Collaborative Presentation Editing

Presentation Editor offers you the possibility to work at a presentation collaboratively with other users. This feature includes:

- simultaneous multi-user access to the edited presentation
- visual indication of objects that are being edited by other users
- synchronization of changes with one button click
- chat to share ideas concerning particular presentation parts
- comments containing the description of a task or problem that should be solved

Co-editing

Presentation Editor allows to select one of the two available co-editing modes. **Fast** is used by default and shows the changes made by other users in realtime. **Strict** is selected to hide other user changes until you click the **Save** save icon *image not found* icon to save your own changes and accept the changes made by others. The mode can be selected in the Advanced Settings.

When a presentation is being edited by several users simultaneously in the **Strict** mode, the edited objects (autoshapes, text objects, tables, images, charts) are marked with dashed lines of different colors. The object that you are editing is surrounded by the green dashed line. Red dashed lines indicate that objects are being edited by other users. By hovering the mouse cursor over one of the

edited passages, the name of the user who is editing it at the moment is displayed. The **Fast** mode will show the actions and the names of the co-editors once they are editing the text.

The number of users who are working at the current presentation is specified on the right side of the editor header - Number of users icon Image not found or type unknown . If you want to see who exactly are editing the file now, you can click this icon or open the **Chat** panel with the full list of the users.

When no users are viewing or editing the file, the icon in the editor header will look like Manage document access rights icon Image not found or type unknown allowing you to manage the users who have access to the file right from the document: invite new users giving them either full or read-only access, or deny some users access rights to the file. Click this icon to manage the access to the file; this can be done both when there are no other users who view or co-edit the document at the moment and when there are other users and the icon looks like Number of users icon Image not found or type unknown .

As soon as one of the users saves his/her changes by clicking the Save icon Image not found or type unknown icon, the others will see a note within the status bar stating that they have updates. To save the changes you made, so that other users can view them, and get the updates saved by your co-editors, click the Save icon Image not found or type unknown icon in the left upper corner of the top toolbar. The updates will be highlighted for you to check what exactly has been changed.

Chat

You can use this tool to coordinate the co-editing process on-the-fly, for example, to arrange with your collaborators about who is doing what, which paragraph you are going to edit now etc.

The chat messages are stored during one session only. To discuss the document content it is better to use comments which are stored until you decide to delete them.

To access the chat and leave a message for other users,

1. click the Chat icon Image not found or type unknown icon at the left sidebar,
2. enter your text into the corresponding field below,
3. press the **Send** button.

All the messages left by users will be displayed on the panel on the left. If there are new messages you haven't read yet, the chat icon will look like this - Chat icon Image not found or type unknown .

To close the panel with chat messages, click the Chat icon Image not found or type unknown icon once again.

Comments

To leave a comment:

1. select an object where you think there is an error or problem,

2. switch to the **Insert** tab of the top toolbar and click the Comment icon ⏤ image not found or type unknown **Comment** button, or

    use the Comments icon ⏤ image not found or type unknown icon at the left sidebar to open the **Comments** panel and click the **Add Comment to Document** link, or

    right-click the selected object and select the **Add Comment** option from the menu,
3. enter the needed text,
4. click the **Add Comment/Add** button.

The comment will be seen on the panel on the left. The object you commented will be marked with the Commented object icon ⏤ image not found or type unknown icon. To view the comment, just click on this icon.

Any other user can answer to the added comment asking questions or reporting on the work he/she has done. For this purpose, click the **Add Reply** link situated under the comment.

You can manage the comments you added in the following way:

- edit them by clicking the Edit icon ⏤ image not found or type unknown icon,
- delete them by clicking the Delete icon ⏤ image not found or type unknown icon,
- close the discussion by clicking the Resolve icon ⏤ image not found or type unknown icon if the task or problem you stated in your comment was solved, after that the discussion you opened with your comment gets the resolved status. To open it again, click the Open again icon ⏤ image not found or type unknown icon.

New comments added by other users will become visible only after you click the Save icon ⏤ image not found or type unknown icon in the left upper corner of the top toolbar.

To close the panel with comments, click the Comments icon ⏤ image not found or type unknown icon at the left sidebar once again.