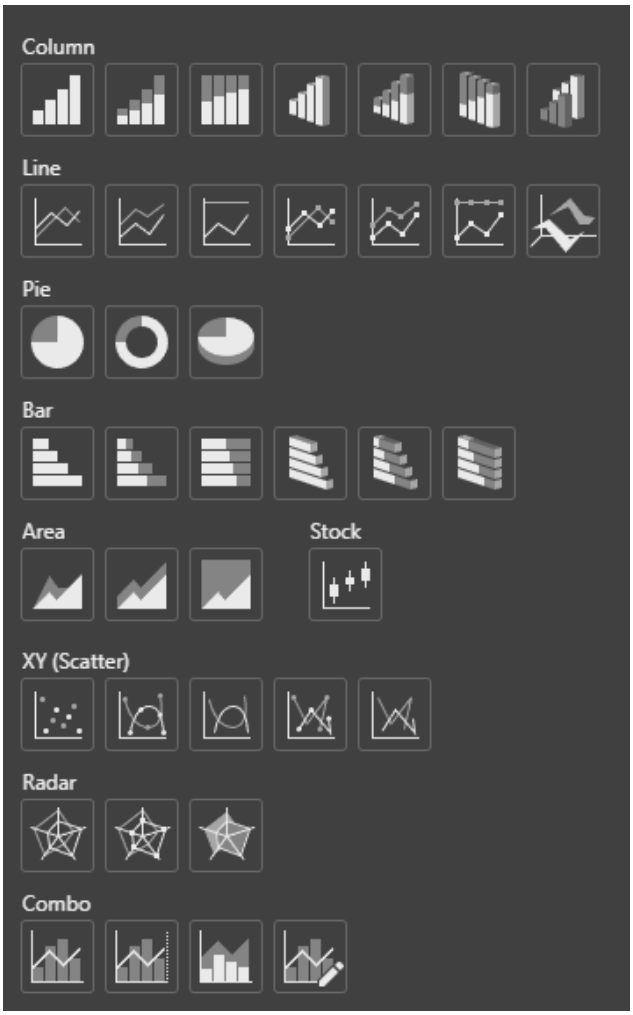


Chart types

OfficeDocs supports several common chart categories. The main chart groups currently documented include **Column**, **Line**, **Pie**, **Bar**, **Area**, **Stock**, **XY (Scatter)**, **Radar**, and **Combo** charts. Some chart styles and subtypes depend on the editor and the selected chart.



Column and bar charts

Use these chart types to compare values across categories.

- **Clustered Column** shows separate values side by side
- **Stacked Column** shows how values contribute to a total
- **100% Stacked Column** compares percentage distribution
- **Bar** charts display the same type of comparison horizontally

Line charts

Use line charts to show change over time or across ordered categories.

- **Line** charts show overall trends
- **Line with markers** makes each data point easier to identify
- Line and scatter charts may also support **lines** and **markers** options depending on the editor and chart settings

Pie and doughnut charts

Use these charts to show how each part contributes to a whole.

- **Pie** charts show proportions
- **Doughnut** charts display similar data in a ring layout
- Pie charts do not use axes or gridlines

Area, scatter, and other charts

Other chart types are useful for more specific data patterns.

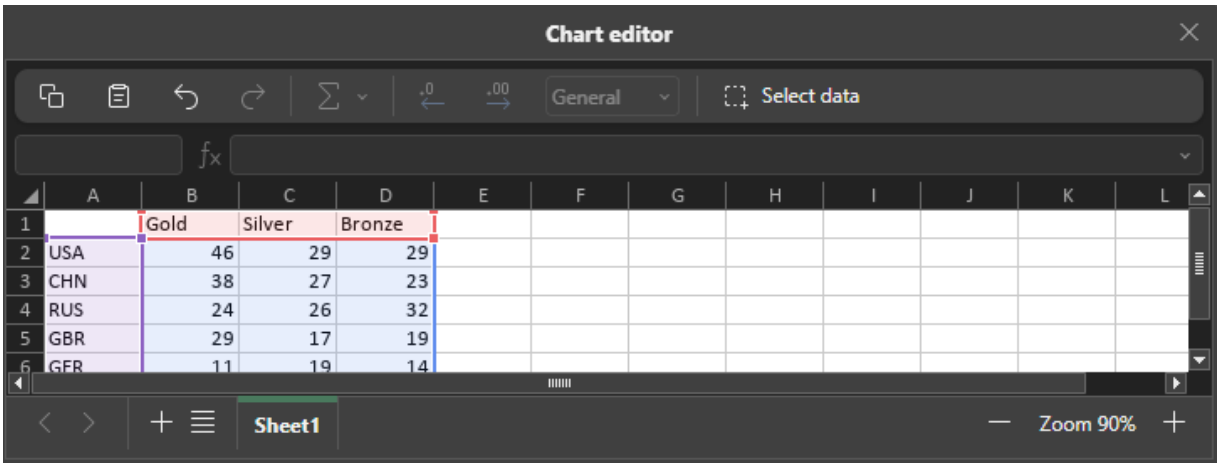
- **Area** charts emphasize volume or magnitude over time
- **Scatter (XY)** charts show relationships between values
- **Stock**, **Radar**, and **Combo** charts are also supported in current documentation

Editing chart data

Once a chart is inserted, you can update the data used to build it. The editing method depends on the editor.

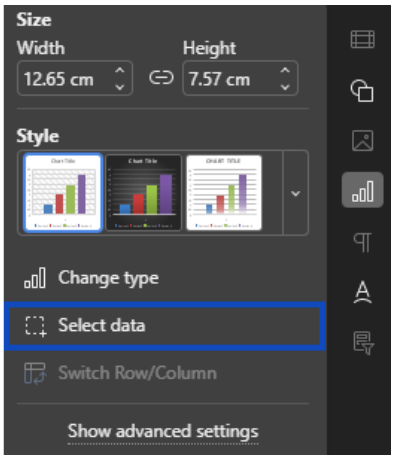
In documents and presentations

1. Double-click the chart or use **Edit Data**.
2. Update the values in the chart data editor.
3. Add or adjust rows and columns as needed.
4. Close the editor when your changes are complete.



In spreadsheets

1. Click the chart to select it.
2. Open the chart data options, such as **Select Data** on the **sidepanel**.

3. 

4. Adjust the source data range if needed.
5. The chart updates based on the new selection.

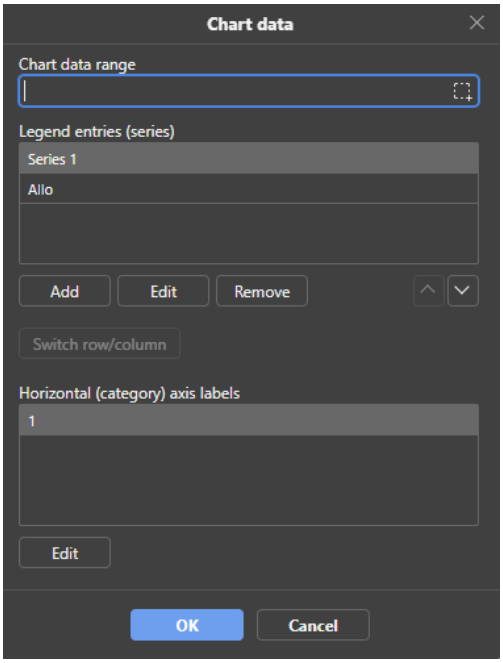


Chart elements

You can show, hide, or format key chart elements to make the chart easier to understand. There is support for elements such as **Chart title**, **Legend**, and **Data labels**, while additional options like axis titles and gridlines depend on the editor and chart type.

- **Chart title** adds a main heading
- **Legend** identifies data series
- **Data labels** show values directly on the chart
- **Axis titles** help describe chart axes when applicable
- **Gridlines** can make values easier to read
- Some chart types, such as pie charts, do not use axes or gridlines

Formatting charts

You can customize the overall appearance of a chart using chart design and formatting tools. There is options for changing chart type, applying preset chart designs, editing colors, and formatting

individual chart elements **on the sidepanel.**

Chart styles

1. Select the chart.
2. Open the **Chart Design** tab, if available.
3. Choose a predefined design or style for the chart.

Color schemes

1. Select the chart.
2. Open the available color or chart design options.
3. Choose a color palette that fits your document or presentation.

Individual elements

You can also format specific parts of a chart, such as the title, legend, plot area, data series, axes, or labels.

- Click the chart element you want to change
- Open its formatting options
- Adjust properties such as fill, line, text, or label formatting as available

Resizing and moving charts

Charts can be resized and moved after insertion. In presentations, charts can be dragged and resized manually, or positioned more precisely through the settings panel or advanced settings. Similar resizing and positioning controls are also documented for charts in other editors.

- Click the chart to select it
- Drag the corner or side handles to resize it
- Drag the chart to move it
- Use advanced settings or the sidebar when exact size or position is needed

Chart tips

These simple practices help make charts clearer for clients and end users.

- Choose the chart type that best matches the data
- Keep the chart focused on the most important information
- Use clear titles and labels
- Apply colors consistently
- Avoid unnecessary visual effects if they make the chart harder to read

Find and Replace

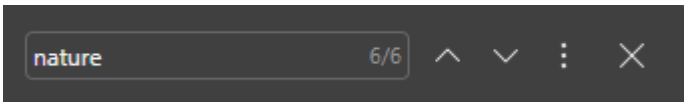
Find and Replace helps you quickly locate text in a document and, if needed, replace it with new content. This is useful when you want to make the same change throughout the document or review repeated terms one by one.

Finding text

Use the search tools to locate words, phrases, or repeated content in your document. You can open a small search panel for quick results or the full panel for more options.

Basic find

1. Press **Ctrl+F** to open the search panel.
2. Type the word or phrase you want to find.
3. Press **Enter** or use the navigation arrows.
4. Move through the matches one by one until you find the result you need.



Find options

Use search options to make your results more precise.

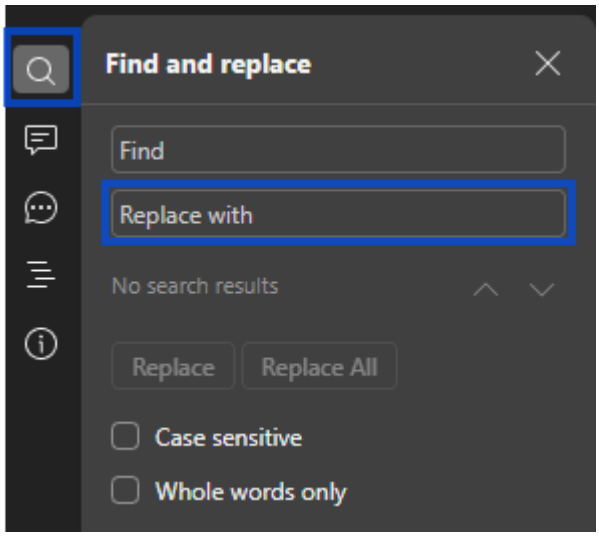
- **Match Case** finds only text with the same uppercase and lowercase letters
- **Whole Words Only** finds complete words and ignores partial matches
- **Highlight All** highlights every match in the document when available in the search panel options

Replacing text

If you want to update text after finding it, you can use the replace tools to change one match at a time or all matches at once.

Basic replace

1. Press **Ctrl+H** or the **search icon** to open the full **Find and Replace** panel.
2. Enter the text you want to find in the **Find** field.
3. Enter the new text in the **Replace with** field.
4. Choose how you want to apply the change.



Replace options

You can choose the replacement method that fits your task.

- **Replace** changes the current match and moves to the next one
- **Replace All** changes all matches in the document at once
- Use the navigation arrows to skip a match and move to the next result without replacing it

Advanced find

You can refine your search further when you need to find formatting or special characters instead of regular text.

Using special characters

You can search for certain nonprinting or special characters when cleaning up document formatting.

Common examples include:

- **Paragraph marks** (Code: ^p)
- **Tab characters** (Code: ^t)
- **Line break** (Code: ^l)
- **Page break** (Code: ^m)
- **Any character** (Code: ^?)
- **Any digit** (Code: ^#)
- **Any letter** (Code: ^$)

Navigation shortcuts

These shortcuts help you work faster when searching through a document.

- **Ctrl+F** opens the search panel

- **Ctrl+H** opens the **Find and Replace** panel
- **Enter** moves to the next result from the search field
- **Esc** closes the search panel

Tips

These habits can help avoid unwanted changes when using replace tools.

- Review matches carefully before using **Replace All**
- Use **Match Case** when letter case matters
- Use **Whole Words Only** to avoid partial matches
- Check the document after bulk changes to make sure the results are correct

Spell Check

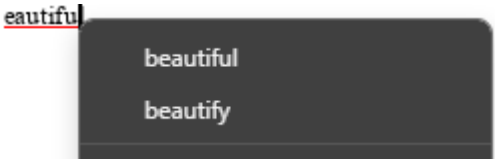
OfficeDocs helps you catch spelling mistakes while you work so your documents stay clear and professional. This guide explains how to review flagged words, manage spell check settings, and work with language options.

Automatic spell check

Spell check can run as you type. When a word is flagged, it appears with a red underline so you can review it quickly.

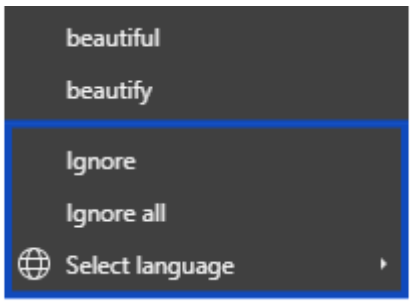
Correcting spelling errors

You can correct spelling mistakes directly in the document using the right-click menu.



Using the context menu

1. Right-click the underlined word.
2. Select one of the suggested corrections.
3. If you do not want to change the word, choose another action instead:
   - **Ignore** skips this occurrence
   - **Ignore All** skips the same word everywhere in the document
   - **Select language** lets you assign a different language to that word or selection
   - **Add to Dictionary** saves a word so it is no longer marked as misspelled. This option is available in the **desktop version**.



Spell Check Options

Turning spell check on or off

You can enable or disable spell check at any time.

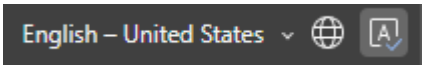
1. Open **File**, then **Advanced Settings**
2. Enable or Disable **Spell checking**
3. Click **Apply** if needed

Language settings

Spell check uses the language assigned to the document or selected text.

Set the document language

1. Click the **Set Document Language** option on the status bar.
2. Choose the language you want to use.
3. Click **OK**.



Set the language for selected text

1. Select the text you want to update.
2. Use the language selector on the status bar.
3. Choose the correct language for that selection.

Personal dictionary

If your OfficeDocs setup includes a personal or custom dictionary if available, you can use it for words that should not be marked as misspelled again, such as:

- technical terms
- company names
- product names
- abbreviations and acronyms

Ignoring certain text

Some words may be correct even if they are flagged, especially in technical or multilingual documents.

You may want to ignore:

- code samples
- commands
- names or abbreviations
- words written in another language

To skip these, right-click the word and choose **Ignore** or **Ignore All**. You can also assign the correct language to the selected text when needed.

Common spell check issues

A correct word is marked as misspelled

- Check whether the document language is correct
- Check whether the selected text uses the right language
- If available, add the word to your dictionary

A misspelled word is not flagged

- Spell check may be turned off
- The word may belong to another selected language
- Some spelling issues depend on context and may still need manual review

Too many words are flagged

- Make sure the document language is set correctly
- Check whether part of the text is using the wrong language
- Review technical terms, names, and abbreviations separately

Downloading and Exporting

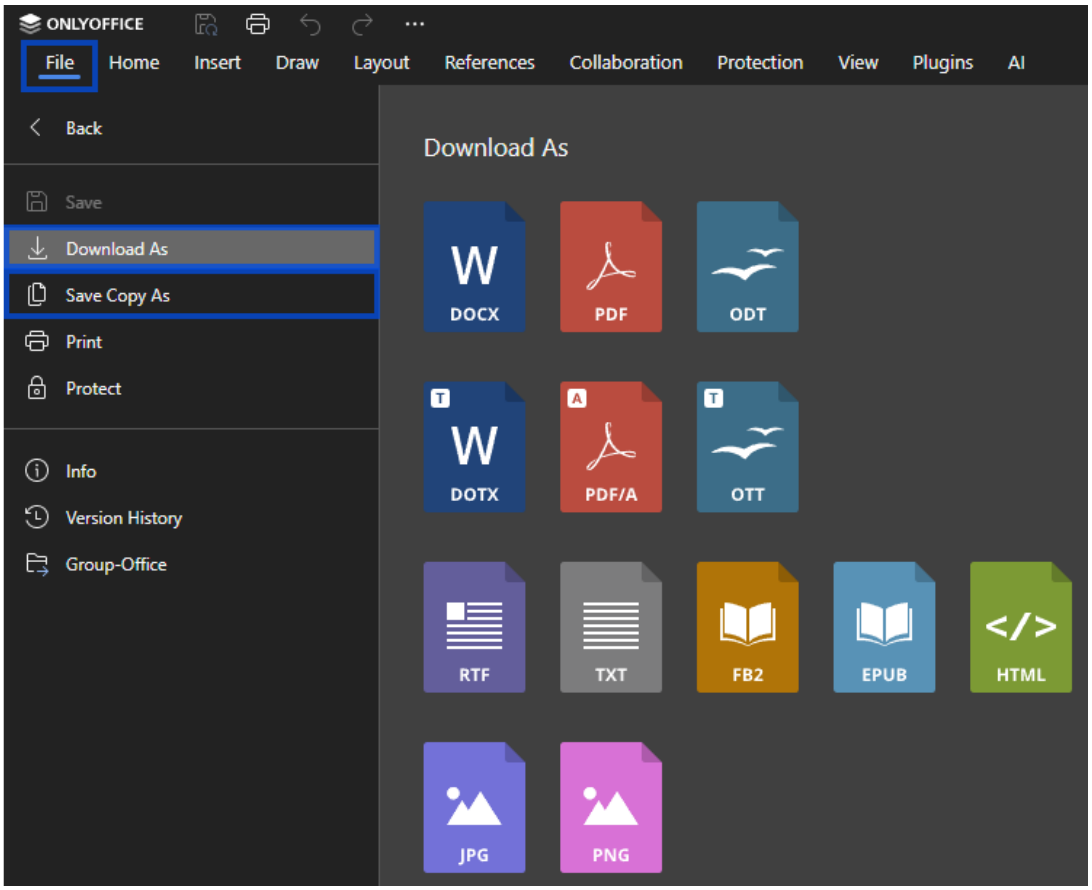
OfficeDocs lets you download a copy of your file to your computer or export it to another format for sharing, printing, or continued work in another app. Depending on the editor you are using, the list of available formats may vary.

Downloading a document

You can download a file directly from the editor while you are working on it.

From the editor

1. Open the file you want to download.
2. Click **File**.
3. Select **Download as** or **Save Copy as**, depending on the editor.
4. Choose the format you want.
5. The file is downloaded to your computer.



From the file browser

If your workspace includes a file browser, you may also be able to download the original file directly from there.

1. Locate the file in the file browser.
2. Right-click the file.
3. Select **Download**.
4. The file is downloaded in its current format.

Export formats

OfficeDocs supports different download and export formats depending on the type of file you are working with.

Documents

Common document export formats include:

- **DOCX** for Microsoft Word
- **PDF** for sharing or printing
- **ODT** for OpenDocument text files
- **RTF** for rich text documents
- **TXT** for plain text files



Spreadsheets

Common spreadsheet export formats include:

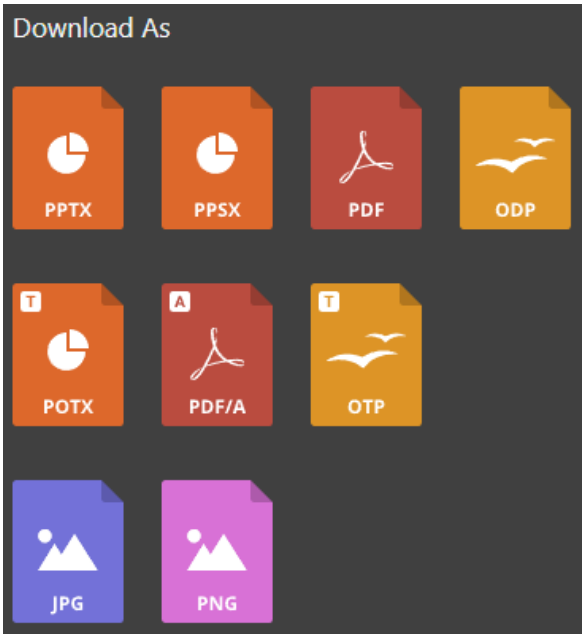
- **XLSX** for Microsoft Excel
- **ODS** for OpenDocument spreadsheets
- **CSV** for data-only export
- **PDF** for sharing or printing
- In some cases, other formats such as **PDF/A**, **XLTX**, **OTS**, **JPG**, or **PNG** may also be available.



Presentations

Common presentation export formats include:

- **PPTX** for Microsoft PowerPoint
- **PDF** for sharing or distribution
- **ODP** for OpenDocument presentations
- In some cases, presentation templates or **PDF/A** may also be available.



Exporting to PDF

PDF is a useful option when you want to share a file without expecting further edits.

PDF export is useful for:

- Sharing a file with users who do not use office software

- Printing a document or spreadsheet
- Keeping the layout more consistent
- Creating a version intended mainly for viewing

PDF options

Some editors may offer extra PDF export settings, such as:

- Page range selection
- Output quality
- Print-related settings
- Comment visibility, depending on the editor and file type

Download vs. export

Downloading and exporting are similar, but they are not always the same.

- **Download** keeps the file in its current or original format
- **Export** creates a copy in a different format
- **Download** is useful when you want to keep editing the file later
- **Export** is useful when you need a file for sharing, printing, or compatibility with another app

Tips

- Use **PDF** when you want to share a more stable final version
- Keep the original format if you plan to continue editing
- Use **CSV** only when you need spreadsheet data without formatting
- Review exported files to make sure the formatting looks correct after conversion