

Huddle for Windows and Mac: User guide

Overview

Huddle for Windows and Mac enables you to open your files in their native application straight from Huddle. You will be able to quickly open a file, edit it and then save it into Huddle.

It works both online and offline and the files are securely removed from your device once they are no longer needed.

Everything in **red** on the screenshots has been added for the purpose of this user guide and is the context for the words around it.

Installation

To download the app, first navigate to this webpage and click 'DOWNLOAD' for your relevant operating system:

<https://www.huddle.com/product-overview/huddle-for-mac-and-windows/>



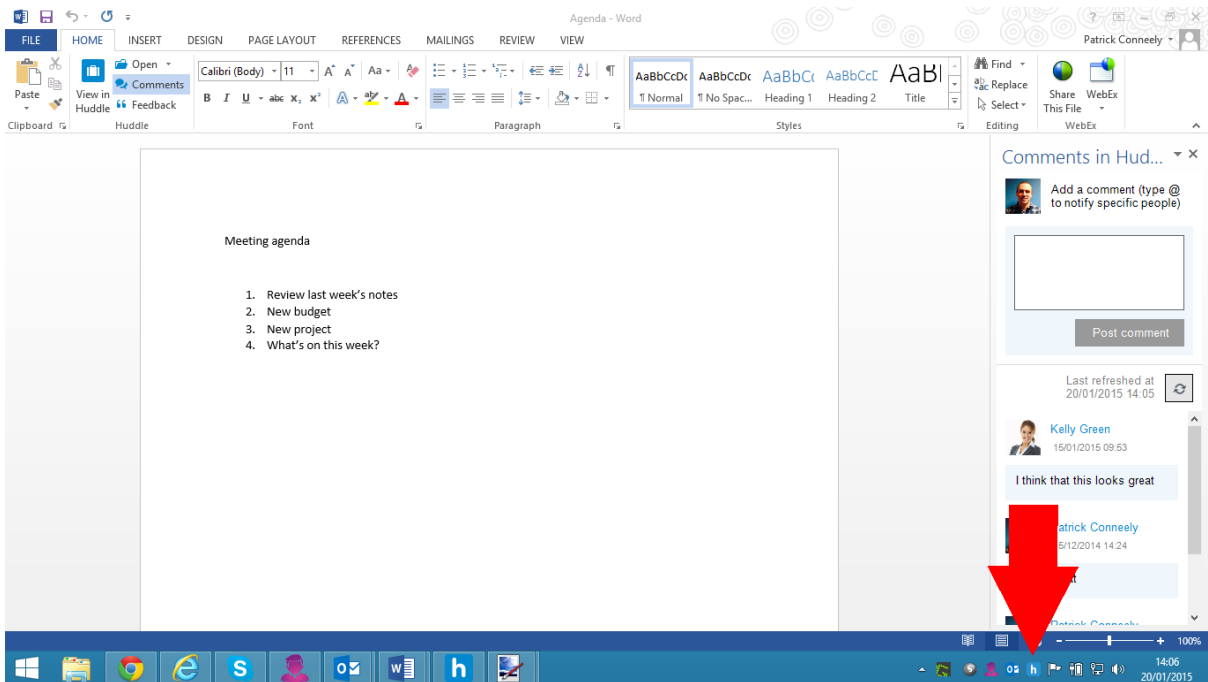
It is important to remember that Huddle for Windows and Mac only works with Windows 7 and above and Mac OS 10.7 and above.

Video

A great overview of Huddle for Windows and Mac is located on our [Youtube channel](#).

What have I changed?

On your desktop, the only noticeable change will be the appearance of a small Huddle icon on your task bar:



Here is a close up of that icon bar:



N.B. – What appears here depends on a number of factors such as the operating system that you are using, the number of programmes that you have installed on your computer and whether or not is a laptop or a desktop PC.

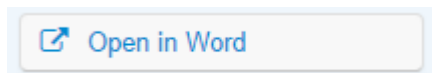
On the web

The only extra thing that you will see on the internet is located on the right hand side of the file preview page.



The screenshot shows a Huddle file preview page. At the top, there are statistics: "No approval needed", "Preview 5", "Activity 59", and "Versions 3". The main title is "Huddle Customer Success 1-pager (UK)", created by Daniel Rajendran on 8th Jul 2014. Below the title, it says "v3 updated by Nick Fisher on 10th Jul 2014" and "Microsoft PowerPoint 2007 - 2013 Presentation (1.4mb)". On the right side, there is a "Share with others" menu with options: "Open in PowerPoint" (highlighted with a red box), "Download", "Get link", and "Make available offline". Below the menu, there is an "Update" section with options: "Lock to prevent changes", "Upload new version", and "Edit title/description". The main content area has a blue header with the "huddle" logo and "Customer Success". Below the header, there is a section titled "Our adoption pledge" with a paragraph of text.

This button will change depending on the context of what you are opening. On the picture above, we are looking at a Microsoft PowerPoint file so Huddle for Windows and Mac recognises that and would open the file in PowerPoint. If you were previewing a Microsoft Word document, the button would look like this:

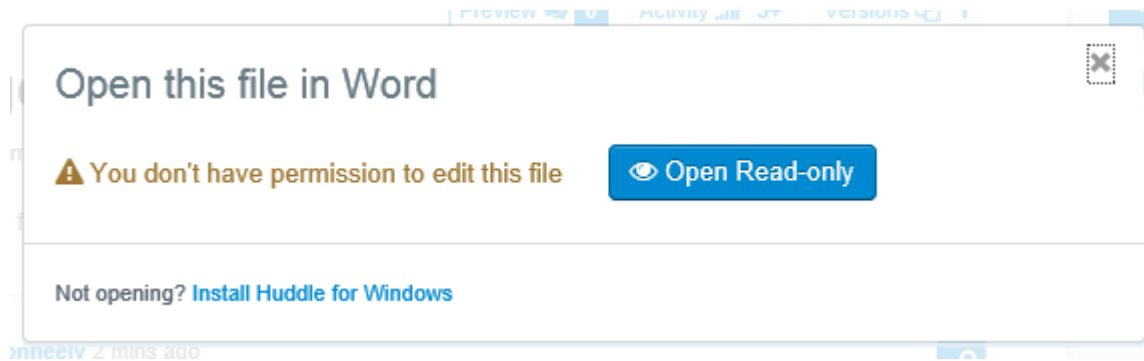


After you click this button, a popup box will appear. What is in the box will reflect the permissions that you have around that file.

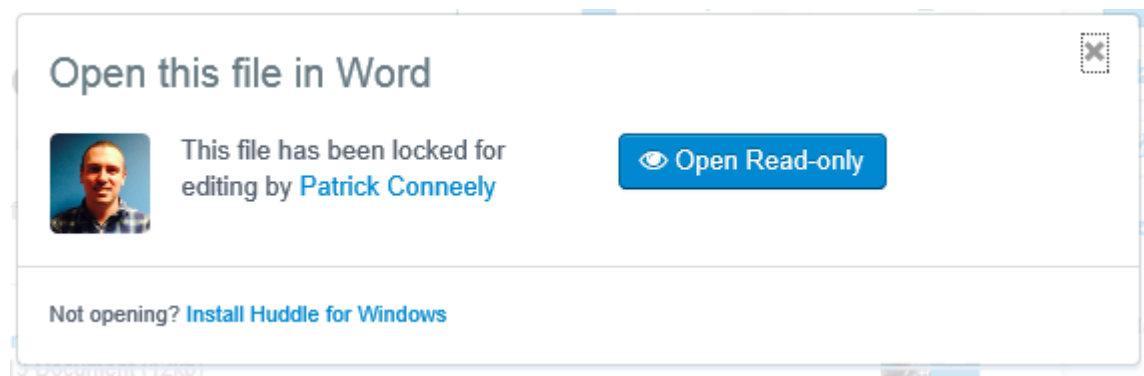
If you have full access you will see:




Read only access will look like this:



And if someone else has locked the document for editing it will look like this:




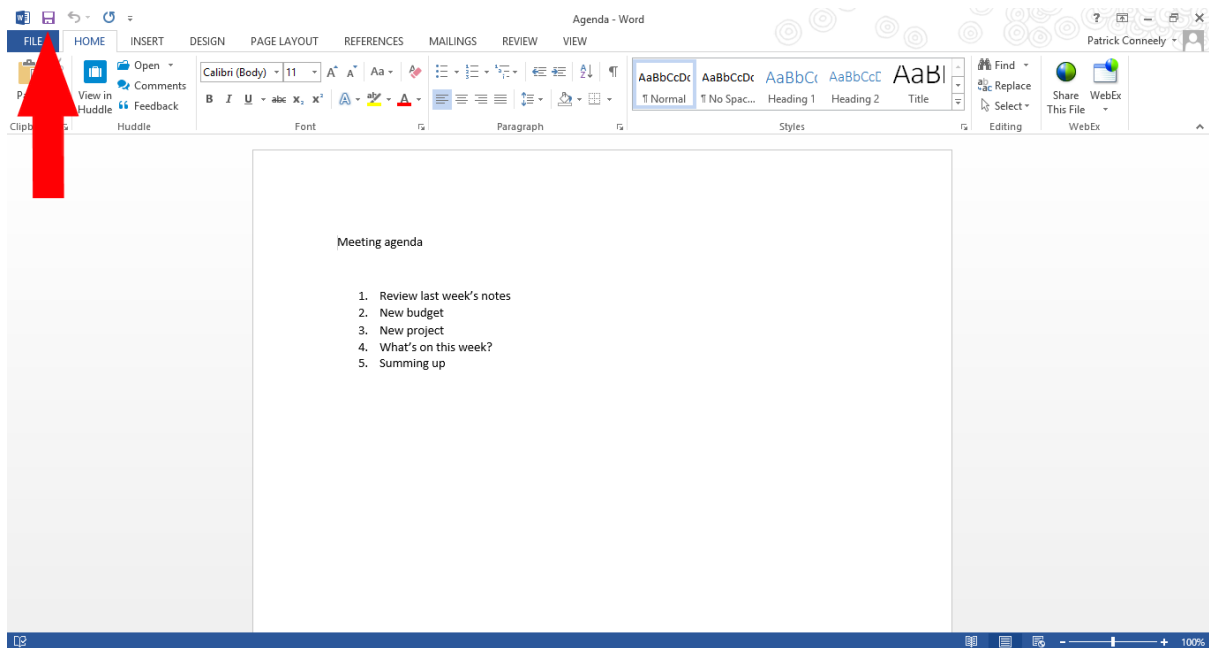
The next step

Clicking  the will launch the relevant application (Word for a Word document, Powerpoint for presentation etc.) and allow you to look at the file. Note: this works for any application that you have installed on your machine.

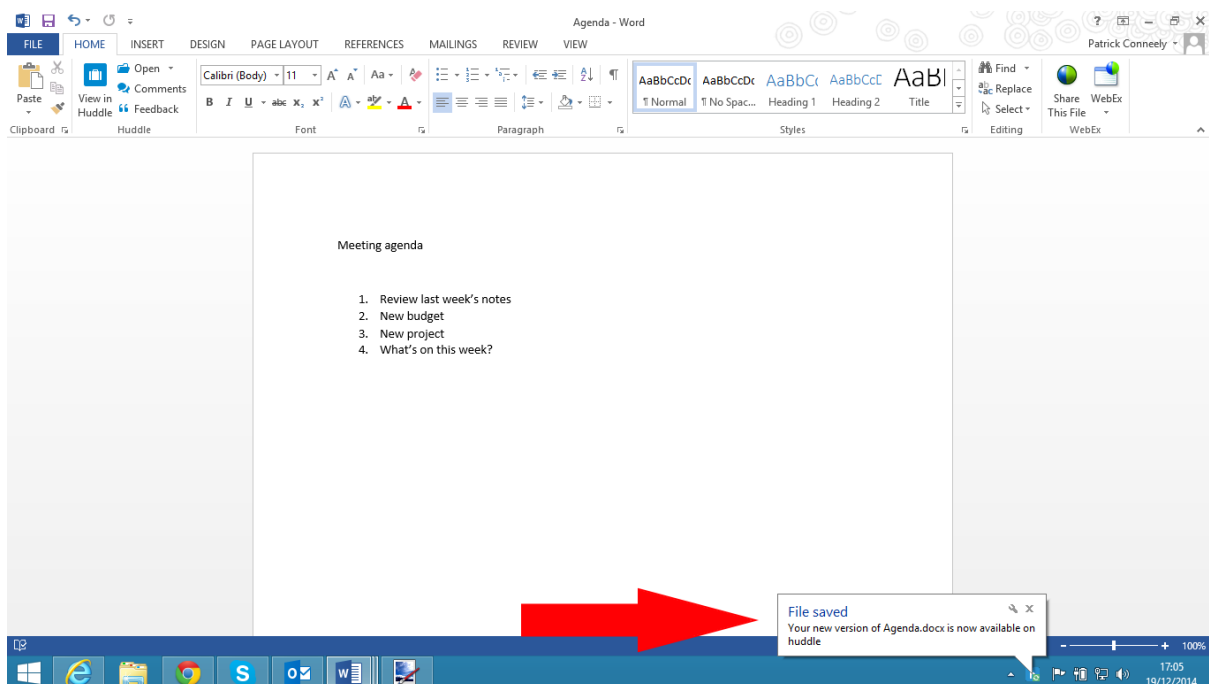
If you choose to edit the document, Huddle for Windows and Mac will open it in the application and lock it on Huddle.

This is done by clicking on the  button.

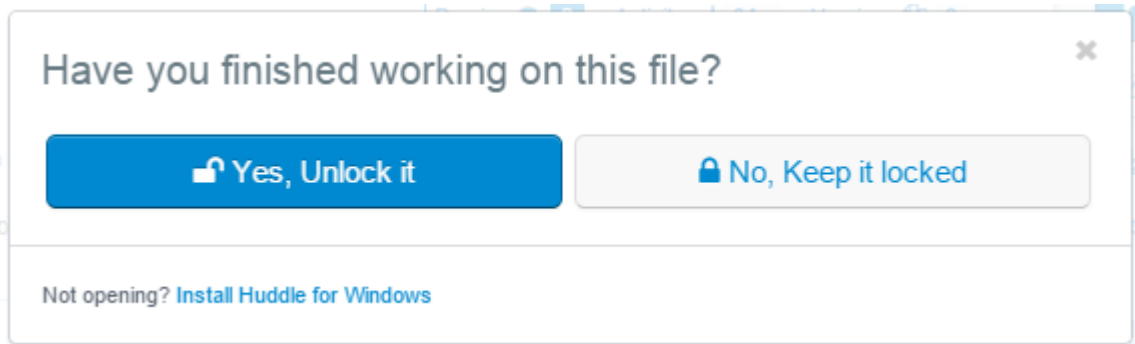
When you are finished with the document, click the save button (). This is located in the top left of Office 2013 suite:




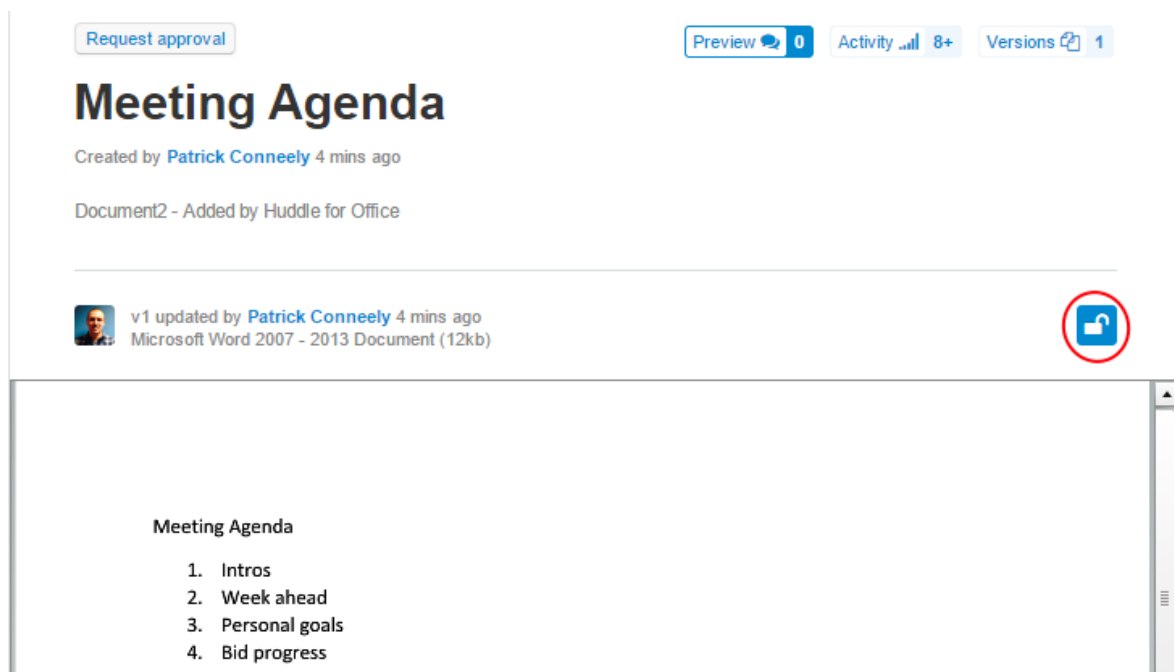
Huddle will automatically upload the new version. You will know that Huddle has uploaded a new version because a small balloon will pop up on the bottom right of the screen confirming it. The bubble is located here:



Huddle will automatically remind you to unlock the document when you have finished editing. The reminder will be in your web browser (on the file page) and will look like this:



If you decide to keep the document locked, you are able to unlock it at any time by going to the specific file page in Huddle and clicking on the  button which is located here:



What happens if I go offline while editing?

Don't worry if you lose connection whilst you are editing a document. Huddle for Windows and Mac will track the changes you make and automatically sync your latest version whenever you are able to establish connection again.

Not only will it keep those changes if you lose connection but also if you quit the application you were using or restart your computer.

