

# Documents and Briefcase

## Zimbra Quick Reference Card



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### Documents – Workspace (<http://z.rochester.edu>)

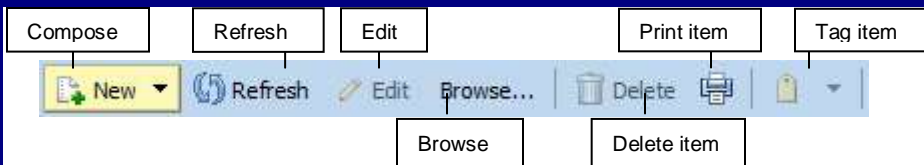
Document name	Actions	Modified by	Modified on	Version
Creating a Notebook	Edit Delete History	nbailey@z.rochester.edu	4/28/10 11:29 AM	7
Documents	Edit Delete History	nbailey@z.rochester.edu	4/28/10 11:27 AM	2
Pages	Edit Delete History	nbailey@z.rochester.edu	4/27/10 11:39 AM	2
Sharing Pages and Notebooks	Edit Delete History	nbailey@z.rochester.edu	4/28/10 11:45 AM	10
Uploading files	Edit Delete History	nbailey@z.rochester.edu	4/27/10 12:04 PM	5
What is the Briefcase?	Edit Delete History	nbailey@z.rochester.edu	4/28/10 11:54 AM	8

### Documents Shortcuts

Edit	<E>
Refresh	<R>
Show Shortcuts	<Ctrl> + <Q>
Cancel	<Esc>
Save	<Ctrl> + <S>
Go to Docs	<G> + <D>
Go to Briefcase	<G> + <B>
New Item	<N>
New Page	<N> + <P>
New Notebook	<N> + <W>
Print	<P>
Delete item	<Backspace>

For more keyboard shortcuts, click the 'Preferences' tab and then choose the 'Shortcuts' tab on the left.

### The Documents Toolbar



### Basic Documents Tasks

**To Create a New Notebook:** Zimbra gives you your first Notebook already created by default. If you would like to create a new one, click the "+" to the right of Notebooks and give the new notebook a name. From there you can create Pages using the built-in basic html editor.

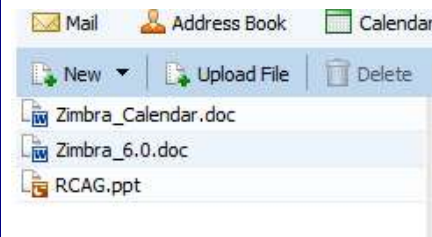
**To Create a New Page:** From the **New** button on the menu, pull down to the new page. You will be presented with a work space with a menu for built-in basic html functions.

When you have finished editing your work, give your page a name and click on **Save** in the menu. That page is now a part of your notebook in the Documents area in Zimbra. To go back and edit your work, open the page and click on the **edit** button in the menu.

**On Documents:** You can create documents, but when you save them, they are saved to the Briefcase. Once saved, you can edit them but they can't be saved.

**To Share a Notebook or Page:** Once pages and notebooks have been created, they can be shared with both internal to Zimbra or external users (those on another email system). You can give permission to others to create and edit pages in a notebook or just to view the pages. Sharing of folders and files is done through Preferences/Sharing/Share a Folder/Folders Shared by Me pane in your account. Once you find the "Folders Shared by Me" location, you pull down the menu until you see Notebooks, then you can filter down to a more specific notebook. When you have located the notebook you wish to share, click on Share. You will then be presented with a window to determine who can get to the folder, the individual's email address (for notification), the type of permissions they can have and the message that will be sent to the user. Click OK. A message will be sent to the user you are sharing with. Any users that are not internal to Zimbra will need to go to that email message and click on the URL that is embedded to access the shared item. Users must click on the one of the Accept/Decline buttons to be able to edit if that permission is given.

### Basic Briefcase Tasks



**What is Briefcase?** It is a tool for managing files from any location. You can upload files from your computer or your computer network and you can save email attachments to a Briefcase folder. You can create folders to organize the files and you can share the briefcase with others.

Files in Briefcase are copies of the original file. Changes you make to files in your briefcase do not change the original file. To replace the original file, you must upload the edited file from your desktop. You may select the type of action you wish to have done with the original file (Replace or Keep existing file).

**To Upload Files to your Briefcase:** You can upload files you have already created to your Briefcase. To do this, from your **Notebook**, click on **New** and go to the pull down **Upload File**. It will present you with a window to locate your file to upload. If you select the wrong file, you can remove it before actually uploading the file. When you have the desired file, click **OK**.