

HOW TO VIEW, EDIT & SAVE FILES ON DCP CLOUD

MS Files (Word / Excel / Powerpoint) cannot be viewed & edited online if users were to view & edit the files via DCP web browser log in - to do this, the user need to download the files from DCP to local device (laptop / desktop), unless those file are already available locally on the device and are synced to DCP (**which we always recommend having all your files in the DCP locally synched folders for online & offline working + backup purpose**).

Formats Available for Direct Viewing from DCP (Web Browser)

- PDF format
- Image files, e.g. JPG, PNG and etc.
- Video files (unless due to video format compatibility with the browser used)
https://developer.mozilla.org/en-US/docs/Web/Media/Formats#Browser_compatibility

If the user wishes to view, edit & save edited files, they may opt to access their files on DCP via:

1. Synchronization client

Guide: <https://dcp.vo.my/doc/doku.php?id=client:installation>

2. LibreOffice Suite & Collabora Office (Alternative)

[What is LibreOffice Suite?](#) (click to read more)

[What is Collabora Office?](#) (click to read more)

Both are open source and currently available free from the developers and this sharing of information & guides serves as alternatives for the DCP users' own consideration & adoption. **We still recommend the use of Synchronization Client as a better option and in line with off-site backup purpose and to facilitate online & offline working (when internet is down).**

Guide: read on the following page for full guidance.

A) LibreOffice Suite for Desktop / Laptop

1. Click “Download” to download LibreOffice Suite installation file.

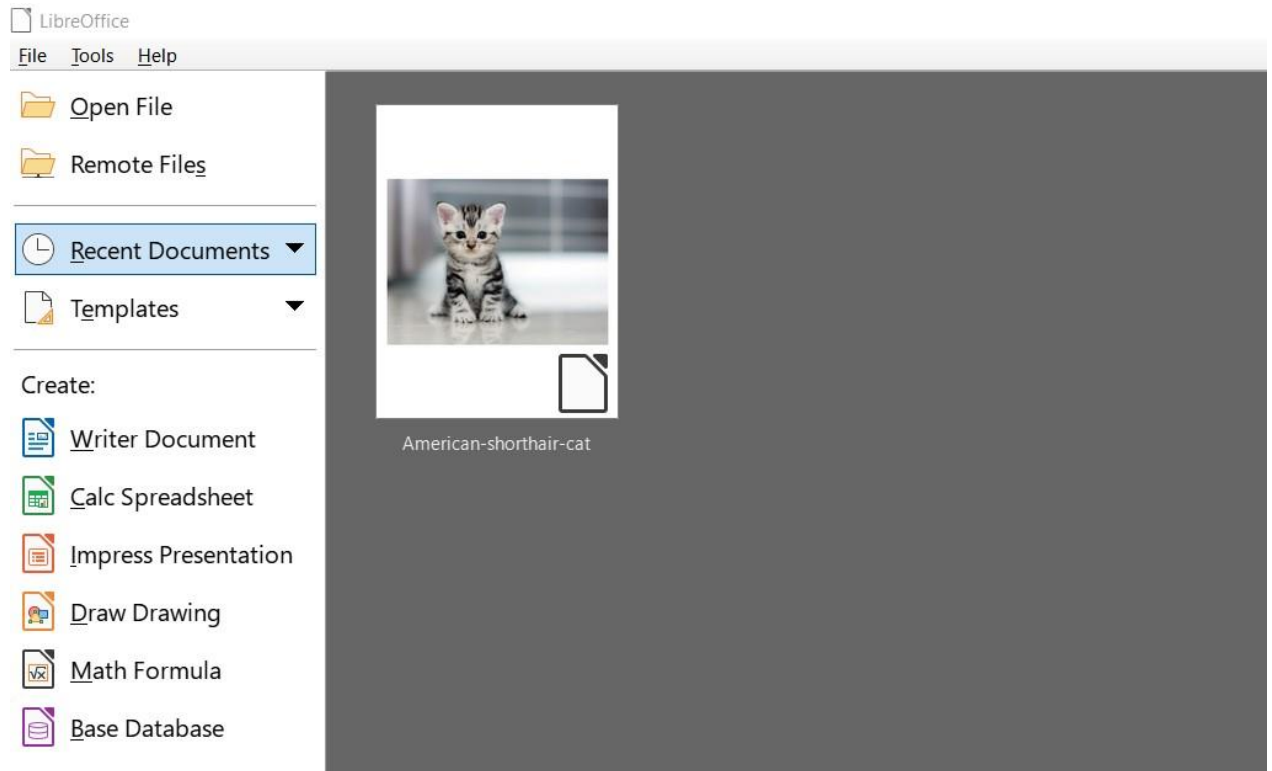
[DOWNLOAD](#)



The screenshot shows the LibreOffice website's download page. At the top, there is a green navigation bar with the LibreOffice logo and the text 'The Document Foundation'. To the right of the logo are links for 'DISCOVER', 'DOWNLOAD', 'GET HELP', and 'IMP'. Below the navigation bar is a breadcrumb trail: 'Download / Download LibreOffice'. A blue button with white text says 'Business users: click here' with the subtext 'Get long-term support, custom features and more'. Below this is a large green box with the heading 'Download LibreOffice' and a download icon. Inside this box, there is a white area with the LibreOffice logo and the text 'LibreOffice 7.1.2'. Below this, it says 'If you're a technology enthusiast, early adopter or power user, this version is for you!'. There are links for 'LibreOffice 7.1.2 release notes' and 'Supplementary Downloads:'. A list of supplementary downloads includes 'Help for offline use: English (US) (Torrent, Info)' and 'Key management software for the new OpenPGP feature (external site)'. At the bottom of this section is the text 'need another language?'. To the right of the main text is a grey box with the heading 'Choose your operating system:' and a dropdown menu currently set to 'Windows (64-bit)'. Below the dropdown is a yellow 'DOWNLOAD' button and links for 'Torrent, Info'.

2. Make sure to select the correct LibreOffice download file in accordance with your operating system, the above example shown is for Windows (64-bit). Always select the latest LibreOffice version to download – the image above shows, version 7.1.2.
3. If you are using MacOS or Linux, scroll down for the correct OS installation file.
4. Follow the LibreOffice installation wizard's instruction, allow shortcut to be created on the desktop and once installation is finished, restart your computer.

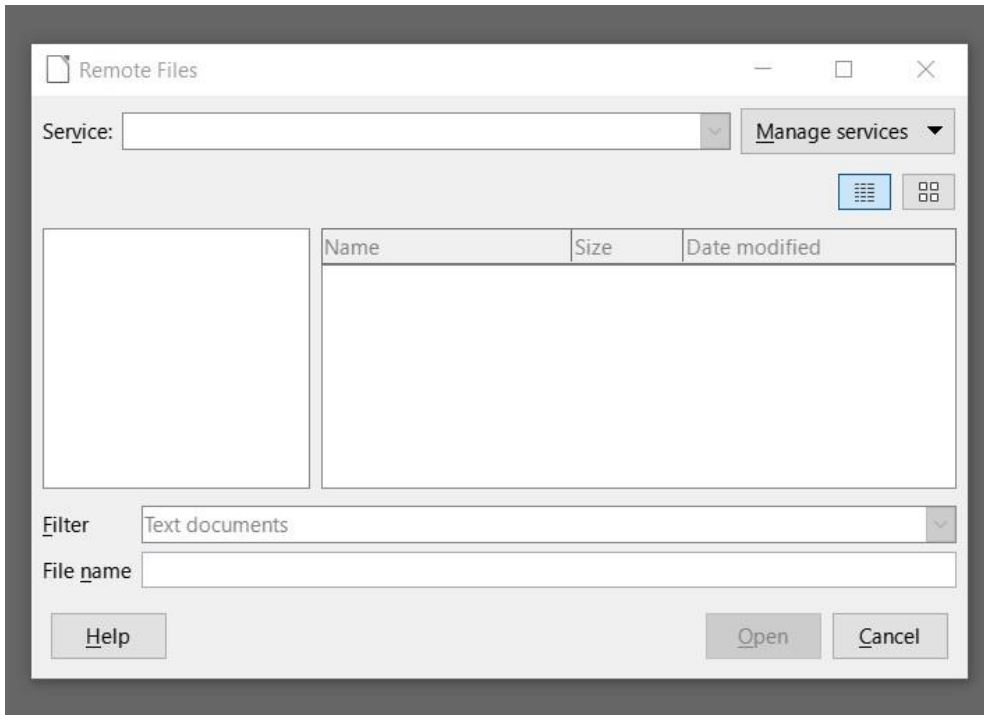
5. Once LibreOffice installation is done and ready. Click on LibreOffice icon on the desktop to launch LibreOffice Suite.



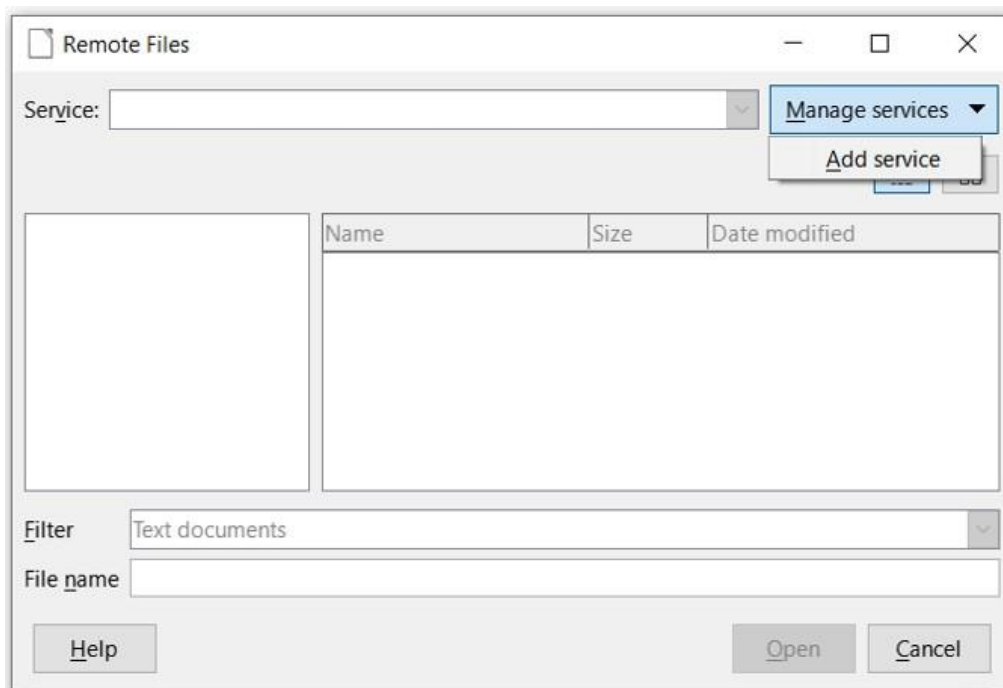
You will see as above. At the left pane, you will see the MS Office alternative of Word (**Writer Document**), Excel (**Calc Spreadsheet**), Powerpoint (**Impress Presentation**), Access (**Base Database**). You may use the compatible LibreOffice program to open your MS Office files, accordingly, e.g. to open & edit MS Word, use Writer Document.

6. However, before you could open, view & edit your MS Word, you need to configure the desktop LibreOffice to have connection with your remote server, i.e. DCP by click on "**Remote Files**" as seen at the left pane (from image above).

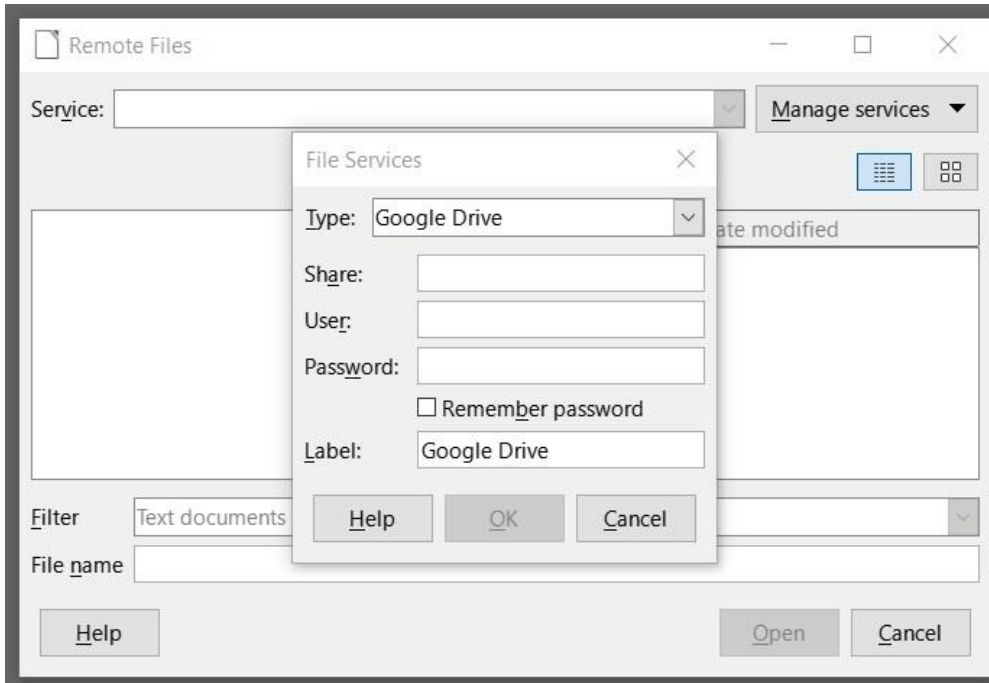
7. A Remote Files set-up box pop-up:



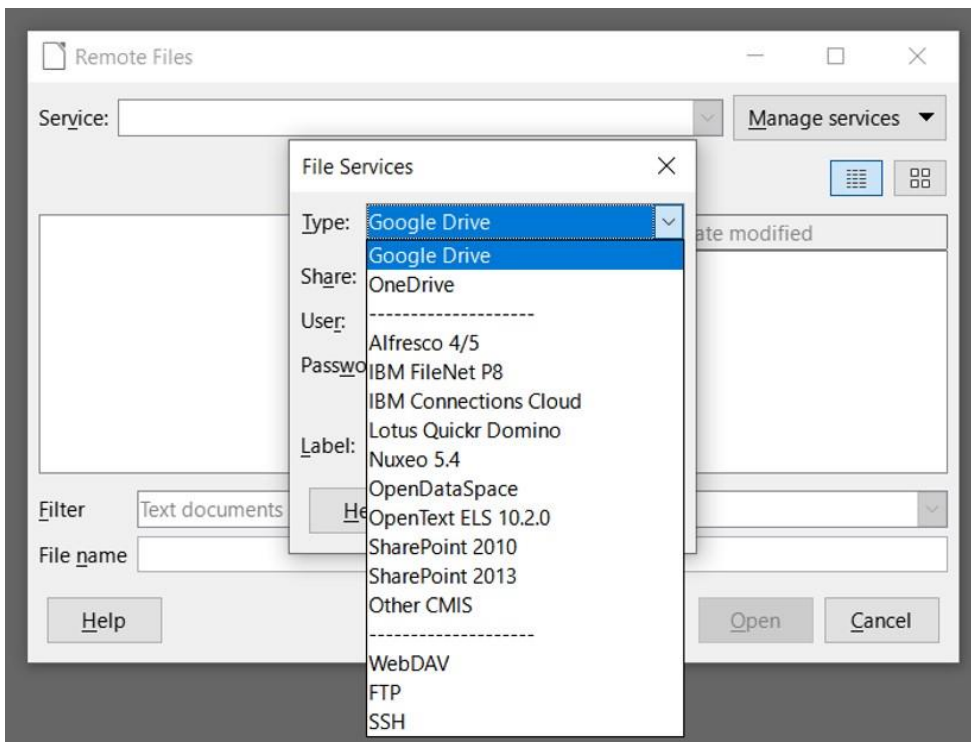
8. Click on "**Manage services**" at the top right of the box & a drop-down menu "**Add service**" appears. Click on it.



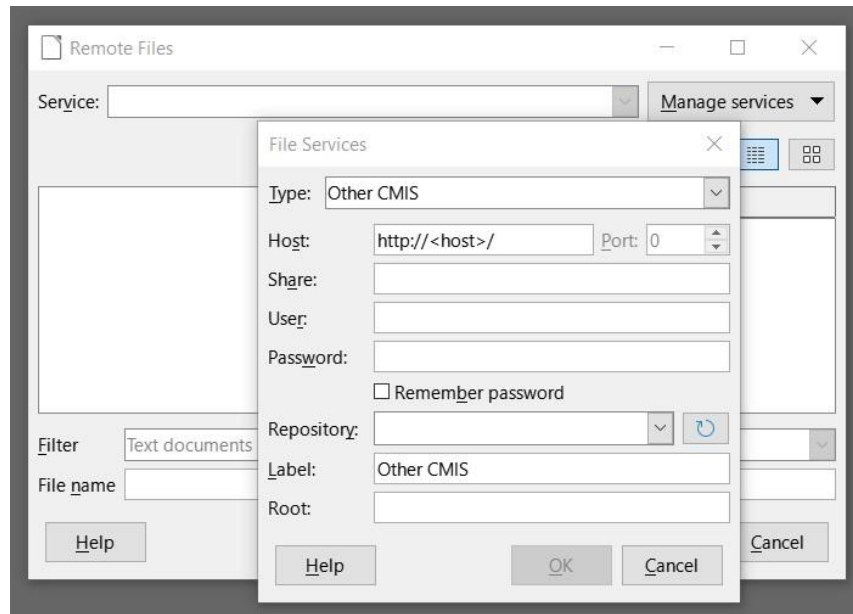
9. Another File Services dialog box appears.



10. Click on the downward arrow **V** at the right side of “**Google Drive**” for drop-down menu & select “**Other CMIS**”

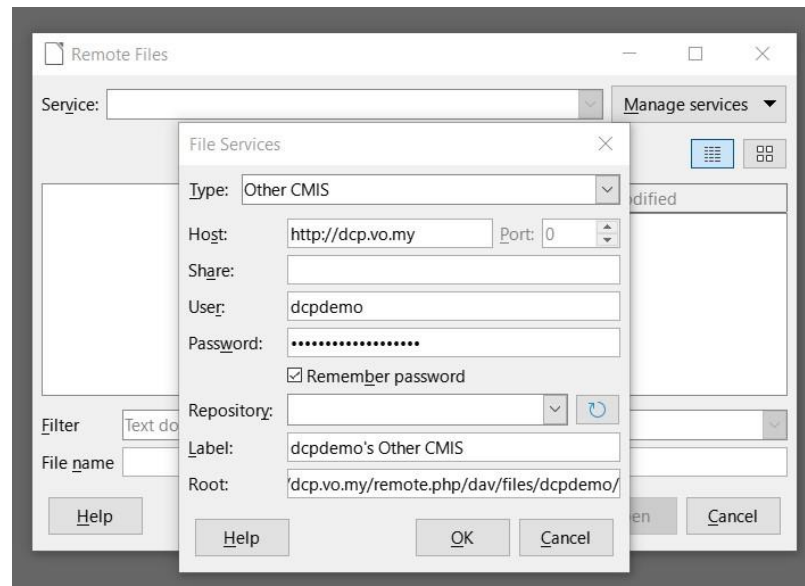


11. Another File Services dialog box appears. Fill in the blank, accordingly.

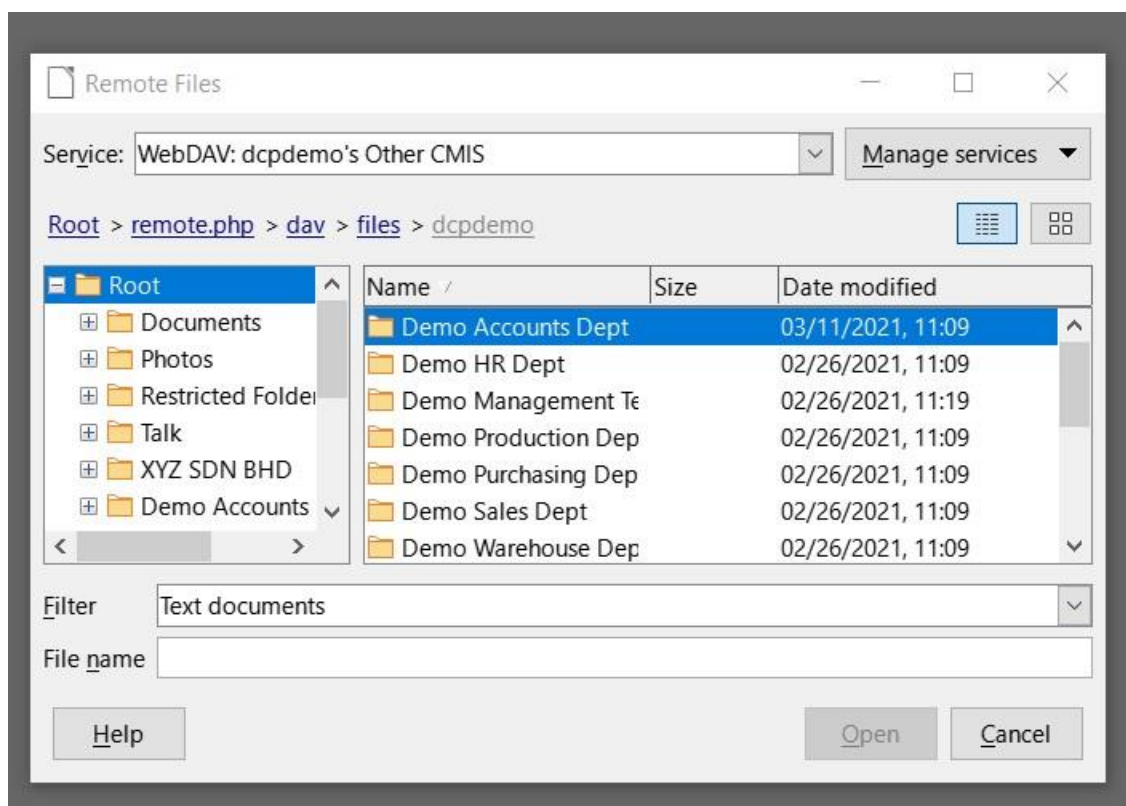


12. Host details shall be your DCP server or log in URL (don't do anything to the Port)

- Leave **“Share”** blank
- Key in your username, followed by your password, select **“Remember password”** if you like to.
- When username is being keyed in, the label field shall be auto-filled to match your username.
- Ignore **“Repository”** – leave it blank.
- Fill in the **“Root”** details & click **“OK”** (Notes: you have to get the WebDav URL from your DCP **“Files”** - see notes: How to get your WebDav URL)



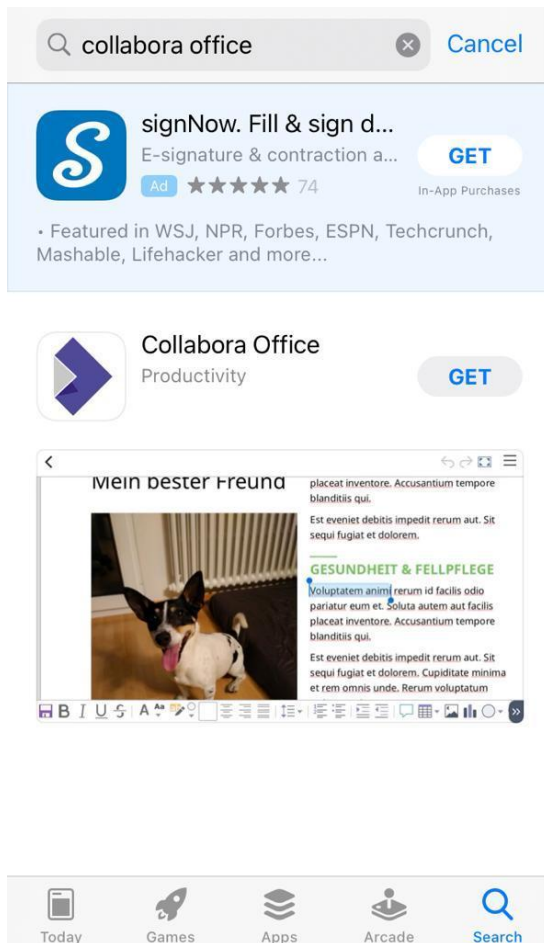
13. You might be prompted to create a “**Master Password**”. Purpose is to provide better security for such access to your DCP, where you would be prompted to key in the Master Password for every action you perform on LibreOffice under remote files access, which this could be annoying to many. **Therefore, you want to ignore / skip the creation of Master Password but if you do and later decided to disable it, you may do so by going to “Tools” → “Option” → “Security” → de-select “Protected by Master Password”**
14. After you have click “**OK**” give LibreOffice some time to connect to the remote server (DCP) and once connection is successful, you will see all your DCP folders on LibreOffice Remote Files dialog box. Double click on the folder where the file you are looking for is located. Open the file, accordingly.



User can now open, view, edit and save your files on DCP from his/her desktop (useful for those files that are not stored on the local device).

B) LibreOffice Suite for iOS & Android Devices

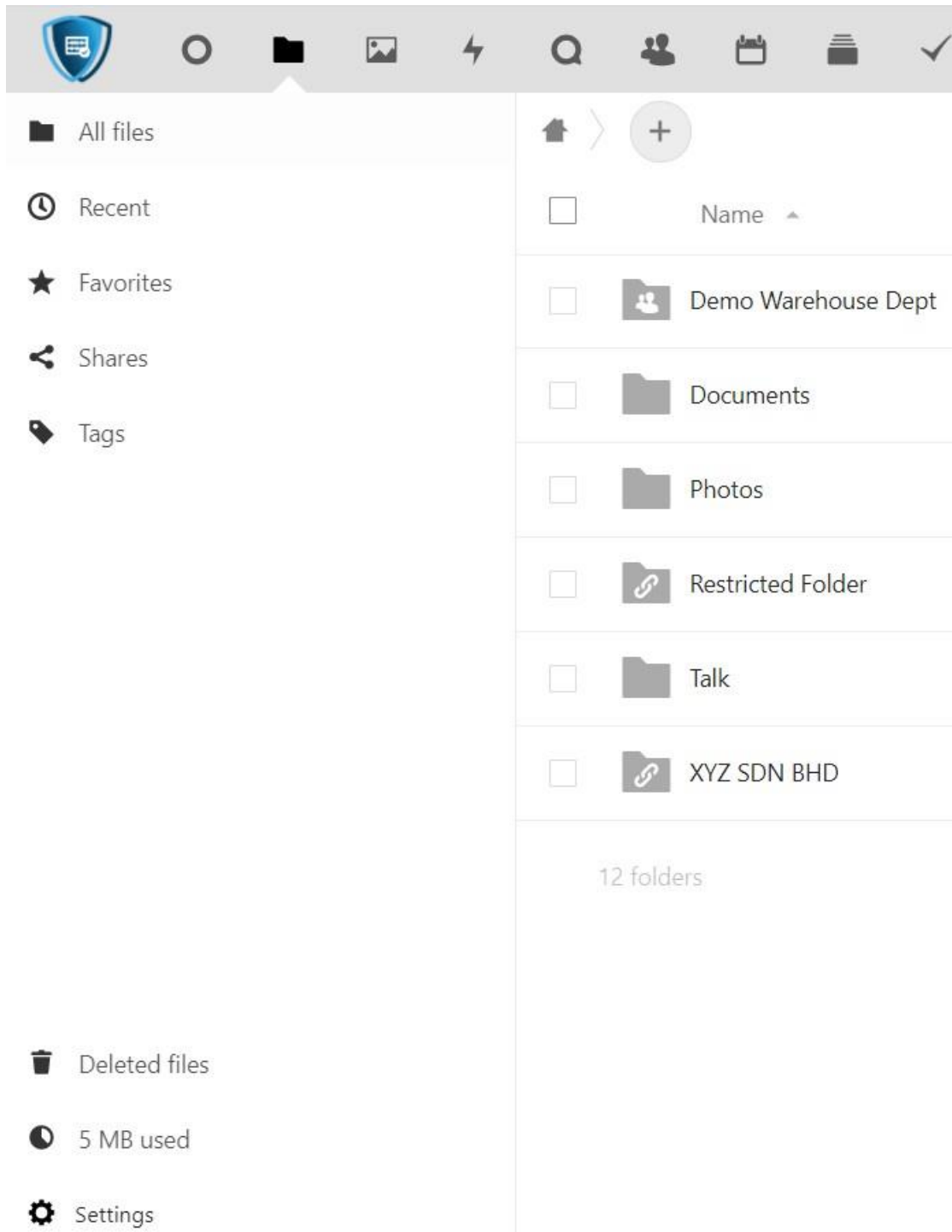
1. To install LibreOffice Suite for iOS & Android devices are simple.
2. Go to Apple Store for iOS, while Google Play for Android
3. Search for “**Collabora Office**” as seen from image below.



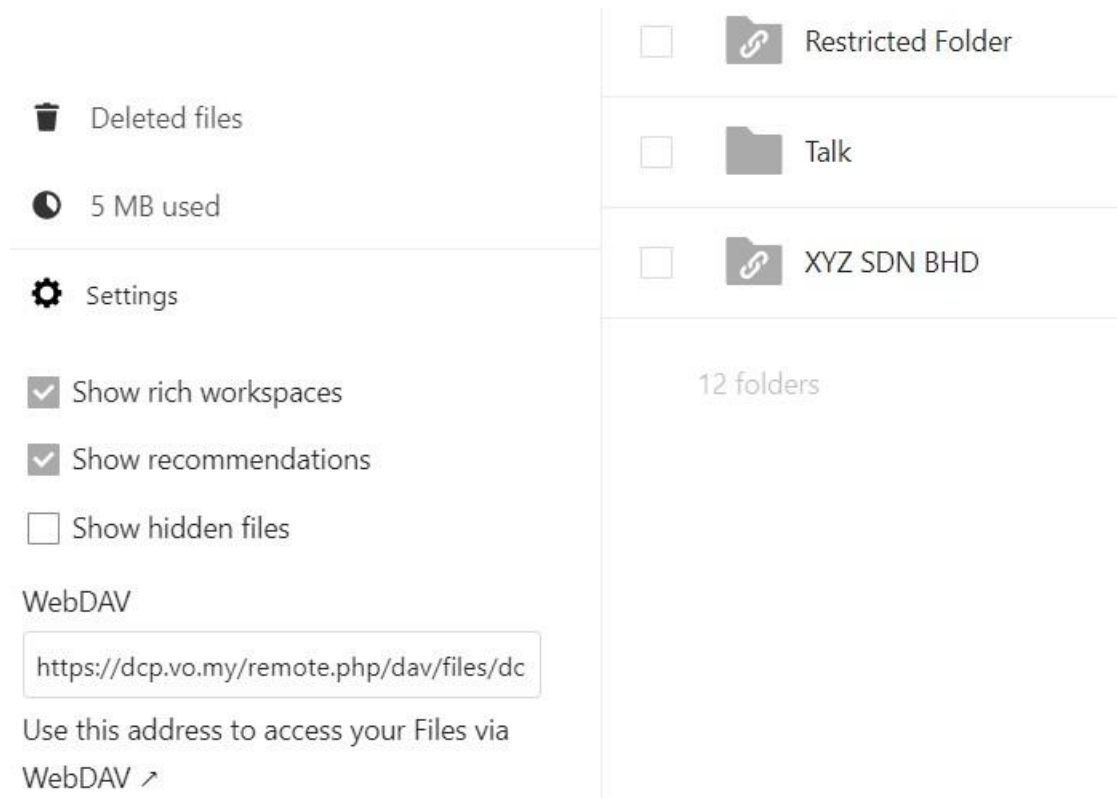
4. Once found, tap on “GET” and install Collabora Office, accordingly.
5. Once installation is done, you get to open, view, edit & save edited files on your DCP directly.
6. **Always set-up your DCP client on your iOS or Android device first before you could use Collabora Office.**
7. Older versions (below 6 version) of android users might encounter problem with Collabora Office. They may need to download older versions of Collabora Office @ <https://libreoffice-viewer.en.uptodown.com/android/versions>

How to get your WebDav URL (for Desktop LibreOffice Only)

1. Log in to your DCP via web browser. Click on “Files”. Scroll down and click on “**Settings**” on the left pane.



- You will see WebDAV as per image below. Point your mouse to the URL, i.e. <https://dcp.vo.my/remote.php/dav/files/dcpdemo>, right click your mouse, select “Copy” and then paste it to “Root” as per item 12, above.






The screenshot shows a file management interface with a left sidebar and a main content area. The sidebar contains the following items:

- Deleted files
- 5 MB used
- Settings
- Show rich workspaces
- Show recommendations
- Show hidden files
- WebDAV

The WebDAV section includes a text input field containing the URL: `https://dcp.vo.my/remote.php/dav/files/dc`. Below the input field, it says: "Use this address to access your Files via WebDAV ↗".

The main content area displays a list of folders:

-  Restricted Folder
-  Talk
-  XYZ SDN BHD

Below the folder list, it indicates "12 folders".

The end.