



# SmartOffice User Guide

Editor's Note: This User Guide is based on iOS version for tablet, but the features and functionality are essentially the same across device types and operating systems.

SmartOffice is the mobile document productivity suite that puts the power to work at your fingertips. Designed as an app for both smartphones and tablets, it offers a File Viewer, adding editing and touch-gesture user interface that help you be more productive.

With SmartOffice you can easily view, edit, create, print, present and share Microsoft Office quality documents via your mobile device. You can view email attachments, files stored on your mobile device, files stored on any of your cloud storage accounts (Dropbox, Box, Google Drive), or files stored on an external SD card if your device supports it.

We offer the truest, most accurate representation of Microsoft Office documents available on a mobile app. Our small file size and screen display that adapts to fit your smartphone or tablet makes SmartOffice the perfect match for today's on-the-go world.

Should you have any SmartOffice product questions or bugs to report, contact us at [sosupport@artifex.com](mailto:sosupport@artifex.com).

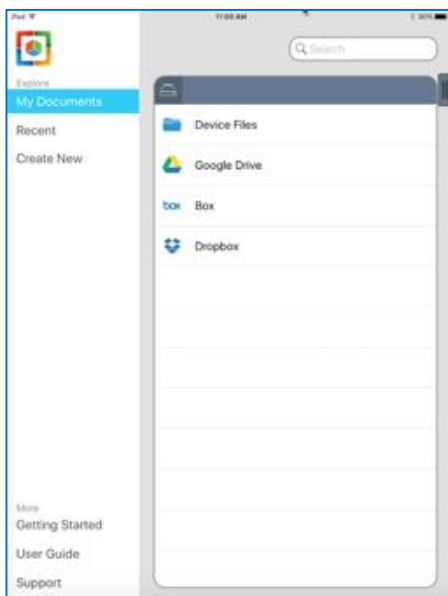
This user guide is organized into the following chapters:

- Exploring Files
- Operating Basics
- Format Overviews – Word, PowerPoint, Excel and PDF
- Printing
- Other Information

## Exploring Files

You can run SmartOffice from your device home screen and choose a document to open from those stored on the device or from a selected cloud storage service.

### Visual Explorer



After opening SmartOffice you will see the home screen in the Visual Explorer. This is your starting point for working with SmartOffice (see screenshot image to the left).

#### Left Nav Menu

There are several options available for you in the left navigation bar.

**My Documents:** Shows your Device Files folder (which stores documents directly on your device) and your choice of cloud storage services.

**Recent** - stores documents you have used before, regardless of where they were stored.

**Create New** - allows you to choose a pre-set template or a blank template to create your document.

**Getting Started** opens up the quick start guide (a PowerPoint, high level overview of various features) directly in SmartOffice for your ease of reference.

**User Guide** opens this reference document directly on your device within your copy of SmartOffice.

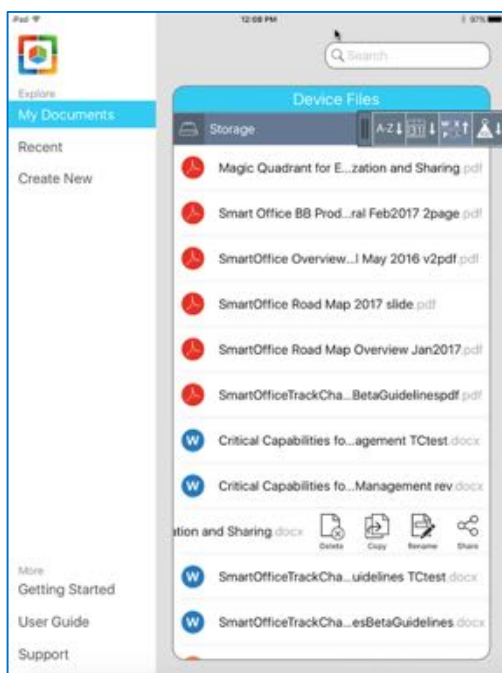
**Support** links you to the SmartOffice forum where you can search for answers to questions you may have.

## Cloud Services

SmartOffice lets you work with your documents, wherever they are. You can log in to **Dropbox**, **Box**, or **Google Drive** to open, edit, print, share and save files, or hold them locally on your device's memory card. You can reach the cloud services through the Visual Explorer.

Further direction on how to access and use Visual Explorer screens follows.

## Open Existing Documents

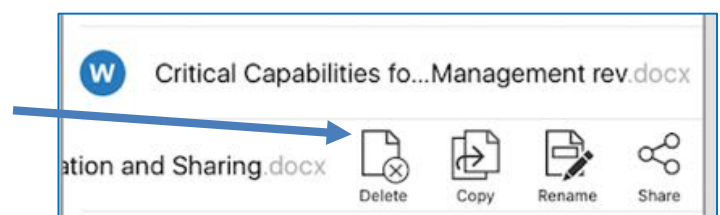


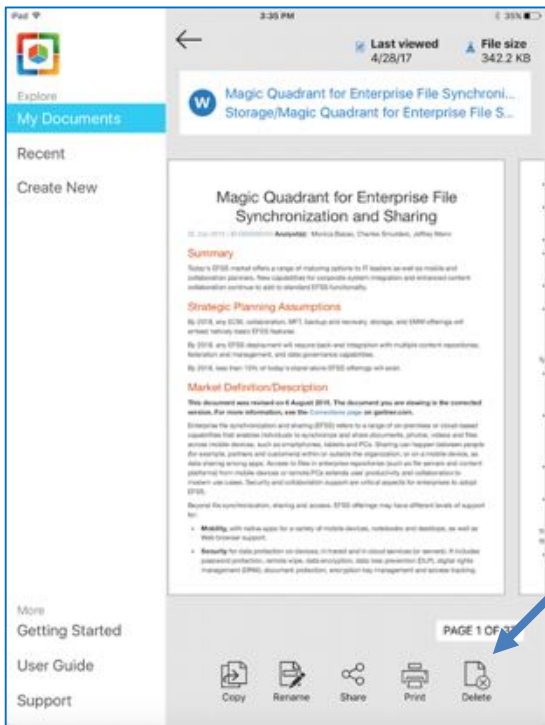
Clicking on **Device Files** on the home page will open your document folder and present any documents you may have stored on your device. Tapping the dark grey tab icon on the upper right side of your storage screen opens a menu that allows you to select your preferred method of organizing your documents. You can arrange documents in a manner that best suits your preference: by alphabetical order, date, format type or file.



To open a document all you need do is select the document and you will be taken to a view we call Document Information View, or Preview Screen. From that view you simply tap the document in the middle of the screen to open the document and you are on your way (more information on this may be found below).

**Additional File Management** - You can also delete, copy, rename or share files on your device directly from Visual Explorer. Dragging the desired file to the left will reveal a menu, from which you may choose your desired action (Delete, Copy, Rename, Share).





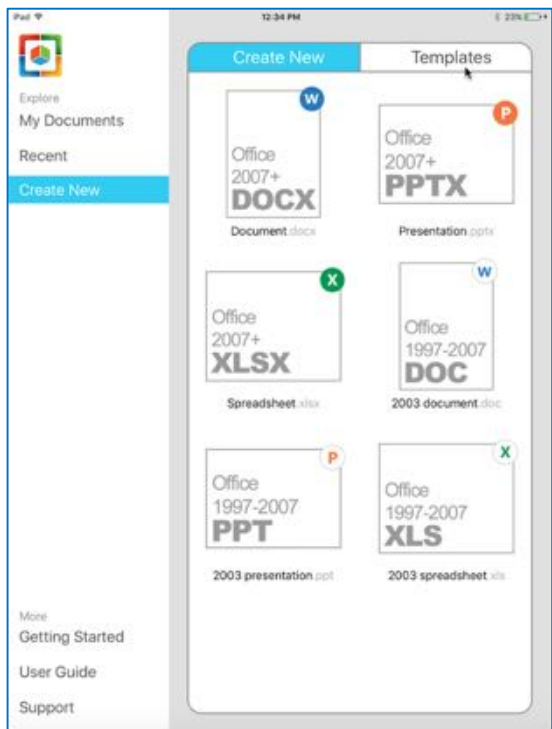
## Document Information View/Preview Screen

Selecting a document opens the Document Information View where you will see a Preview Screen. This screen allows you to do a quick scan to confirm that you have selected the document you want (for multi-page documents you can do a horizontal scroll by swiping the visible page).

The buttons along the bottom of the Preview Screen also allow you to copy, rename, share, print or delete this document directly from this screen without fully opening the file. A simple tap on the document in the center of the screen opens it for full view and features.

## Create a New Document

SmartOffice enables you to create new documents on your mobile device. After selecting “Create New,” you have two options:



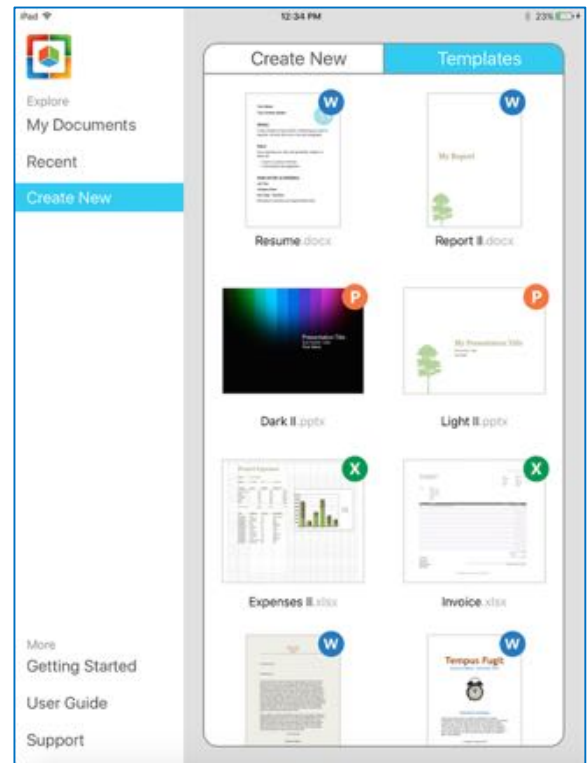
**Use a blank template** – By selecting the left tab, “Create New,” you can create a document from a blank slate. SmartOffice supports a wide range of document formats, including .doc, .docx, .ppt, .pptx, .xls and .xlsx.

Blank templates are accessed by selecting the left navigation tab (Create New) at the top of your screen.

## Create a New Document (cont'd)

**Use a pre-existing template** – SmartOffice also comes with a variety of pre-set templates to help you quickly create the document you need.

You can access pre-set templates by selecting the right navigation tab (Templates) at the top of your device screen.



## Operating Basics - The Power of Touch

You can work with the document on screen by touching it with your finger. The gestures are:

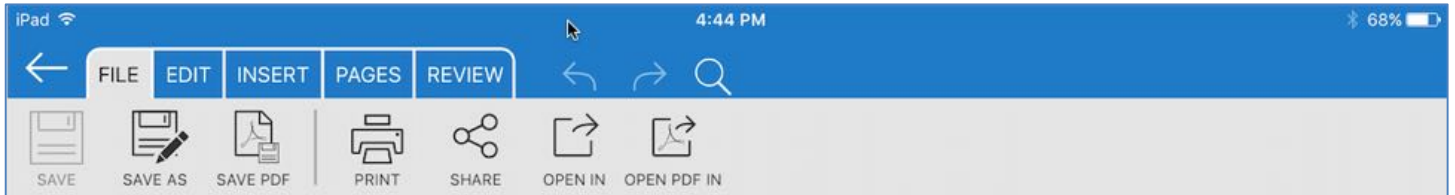
<b>Gesture</b>	<b>Usual meaning</b>
Drag	Pan (scroll) around page, or adjust caret position.
Pinch (two fingers)	Zoom in or out
Single tap	Place insertion caret
Double tap	Select word
Press Hold	Temporarily zooms in allowing more accurate caret placement

You can zoom in or out with a two-finger "pinch" gesture, to make the content as big or as small as you like. With large text you may wish to use "reflow," which reformats the text to fit your screen width. You can zoom out to make a page of the document smaller than your screen; you can fit several pages on your screen, and still edit your selected page.

You can pan (scroll) through the pages of the document by dragging your finger up the screen. You can also open up a thumbnail view of all pages of a document by opening the Pages tab in Word or the Slides tab in PowerPoint documents. Spreadsheets have tabs for each sheet in the workbook file.

## Understanding the Screen - Top Bar Navigation

Our latest version of SmartOffice has been redesigned to more closely align with a desktop user interface to make it more familiar and easier for users to find the features they wish to utilize. The image below of our Word document design demonstrates this new, enhanced design.



The top of the screen shows tabs for major feature groupings (File, Edit, etc.). Each Office document format has some tabs, features and functions unique for that format type, but File and Edit are largely consistent across Word, PowerPoint and Excel. When you open a document, it will open to the File tab by default.

SmartOffice provides Back, Undo, Redo and Search (discussed in detail below) functions at this top level.



**Back:** If you wish to view a different document, or exit from the application, please tap this icon. This returns you to the Visual Explorer where you can select a different document for review.

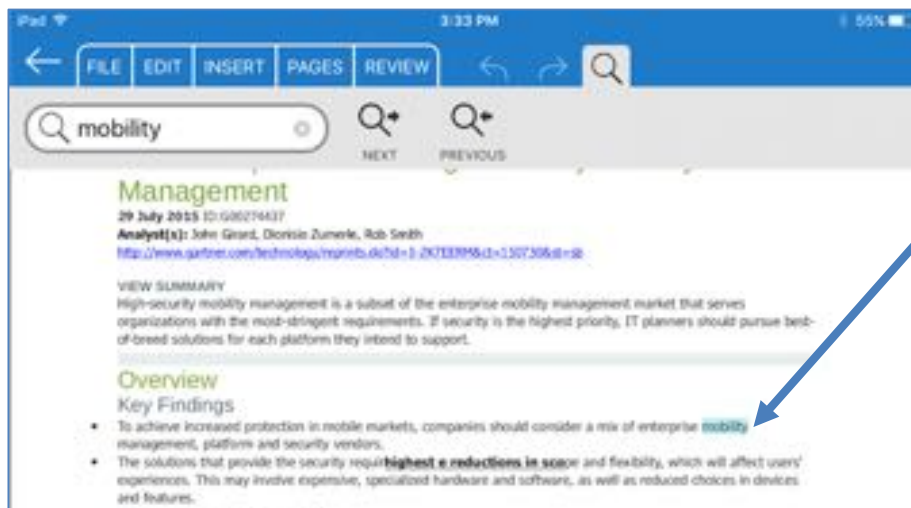


**Undo:** Tapping this button undoes one set of changes made to a document during a single editing session.



**Redo:** Tap this icon should you wish to redo a set of changes that you may have undone during a single editing session.

**Search:** SmartOffice allows you to search your document for a word or a short text string. The Search feature is opened by clicking on the magnifying glass icon in the top menu. Type in your search term or phrase.



The application will search starting with the area currently on screen, and will highlight the search word or phrase when found (see below where the search term is highlighted in light, bright blue). You can then choose to edit it or move on to the next or previous matches via the arrow keys.

The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

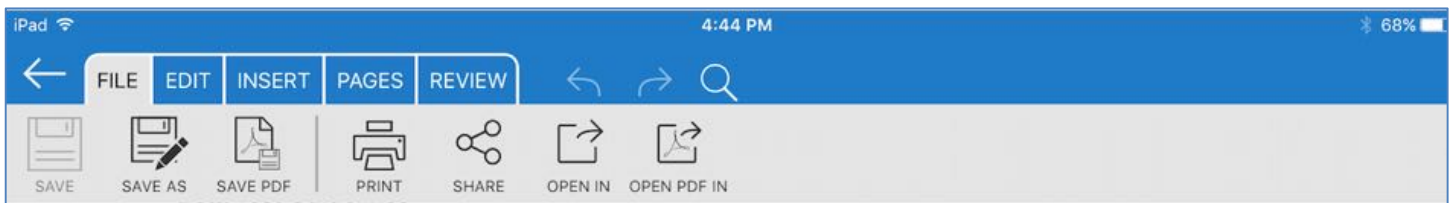
**NOTE:** This user guide will show the navigation and features primarily in landscape mode on a tablet. When the full navigation does not fit within the screen, SmartOffice enables scrolling to reach the additional features. When viewing SmartOffice on a smaller screen handset (such as smartphones), the software automatically adjusts to the screen size and navigation shifts to the commonly used “hamburger” menu frequently deployed by current mobile applications.

Let’s review the key navigation and most common features for each document type in turn.

## Word

Below is a screen shot of the top menu for Word documents along with highlights of key features and functions.

### FILE



**Save:** Allows you to save documents on your device as you are editing. Remember – save early, save often, save multiple copies and periodically back up your documents off your device!



**Save As:** This function allows you to save your document in the format in which it was originally created (Word, PowerPoint, or Excel). A window will open and you can name the document, then save to your device. The document will then be accessible via Visual Explorer. You may also save to an external storage location, e.g., cloud storage, using Save As.



**Save PDF:** In addition to saving in native Office format you can convert and save a document in PDF format. A window will open and you can name the document, then save to your device as a PDF. The document will then be accessible via Visual Explorer.



**Print:** Opens the Printer window (see section on Printing below) where you can select and print wirelessly to thousands of supported printers.



**Share:** This feature enables several actions. You can send a copy of your document via email to others; share the document to your selected cloud storage option (Box, Dropbox, Google Drive or iCloud); or send to another application you may have on your device for viewing the document.



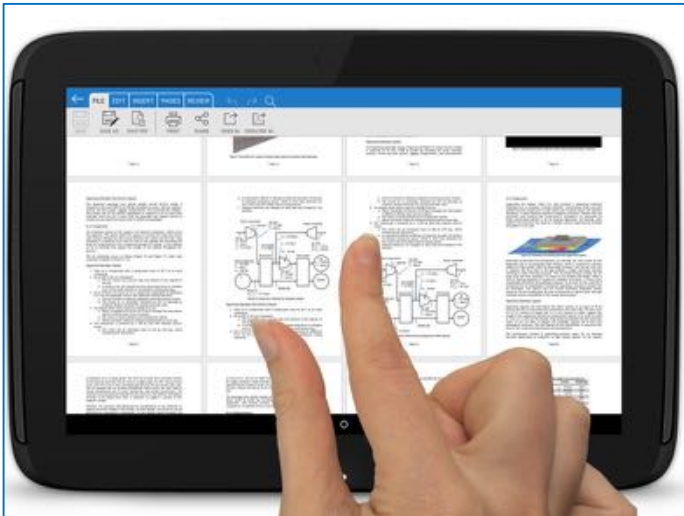
**Open In:** This feature allows you to view a file in apps on your device that explicitly support the selected document’s format, and may allow you to display and edit it within that app.



**Open PDF In:** This feature allows you to view a PDF file in other apps on your device that explicitly support PDF documents.

## VIEWING DOCUMENTS

SmartOffice offers two additional features that enhance your document viewing experience.



### Multiple Page Viewing

SmartOffice's Zoom to N-UP feature allows you to easily display multiple pages on your screen for quick navigation in longer documents. A simple pinch in gesture on your open document dynamically displays multiple pages on your screen. To return to a single page view, select a page and pinch out.

This function also applies to PowerPoint and PDF documents.

### Pan and Zoom

SmartOffice provides full support for multi-touch gestures. Zoom in for a close-up look at the details, or pan to different locations in the document. Our rendering technology retains a sharp focus even with extreme close up viewing.

This function also applies to PowerPoint and PDF documents.



## EDITING DOCUMENTS

SmartOffice not only allows viewing and creation of documents, it allows you to edit as well. These basic techniques apply to both Word and PowerPoint documents.

### Insertion Caret

In Word and PowerPoint documents, a red insertion caret can be placed by tapping your finger in the document, allowing you to type new text.



If the caret does not appear quite where you expected it, press and hold your finger on the caret. The screen will zoom to help you drag it to the position you wish. Or, move it slightly by tapping nearby.

## Selecting Content

To change or edit text content within the document, first double tap a word in the location you wish to edit. Blue "selection handles" will appear highlighting which word has been selected. Spreadsheet cells, paragraphs of text in slide shows and images in Word documents can also be selected.

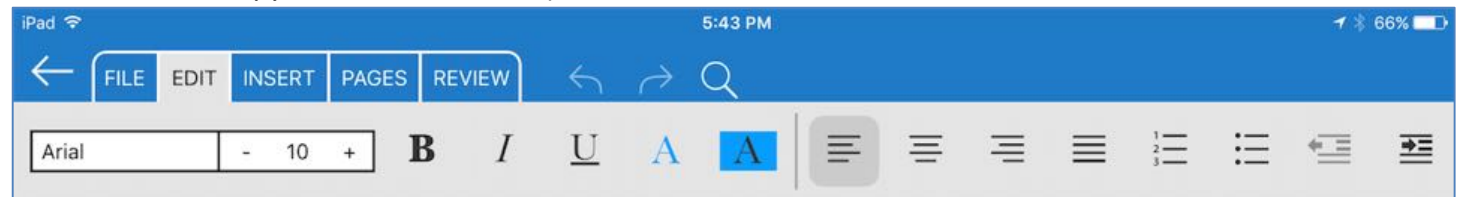


You can adjust the amount of text selected by dragging the selection handles around with your finger.

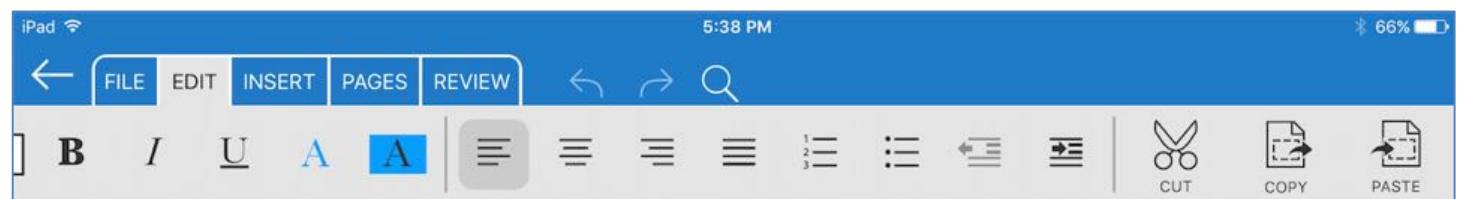
To make edits, open the Edit menu in the top nav bar and proceed with your formatting or editing changes.

To clear a selection tap once somewhere else in the document (outside the current selection) to cancel the selection.

SmartOffice menus adapt to the size of the screen. If the full menu is broader than the screen width, the menu ribbon can be dragged to the left and right to reveal the additional editing features (in the case below, swiping reveals the Cut, Copy and Paste functions).



Drag to the left to reveal Cut, Copy and Paste functions in menu (see right side of image below).



**Font Style/Size** – You can easily edit font type and size in SmartOffice. First, select the text within the document that you wish to edit. Then tap on the font selection mechanism in the Edit menu bar. This will open a scrolling window (see image to the right) that will allow you to edit the font style as well as font size.





## Formatting/Editing –



**Bold:** Tap this to embolden the font used for the selected text, or tap again to return to normal weight.



**Italic:** Tap to switch italic on or off for the selected text.



**Underlined:** Tap to switch underlining on or off for the selected text



**Text color:** This will open a menu containing a choice of colors for your selected text.



**Background color:** This will allow you to change the color of the page behind the selected text.

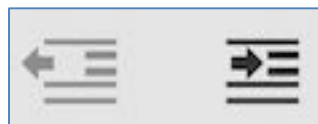
## Other Formatting/Editing Tools



**Paragraph alignment:** Align your paragraph left, right, centered or fully justified. This applies to whole paragraphs, not just selected words.



**List formatting:** Choose your bullet point style - numbered lists or bulleted lists. This applies to whole paragraphs, not just selected words.



**Indent:** You can indent a text or a list item paragraph more or less deeply, using the two indent icons.



**Cut, Copy and Paste:** These icons manipulate the selected text within a document using these familiar menu icons.

- **Cut** will delete the selected text from the document, and move it to the scrap book. You can paste it back into the document at another location. After cutting, the insertion caret is set in the same place in case you wish to paste or type new text in the same location.

- **Copy** duplicates the selected text on the scrap book, to be pasted later. Text will also be copied to the system clipboard for use in other applications.

- **Paste** inserts the text from the scrap book, or system clipboard (whichever is more recent), into the document, replacing the selection.

If you are not satisfied with your changes, most can be undone using the "Undo" icon on the topmost menu. After you have edited your document, please remember to save it using the "Save" button in the File menu tab.

**NOTE:** Frequently used editing functions – Bold, Italics, Underline, Cut, Copy and Paste – can also be accessed directly on the SmartOffice keyboard. When text in the document is selected, these icons will appear on the upper left and right hand side of the keyboard (see screenshot below), making for handy access while working on text content.



## INSERT



You can **add images** from your device camera or gallery (film roll). This feature is available in versions of Word or PowerPoint documents for MS Office 2007 forward (file extensions ending in .docx or .pptx). To add images, select some text to place the caret, then choose 'Image' from the Insert menu. This will open your device image/photo storage gallery from which you can select an image to place in your document.

## PAGES

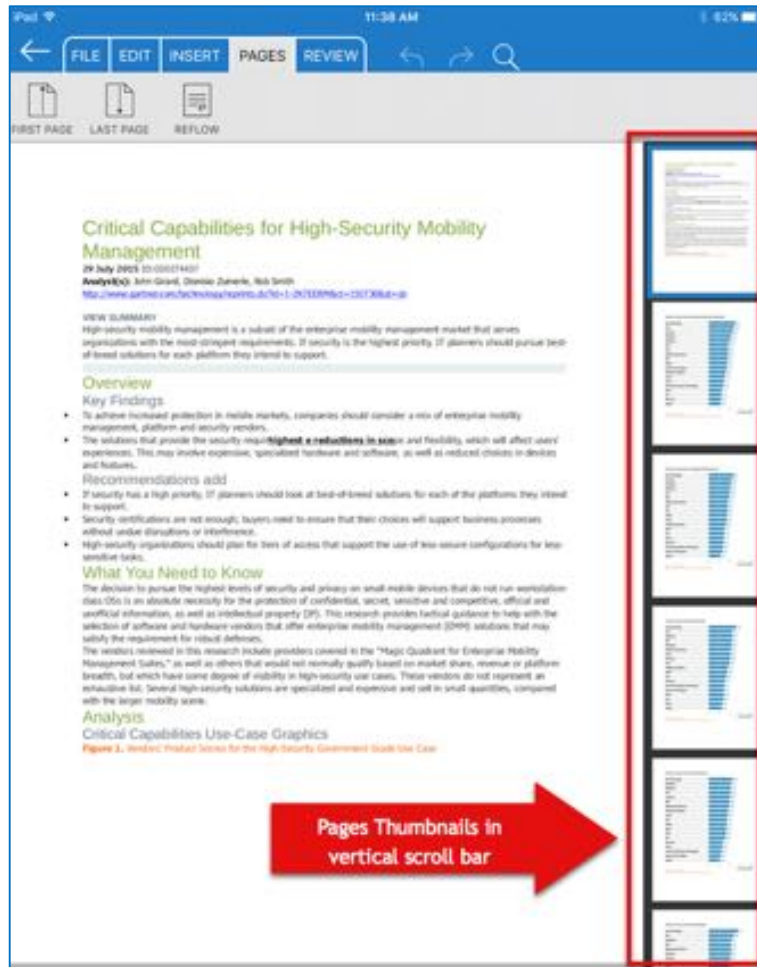
Opening the Pages menu in a Word document activates several useful features.



**Thumbnails:** Tapping the Pages tab automatically opens up a thumbnail view of each page in your document arranged in a vertical scroll bar (see image below). Scrolling up or down allows you to quickly scan your document and select any page to view in full page mode (particularly handy for lengthy documents).

**First Page/Last Page:** These buttons do exactly what they say; tapping them takes you immediately to the first or last page of your document

**Reflow:** Normally, pages are laid out as they would be printed. To make lines of text fit across the width of the screen, you can choose to "reflow" them. Font sizes are scaled to be readable, images are scaled to be no bigger than the screen, and objects such as tables are laid out vertically rather than horizontally. This is only available for Word and plain text documents.

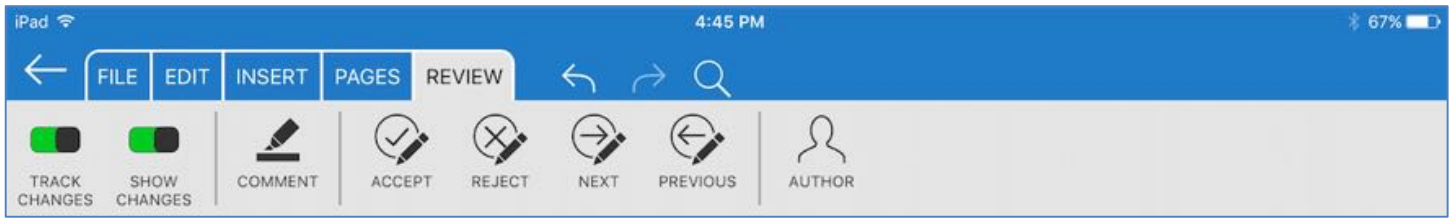


Word document thumbnails in Pages tab view.

## REVIEW

Tap the Review tab to reveal the **Track Changes** feature buttons in SmartOffice. This feature provides the key functionality a mobile user will need to “mark-up” a Word document and enables teams to effectively collaborate by exchanging edits and comments on a single shared document

**This feature is only available for “.docx” file types;** it will not work with “.doc” file types.



Specific features are as follows:

**Track Changes:** Track Changes is a toggle switch. It can be turned on (green) or off (red).

**Show Changes:** Show Changes is a toggle switch. It can be turned on (green) or off (red). When Track Changes is turned on for the first time, Show Changes is also turned on. This allows a viewer to see changes that have been made in a document.

**Comments:** Comments may be inserted anywhere in the body of the document.

**Accept:** Will convert the currently highlighted tracked change to final text.

**Reject:** Will revert the currently highlighted tracked change to the original text.

**Previous:** The Previous button will highlight the previous tracked change in the document, prior to the active insertion point.

**Next:** The Next button will highlight the next tracked change in the document, after the active insertion point.

**Author:** The first time you enable track changes within SmartOffice, click the Author icon to define your user ID. This ID will be associated with any changes you make. This is especially important if you are going to share your document with other people or with yourself on other devices. Once the user ID is set SmartOffice will retain that setting for all future documents where track changes is enabled. You may change your user ID anytime by clicking the Author icon.

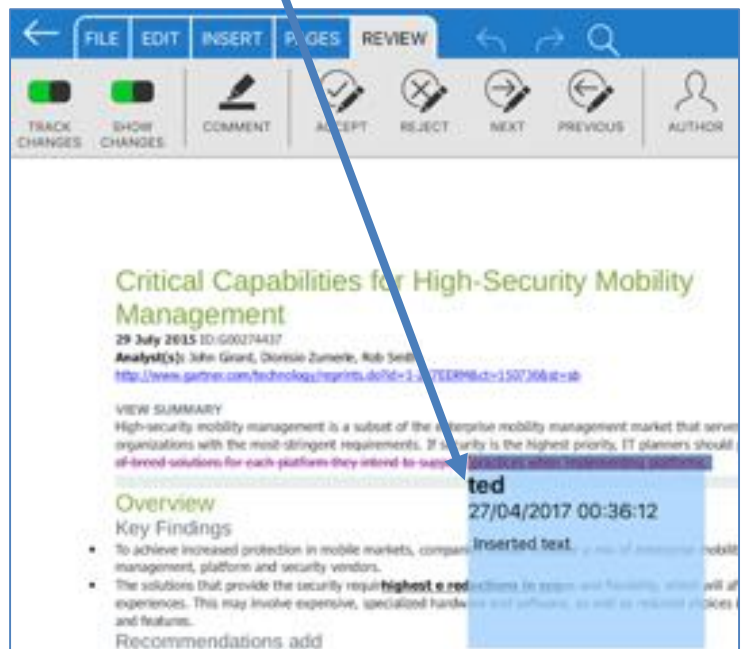
When making edits while Track Changes is toggled on, use standard SmartOffice techniques. Tracked changes are identified by a change in appearance (as detailed below).

- **To add text**, place the caret and type the new text. Inserted text will show in colored, underlined font. (This color will be different for each collaborator.)
- **To format text**, double tap a word to highlight, use the handles (blue dots) to highlight additional text if desired, then tap the format icon to select the formatting changes to apply. Formatted text will not have a special appearance, but a summary or annotation box will appear in the upper left corner of the device display when the object is selected.
- **To delete text**, double tap a word to highlight, use the handles (blue dots) to highlight additional text if desired, then tap the cut/paste icon, then chose “delete.” Similarly, chose “cut” if you intend to move a text block to another location, then place the caret in the new location, tap the cut/paste icon, then tap “paste.” Deleted text will appear in colored, strike-through font.

- **To insert an image**, place the caret, then tap the add icon, then choose “image” to use a photo in the device gallery, or choose “photo” to use the device camera to take a new picture. An inserted image will have a bold, colored border.
- **To delete an image**, double tap the image to select (make sure the blue handles appear at the corners of the image), then tap the cut/paste icon, then tap “delete”. Similarly, chose “cut” if you intend to move an image to another location, then place the caret in the new location, tap the cut/paste icon, then tap “paste”. A deleted image will have a bold, colored border, and the summary box will show “Deleted” when the object is selected.
- **To add a Comment**, place the caret, then tap the Comment icon in the menu. This will open the Comment bubble text box and keyboard. Type in your comment; when you have finished, tap the screen outside the text box. You will see a Comment bubble in the location where you have placed your comments.
- **To view Comments**, tap on a comment bubble; this opens a text box detailing the comment author, date & time details, as well as the comment itself.

With each edit, an **annotation or summary box** will be created to record the pertinent details about the change: user id, date and time stamp, type of change. This box can be revealed at a later time by placing the caret in each changed block of text or selecting an object that has been inserted or deleted. For text blocks, the changed text will be highlighted. For objects, the selected object will be outlined with a bold, colored border.

Once changes have been made and tracked, the navigation buttons in the menu (**Next, Previous**) are activated. Use these buttons to move through the document to review each change. You may **Accept, Reject** or skip over each change. When an inserted text or image is accepted, the appearance returns to standard mode (with no change in appearance). When a deleted text block or image is accepted the text or image is removed from the document.

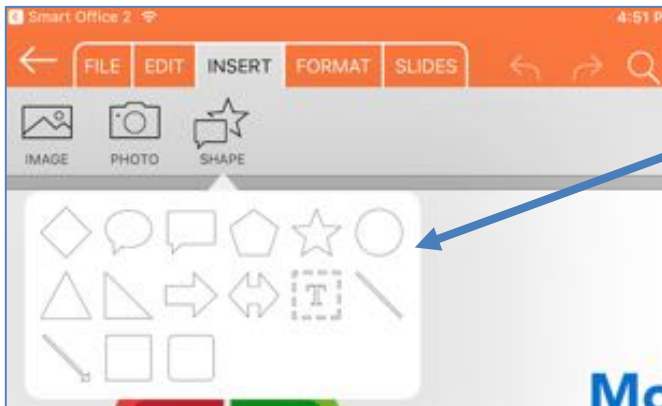


As with any change you make to a document, be sure to save your changes before closing the document. Remember – save early and save often!

## PowerPoint

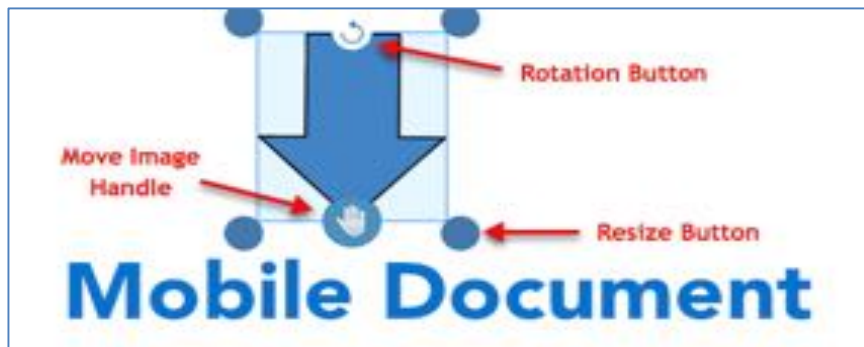
The File and Edit menus/functions for PowerPoint are the same as Word. For text editing and formatting, please refer to those sections above. SmartOffice PowerPoint format offers several features that differ from Word in the following menu tabs.

### INSERT



In addition to the Image and Photo insert features found in Word users may **insert Shapes** into a PowerPoint presentation. To **add a new shape**, tap the Insert tab, then the Shape icon. The Shape icon reveals a dropdown menu of varying shape icons (see screen shot to the left).

To insert a Shape into your presentation, tap the desired shape in the dropdown menu. This will result in the selected shape being placed in the viewable slide (see image below). To delete an item, select the shape and choose 'Cut' from the edit menu. This will remove the shape from your slide.

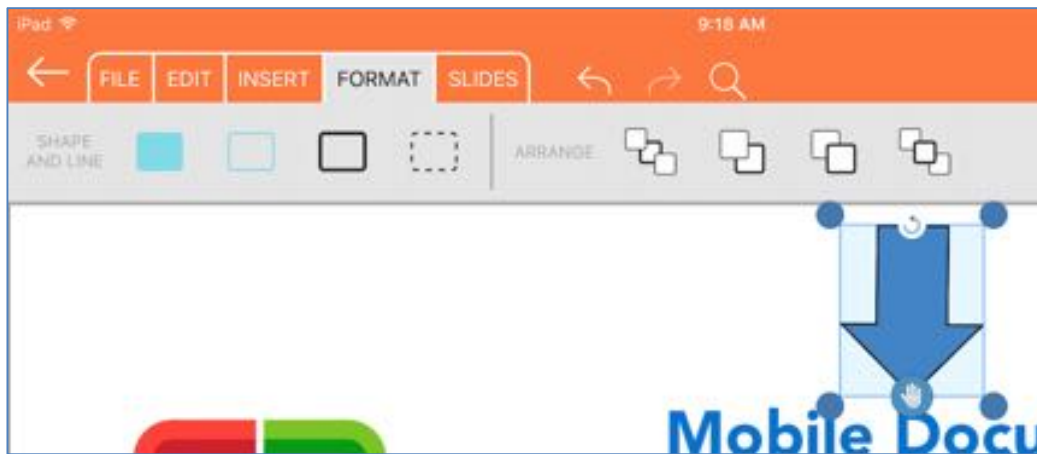


You can edit a shape by single tapping on it; icons will appear to help you resize the shape, rotate it or move it to another position. The blue buttons in the corners allow you to resize the shape. The circle arrow icon on top controls rotation. The blue circle with the hand in the center below the shape is the Move Image Handler that allows you to move the shape.

You can also change the format of a selected shape. This is accomplished using the Format menu (described below).

### FORMAT

Using the Format menu allows a SmartOffice user to adjust a selected shape's fill color, line color and width, etc. You can also move the item forwards or backwards amongst others in the document, and you can cut them to the scrap book. The Format menu is shown in the image below, along with description of the various features.



**Fill Color:** This opens a menu containing a choice of colors for the interior portion of your selected shape.



**Line Color:** This opens a menu containing a choice of colors for the line surrounding your selected shape.



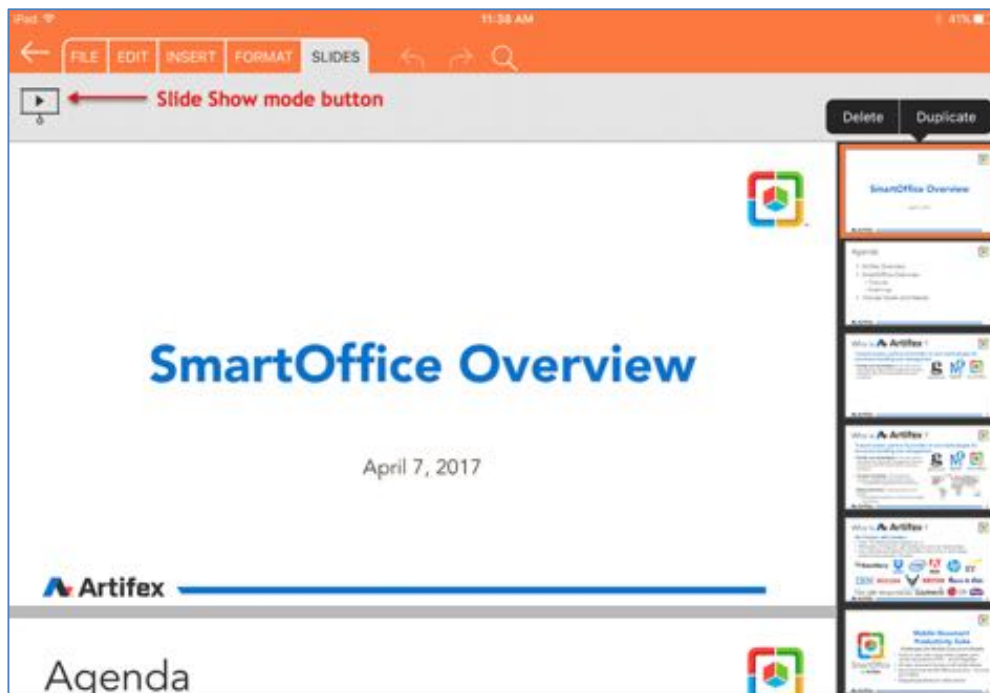
**Line Weight:** This opens a menu that allows you to adjust the width of the line surrounding your selected shape.



**Line Style:** This opens a menu that allows you to change the style of your line, from solid line to a variety of dash or dot formats.

## SLIDES

Selecting the Slides tab allows you perform several functions.



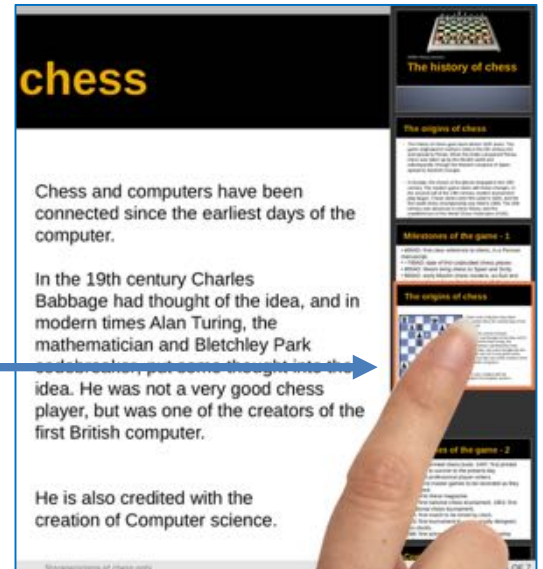
**Slide Delete or Duplicate** – To delete or duplicate a slide, tap and hold your finger on the selected slide for a moment, then release your finger. The Delete-Duplicate button will appear. Tapping either Delete or Duplicate will perform the selected function.

## Slide Sorter



The SlideSorter also allows you to quickly scroll and scan all your slides. When you find the slide you wish to review or edit, simply tap that thumbnail and your main screen will proceed to that selected slide.

You may also rearrange your slide order using the slide sorter, a thumbnail viewing pane on the right side of your screen. Tap and hold the slide you wish to move, then drag it to the desired position in your presentation.



**Slide Show** – You can deliver a PowerPoint presentation by using **Slide Show** mode, which enables you to present in full screen mode. Tapping the Slide Show button in the menu empowers you to deliver a presentation directly from your mobile device or connect to a projector. SmartOffice supports viewing PowerPoint transitions so you can add a little polish to your presentation delivery.



Here are a few simple tips for managing slides while delivering a presentation:

- Tap the screen or swipe to the left to proceed to the next slide.
- Swipe to the right to go back to the previous slide.
- Press and hold your finger anywhere on the screen to exit from presentation mode and return to editing.



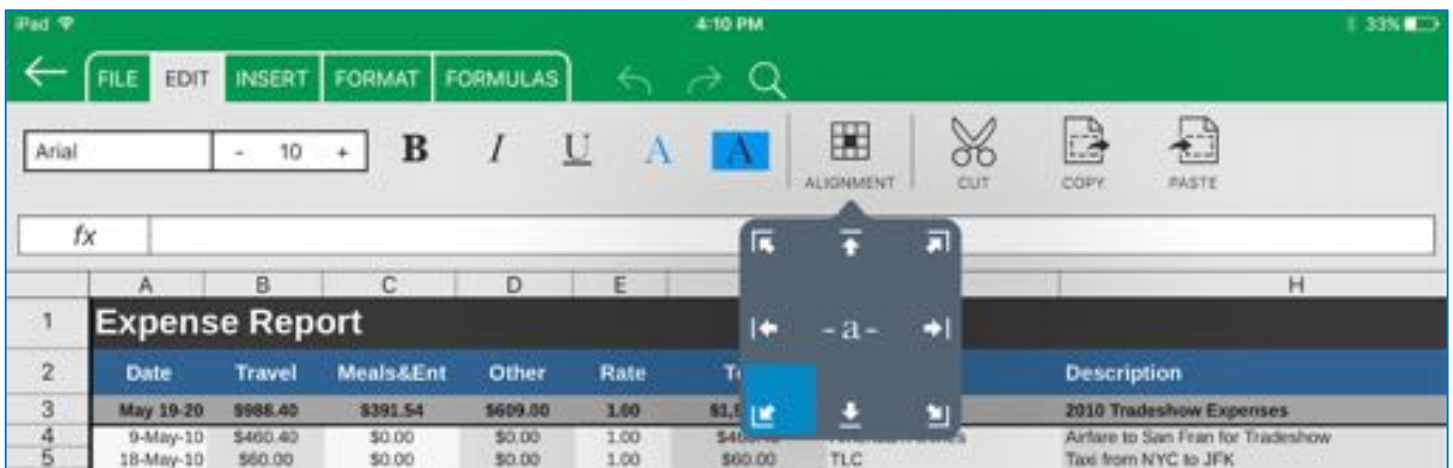
## EXCEL SPREADSHEETS

The File and Edit menus/functions for Spreadsheets are the same as Word; editing takes place within a selected cell. For text editing and formatting, please refer to those sections above. In addition to the text formatting options noted above SmartOffice Spreadsheet format offers several features that differ from Word in the following menu tabs.

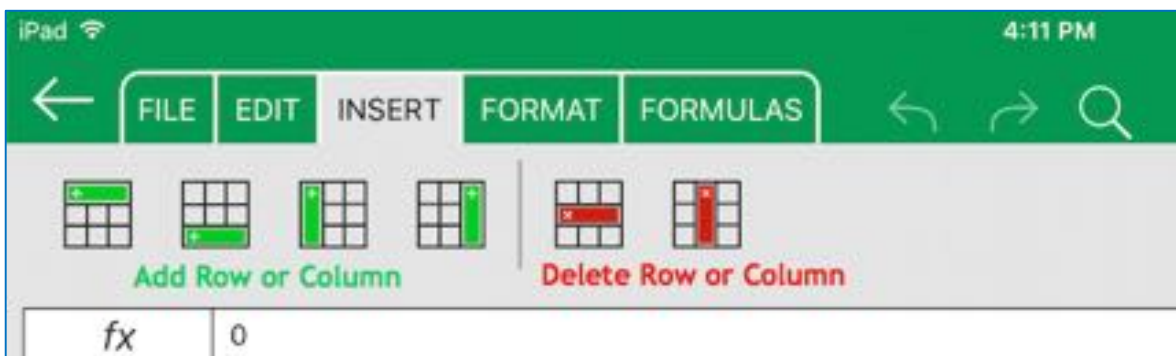
### EDIT

To enter content into a cell, tap the cell and type the text or numbers you wish to add into that cell. Your content will appear in the window labeled *fx*. When you have completed entering your content, hit the “Done” button on your keyboard to finalize content entry into the selected cell.

**Alignment** allows vertical and horizontal positioning of the content within the cell. Tap the appropriate arrow to align content to the position you prefer.



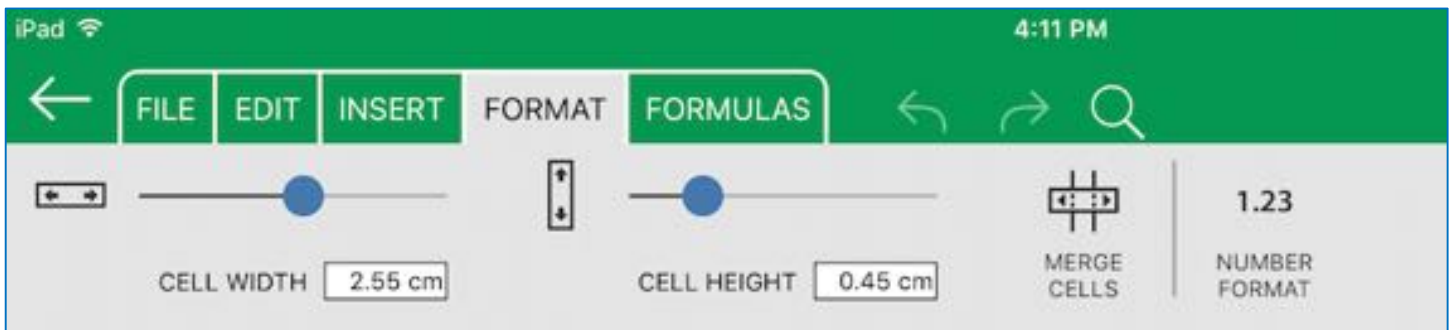
### INSERT



**Insert row/column:** Opening the Insert menu tab allows you to add or delete rows or columns in your spreadsheet.

## FORMAT

The Format menu allows you to control cell size, number formats and merge cells.



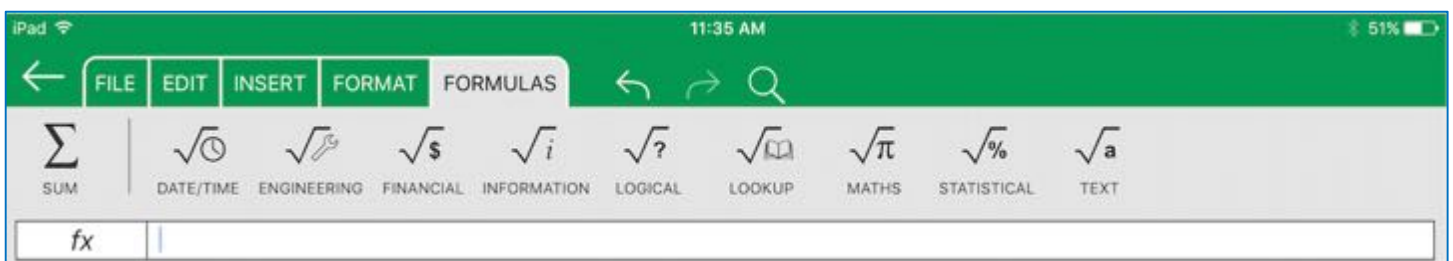
**Cell Size:** Manage cell width and height by adjusting the slider mechanism. The box below the slider provides measurement details.

**Merge Cells:** You may merge two or more cells in a spreadsheet by selecting the cells you wish to merge, then tapping the Merge Cells button on this menu.

**Number Format** specifies how the value of the cell should be rendered. You can select from a variety of numerical formats, including currency, accounting, fraction, percentage and date/time. First, select the cells for which you wish to set the number format. Then, tap the Number Format button; this opens a menu which allows you to select your desired option (see image to the right).



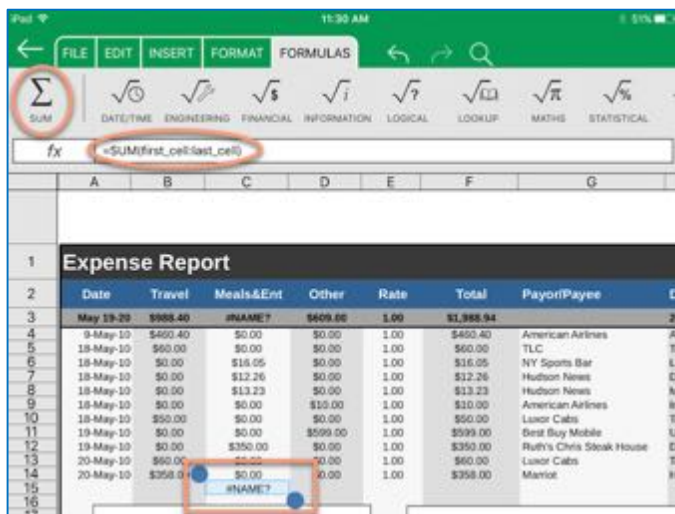
## FORMULAS



Formulas may be added in several ways.

**Manual Input:** You can type a formula directly into the formula bar (fx bar), then type Done on the keyboard. This will apply the desired formula to your spreadsheet.

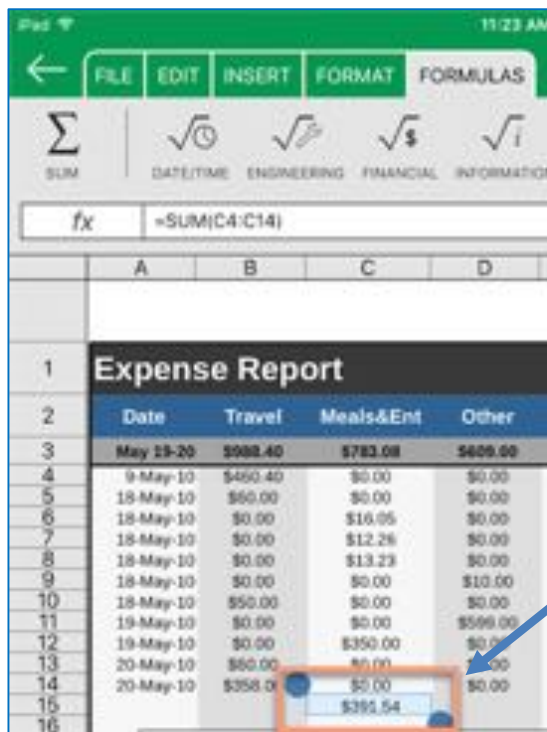
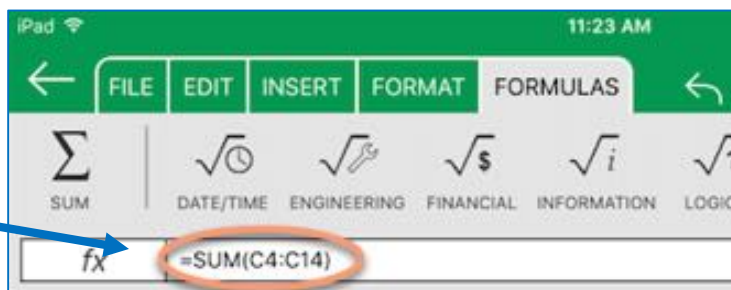
**Formula Selector:** You can also use the formula selector to speed up the process.



- Select a cell on your spreadsheet into which you wish to place a formula.
- Select one of the many formulas SmartOffice provides from amongst the formula groupings in the menu. This places the formula template into the formula bar. The template provides the framework, but not the specific cells to which you wish to apply the formula.

For example, the formula template for SUM is = SUM(first\_cell:last\_cell), where “first\_cell” represents the first cell in your desired range and “last\_cell” represents the last cell in your desired range.

- Using the keyboard, type in the specific cells you wish to substitute with in the template. In the above example, select “first\_cell” and type “c4” in its place; select “last\_cell” and type “c14.”



When you have completed entering your specific information, type “Done” on your keyboard and your formula is applied.

## WORKSHEET TABS

SmartOffice Excel allows for multiple tabs for each spreadsheet in a workbook. Tabs are located on the bottom of the spreadsheet (see image below). You can switch between these by tapping the named tab.



You can add or delete spreadsheet tabs. To add a tab, tap the “+” sign; to delete a tab, tap on the tab then tap the “x” on the right side of the tab to remove it. You can also re-order tabs by holding then dragging a tab to a different location.

## PDF Documents, Features and Annotations

SmartOffice allows a user to view, search and save PDF documents on your mobile device. In addition, you can convert Office documents to PDF.

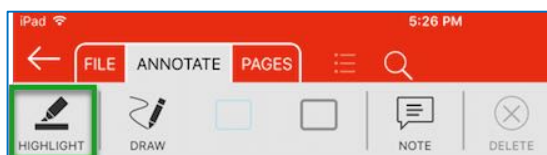
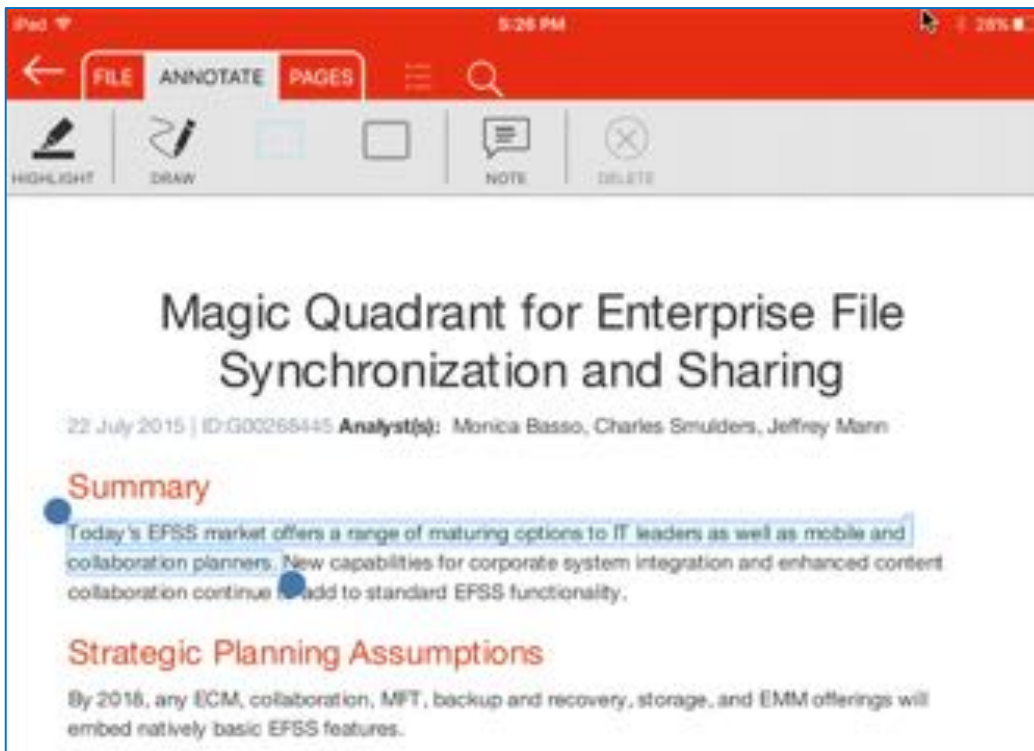
To save a PDF document, simply tap “Save As” in the FILE menu (this will be the only save option presented for a PDF document). To convert an Office document to PDF format, tap “Save PDF” button (see diagram below).



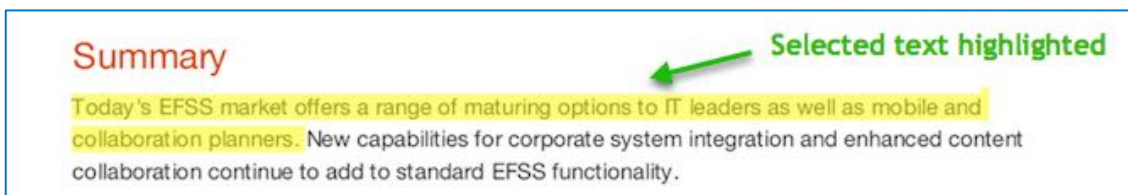
## ANNOTATE

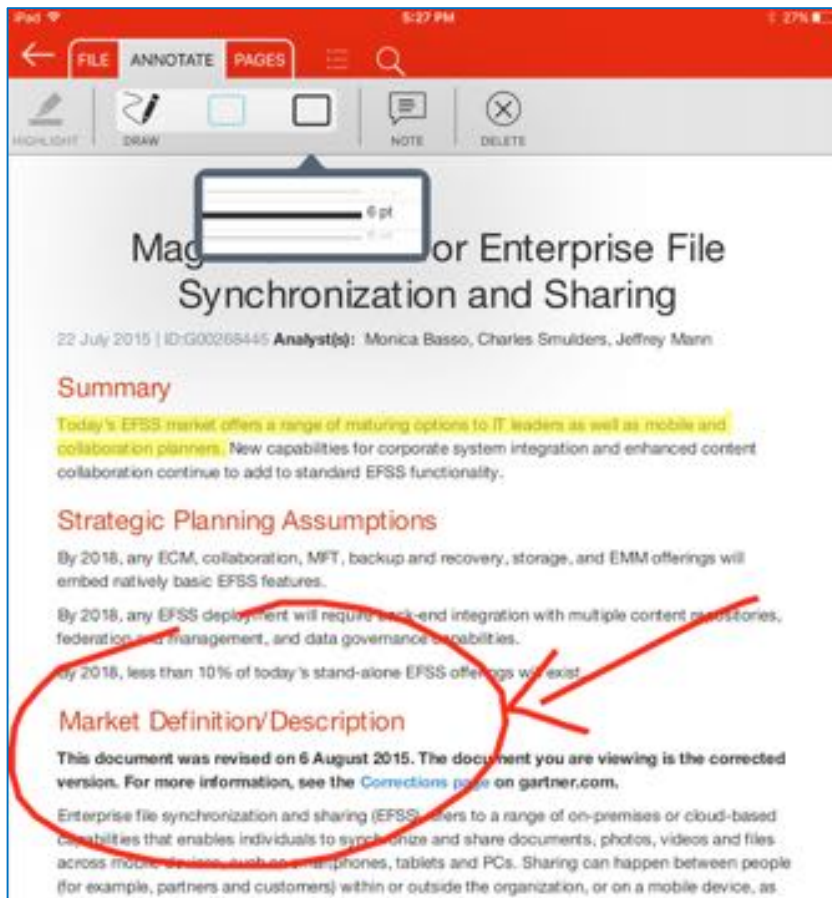
SmartOffice also empowers you to annotate PDF documents on your mobile device. Current annotation tools include highlighting, freehand drawing and comments. Below are guidelines for annotating PDF documents in SmartOffice.

Select the “Annotate” tab. This will open a menu where you will see menu icons for the following annotations: Highlight, Draw and Note (for adding comments).



**Highlight** – Select a word or phrase in your document. To highlight your selected word/phrase, select the HIGHLIGHT icon, which will automatically highlight your selected text.

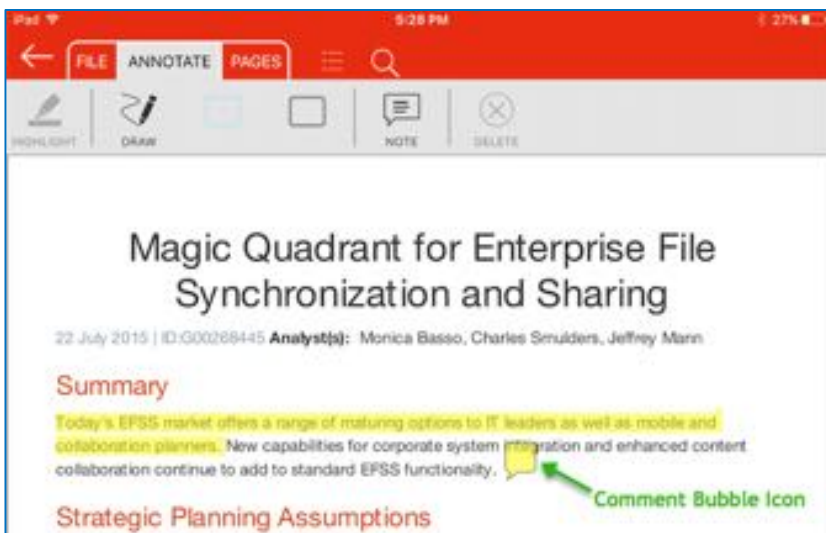




**Draw** – To use this function, tap on the DRAW icon. This will activate the feature and you can use your fingertip to draw on your PDF document.

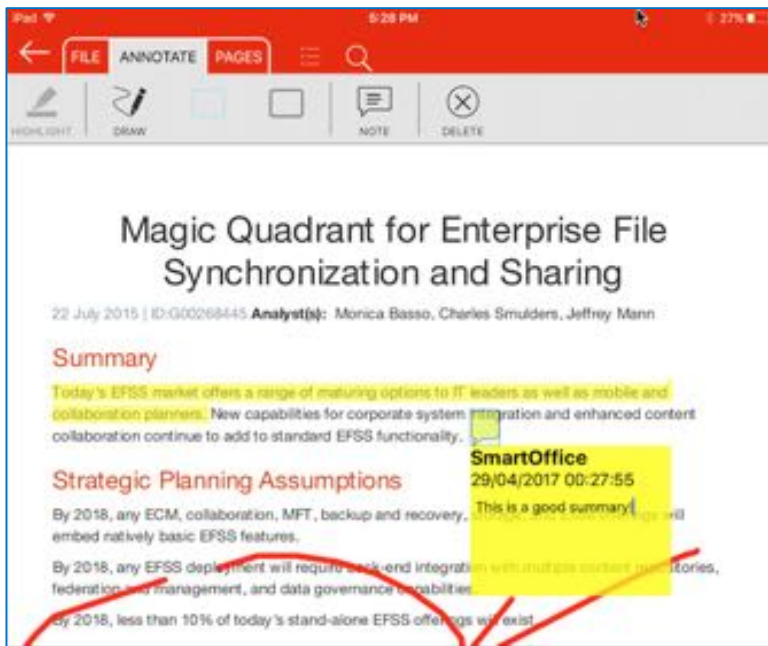
SmartOffice also allows you to change color or line thickness of your freehand drawing. After you complete your drawing the line color/thickness menu becomes active.

Select either color or thickness, then select the color option or line thickness you would like for your drawing. To preserve your selection, tap the checkmark; to remove your selection, tap the “X” in the menu to delete your markup.



**Comment/Notes** – You can add comments or notes to PDF documents and leave them inserted like a “sticky note.”

To place a comment in your document, tap on the NOTE icon the toolbar, then tap on the location in the document where you would like to place your comment. This will place a “comment bubble” in the selected location.



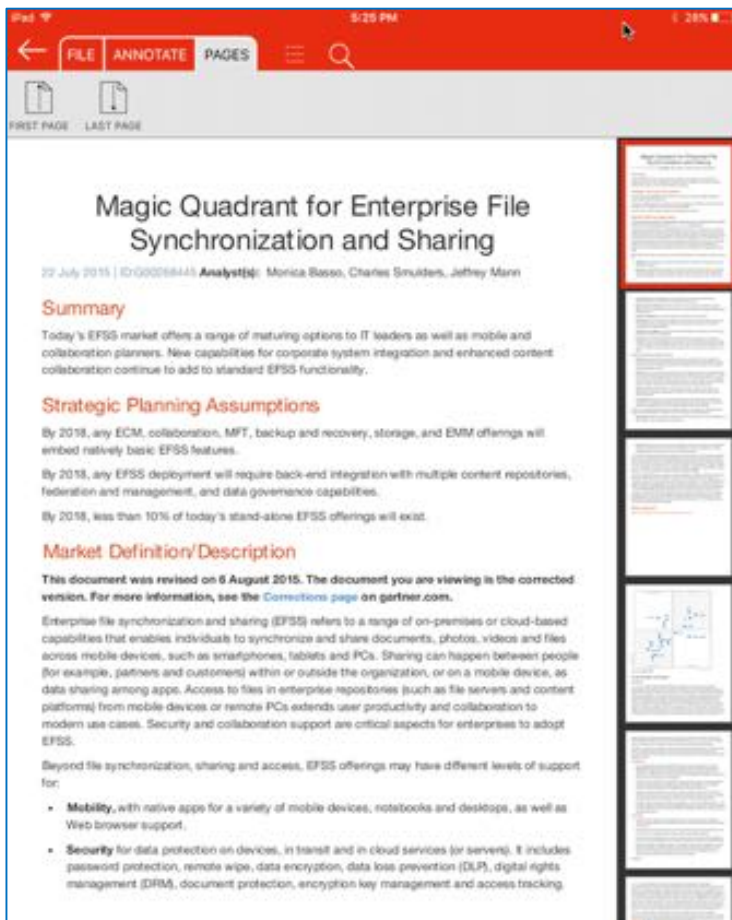
**Comments/Notes (continued)** - To add your comment, tap the comment bubble; this will open up a yellow text box. Tapping the text box will open the SmartOffice keyboard and you can type in your comment.

When you are done, you can close the text box and the comment bubble will remain in place.

To open a comment bubble to read the contents, simply tap on the bubble.

## PAGES

Similar to the other SmartOffice document formats, you can quickly scroll through a PDF document using the Pages tab. Tapping on Pages opens up a scrolling window with page thumbnails. Scroll through the PDF to find the page you are looking for; tapping the page will immediately scroll the document viewer to the selected page.



You can also select to go the first or last page of a document by tapping the respective icon (First Page or Last Page).

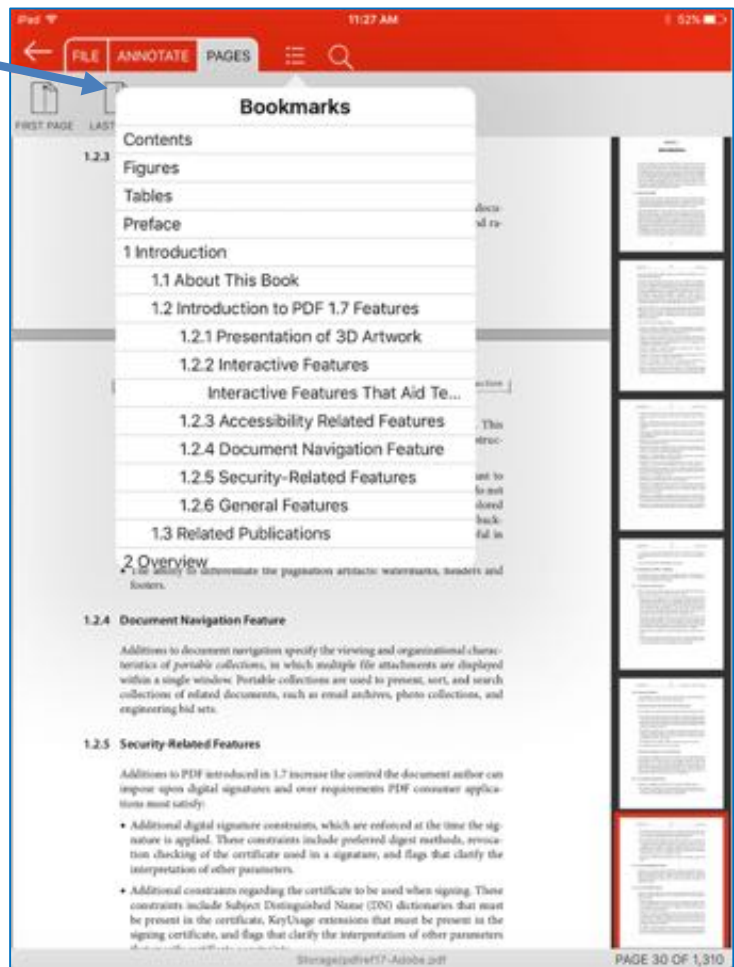
## Bookmarks

SmartOffice allows you to quickly move through a long PDF document and select your desired page by using our Bookmarks feature.

Tap the Bookmark icon in the top nav. This reveals a dropdown scrollable outline of topics or sections in a document, similar to a Table of Contents.



Scroll to your desired section, tap that item and SmartOffice will immediately proceed to that page of the PDF document.



Tapping the screen outside the Bookmarks dropdown menu clears this feature from the device screen.



## Printing

SmartOffice can print documents to thousands of compatible wireless printers, including laser and inkjet devices from manufacturers like HP, Epson, Xerox, Dell, Samsung, Brother, Canon and Ricoh. Pages are scaled to fit the paper installed in the printer.

The **Print Room** screen (image to the right) is available from the Document Information View, and from the File icon in the document view. It shows thumbnail images of each page in your document, and printer settings.

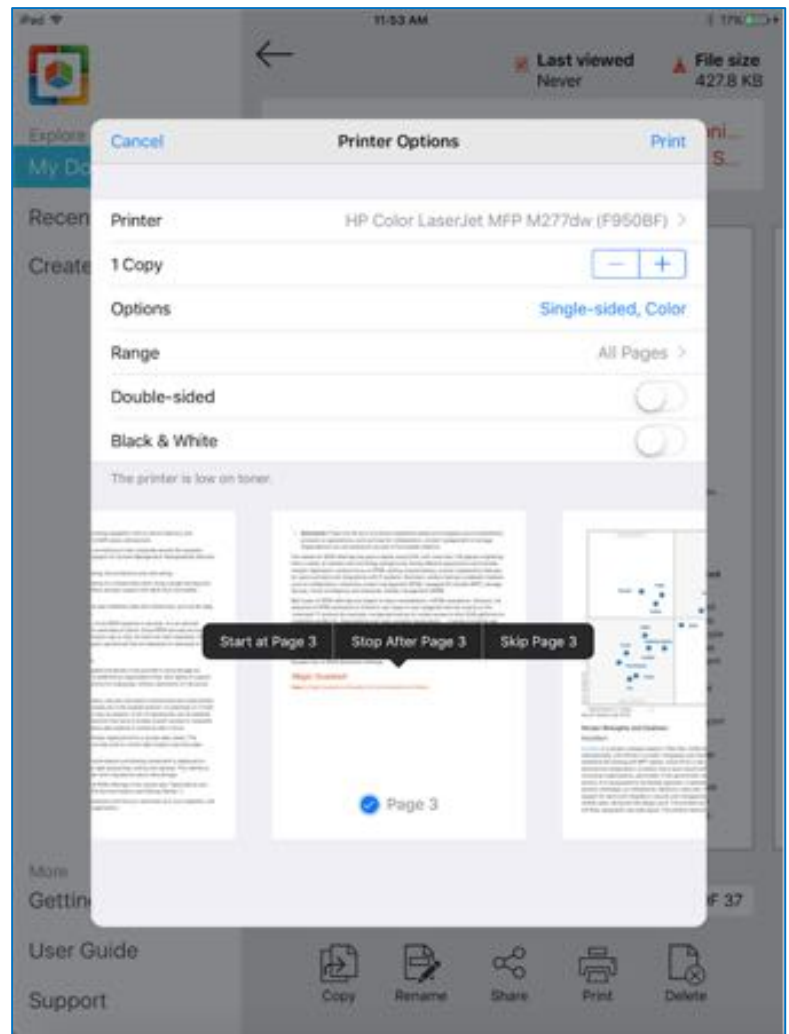
You can scroll through the thumbnails by dragging with your finger, and un-select a page to disable printing by tapping.

Key printer functions you can manage from SmartOffice include:

- **Printer Selection** – You can connect to a wireless printer by selecting from those available in your printer drop down menu (top row of feature box).
- **Number of copies** – Use the -/+ buttons on the right to select the number of copies you wish to print.
- **Options** – Tap the Options bar to reveal the following additional controls
  - **Page range** - To select the pages you wish to print, tap on Range/All pages and then choose the desired page range.
  - **Double or single sided** (slide button)
  - **Black & White or Color** (slide button)

Printers within wireless range and which support compatible protocols are shown by tapping the **Printer** bar at the top of the main menu; this opens a window/menu which you can scroll to select a specific printer. SmartOffice can detect wireless or Ethernet printers on the same subnet, which support the following printer languages:

- PCL6 and PCL5, common versions of the industry standard printer language from Hewlett Packard.
- Epson ESC/P-R, the most widely used printer language from Epson.
- Samsung SPL, for Samsung printers



On Apple iOS devices, SmartOffice also supports Apple AirPrint, which has a further dialogue box for choosing settings. Only a limited number of printers are compatible with AirPrint, which may or may not include those available through the printer driver included in SmartOffice.

When you choose to print a document, pages are first prepared and then passed to the printer driver which transmits them to the printer, which in turn expresses them on paper. This pipeline means that there will be a short delay before printing starts, and if you cancel the operation, some information will still be in transit, and may continue to be printed.

**NOTE:** Corporate users' ability to print documents may be limited by your IT policies and settings. Check with your IT administrator to determine your ability to print directly from SmartOffice.

## Editable Files

File formats that can be edited by SmartOffice are listed below. If selection handles do not appear for editing of text, there could be several reasons why the file cannot be edited:

- The document may be read-only.
- If this product has enterprise security features, editing may be denied by IT administrative policies.
- Some documents containing very large images or many pages may be too large to load properly, in which case they can only be viewed.
- You may not have double-tapped effectively. There should be only a brief pause between taps in virtually the same place on screen.
- You may be viewing a format such as JPG which cannot be edited.
- The object you tapped may not be editable, such as a table within a PowerPoint slide show.
- The file may not have been fully loaded yet, or not editable. Wait for a few moments, and try again. If it is very large, it may not be possible to load it fully.

SmartOffice supports thousands of individual document content features and hundreds of format versions. The following table is a brief summary for the most frequently used formats within SmartOffice.

Feature	Displayed	Editable
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	Annotate
Plain text .txt	Yes	No
Bitmap images .jpg .bmp .png .gif	Yes	No
Vector images .wmf .emf	Yes	No
Faithful page layout, where supported	Yes	Yes
Body text	Yes	Yes
Tables	Yes	Yes
Images in documents	Yes	No
Password-encrypted Office files	Yes	Yes (.docx, .pptx, .xlsx only)
Password-encrypted PDF files	Yes	No
Hangul HWP (Korean)	Yes	No

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