Quickoffice® Pro HD for iPad
Version 4.0.0
User Help Guide
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Overview of Quickoffice® Pro for iPad®

Quickoffice® Redefines the Mobile Microsoft® Office Experience with the First Full-Featured, Custom-Built Office Suite for Apple’s iPad.

Quickoffice® Pro HD is integrated with many popular cloud services allowing users to easily access, view and share files from MobileMe, Dropbox, Google Docs, Box.net, SugarSync, Huddle, Evernote, Egnyte, and Catch. From a single, convenient application, you can access content from anywhere, manage content on-device, transfer files via WiFi or via iTunes, and share files via e-mail or your cloud service provider.

What’s New in this Version
✔ View and Edit Microsoft Word 2010 files
✔ View and Edit Microsoft Excel 2010 files
✔ View Microsoft PowerPoint 2010 files
✔ Enhanced Freeze Panes in Excel files

Multiple Language Support
Quickoffice® Pro HD for iPad supports for English, French, Italian, German, Spanish, and Russian.

Quickoffice® Cloud Partner Services

About Quickoffice® Cloud Partner services
Quickoffice® Cloud Partner services allow users to easily access, view and share files from multiple cloud storage services, including MobileMe, Dropbox, Google Docs, Box.net, Huddle, SugarSync, Evernote, Egnyte and Catch. From a single, convenient application, you can access content from anywhere, manage content on-device, transfer files via WiFi or iTunes (iPad only), and share files via e-mail.
About MobileMe
MobileMe is a service provided by Apple that allows you to keep your e-mail, calendar and contacts in sync. You can access and manage your e-mail, contacts, calendar, photos, and files at me.com. Additionally, MobileMe features iDisk that allows you to store, access and share files online.
For more info, visit: www.apple.com/mobileme

About iDisk
iDisk, a MobileMe feature, is an online storage repository accessible via a web browser at me.com, Finder on Mac OS X, or as a remote disk in Microsoft® Windows. With MobileMe iDisk, it's easy to store, access, and share files online. You have plenty of storage space - even large files are no problem. Just add the files you need to your iDisk, and whatever you upload will be there for you to download using a web browser on any computer.
For more info, visit: www.apple.com/mobileme/features/idisk.html

About Google Docs
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: docs.google.com

About Box.net
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

About Dropbox
Dropbox is a cross-platform cloud-based storage application and service. By providing a platform-independent application and 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

About Huddle
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:
About SugarSync
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

About Evernote
Evernote is a suite of software and services designed for note taking and archiving. A "note" can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can be sorted into folders, then tagged, annotated, edited, given comments, searched and exported as part of a notebook. For more information, visit: www.evernote.com

About Egnyte
Egnyte delivers enterprise caliber file sharing to its users by combining the speed and security of local storage with the accessibility of the cloud. Users easily store, share, access and back up their files, while IT retains centralized administration and control to enforce business policies. For more information, visit: www.egnyte.com

About Catch
Catch is a free, secure way to capture private notes, ideas, lists, thoughts, photos, and anything that might be important later. Upload screen shots or use your mobile phone to visually jog your memory. For more information, visit: www.catch.com
Sharing Files
Quickoffice® now provides seven different ways to share your files with others: through Twitter, Facebook, LinkedIn, Yammer, SlideShare, Scribd, and Docstoc.

About Twitter
Twitter is a real-time information network that connects you to the latest information about what you find interesting. Simply find the public streams you find most compelling and follow the conversations. With Quickoffice, you can now share files through this popular social media service. For more information, visit: www.twitter.com

About Facebook
Facebook is a social networking service and website launched in February 2004. Users may create a personal profile, add other users as friends, and exchange messages, including automatic notifications when they update their profile. With Quickoffice, you can now share files through this popular social media service. For more information, visit: www.facebook.com

About LinkedIn
LinkedIn is a business-related social networking site and it is mainly used for professional networking. As of 22 March 2011, LinkedIn reports more than 100 million registered users, spanning more than 200 countries and territories worldwide. With Quickoffice, you can now share files through this popular social media service. For more information, visit: www.linkedin.com

About Yammer
Yammer is an enterprise social network service. Yammer is used for private communication within organizations or between organizational members and pre-designated groups, making it an example of enterprise social software. Yammer originally launched as an enterprise microblogging service and has evolved to become a full-fledged enterprise social network. With Quickoffice, you can now share files through this popular social media service. For more information, visit: www.yammer.com

About SlideShare
SlideShare is the world’s largest community for sharing presentations and other content. It provides you with a way to publish your slides on the web, so your ideas can be found and shared by a wide audience. People use SlideShare to get the word out about their products and services, to reach people who couldn’t make it to their presentations, and to share teaching aids, such as lesson plans. For more information, visit: www.slideshare.net

About Scribd
Scribd is the world’s largest social reading and publishing company. The company has made it easy to share and discover entertaining, informative and original written content across the web and mobile devices. Their vision is to liberate the written word, to connect people with the information and ideas that matter most to them. For more information, visit: www.scribd.com
About Docstoc
Docstoc provides the platform to upload and share documents with the world, and serves as a vast repository of free and for-purchase legal, business, financial, technical, and educational documents that can be easily searched, previewed and downloaded. For more information, visit: www.docstoc.com

Logging into your Sharing Account
To log into your sharing account, tap and drag a file to the sharing icon. You will be presented with icons for Twitter, Facebook, LinkedIn, Yammer, SlideShare, Scribd, and Docstoc. Tap on the appropriate icon.

On the Login screen, enter your member name or email address and password. You can also select Remember Me to stay logged into your account.

Sharing a File
To share a file, tap and drag the document to the sharing icon at the bottom of the file manager. You can learn more about sharing multiple files at once in the section titled Sharing Multiple Files. Drag your file to the enlarged Share icon and release.
You will be presented with separate icons for Twitter, Facebook, LinkedIn, Yammer, SlideShare, Scribd, and Docstoc. If you have not logged in you will need to enter your account information, as described in the section above titled Logging into your Sharing Account.

You will now see the Sharing Dialog. You can add comments to your upload by adding text in the Comments field. You can also choose to notify someone by email of your upload. To do this, tap the Get Notified toggle. You will be asked to enter an email address where the notification should be sent.

Finally, to upload tap the Upload button. A progress bar will show you the progress of your upload.

Sharing Multiple Files
To select multiple files, first press and hold one of the files you wish to share. This will allow you to move the file around the screen. Simply tap once on each of the other files you wish to share while continuing to press down on the first file. The other files will be added to the group.

Once you have all the desired files selected, drag them to the Share icon.
Viewing Files

Supported File Types

Quickoffice® Files will list any files without any restriction. However, only the following file types can be viewed or played on the device.

Images: .jpg, .jpeg, .png, .tif, .tiff, .gif and .svg
Microsoft Word: .doc and .docx
Microsoft Excel: .xls and .xlsx
Microsoft PowerPoint: .ppt and .pptx
iWork: Pages, Numbers and Keynote (iWork '09 is not supported)
Adobe Acrobat: .pdf
Web Pages: .htm and .html
Text: .txt
Audio: .mp3

Viewing Large or Complex Documents

Quickoffice® utilizes the viewer present on your iPad to view documents. This document viewer is used by many applications on your iPad, including the Mail application, for viewing e-mail attachments. At times, the viewer might crash or not respond when viewing large or complex documents.

Zooming and scrolling

Zooming:
When viewing documents, you can zoom in and out. To do a quick zoom, tap and hold the content you wish to zoom in on. Release your finger to zoom out. This action is useful for selecting specific text. Quickoffice® supports the familiar 2-finger pinch gesture to zoom in or out.

Scrolling:
To scroll around the file, simply tap and drag up, down, or sideways. Dragging your finger to scroll won't choose or activate anything on the screen.

Viewing files in Landscape orientation

Quickoffice® will change the orientation of the document you are viewing based on the accelerometer sensor. Rotate your device to switch between landscape and portrait views.

Caching files for faster view

Quickoffice® uses a cache to store recently downloaded & viewed files. You can adjust the size of the cache by pressing the Settings icon in the top right-hand side of the Home screen and selecting File Cache. To clear the cache, from the Home screen, press the Settings icon, then File Cache and select Clear Cache.
Viewing Password Protected PDF's

At this time, Quickoffice® does not support viewing of password protected PDF's.

Viewing images

Quickoffice® supports viewing of popular image formats such as JPG, TIFF, GIF, SVG and PNG. Quickoffice® includes a built-in image viewer optimized for viewing images on your iPad.

Playing Audio and Video files

Quickoffice® supports playing of popular media formats such as MP3, MOV and QT.

Access Your E-mail Attachments

To open your e-mail attachments in Quickoffice, open the e-mail containing the attachment in the iPad Mail app. Tap on the attachment to open a document preview.

Tap the Open In... button in the top right-hand corner and select Quickoffice. The button will now read Open in Quickoffice. Press this button once more to open the document in Quickoffice.

The document will automatically open in Quickoffice. You will now be able to edit your attachment. Please note that you must save the file to another folder in order to preserve any changes that may have been made.

All attachments that have been opened in Quickoffice® can be found in the Inbox folder under the main file manager. The Inbox folder is a read-only folder--you cannot save any changes into it, although you can delete files from it. You will need to save any edits to a different folder.
Transferring Files To & from iPad

Overview

Quickoffice® allows you to use a WiFi network to transfer documents between your iPad and a desktop computer running Mac OS X, Microsoft Windows XP, or Microsoft Windows Vista. Files are transferred via WiFi in one of two ways, either by mounting your mobile device as a drive on your computer or by using the web browser on your computer to communicate with your device. You may also transfer your files via iTunes using a USB cable.

When your mobile device is mounted as a drive, you move and copy files to and from the device using the Finder on Mac OS X, or the File Explorer on Microsoft Windows platforms. When using a web browser, Quickoffice® presents a friendly web interface, which allows you to browse the contents of your device and exchange files with the computer.

Note: iWork files cannot be transferred using the iTunes interface. Please mount your iPad as a drive or use the web browser interface to transfer iWork files.

Requirements

File Transfers make use of the WiFi networking capabilities of the iPad to exchange files with a desktop computer. Quickoffice® supports Macintosh computers running Mac OS X 10.5 Leopard, Microsoft Windows XP SP2 and Microsoft Windows Vista SP2.

Before you can use File Transfers, you will need to connect both your iPad and the computer to the same WiFi network. The current WiFi network settings for the iPad may be found in the Settings application. For instructions and troubleshooting tips, please refer to the documentation that came with your iPad. Similarly, please refer to the documentation provided with your operating system for help in connecting your computer to a WiFi network.

File Transfer Settings

You can access the File Transfer settings by tapping the Settings icon in the upper right-hand corner of the file manager screen, followed by tapping File Transfers.
The File Transfers Master Switch

File Transfers

The File Transfers master switch allows you to enable and disable the File Transfers functionality altogether.

Beneath the master switch, Quickoffice® offers status information about the file transfer connection. When enabled, this status information presents the internet address that you can use to connect to your iPad on its local network.

File Transfer Authentication Settings

When File Transfers are enabled, Quickoffice® also offers authentication settings. Authentication can be enabled or disabled under the File Transfers settings. When Authentication is disabled, any computer that attempts to make a connection to your device may do so without requiring the user of that computer to enter a username and password.

Note: If you disable authentication, other computers on the local network will be able to connect to your mobile device and access the files it contains.

When authentication is enabled, Quickoffice® will display fields for setting a username and password. Once the username and password are set, when any computer tries to connect with the device, Quickoffice® will ask the user to provide that same username and password before allowing that computer access to the files on your device.

Note: File Transfers authentication settings are only used to validate whether or not a computer can connect to your iPad, but File Transfers does not use a secure connection to transfer the content of files. Using File Transfers on a public WiFi network, even with authentication enabled, can put the security of those files at risk.
Transfer Files Using a Web Browser

To transfer files with Quickoffice® using a web browser, first make sure you have an active WiFi connection on your device and your computer. Verify that your iPad and your computer are on the same WiFi network.

When you open Quickoffice® on your device, you will see a web address at the bottom of the Home screen.

This address is also displayed when you select File Transfers from the Settings dialog.

On your computer, launch your favorite browser and enter the address displayed in Quickoffice® on your device. If you have enabled authentication (see the File Transfer Authentication Settings section for more information) in your Quickoffice® File Transfers settings, you will be prompted for a username and password on your computer. You will then be connected to your device through your browser. From the Quickoffice® browser interface on your computer, you can see the files stored within the Quickoffice® application on your device and transfer files to and from your iPad.

To transfer files to your device, click on Upload Files and click on next to Add Files to choose the file you want to transfer to your device. You can add multiple files by selecting for each file you’d like to add. Once you have selected all of the files you want to upload, press to transfer the selected files.

The files will be added to the folder selected in the Quickoffice® interface in the browser on your computer. If you have multiple folders in Quickoffice® on your device, you can choose the folder that you want to transfer your files to by opening that folder in your web browser.

To download files to your PC or Mac from your iPad, in the Quickoffice® browser interface on your computer, navigate through the folder structure on your iPad to the folder that
contains the file you wish to download. Then, press the arrow icon next to the file name. This will display the details for the file and a Download button. Press Download to download the file to your computer.

**Transfer Files to Your iPad via Disk Mount**

Make sure you have turned on the WiFi on your iPad and your computer. Verify that iPad and your computer are on the same WiFi network. Select the Settings icon and tap File Transfers from the home screen and verify that file transfers are enabled. You can view the file transfer URL from this dialog or at the bottom of the home screen.

![File Transfers](image)

**Note:** The following process varies based on your computer’s operating system. Please see the appropriate information for your computer’s operating system for the correct steps to transfer files.

**Mounting your iPad as a drive – Using Mac OS X:**

First, make sure you have an active WiFi connection on your iPad and your computer and verify that your device and your Mac are on the same WiFi network. When you open Quickoffice® you will see a URL at the bottom of the Home screen.

![URL](image)

Follow these steps to mount your device:

1. On your Mac, open Finder and select Go > Connect to Server (or use the shortcut Command-K).
2. Enter the address of your device (the URL displayed in Quickoffice) in the “Server Address” field of the “Connect to Server” dialog and press the Connect button.

3. If you have enabled authentication in the file transfer settings, Finder will present you with an authentication dialog asking for a username and password. In this case, enter the same username and password you have set up in the File Transfer settings in Quickoffice® on your device.

4. Mac OS X should then mount your device as a drive. A window will open on your Mac and the name of the mounted drive will match the Internet address you used when establishing the connection.

5. You can then transfer files from your Mac to your iPad and from your iPad to your Mac by dragging and dropping files from one to the other.
When you are finished working with Quickoffice, you should eject the drive that represents your device. This is typically done by dragging the drive icon to the trash, or by selecting the drive and choosing File > Eject (or using Command-E).

Mounting your iPad as a drive – Using Windows XP:
First, make sure you have an active WiFi connection on your device and your computer and verify that your device and your computer are on the same WiFi network. When you open Quickoffice® you will see a URL at the bottom of the Home screen.

1. On your computer, open My Network Places from the Start menu.

2. From the Network Tasks panel, select Add a network place. The Add Network Place Wizard will open and guide you through the process.
3. The first pane of the wizard offers informative text about what the wizard can do. After reading it, click **Next**.

![Add Network Place Wizard](image)

4. When asked “Where do you want to create this network place?” choose the second option: **Choose another network location** and **Next**.

![Add Network Place Wizard](image)

5. Enter the address of your device (the URL displayed in Quickoffice) in the “Internet or network address” field and press **Next**.

![Add Network Place Wizard](image)
6. If you have enabled authentication for File Transfers, your computer will prompt you for a username and password. Enter the same username and password you have set up in the File Transfer settings in Quickoffice® on your device.

7. The wizard will ask you for a shortcut name that will help you quickly identify the mounted iPad. Enter an appropriate name and click Next.
8. The last panel of the wizard will confirm that you have created the network place successfully. Simply click Finish to end the wizard.

9. Your computer will then mount your device as a drive. A window will open on your computer and the name of the mounted drive will match the name you entered in the wizard.
10. You can then transfer files from your computer to your iPad and from your iPad to your computer by dragging and dropping files from one to the other.

**Mounting your iPad as a drive – Using Windows Vista:**
First, make sure you have an active WiFi connection on your device and your computer and verify that your device and your computer are on the same WiFi network. When you open Quickoffice® you will see a URL at the bottom of the Home screen.

Follow these steps to mount your device:

1. **On your computer, select Computer from the Start menu.**

2. **From the Tools menu, select the “Map Network Drive” item. This will open the “Map Network Drive” window.**
3. You will need to assign a drive letter to represent your mobile device. Choose any of the available drive letters from the Drive menu.

4. Enter the address of your device (the URL displayed in Quickoffice) in the “Folder” field and press the Finish button.

5. If you have enabled authentication for File Transfers, your computer will prompt you for a username and password. Enter the same username and password you have set up in the File Transfer settings in Quickoffice® on your device.
6. Your computer will then mount your device as a drive. A window will open on your computer, and you can then transfer files from your computer to your iPad and from your iPad to your computer by dragging and dropping files from one to the other.

Once your iPad is mounted as a drive on your computer, you can drag-and-drop files and folders between your computer and your iPad.

Transfer Files using iTunes
To transfer files to and from Quickoffice, first make sure your iPad is connected to your computer using the iPad USB cable.

Open iTunes from your computer and click on your iPad device under Devices (see step 1).

Click on the Apps tab at the center of the screen to bring up the application screen (see step 2).

Scroll down to the section titled File Sharing. Find Quickoffice® under the column titled Apps and click on the icon to bring up Quickoffice® Documents (see step 3).
Click on **Add** to add files to the Quickoffice® library (see step 4). This will bring up a standard file manager screen on your computer. Navigate to the desired files and select Open. Multiple files can be added at once with this method.

To download files from your iPad to your computer, first select the files from the Quickoffice® library in iTunes that you wish to download. Select **Save to...** (see step 5) which will bring up your computer’s standard file manager. Specify the location to save the files and select **Save**.

To delete files through iTunes, select the files from the Quickoffice® library you wish to delete. Simple press **Delete** on your keyboard. You will be prompted to confirm.

**Note:** At this time, iWork files cannot be transferred using the iTunes interface. You will need to mount your iPad as a drive or use the web browser interface to transfer iWork files.

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### Disable Sleep Mode

Disable Sleep mode prevents the device from going to sleep while transferring files or viewing long documents. You can access Disable Sleep by pressing the Settings icon (_change icon_) on the Quickoffice® Home screen.

![ON](ON.png)

**Note:** Leaving Disable Sleep turned on for long periods of time will reduce your battery charge.

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### Adding iDisk Accounts

**Not a MobileMe subscriber?**

For more information on MobileMe, visit: [www.apple.com/mobileme/](http://www.apple.com/mobileme/)

**Connecting to your iDisk storage**

From the Home screen of Quickoffice, press the **Add Account** button. Select **MobileMe** from the Services screen. On the Create Account screen, enter your MobileMe member name and password and press the **Save** button. Now you can access files on your iDisk storage from Quickoffice. You may also change the “Description” field—the name in this field displays in the Quickoffice® file manager.

**Connecting to your friends’ public folders**
You can also access your friends’ public folders on their iDisk storage. To access your friends’ password protected public folders, you will need their member name and password.

From the Home screen of Quickoffice, press the button. Select the MobileMe public folder button in the list of available services, and enter your friend's MobileMe member name. If a password was set for your friend’s folder, enter the password – otherwise, leave the Password field blank and press Save. You can connect to several public folders by repeating these steps.

Connecting to multiple iDisk accounts

Quickoffice® allows you to connect to several MobileMe iDisk accounts. Simply repeat the steps outlined above to add multiple iDisk accounts.

Changing your password

If the password for your MobileMe account has changed, you need to enter your new password in Quickoffice. From the Home screen of Quickoffice, press the button. Select the iDisk account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Box.net Accounts

Not a Box.net subscriber?
For more information on Box.net, visit: http://www.box.net

Connecting to your Box.net storage

From the Home screen of Quickoffice, press the button. Select “box” from the list of available services, enter the e-mail address you used when you signed up for your Box.net account along with your password in the account details screen, and press Save. You may also change the “Description” field—the name in this field displays in the Quickoffice® file manager.

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 need to enter your new password. From the Home screen of Quickoffice, press the edit button. Select the Box account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Google Docs Accounts

Not a Google Docs subscriber?
For more information on Google Docs, visit: https://docs.google.com

Connecting to your Google Docs storage

From the Home screen of Quickoffice, press the + button. Select Google Docs from the list of available services, enter the e-mail address you used when you signed up for your Google Docs account, along with your password in the account details screen, and press Save.

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. From the Home screen of Quickoffice, press the edit button. Select the Google Docs account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Dropbox Accounts

Not a Dropbox subscriber?
For more information on Dropbox, visit: https://www.dropbox.com/

Connecting to your Dropbox storage

From the Home screen of Quickoffice, press the + button. Select Dropbox from the list of available services, enter the e-mail address you used when you signed up for your Dropbox account, along with your password in the account details screen, and press Save.
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 need to enter your new password. From the Home screen of Quickoffice, press the Edit button. Select the Dropbox account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Huddle Accounts

Not a Huddle subscriber? For more information on Huddle, visit: http://www.huddle.com

Connecting to your Huddle storage

From the Home screen of Quickoffice, press the button. Select Huddle from the list of available services, enter the e-mail address you used when you signed up for your Huddle account, along with your password in the account details screen, and press Save.

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. From the Home screen of Quickoffice, press the Edit button. Select the Huddle account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding SugarSync Accounts

Not a SugarSync subscriber? For more information on SugarSync, visit: http://www.sugarsync.com
Connecting to your SugarSync storage

From the Home screen of Quickoffice, press the button. Select SugarSync from the list of available services, enter the e-mail address you used when you signed up for your SugarSync account along with your password in the account details screen, and press Save.

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. From the Home screen of Quickoffice, press the button. Select the SugarSync account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Evernote Accounts

Not a Evernote subscriber?
For more information on Evernote, visit:
http://www.Evernote.com

Connecting to your Evernote storage

From the Home screen of Quickoffice, press the button. Select Evernote from the list of available services, enter the e-mail address you used when you signed up for your Evernote account along with your password in the account details screen, and press Save.

Connecting to Multiple Evernote accounts

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

Changing your password

If the password for your Evernote account has changed, you need to enter your new password. From the Home screen of Quickoffice, press the button. Select the Evernote account from the list in the Edit screen and in the account details screen, enter the new password and press Save.
Adding Catch Accounts

Not a Catch subscriber?
For more information on Catch, visit:
http://www.catch.com

Connecting to your Catch storage

From the Home screen of Quickoffice, press the + button. Select Catch from the list of available services, enter the e-mail address you used when you signed up for your Catch account along with your password in the account details screen, and press Save.

Connecting to Multiple Catch accounts

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

Changing your password

If the password for your Catch account has changed, you need to enter your new password. From the Home screen of Quickoffice, press the Edit button. Select the Catch account from the list in the Edit screen and in the account details screen, enter the new password and press Save.

Adding Egnyte Accounts

Not a Egnyte subscriber?
For more information on Egnyte, visit:
http://www.egnyte.com

Connecting to your Egnyte storage

From the Home screen of Quickoffice, press the + button. Select Egnyte from the list of available services, enter the domain, username and password for your Egnyte account along, and press Save.

Connecting to Multiple Egnyte accounts

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

Changing your password

If the password for your Egnyte account has changed, you need to enter your new password. From the Home screen of Quickoffice, press the Edit button. Select the Egnyte account from the list
in the Edit screen and in the account details screen, enter the new password and press **Save**.

### Downloading Files

**Downloading files for offline access**

You can download files from any of the supported remote storage services and save them locally to your iPad. Simply press and hold any file within a connected service and drag and release in the local iPad (“On iPad”) folder. This will not affect the file stored remotely, it but will download a copy to the iPad.

**Specifying a folder to save downloaded files**

When downloading files, you can choose a folder on your iPad where the downloaded files will be saved. Simply press and drag the file over the desired folder to download the file to that folder. If you are saving to a subfolder, hold the file above the parent folder until the subfolder appears.

**Viewing a locally saved file**

To view a locally saved file, simply select “**On iPad**” from the Home screen and navigate to the desired file.

### Organizing Files

**First Page Preview in File Manager**

Quickoffice® now allows you to preview the first page of a file to make finding the right file simple. Press the blue arrow icon next to a file to view the details. A first page preview, as well as the creation date, file size, updated on date and time, and file type will be displayed.

**Forward and Back Navigation in File Manager**

To simplify folder navigation, Quickoffice® has implemented forward and back buttons. These buttons work similar to the forward and back buttons on any internet browser. Pressing the back button will take you to the previous folder and pressing the forward button will take you deeper into the directory.
**Emailing, Moving, and Deleting Multiple Files**

Quickoffice® now allows you to manage multiple files at once. To select multiple files, first press and hold one of the files you wish to select. This will allow you to move the file around the screen. Simply tap once on each of the other files you wish to manipulate while continuing to press down on the first file. The other files will be added to the group.

Once you have all the desired files selected, drag them to the trash icon to delete them (you will be prompted to confirm the deletion), drag to the letter icon to e-mail, or drag to the desired directory to move the files. You can move multiple files from a remote directory to local storage and vice versa.

**Searching for Local and Remote Files**

The Quickoffice® file search feature allows you to search for files stored locally and on supported remote storage accounts. Begin typing your search query in the search box and Quickoffice® will display your recent searches. You can choose a recent search or press Search to start a new one. By default, all files, both remotely and locally stored, with a related filename will be displayed. Searches are not case sensitive.

To narrow a search, you can select local storage or remote account at the top of the screen. Only files from that repository will be displayed. When you locate the desired file, simply tap on the name to open it.

**Supported Searches**

At this time, searching is supported on local storage, as well as in Dropbox, Box, and Google Docs storage.
Creating new folder

You can create folders on your iPad to organize downloaded files. To create a new folder, simply navigate to the local storage (“On iPad”) or a Quickoffice® Connect service, press the button in the toolbar, enter the name of the new folder, and press Done.

Moving files between folders

To move a file, press and hold the desired file. The file can then be dragged to the desired folder. To move a file to a subfolder, hold the file above the parent folder until the subfolder appears.

If there is a file with the same name in the destination folder, a dialog will prompt you to stop or continue. Select Stop to cancel the operation or Replace to overwrite the file.

Renaming a file

From the file list view in a local or remote folder, press the icon to display the file details. Tap on the filename and a cursor will appear, allowing you to change the filename.

Note: You will not be able to change the file extension (i.e. from .DOCX to .DOC).

Deleting files and folders

To delete a file or folder, press and drag the selected item to the icon in the toolbar. A larger Delete icon will appear and releasing the file over this icon will open the Delete dialog. Select Delete to confirm deletion of the file or Cancel to avoid deleting the file.

Upload to Connect Services

Uploading a file to a remote storage location

You can upload files from your iPad to any of the available remote storage locations.

To upload files to any of the available remote storage locations, navigate to the folder where the file is saved in “On iPad”. Press and drag the file over the desired remote location. When you have reached the desired destination folder, release the file to copy it to the remote storage location.
If you are saving to a subfolder, hold the file above the parent folder until the subfolder appears.

**E-mail files**

**Supported File Types**

Quickoffice® allows you to e-mail files on remote storage without having to download them. You may e-mail files regardless of file type.

**How to E-mail a File**

Press and drag a file to the ⌘ icon in the toolbar. A larger ⌨ icon will appear. This launches the **Compose New Message** screen. Note that the file you selected is automatically attached to the message. Specify To, CC, BCC, Subject, and Body (as you would in the Mail application) and press **Send** to securely send the e-mail.

**Specifying From Address**

The first time you e-mail a file, you have to fill in the **From**: field with your e-mail address. You will only need to do this the first time you send an e-mail.
Quickword®

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 400 million mobile devices worldwide. Quickoffice® has brought its award-winning word processing application now to the iPad.

Supported File Formats:
At this time, DOC, DOCX & TXT files can be edited using Quickword.

Creating Documents
To create a new document, press the New File icon at the bottom of the screen from the file list view. To launch the Select Document Type dialog, choose either Document 97-2003 Format or Document 07-10 Format, based on the desired file extension.

Enter and format text as you would on your PC/Mac. Once you're finished, press Close at the top of the screen. You will be presented with options to save the newly created document.

When you save a document, the Save options are Don’t save – to cancel the save and close the document, reverting it to its prior state; Save As – to allow you to save the document as a new file with a new name; Save – to save the document over the existing file; and Cancel – to return you to the document where you may continue editing.
Smooth Page Scrolling
Single-touch navigation allows you to preview page thumbnails and jump to any page in a document. Press and hold any part of the right-hand edge of the document. This will cause the Smooth Page Scrolling slider to appear. Drag the slider up or down to preview other document pages and release when the desired page is displayed. This will jump to the selected page. Smooth Page Scrolling also displays page numbers.

Suggested Text
Quickoffice® now supports iOS standard suggested text. Simply start typing a word, and Quickoffice® will automatically detect mistakes and suggest corrections. Press the space key to continue with the suggested word or tap the X next to the suggested word to ignore the suggestion and move on.

Full External Keyboard Support
Quickoffice® now fully supports the use of an external keyboard, including the arrow keys. Use the arrow keys to move the cursor up, down, left, or right. Additionally, you can hold the shift key while using the arrow keys to select text.

When you have text selected, you can use keyboard shortcuts to cut, copy, or paste. Generally, these commands are control/command + X for cut, control/command + C for copy, and control/command + V for paste.

Text Selection
Double-tap to select a word or triple-tap to select a paragraph. You can adjust the selection by moving the grab points and placing them accurately.

Find / Find & Replace
Quickoffice® Pro now provides a way to find and replace text. To find text, tap the search icon in the upper right hand corner. A Find toolbar will appear at the bottom of your document. Type the search term in the text box labeled “Find” and tap the down arrow to find the next instance of the term or the up arrow to find the previous instance of the term.

If you wish to replace a term, tap the button marked Replace. A second text box labeled “Replace” will appear. The text entered into this box will replace the text in the first text box. You can tap Replace to replace one instance of the word or Replace All to replace all instances of the word.
Snap to Page Width

Quickoffice® provides a great way to view your documents. Use the two-finger touch zoom to adjust the page size. Quickword® will automatically snap to the width of the document for optimal viewing.
Native Cut/Copy/Paste
Quickword® allows you to use the iPad’s native Cut/Copy/Paste functionality to cut, copy and paste from Quickword® to another application and vice versa.
As soon as you select some text, the Cut/Copy/Paste dialog will appear.
When no text is selected, tap and hold to get the Select/Select All/Paste dialog.
Double tap to select a word.
Triple tap to select a paragraph.

NOTE: Quickword® retains all formatting when you Cut, Copy and Paste across Word, but text copied from one application to another will not retain formatting.

Formatting Text Using the Multi-Edit Toolbox

Quickoffice® provides many ways to format your document.
First, select the text you would like to format. Press the Format button (shown above) to open up the multi-edit toolbox. You will be able to format Font, Paragraphs, and Color from this menu. You may scroll through your document and make multiple formatting changes without opening and closing the multi-edit toolbox. When you have finished formatting your document, close the toolbox by pressing .

Font:
Make sure you first have selected the text you wish to format. Use the scroll wheel to select a font type and font size. You can also control Bold, Italics, and Underline by tapping the respective buttons.
Paragraph:
Make sure you first have selected the text you wish to format and press the Paragraph tab to open the paragraph formatting menu.

- **Alignment:** Press and drag the blue text that reads “Drag to horizontally align paragraph” to align text to the left, center, or right.

- **First Line Indention:** Press the button to decrease indentation of the first line in the paragraph. Press the button to increase the indentation of the first line in the paragraph.

- **Paragraph Indentation:** Press the button to decrease indentation of the entire paragraph. Press the button to increase indentation of the entire paragraph.

- **Bullets:** Press the button to add bullets to the selected text.

Color:
Make sure you first have selected the text you wish to format. Press the Color tab to open the color picker. To modify text color, select Font Color and choose the desired color. To modify the text background color, select Highlight Color and select the desired color.

Advanced Writing Features
Quickword® provides several advanced writing features to help with spelling and punctuation.

- If you have enabled **Auto-Correction**, Quickword® will provide choices as you type and automatically correct any typos.
- If you have enabled **Auto-Capitalization**, Quickword® will automatically capitalize the first character after typing a period.
- If you have the “.” **Shortcut** enabled, Quickword® will insert a period followed by a space when you double-tap the spacebar.
- If you have turned on **Enable Caps Lock**, you can double-tap the Shift key in Quickword® and the keyboard will be in Caps Lock mode.
- **Note:** To set these keyboard preferences, launch the Settings application and choose General > Keyboard.
Edit in Landscape
You can edit the document in landscape with a wider keyboard. Simply rotate the iPad and the application will automatically display in landscape.

Undo and Redo

Quickword® makes it easy to undo/redo your edits. Simply shake the device or press the button to access the Undo/Redo dialog. Up to 10 changes can be undone or redone at a time.

Auto-Restore

Quickword® is equipped with Auto-Restore Technology, which retains your document's edits between uses.

How it works

Quickword® saves your changes (to a temporary file) periodically so that you can press the Home button and switch to another application without worrying about losing your work.

Edit Text Files Too

Quickoffice® allows you to create & edit .TXT files. To create a new text file, press the icon at the bottom of the screen from the file list view and choose Text File to launch the word processor.

Password-Protected files

Quickoffice® has the ability to open password-protected files. When a password-protected file is opened, a dialog appears that allows you to enter the password. Once the password is entered correctly, Quickword® will open the file.
**Printing a Document**

Quickoffice® now allows you to print your documents via AirPrint. From within a document, tap on the icon. Select *Print* from the *Print Options* dialog. You will now be asked to choose which AirPrint-enabled printer you would like to use. Tapping *Printer* will automatically detect AirPrint printers.

You can also specify a range of pages to print. To print a range, tap *Range* from the *Printer Options* dialog. Use the first slider to specify the first page of the range and the second slider to specify the last page of the range. Tap *Printer Options* to return to the *Printer Options* dialog.

Finally, select the number of copies you wish to print from the *Printer Options* dialog. Press the + to increase the number of copies and tap the – to decrease the number of copies.

**Printing a Document to a PDF**

Quickoffice® now allows you to print a document to a PDF. To print a document to PDF, press the icon. Next, select *Save as PDF* from the *Print Options* dialog. You will be taken to the file manager and asked to specify a PDF filename. Enter the desired name of the PDF in the *Save As* field and tap *Done* when you are finished. A progress bar will show the progress of the save.
Overview

Quicksheet® includes an .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 400 million mobile devices. Quickoffice® has brought its award winning spreadsheet application now to the iPad.

Supported File Formats:

At this time, XLS & XLSX files can be edited using Quicksheet®.

Suggested Text

Quickoffice® now supports iOS standard suggested text. Simply start typing a word and Quickoffice® will automatically detect mistakes and suggest corrections. Press the space key to continue with the suggested word or tap the X next to the suggested word to ignore the suggestion and move on.

Full External Keyboard Support

Quickoffice® now fully supports the use of an external keyboard, including the arrow keys. Use the arrow keys to move the cell selection up, down, left, or right. Additionally, you can hold the shift key while using the arrow keys to select multiple cells. You can also navigate cells with the tab and return keys. Pressing the tab key will move the cell selector to the right. Return will move the selector down a cell, or to the cell below the originally selected one, if tab has been used prior.

When you have cells selected, you can use keyboard shortcuts to cut, copy, or paste. Generally, these commands are control/command + X for cut, control/command + C for copy, and control/command + V for paste.

Creating Spreadsheets

To create a new spreadsheet, launch Quickoffice® and select “On My iPad”. Then press the icon on the toolbar to launch the Select Document Type dialog. Choose either Spreadsheet 97-03 Format or Spreadsheet 07-10 Format, based on the desired file extension.
Enter data into the cells as you would on your PC/Mac. Once done, press the Close button on the navigation bar. You will be presented with options to save the newly created spreadsheet.

Manage Worksheets
A Spreadsheet can contain multiple worksheets. With Quickoffice® for iPad, you can select, add, delete, rename, and reorder worksheets easier than ever before.

- **Select:** To select a worksheet, simply tap the desired worksheet tab. If you have many worksheets, you may tap and drag to scroll left and right through the worksheets.

- **Add:** To add a worksheet, press the + symbol next to the last sheet.

- **Remove:** To remove a worksheet, press the X symbol next to the name of the worksheet you wish to delete. You will be asked to confirm deletion of the worksheet.

- **Rename:** To rename a worksheet, double tap the name of the worksheet you wish to rename. Enter the new worksheet name and press Done on the keyboard to accept changes.

- **Reorder:** To reorder worksheets, tap and hold a worksheet tab and then drag it to the desired location.

Multi-line Cells
- To enter multiple lines in a cell, simply press the return key on the keyboard while editing a cell.
- Tap, hold, and drag to scroll vertically in the formula bar to view multiple lines. This also works if you are performing Inline Editing directly in a cell.

Native Cut/Copy/Paste
Quicksheet® allows you to use the native iPad Cut/Copy/Paste functionality to cut, copy and paste from Quicksheet® to another application and vice versa.

Tap and hold a single cell to open the Cut/Copy/Paste dialog and select Copy or Cut.

Navigate to a cell where you want the contents pasted. Tap and hold the cell and select Paste.

To cut/copy a range of cells, tap the desired origin cell. Four blue grab points will appear. Press and drag the up, down, left, or right handles to select cells in the
respective direction. Releasing will bring up the cut, copy, and paste dialog.

You can also cut, copy or paste within a cell. Double tap a cell to bring up the selection dialog, double-tap again, move the grab points, then choose the desired option from the Cut/Copy/Paste dialog.

• Double-tap to select a word. Triple tap to select a paragraph.

**NOTE:** Quicksheet® retains all formatting when you cut, copy and paste across worksheets or workbooks. Copying text from one Quickoffice® application to another app will not retain formatting.

**Formula Builder**

The formula builder allows you to easily create formulas and provides help and an interface to minimize errors.

• View the function structure as a popup when building the formula.
• Specify references by simply tapping the appropriate cell(s).
**Built-in Functions**

Quickoffice® supports more than 125 built-in functions. To enter a function, press the button to launch the function selection screen.

On this screen, you can browse the list of supported functions sorted by category. If you press the next to a function, you will see the function structure and a description of the function. When you select the function you want to use, it will be inserted into the current cell. Once you've inserted a function into a cell, you will see the function structure display as a tooltip on your screen.

**Formatting Cells Using the Multi-Edit Toolbox**

Quickoffice® provides extensive capabilities to format cells. Select the cells you wish to format. Then, press the format icon ( ). This will allow you to access the Font, Alignment, Color, and Borders multi-edit toolbox by pressing the respective tab. You may scroll through your spreadsheet and make multiple formatting changes without opening and closing the toolbox. When you have finished formatting your spreadsheet, close the toolbox by pressing .

**Font**

Select Font to set font type and size for cell contents. Specified choices will be applied to the current cell or all cells in the selected range. Using the Font Formatting menu, you can specify Font, Font Size, Bold, or Italics.
Font Color
The Color tab allows you to change both the cell color and text color. Select a cell or range of cells and select font color and/or cell color. Select the color you wish to apply from the color swatch.

Cell Borders
When you select Borders, you can press the appropriate border icon to apply or remove cell borders. A preview of the cell borders will be displayed in the center of the dialog.

Note: You will not be able to specify border color or style at this time.

Align Text
Quicksheet® provides you with an easy way to change horizontal and vertical alignment for a cell or a range of cells. In the Alignment tab, press and drag the sample text to change horizontal and/or vertical alignment. The changes will be applied on the fly.
You can also set text wrapping for a cell or a range of cells in the alignment dialog.

The Default button restores the default horizontal alignment of a cell based on its Number Format (i.e. right alignment for numbers and left alignment for text).

**Clear Cell Contents & Formatting**

Tap on the formula bar to clear the cell contents.

- If you have made any changes to the cell, the first tap clears the edits and the second tap clears the cell contents.
- When you have selected multiple cells, including entire rows and columns, pressing clears the cell contents of all selected cells.

*New to version 2.2.0* Find / Find & Replace

Quickoffice® Pro now provides a way to find and replace text. To find text, tap the search icon in the upper right hand corner. A Find toolbar will appear at the bottom of your document. Type the search term in the text box labeled “Find” and tap the down arrow to find the next instance of the term or the up arrow to find the previous instance of the term.

If you wish to replace a term, tap the button marked Replace. A second text box labeled “Replace” will appear. The text entered into this box will replace the text in the first text box. You can tap Replace to replace one instance of the word or Replace All to replace all instances of the word.

**Inserting and Deleting Rows or Columns**

To insert or delete a row or column, press the button. This will open the insert/delete menu. Pressing Insert Columns Left or Right will insert a column to the left or right of the selected cells, respectively. Pressing Insert Rows Above or Below will insert a row above or below the selected cell, respectively.

To delete a row, first select a row or range of rows to be deleted. This will enable the Delete Rows button. Press the Delete Rows button to delete the selected rows. This action is the same for columns.
Resizing Rows or Columns

To resize a column, press and hold the dividing area between the column headers to switch to resizing mode. Then, slide your finger to increase or decrease the column width. Once you have reached the desired column width, lift your finger.

To resize a row, press and hold the dividing area between the row headers to switch to resizing mode. Then, slide your finger to increase or decrease the row height. Once you have reached the desired row height, lift your finger.

Selecting Rows or Columns

To select a column or a row, simply tap the column or row header. You can select multiple columns or rows by double-tapping on the header and dragging.

Selecting a Range of Cells

To select a range of cells, simply tap on a cell. When a cell is selected, handles will appear on the selection outline, which make it easy to adjust the selection horizontally or vertically.

Undo and Redo

Quicksheet® makes it easy to undo/redo your edits. Simply shake the device or press the button to access the Undo/Redo dialog. Up to 10 changes can be undone or redone at a time.

Improved Readability

Now you can easily read large amounts of text. As long as adjacent cells are empty, a cell’s contents will overflow into them.

Saving a Spreadsheet

Quickoffice® automatically saves your changes to a temporary file as you make edits. To save the changes, press Close and you will be presented with options to save or discard the changes. Press Save to save the changes to the file, Save As to save the changes to a new file, or Don’t Save to discard all changes made to the file.
Choose Cancel to return to your spreadsheet and continue editing without saving.

**Number Formatting**

Quicksheet® provides many ways to format numbers in spreadsheets. To format numbers, first select the cells you wish to format. Tap on the button to open the number formatting dialog. Tap one of the categories to select the default formatting for that category or tap to make more specific changes to formatting.

**Printing a Spreadsheet**

Quickoffice® now allows you to print your spreadsheets via AirPrint. From within a spreadsheet, tap on the icon. Select Print from the Print Options dialog. You will now be asked to choose which AirPrint-enabled printer you would like to use. Tapping Printer will automatically detect AirPrint printers.

Finally, select the number of copies you wish to print from the Printer Options dialog. Press the + to increase the number of copies and tap the – to decrease the number of copies.

**Printing a Spreadsheet to a PDF**

Quickoffice® now allows you to print a spreadsheet to a PDF. To print a spreadsheet to PDF, press the icon. Next, select Save as PDF from the Print Options dialog. You will be taken to the file manager and asked to specify a PDF filename. Enter the desired name of the PDF in the Save As field and tap Done when you are finished. A progress bar will show the progress of the save.

**Freeze Panes**

Quickoffice® now allows you to view and create freeze panes inside your spreadsheets. To freeze panes, tap in the desired cell and press the icon. To remove the frozen pane at any time, tap on the icon.
Merged Cells

Quickoffice® now allows you to view, create, and edit merged cells inside your spreadsheets. To merge cells together select the desired cells toggle the merge switch to the on position. To split a merged cell, select the cell, and toggle the switch to the off position.

Quickpoint®

Overview

Quickoffice® includes a .PPT- compatible viewer and editor and .PPTX-compatible viewer. You can easily create new presentations and edit presentations 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 400 million mobile devices worldwide. Quickoffice® has brought its award-winning PowerPoint processing application now to the iPad.

Supported File Formats:

Note: At this time, PowerPoint editing support is only available for PPT files, however, Quickoffice® does currently support the viewing and presenting of PPTX files.

Rearranging Single and Multiple Slides

To rearrange slides, tap and hold the desired slide in the slide filmstrip on the left side of the screen. Drag the slide to the desired location on the filmstrip and release. By moving the slide to the gap between two slides, you will place the slide between those slides.

Multiple slide selection is also available. Tap and drag the first slide you wish to move. Once the first slide is hovering, tap the subsequent slides you wish to reorder while continuing to hold the first. Please note that the slides will be arranged in the order they are selected. Finally, drag the files to the location in the filmstrip where you wish to place them and release.
Adding and Deleting Slides

To add a slide, simply tap the icon at the bottom of the filmstrip. A new slide will be added after the currently selected slide.

To delete a slide, simply select the slide you wish to delete from the filmstrip and tap the X icon next to the slide preview. You will be prompted to confirm whether to delete the slide or cancel.

At this time, Quickoffice® does not support the cutting, copying, or pasting of slides.

Inserting Shapes and Text Boxes

To insert an auto-shape, tap the insert icon at the top right of the screen. This will bring up the insert image/shape toolbox. Shapes will be selected by default. Tap on any one of the auto-shapes to insert it at the center of the slide. Alternatively, you may tap and drag any of the shapes to place them in a specific location on the slide.

You may also tap on the T in the auto-shapes menu to add a text box. Tapping this icon will place a text box at the center of the slide, while tapping and dragging will place it at a specific location on the slide.

Inserting Images

To insert an image, tap the insert icon at the top right of the page. This will bring up the insert image/shape toolbox. Tap on Images to bring up the insert image menu. From this menu, select whether you want to insert images from My Photos (images stored on the iPad camera roll) or from On iPad (images stored in the Quickoffice® directory). Please note that you will not be able to insert images directly from remote storage locations (such as Dropbox) at this time.

Navigate to the folder where the desired image is stored. A small preview will be shown and you can then tap on the image you wish to insert.

Resizing and Rotating Shapes, Images, and Text Boxes

Quickoffice® allows you to resize shapes and images vertically, horizontally, and diagonally. To resize a shape, image, or text box, first tap on the shape you wish to resize. You will then see 8 blue grab points much like Microsoft PowerPoint: 2 for
horizontal, 2 for vertical, and 4 for diagonal reshaping. Tap and drag the horizontal or vertical grab points to stretch the shape up, down, left, or right.

Tap and drag one of the corner grab points to resize the object diagonally. Resizing diagonally will preserve the object’s aspect ratio, meaning the object will be scaled evenly. If you wish to make the object wider or taller, please use the horizontal or vertical grab points.

To rotate a shape, image, or text box, simply tap and drag the green grab point, rotate into the desired position, and release.

Moving Shapes, Image, and Text Boxes

To move a shape, image, or text box, tap and hold the object for about a second, then drag it to the desired location. The object will be moved to the place where you release your finger.

Deleting Shapes, Images, and Text Boxes

To delete an object, tap once to bring up the object’s grab points. Tap once more to bring up the delete context button. **Note:** Do not double tap on an object when trying to delete an object. You should pause approximately 1 second between taps. At this time, you can only cut, copy, and paste text.

Formatting Text Using the Multi-Edit Toolbox

Quickoffice® provides many ways to format text with the multi-edit toolbox. To format text, first select the text you would like to format by tapping on the text box or an auto-shape containing text. Press the **Format** button (shown above) to open the multi-edit toolbox. You will be able to format Font, Paragraphs, and Color from this menu. You may scroll through your document and make multiple formatting changes without opening and closing the toolbox. When you have finished formatting your document, close the toolbox by pressing 

**Font:**

Make sure you first have selected the text you wish to format. If you wish to format all text within a text box or shape, tap on the object, itself. If you only wish to format part of the text, double tap on the object and select the text you wish to format. Use the scroll wheel to select a font type and font size. You can also control bold, italics, and underline by tapping the respective buttons.
Paragraph:

Make sure you first have selected the text you wish to format and press the **Paragraph** tab to open the paragraph formatting menu.

- **Alignment**: Press and drag the blue text that reads “Drag to align” to align text to the left, center, or right.

- **First Line Indentation**: Press the button to decrease indentation of the first line in the paragraph.

- Press the button to increase the indentation of the first line in the paragraph.

- **Paragraph Indentation**: Press the button to decrease indentation of the entire paragraph.

- Press the button to increase indentation of the entire paragraph.

- **Bullets**: Press the button to add bullets to the selected text.

Color:

Make sure you first have selected the text or shape you wish to format. Press the **Color** tab to open the color picker. To modify text color, select **Font Color** and choose the desired color. To modify the shape or text box fill color, select **Fill Color** and select the desired color. Select **No Color** to remove the fill from the shape or text box.

Arrangement:

Arrangement is used to bring objects either forwards or backwards. To modify the arrangement of an object, tap once on the object you wish to arrange. Next, tap the **Format** button and tap on the **Properties** tab. This will bring up the arrangement slider. Slide to the right to bring the object forward or slide to the left to bring the object backwards. Alternatively, you can tap the button to bring the object one level forward or the button to bring the object one level backwards. Your object will visibly move forward and back as you move the slider.

**Undo and Redo**
Quickpoint® makes it easy to undo or redo your edits. Simply shake the device or press the undo button to access the Undo/Redo dialog. Up to 10 changes can be undone or redone at a time.

**Zoom and Snap to Width**

Quickpoint® supports zooming in and out with the iOS-supported pinch zoom gesture. At zoom levels between 80% and 120%, Quickpoint® will snap the slide to fit the slide width on the screen for optimized viewing.

**Slideshow Mode on the iPad Screen**

Quickoffice® provides two ways to present your slides: on device and through an external monitor or projector. Slideshow mode on the iPad is perfect for presenting to a small group of people or when an external monitor or projector is unavailable. Tap the icon to start the slide show. If your iPad is connected to an external monitor or projector you will be prompted to choose Main Screen or External Monitor. Select **Main Screen** to present on the iPad. Your slideshow will now show in full screen.

To transition to the next slide, tap once on the screen. Alternatively, you can move to the next slide by tapping and dragging the current slide to the left or to the previous slide by tapping and dragging the current slide to the left. At this time, Quickpoint® does not support animations.

To **end** a slideshow and return to edit mode, double tap anywhere on the slide.

**Slideshow Mode on an External Monitor or Projector**

Quickoffice® provides two ways to present your slides: on device and through an external monitor or projector. Slideshow mode on an external monitor or projector is perfect for sharing your ideas with a large group.

First, connect your iPad VGA adapter to the device. An example of this adapter is shown to the right. Tap the icon and select **External Monitor** to present on an external device. Your slideshow will now show in full screen.

A video out toolbar will appear. From this toolbar you can move forward and back, toggle the filmstrip view on and off, and end the slideshow. This toolbar is shown only on the device and will not be visible on the external display. To move forward or back, simply tap the right or left arrow buttons.
Pressing the button will toggle the filmstrip on and off. The filmstrip provides slide thumbnails that allow you to jump to a different slide, regardless of where it is in the presentation. The filmstrip will not be visible on the external display.

To end a slideshow, simply double tap anywhere on the slide or press the button.

**Virtual Laser Pointer**

An exciting new feature to Quickoffice® is the virtual laser pointer. The virtual laser pointer allows you to highlight the most important parts of your presentation without ever turning your back to your audience.

To use the virtual laser pointer, enter **slideshow mode**. For instructions on entering slideshow mode, see the section above titled “Slideshow Mode on the iPad Screen” or “Slideshow Mode on an External Monitor or Projector”. Once you are in slideshow mode, tap and hold any part of the slide. The virtual laser pointer will appear above your finger so that you can see what you are highlighting. When you release, the virtual laser pointer will disappear.

**Printing a Presentation**

Quickoffice® now allows you to print your presentations via AirPrint. From within a document, tap on the icon. Select **Print** from the **Print Options** dialog. You will now be asked to choose which AirPrint-enabled printer you would like to use. Tapping **Printer** will automatically detect AirPrint printers.

Finally, select the number of copies you wish to print from the **Printer Options** dialog. Press the + to increase the number of copies and tap the – to decrease the number of copies.

**Printing a Presentation to a PDF**

Quickoffice® now allows you to print a presentation to a PDF. To print a presentation to PDF, press the icon. Next, select **Save as PDF** from the **Print Options** dialog. You will be taken to the file manager and asked to specify a PDF filename. Enter the desired name of the PDF in the **Save As** field and tap **Done** when you are finished. A progress bar will show the progress of the save.
Additional Information

- For more information on Quickoffice® products, please visit [http://www.Quickoffice.com](http://www.Quickoffice.com).
- For assistance with an application, please visit [http://support.Quickoffice.com](http://support.Quickoffice.com).
- If you have a feature request, please visit [http://quickoffice.ideascale.com](http://quickoffice.ideascale.com).

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