



# Quickoffice® Pro for Symbian^3

Version 7.0

User Help Guide



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## Quickoffice<sup>®</sup> Pro for Symbian^3 Devices

### Overview of Quickoffice Pro for Symbian^3 Devices

**ACCESS, VIEW, EDIT, SHARE.** Quickoffice<sup>®</sup> Pro takes mobile productivity to the next level with our most comprehensive suite ever for Symbian^3 smartphones. Enjoy the ability to CREATE, VIEW, and EDIT, Microsoft<sup>®</sup> Office files including Word documents, Excel spreadsheets, and PowerPoint presentations.

Conveniently ACCESS files remotely from your Google<sup>®</sup> Docs, Dropbox, Box, Huddle<sup>™</sup>, and SugarSync accounts with our enhanced Connected File Manager.

### General Features

#### New Features in Quickoffice Pro 7.0

The Quickoffice Pro version 7.0 update brings cloud file access to your Symbian smartphone as well as a completely redesigned user interface. You now have the ability to access and save documents to cloud storage accounts such as Google Docs, Dropbox, Box.net, and Huddle. Additionally, Quickoffice now supports spell check in Word documents.

#### Quickoffice Lite Viewer versus Quickoffice Pro 7

The Quickoffice Lite Viewer is a view-only product as its name indicates. Quickoffice Pro 7 adds editing and cloud capabilities to the office suite. When you launch Quickoffice and select **Options > Edit** in the Quickoffice Viewer, a message will appear asking you to purchase a license or continue viewing your document.

#### Localized for International Users

Quickoffice V7 for Symbian^3 is localized for English, French, Italian, German and Spanish languages.

#### E-mail Attachments

Now you can edit Microsoft Office documents, spreadsheets, and presentations that are received as attachments on your Symbian^3 device

#### Check for Updates

Quickoffice allows you to check for updates, so that you always have the latest features at your fingertips. From within a Document, Spreadsheet, or Presentation press **Options > Updates and upgrades**. You will need a data connection to check for updates.

#### Register your Application

You may register your application from your device to stay current with the latest updates, features and services available to you. When you start your app, you will be prompted to register your product. This is optional and you may check **Don't ask me again** to avoid seeing this screen in the future. Alternatively, you can press **Options > Help > Register application**. You will need an active connection to register.

## View Information about Quickoffice

To view information about your version of Quickoffice, press **Options > Help > About Quickoffice**.

## Quickoffice Launcher Screen

### Overview

Quickoffice has designed a launcher screen to make it easier for users to manage their documents and get important information about Quickoffice for Symbian^3. The following sections will outline how to get the most out of Quickoffice by using the new launcher screen.

### Add New Remote Accounts Icon

The **Add Accounts** icon provides a quick way to add new remote storage account access to Quickoffice. For more information on how to add and work with remote storage accounts, see the section below titled “Connect Services”.

### Shop Icon

The **Shop** icon will bring you to a mobile optimized version of Quickoffice.com where you can shop for additional Quickoffice offers. You must have a data connection to view this page.

### Support Icon

Tapping the **Support** icon will bring up a mobile optimized webpage where you can submit a support ticket. You must have a data connection to submit a support ticket.

Please only submit a support ticket if you experience a bug or have a question about your purchase. To request a feature that Quickoffice does not currently support, please visit <http://quickoffice.ideascale.com>. You can also access this link by pressing **Explore** from the launcher screen and scrolling down to “Share your ideas”. If you would like to give general feedback about Quickoffice for Android, tap **Explore** from the launcher screen and scroll down to “Provide Feedback”.

### Explore Icon

Tapping the **Explore** icon from the launcher screen will open a mobile optimized webpage where you can get access to a wealth of important Quickoffice information. You must have a data connection to view the Explore page.

### Follow:

Follow will provide you with links to all of Quickoffice’s social media updates such as Twitter, Facebook, YouTube, and the Quickoffice Blog. We encourage all of our users to follow Quickoffice in social media to stay up-to-date on Quickoffice news and developments.

**Feedback:**

The Feedback section provides links for sharing ideas and feature requests. In addition, you can send us any general feedback by using the “Provide Feedback” link.

## The Quickoffice File Manager

### Supported File Types

Quickoffice will list any files without any restriction. However, only the following file types can be viewed or edited in Quickoffice:

Microsoft Word: .DOC, .DOCX, .TXT

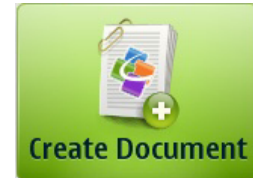
Microsoft Excel: .XLS, .XLSX

Microsoft PowerPoint: .PPT, .PPTX, .PPS

Files saved as 'compatible' with Microsoft Office by other programs on the desktop (for example, OpenOffice) are often not fully compatible and may not open or save correctly in Quickoffice – Quickoffice only fully supports files created by official Microsoft applications or Quickoffice itself.

### Create New Files

You may also create a new document within the file manager by pressing the **Create Document** icon on the file manager toolbar. You will be prompted to select **Document**, **Workbook**, or **Presentation**. Alternatively, you can select **Options > Create new**. This method is also used to create new folders.



At this time, you can create Word documents, Excel spreadsheets, and PowerPoint presentations.

### Viewing Files

Quickoffice allows you to view files on your memory card and also allows you to open documents that have been recently viewed in the application.



Remote cloud storage accounts will display once you've added those accounts, and you will be able to view files stored in those locations, as well.

### Opening Files

A progress bar will display at the top of the screen as a file is being opened

### Creating Folders

To create a new folder, press **Options > Create new > Folder**.

**NOTE:** This can only be done in phone memory and on an SD card.

## Browse Local ZIP Files as Folders

You can browse the contents of locally saved ZIP files.

Any changes you make to a file within a ZIP file will need to be saved outside of that file, as changes cannot be made to files inside ZIP folders and files cannot be added to ZIP folders.

## Sort Files

In the file listing, choose **Options > Sort by** to sort your files by name, type, size or date modified.

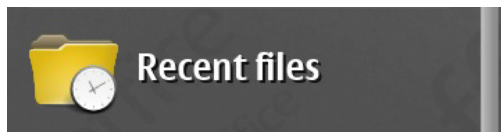
## Zooming and Scrolling

To zoom in within a document, pinch outward with two fingers. To zoom out within a document, pinch inward with two fingers

To scroll around a file, simply tap and drag up, down or sideways. A scrollbar on the right edge (vertical) or at the bottom edge (horizontal) of the screen shows the relative position of the viewer in the file. The vertical scrollbar on the right edge of the screen indicates the position in the document

## View and Open Recent Documents

The file manager in Quickoffice stores the latest files that you opened in a **Recent Documents** folder. You may access the files you most recently opened in Quickoffice from this location.



## Downloading E-mail Attachments

When you receive an e-mail attachment in one of the supported file formats, tap on the attachment name and select **Open**. The document will open in Quickoffice.

**NOTE:** Quickoffice currently only supports downloading attachments from the native email client.

## Connect Services

### Overview

Quickoffice Connect<sup>™</sup> allows users to easily access, view and share files from multiple cloud storage services, including Dropbox, Google Docs, Huddle, SugarSync, and Box.net. From a single, convenient application, you can access content from anywhere, manage content on-device and share files via e-mail or your cloud service provider.

### Requirements

In order to use the Connect service, you must set up an account with the supported cloud storage service or services you wish to use. The Quickoffice application uses your sign-in information only to connect to your service. Your sign-in information is only stored in the Quickoffice application on your device – it is not collected or stored on our servers.

### Working with Box.net Accounts

Box.net is a web-based service for accessing and sharing content from anywhere. Through Box.net's OpenBox platform, third party applications can be integrated into Box, enabling Box users to do more with their content. Box is a Cloud Content Management (CCM) platform that embraces what's best about the web, serving the needs of the next generation workplace, workforce and IT. For more information, visit: [www.box.net](http://www.box.net).

#### Adding a Box.net account

To use Box.net with Quickoffice you will need to sign up for the Box.net cloud service. Free accounts are available.

#### Not a Box.net subscriber?

For more information on **Box.net**, visit: <http://www.box.net>

#### Connecting to your Box.net storage

Before connecting to your Box.net storage you must create an account with Box.net. Once you have a Box.net account, from the Quickoffice home screen, press the **Add Account** button. Select **box** from the list of available services, enter the e-mail address and password you used when you signed up for your Box.net account in the account details screen, and press **OK**.

#### Connecting to multiple Box.Net accounts

To add multiple accounts, simply repeat the steps from **Connecting to your Box.net storage**. All of your accounts will be listed on the Quickoffice home screen.

#### Changing your password

If the password for your Box.net account has changed, you will need to enter your new password in Quickoffice. From the home screen of the Quickoffice file manager, long-press the **Box.net** item in the file manager and choose **Edit** from the menu. Your Box.net account information will appear and you can change your password.

## Working with Dropbox Accounts

Dropbox is a cross-platform cloud-based storage application and service. By providing a platform-independent application with cloud sharing and syncing of files, users can store and access their files from anywhere on any platform and share files with others. For more information, visit:

[www.dropbox.com](http://www.dropbox.com)

### Adding a Dropbox account

To use Dropbox with Quickoffice you will need to sign up for the Dropbox cloud service. Free accounts are available.

### Not a Dropbox subscriber?

For more information on Dropbox, visit: <http://www.dropbox.com/>

### Connecting to your Dropbox storage

Before connecting to your Dropbox storage you must sign up for a Dropbox account. Once you have a Dropbox account, from the Quickoffice home screen, press the **Add Account** button. Select **Dropbox** from the list of available services, enter the e-mail address and password you used when you signed up for your Dropbox account in the account details screen, and press **OK**.

### Connecting to multiple Dropbox accounts

To add multiple accounts, simply repeat the steps from **Connecting to your Dropbox storage**. All of your accounts will be listed on the Quickoffice home screen.

### Changing your password

If the password for your Dropbox account has changed, you will need to enter your new password in Quickoffice. From the home screen of the Quickoffice file manager, long-press the **Dropbox** item in the file manager and choose **Edit** from the menu.

Your Dropbox account information will appear and you can change your password. Simply enter the new password and press **OK**.

## Working with Google Docs Accounts

Google Docs is a service provided by Google that allows you to create documents, spreadsheets and presentations online, share and collaborate in real time, store and organize your work and control access to your documents. Quickoffice Pro takes advantage of the file storage and organizational services to provide users with centralized storage for all kinds of files. For more information, visit:

[www.docs.google.com](http://www.docs.google.com)

### Adding a Google Docs account

To use Google Docs with Quickoffice you will need to sign up for a Google Docs account. Free accounts are available.

### **Not a Google Docs subscriber?**

For more information on Google Docs, visit: <https://docs.google.com>

### **Connecting to your Google Docs storage**

Before connecting to your Google Docs storage you must sign up for the Google Docs service. Once you've got a Google Docs account, from the Quickoffice home screen, press the **Add Account** button. Select **Google Docs** from the list of available services.

Enter your Google Docs e-mail address and password, and then press **OK**.

### **Connecting to multiple Google Docs accounts**

To add multiple accounts, simply repeat the steps from **Connecting to your Google Docs storage**. All of your accounts will be listed on the Quickoffice home screen.

### **Changing your password**

If the password for your Google Docs account has changed, you need to enter your new password in Quickoffice. From the home screen of the Quickoffice file manager, long-press the Google Docs service in the file manager. Select **Edit** from the menu.

In the account details screen, enter the new password and press **OK**.

## **Working with Huddle Accounts**

Huddle is a cloud based storage and collaboration service. Huddle, you can manage people, projects and information inside and outside of your company, securely. It is available online, on mobile devices, on the desktop, via Microsoft Office applications, major business social networks and in multiple languages. For more information, visit: [www.huddle.com](http://www.huddle.com)

### **Adding a Huddle account**

To use Huddle with Quickoffice you will need to sign up for a Huddle account. Free accounts are available.

### **Not a Huddle subscriber?**

For more information on Huddle, visit: <http://www.Huddle.com>

### **Connecting to your Huddle storage**

Before connecting to your Huddle storage you must sign up for the Huddle service. Once you've got a Huddle account, from the Quickoffice home screen, press the **Add Account** button. Select **Huddle** from the list of available services. Tap **Continue** to bring up the Huddle account information screen.

Enter your Huddle e-mail address and password, and then press **OK**.

## Connecting to multiple Huddle accounts

To add multiple accounts, simply repeat the steps from **Connecting to your Huddle storage**. All of your accounts will be listed on the Quickoffice home screen.

## Changing your password

If the password for your Huddle account has changed, you need to enter your new password in Quickoffice. From the home screen of the Quickoffice file manager, long-press the Huddle service in the file manager. Select **Edit** from the menu.

In the account details screen, enter the new password and press **OK**.

## Working with SugarSync Accounts

SugarSync is a cloud based service allowing users to sync, backup, and share files. You can easily view or make changes to remote files and documents from a mobile device or computer by logging into the SugarSync website. All changes are synced back to your other computers. For more information, visit: [www.SugarSync.com](http://www.SugarSync.com)

## Adding a SugarSync account

To use SugarSync with Quickoffice you will need to sign up for a SugarSync account. Free accounts are available.

## Not a SugarSync subscriber?

For more information on SugarSync, visit: <http://www.SugarSync.com>

## Connecting to your SugarSync storage

Before connecting to your SugarSync storage you must sign up for the SugarSync service. Once you've got a SugarSync account, from the Quickoffice home screen, press the **Add Account** button. Select **SugarSync** from the list of available services. Tap **Continue** to bring up the SugarSync account information screen.

Enter your SugarSync e-mail address and password, and then press **OK**.

## Connecting to multiple SugarSync accounts

To add multiple accounts, simply repeat the steps from **Connecting to your SugarSync storage**. All of your accounts will be listed on the Quickoffice home screen.

## Changing your password

If the password for your SugarSync account has changed, you need to enter your new password in Quickoffice. From the home screen of the Quickoffice file manager, long-press the SugarSync service in the file manager. Select **Edit** from the menu. In the account details screen, enter the new password and press **OK**.

## Common Tasks in Connect Services

### Saving remote files to local storage

To save a remotely stored file to a local folder, open the document and select **Options > Saving options > Save as**. Under the **Location** selector, choose the appropriate remote storage account to save your file to. Alternatively, you can save a local file to a remote storage account

### Creating a new folder

Currently, you can only create folders within the local storage.

### Viewing a locally saved file

To view a locally saved file, simply select **Memory Card** or **Phone Memory** from the home screen and navigate to the desired file. Tap on the file to open it.

## Quickword<sup>®</sup>

### Overview

Quickoffice includes a .doc- and .docx-compatible word processor. You can easily create new documents and edit documents created on your PC/Macintosh.

Quickoffice has been developing Office applications for smartphones for the past 12 years. Quickoffice is the leading mobile office application and is shipped on more than 377 million smartphones.

### Opening Documents

Quickword can open Microsoft Word formatted documents, including .doc, .docx, .docm, .dot, .dotx and .dotm. TXT files may be opened and viewed in Quickoffice.

### Viewing Documents

Quickword provides users with several ways to view documents that optimize the use of the screen space on their devices. The following sections will show how you can view your documents to make the best use of the screen.

#### Reflow View Mode

By default, Quickword displays your document in Reflow View, allowing the text to reflow to the size of the screen as you zoom in or out within your document. This eliminates the need for scrolling left and right in your document to read the text.

To return to Reflow view from any of the other views, press **Options > Switch to view mode**.

#### Multi-touch zoom

Use the pinch gesture on your touchscreen device to zoom in and out of documents.

#### Print Layout

To view a document in Page layout view, press **Options > Viewing options > Print Layout**.

#### Fit to screen width in Page View

When you enter Print Layout View, the document is fit to the width of the screen. You may use the Multi-touch feature to pinch-zoom in your document in Page View. To fit the document to the screen width in Page View again, press **Options > Fit to screen**.

#### Page number indicator

When viewing a document in Page View, a page number indicator will display in the top left corner of the screen.

### **View and edit documents in portrait and landscape**

Quickword responds to the accelerometer in your Symbian device. Rotate the phone to landscape mode to use your QWERTY keyboard.

### **Find Text / Find and Replace Text**

You can search for text strings in your document using Quickword. To begin, tap **Options > Find and replace**. Fill out the appropriate fields and select a search direction. Leave the **Replace** field empty if you do not wish to change text. Press **Find** to begin the search.

Pressing **Next** will move to the next instance of the search phrase. From the **Options** menu you can find the next or previous item, replace one or all instances of a phrase, or start a new search.

To end the search, tap anywhere on the document.

### **Flick scrolling**

You can flick scroll through your documents in Quickword on your touch device.

### **View and edit lists**

Quickword allows you to view bulleted and numbered lists and edit bulleted lists.

### **Charts**

Charts in Word 2003 (.doc) files are displayed as images.

### **Paragraph and list indentation**

Quickword displays indentation in paragraphs and lists in your documents.

### **Headers and footers**

Headers and footers are displayed in Page View.

## **Creating Documents**

To create a new Microsoft Word-compatible document using Quickword, press the **Create Document** button from the main Quickoffice screen. Next, select **Document** from the fly-out menu.

Alternatively, from within a folder you can press **Options > Create new > Document**.

## **Saving Documents**

Saving documents is easy in Quickword—from within a document, press **Options > Saving options**. You can **Save** to keep the same filename and location or select **Save as** to save to a different folder or with a different name. You can save from a local folder to a connected folder and vice versa.

On the save screen, specify a filename, location, folder, and type (DOC or DOCX).

## **Editing Text and Images**

Quickword supports rich text editing features. To edit text, tap on the document in the location where you wish to insert new text. A blinking cursor will appear indicating where your text will be inserted. Select **Options > Keyboard** to bring up the keyboard if your device does not have a physical keyboard.

### Select text

To select text, double tap and drag until the desired text is highlighted.

### Adjust Paragraph Formatting

To set the formatting for a paragraph, tap once on any part of the paragraph you wish to align. To set formatting for multiple paragraphs, select multiple paragraphs by following the directions in the section titled **Select text**.

To set alignment, press **Options > Format > Paragraph**. From the paragraph alignment dialog you can set alignment left, centered, or right.

You can also use this dialog to set **Line Spacing**, **Space before paragraph**, **Space after paragraph**, and **Bullets**.

### Undo / Redo

If you accidentally make an unwanted change, select **Options > Edit > Undo**. If you wish to redo a change, select **Options > Edit > Redo**.

### Cut, Copy, & Paste

To cut or copy a selection, double tap and drag to select text. Press **Options > Edit** and you will have the options to **Cut**, **Copy**, or **Select all**. Select **Cut** or **Copy** to move the text to the clipboard.

Tap the location you wish to paste the text. Select **Option > Edit > Paste**.

### Inserting an Image in Quickword

To insert an image, first select the location you wish to place the image by tapping once. Select **Options > Insert > Image**. You will need to choose an image from your phone's gallery.

### Rich text formatting

To set the formatting for text, tap once on any part of the text you wish to align. To set formatting for multiple paragraphs, select multiple paragraphs by following the directions in the section titled **Select text**.

To set **Font Style**, select **Options > Format > Font Style**. From the font style dialog you can set **Bold**, **Italics**, **Underline**, **Strikethrough**, **Superscript**, and **Subscript**.

To set Font select **Options > Format > Font**. From the font dialog you can select the **Font type**, **Size**, **Color**, and **Highlight Color**.

### Edit in Landscape

Quickword responds to your device accelerometer – when you rotate your device to landscape orientation, your documents are fully-editable.

## Quicksheet<sup>®</sup>

### Overview

Quicksheet includes a .xls- and .xlsx-compatible spreadsheet processor. You can easily create new spreadsheets and edit spreadsheets created on your PC/Macintosh.

Quickoffice has been developing Office applications for smartphones for the past 12 years. Quickoffice is the leading mobile office application and is shipped on more than 377 million smartphones. Now, Quickoffice has brought its award-winning spreadsheet application to the Android platform.

### Opening Spreadsheets

Quicksheet can open any of the supported file formats for viewing and editing. Supported formats include .xls and .xlsx. Any of these can be edited using Quicksheet.

### Creating Spreadsheets

To create a new Microsoft Word-compatible document using Quickword, press the **Create Document** button from the main Quickoffice screen. Next, select **Workbook** from the fly-out menu.

Alternatively, from within a folder you can press **Options > Create new > Workbook**.

### Saving Spreadsheets

Saving documents is easy in Quicksheet—from within a spreadsheet, press **Options > Saving options**. You can **Save** to keep the same filename and location or select **Save as** to save to a different folder or with a different name. You can save from a local folder to a connected folder and vice versa.

On the save screen, specify a filename, location, folder, and type (XLS or XLSX).

### Viewing Worksheets

Quicksheet provides several ways for you to view your spreadsheets to make the best use of your device's screen.

#### **View and edit documents in portrait or landscape**

Quicksheet responds to your device accelerometer – you can rotate your device to view spreadsheets in landscape orientation.

#### **Multi-touch zoom and flick-scrolling**

Quicksheet uses the Multi-touch feature on touch devices, allowing you to perform two-finger zooms and flick-scrolling. With continuous scroll, you can scroll through large documents smoothly without having to load pages.

#### **View and change rich text formatting**

Text and font formatting is retained when viewing your spreadsheets. Bold, italic, underline and strikethrough styles are available, along with device font faces and an array of colors for text and cell backgrounds.

### **Find Text / Find and Replace Text**

You can search for text strings in your document using Quicksheet. To begin, tap **Options > Find and replace**. Fill out the appropriate fields and select a search direction. Leave the **Replace** field empty if you do not wish to change text. You can also specify where to search or search formulas. Press **Find** to begin the search.

Pressing **Next** will move to the next instance of the search phrase. From the **Options** menu you can find the next or previous item, replace one or all instances of a phrase, or start a new search. Press **Back** to end the search.

### **Go to cell – quick navigation**

Quicksheet allows you to quickly go to any cell in your spreadsheet. To do this, press **Options > Viewing options > Go to cell**. Enter the row and column names and select **OK** to jump to the cell.

### **View aligned content in cells**

Quicksheet correctly displays cell alignment settings.

### **Switching between worksheets**

To switch between worksheets, press **Options > Worksheet > Select**. You will see a listing of the worksheets within the spreadsheet. Tap on the desired worksheet to switch.

## Editing Spreadsheets

Quicksheet provides Symbian^3 users with a robust spreadsheet editor. With Quicksheet you can select cells or ranges of cells, resize rows and columns, format text, format numbers, insert functions, and edit spreadsheets in portrait or landscape.

### Selecting cells

To select a cell in Quicksheet, simply tap on the cell you wish to select. To select a range of cells, double tap and drag until the desired cells are selected.

### Resizing rows and columns and Auto-fit

To resize a row, tap on a cell within the row you wish to resize. Press **Options > Row > Resize**. You will see black arrows along the row. Tap and drag the arrows until the row is the desired size. Press **OK** when you are done. At this time, you cannot auto-fit rows.

To resize a column, tap on a cell within the column you wish to resize. Press **Options > Column > Resize**. You will see black arrows along the column. Tap and drag the arrows until the column is the desired size. Press **OK** when you are done. You can also auto-fit a column by selecting **Options > Column > Auto-fit column**. The column will be sized to match the cell contents.

### Inserting and deleting rows and columns

To insert row or column, select a cell or range and press **Options > Column** or **Row > Insert**. The row or column will be added before the current one. To delete a row or column, select a cell or range and press **Options > Column** or **Row > Delete**.

Alternatively, you can select a row or column by tapping the header. Press **Options > Edit > Insert** or **Delete**.

### Cut, Copy, Paste, and Clear cells and ranges

To cut, copy, and paste, double tap and drag on a cell to select a cell or range. Select **Options > Edit > Cut** or **Copy**. Select the cell or range you wish to paste to and select **Options > Edit > Paste**.

You can also clear cells or cell formatting. Select the desired cell or range and press **Option > Edit > Clear contents** or **Clear formatting**. Clear contents will remove only the content of the cell while clear formatting will only remove cell formatting such as font and number formatting.

### Operators

If you are trying to create a formula within a cell, double tap on the cell to enter edit mode.

### Set alignment within a cell

First, select the cell or range you wish to format by double tapping and dragging the cells. You can also select rows and columns by tapping the header. Next, select **Options > Format > Alignment**. Set the horizontal and vertical alignment from the alignment screen. You can also toggle text wrapping, which will display long cell content by adding lines to a cell. Select **OK** when you are satisfied with your changes.

### **Formatting text**

First, select the cell or range you wish to format by double tapping and dragging the cells. You can also select rows and columns by tapping the header.

To set **Font Style**, select **Options > Format > Font Style**. From the font style dialog you can set **Bold**, **Italics**, **Underline**, or **Strikethrough**.

To set **Font**, select **Options > Format > Font**. From the font dialog you can select the **Font type** and **Size**

### **Cell and Font Color**

First, select the cell or range you wish to format by double tapping and dragging the cells. You can also select rows and columns by tapping the header.

To set cell or font color, select **Options > Format > Colour**. From the font style dialog you can set **Cell Colour** and **Text Colour**.

### **Number formatting**

To format numbers, make sure you are in view mode and double tap and drag to select a cell or range. Select **Options > Format > Number format**. You can choose from General, Number, Currency, Accounting, Date, Time, Percentage, Scientific, and Text. Select the desired format. Specify your desired settings on the next dialog and press **OK** to accept the new number format.

### **Add, Delete, or Rename worksheets**

To add a worksheet, select **Options > Worksheet > Insert**. Enter the name of the new worksheet and select **OK** to insert it. The new worksheet will be inserted before the currently selected one.

This menu can also be used to **Select, Rename, Delete, or Recalculate** worksheets.

### **Undo / Redo**

If you accidentally make an unwanted change, select **Options > Edit > Undo**. If you wish to redo a change, select **Options > Edit > Redo**.

### **Edit directly in landscape or portrait**

Quicksheet responds to your device accelerometer – when you rotate your device to landscape or portrait orientation, your spreadsheets are fully editable.

## Quickpoint<sup>®</sup>

### Overview

Quickpoint is the Quickoffice presentation application for your Symbian^3 device. Quickpoint supports .ppt, .pptx, and other PowerPoint file formats. Quickpoint is optimized for your Symbian^3 device. This section will help you understand how Quickpoint works with presentations.

### Opening Presentations

Quickpoint can open .ppt and .pptx files on your device. To open a presentation, navigate to any location on your SD card, phone memory, in **Recent Documents**, or on one of the cloud storage locations and tap on the presentation you wish to open. You may also open presentations that come in as e-mail attachments. Please note that you can only edit PPT formatted presentations at this time.

### Viewing Presentations

When a presentation is first opened, the presentation is displayed in Film Strip View, with slides displayed in a continuous strip, allowing you to flick through the presentation. Flick up or down to move through the presentation.

### Multi-touch Zoom

To utilize multi-touch zoom, select **Options > Zoom**. Pinch inward to zoom out or inward to zoom in on your touchscreen device. Alternatively, you can select **Options > Zoom in** or **Zoom out**. Press **Back** when you are done.

### View in portrait or landscape

Quickpoint responds to your device accelerometer when it is rotated to portrait or landscape mode. Your presentation and Quickpoint menus will adjust to your device's orientation.

### Editing Presentations

#### Editing Text

To edit text, first tap on a textbox to select it. Select **Options > Edit textbox**. From this menu you can **Edit text**, **Flip horizontally**, **Flip vertically**, change **Font Style**, **Font**, or **Paragraph** formatting, **Colours**, or **Position**.

To move text, select the textbox by tapping it once. Now, tap and drag the textbox to the desired location.

#### Cut, Copy, and Paste Text

From the **Edit text** screen, tap and drag over the desired text to select it. Select **Cut**, **Copy**, or **Paste** from the pop-up menu.

#### Formatting Text

From the **Edit text** screen, tap and drag over the desired text to select it. Press **Options > Format** and select **Font style**, **Font**, or **Paragraph** to modify the text.

### Manage Slides

To manage slides, select **Options > Slide options**. From here you can **Insert new slide**, **Delete slide**, or **Move slide up** or **Down**.

### Insert Images

To insert an image, press select **Options > Insert > Image**. Select an image from the gallery and it will be inserted into the presentation.

To make changes to the image, select **Options > Edit image**. From here you can flip the image, change the colours, or change the size and position.

### Insert Shapes and Text Boxes

To insert a shape, press **Options > Insert > Shape** and select a shape from the list of shapes.

To insert a text box, press **Options > Insert > Textbox**. Enter and format the desired text and press **Options > Save changes** to insert the text box.

### Resizing, Moving, and Deleting Objects

To move an object, simply tap once to select the object then tap and drag the object to the desired location.

To flip an object, tap once to select it then select **Options > Edit Shape > Flip horizontally** or **vertically**.

To change the colours, tap once to select the object then press **Options > Edit Shape > Colours**.

To change the position or size of an object, tap once to select it and press **Options > Edit Shape > Position**.

### Undo / Redo

If you accidentally make an unwanted change, you can select **Options > Edit > Undo**. To redo a change, select **Options > Edit > Redo**.

### Creating Presentations

To create a new Microsoft Word-compatible document using Quickpoint, press the **Create Document** button from the main Quickoffice screen. Next, select Presentation from the fly-out menu.

Alternatively, from within a folder you can press **Options > Create new > Presentation**.

### Saving Presentations

Saving documents is easy in Quickpoint—from within a presentation, press **Options > Saving options**. You can **Save** to keep the same filename and location or select **Save as** to save to a different folder or with a different name. You can save from a local folder to a connected folder and vice versa.



On the save screen, specify a filename, location, folder, and type.