

# Using the Office Connector

The Office Connector plugin can be used for three purposes:

- [Importing a Word document as a wiki page](#)
- [Embedding a Word or Excel document in a wiki page](#)
- [Editing a wiki page using Word](#)

## Importing a Word document as a wiki page

To import a Word document, click the "Doc Import" tab at the top of the page and select a Word document to be imported. **Warning:** If you just click "Import", the converted document will **completely replace** the existing page, apart from the title, so you should **only** use it on an empty page. Click the "Advanced" button for more options: the most useful of these is to split large documents into several wiki pages according to the headers in the original document - the pages will become children of the current page.

## Embedding a Word or Excel document in a wiki page

To embed a Word or Excel document in a wiki page, you first have to upload it as a file attachment - click the "Attachments" tab at the top of the page to do this. The `{viewfile}` macro is then used with the attachment's name to embed the document, for example: `{viewfile:report.doc}`. Excel spreadsheets containing graphs as well as tabular data may be embedded. Note that any embedded document cannot be edited within the wiki - you have to edit it within Office and attach it again.

## Editing a wiki page using Word

You can edit a wiki page using Microsoft Word under Windows, or using NeoOffice, the implementation of OpenOffice on Mac OS X.

### PC:

- **Firefox** will prompt you to install the WebDAV Launcher extension as described below. Note: The connector is not compatible with Firefox 3.6.\*, so you must use the IETab plugin available here: <https://addons.mozilla.org/en-US/firefox/addon/1419/>
- With **Internet Explorer**, an ActiveX component needs to be installed, so you may need to relax the security settings in the Internet Options to allow this.

### Macintosh:

- You will need to use the **Firefox** browser - the Office Connector does not work with Safari.

To use the office connector on WTS, you need to use Firefox - it does not work with Internet Explorer 6. Before being able to use Word, the WebDAV Firefox extension needs to be installed so that the edited wiki page can be written back to the server. You are prompted to install the extension the first time you try to edit a page.

### How to install the Firefox plugin:

1. Click on **Tools > Edit in Word** (top, right of the page)
2. The first time you do this, you are warned "A plugin is required to use this feature. Would you like to download it?". Click "Yes".
3. You will then probably be warned "Firefox prevented this site (wiki.ucl.ac.uk) from asking you to install software on your computer". This is a security warning and may be overridden by clicking the "Edit Options" button and then allowing wiki.ucl.ac.uk to install the add-on. You then need to click the "W" again to download the WebDAV Launcher extension.
4. Click "Install Now" and then "Restart Firefox" to complete the installation.

### How to edit your pages in Word:

After the plugin is installed, simply clicking **Tools > Edit in Word** will cause Microsoft Word to be launched. You have to enter your UCL userid and password so that the edited page can be written back. When you have finished editing, simply click **"Save"** to save the new version back to the wiki server. You will need to refresh your web browser view to see the changes (click F5 or the refresh icon at the top of the browser).

### WTS & Myriad Users

A warning to people who use both WTS and Myriad systems: if you install the plugin under WTS it will not immediately work on Myriad, and vice versa. This is because the path to the Word application differs on the two systems. To get around this, you need to remove the file association in the plugin's settings when you switch systems. Go to **Tools -> WebDAV Launcher Options**, select the file association, delete it and click "Save".