

User's Manual

BASICS

Welcome to MobiSystems® OfficeSuite!

OfficeSuite is a complete mobile office solution, allowing you to create, view and edit Microsoft® Word, Excel and PowerPoint files away from your office. With the advanced editing features you can modify documents on-the-go and save them in their original format - DOC, DOCX, DOCM, RTF, ODT, TXT, XLS, XLSX, XLM, ODS, CSV, PPT, PPTX, PPS, PPSX, PPTM, PPSM and ODP - just ready to be used back on your desktop computer. You are also able to open Adobe PDF, EML, LOG and ZIP files and attachments.

OFFICESUITE MODULES

OfficeSuite is a group of applications sharing the same user interface, look and feel, and a common **File browser**. Each separate module in OfficeSuite supports different Microsoft® Office file formats: **Document Editor** for Microsoft® Word, **Spreadsheet Editor** for Microsoft® Excel and **Presentation Editor** for Microsoft® PowerPoint. **PDF module** is also included to allow users to open the commonly used PDF files and attachments. **Email reader** module allows you to open and view EML files and attachments.

SUPPORTED FORMATS

The file formats supported by OfficeSuite are:

DOC	Microsoft® Word 97-2003 text documents.
DOCX	Microsoft® Word 2007 text documents.
DOCX	Microsoft® Word 2010 text documents.
DOCM	Microsoft® Word text documents with macros.
RTF	Rich Text Format.
ODT	Open Office text documents.

TXT	the commonly used TXT format for compatibility with third-party desktop programs.
LOG	the commonly used LOG format for compatibility with third-party desktop programs.

OfficeSuite Spreadsheet Editor:

XLS	Microsoft® Excel 97-2003 documents.
XLSX	Microsoft® Excel 2007 documents.
XLSX	Microsoft® Excel 2010 documents.
XLSM	Microsoft® Excel documents with macros.
ODS	Open Office Spreadsheet documents.
CSV	CSV (comma separated) format ensures the compatibility with third-party desktop programs.

The PowerPoint file formats that OfficeSuite opens and allows to be edited are:

PPT	PPS	Microsoft® PowerPoint® 97-2003 documents.
PPTX	PPSX	Microsoft® PowerPoint® 2007 documents.
PPTX	PPSX	Microsoft® PowerPoint® 2010 documents.
PPTM	PPSM	Microsoft® PowerPoint® documents with macros.
ODP		Open Office Presentation documents.

OfficeSuite includes the OfficeSuite PDF Viewer which allows you to open Adobe®

PDF files.

With OfficeSuite you are also able to open **ZIP** and **EML** files and attachments.

CONTROLS AND NAVIGATION

OfficeSuite has several different ways to help you access and manage your files:

- **Menus, Toolbars and Action Bar** - in the File Browser the menu items are accessible through the virtual onscreen buttons at the bottom of the screen. When a document, spreadsheet or presentation is being edited you can access all menu options from the

toolbar in each module. The Action bar on the top of the screen offers quick access to all menu tabs.

- **Side bar** - the side bar is available in the File Browser and gives quick access to different folders and remote third party cloud services. To show / hide the side bar, slide the screen right / left. Alternatively, press the  button at the top left-hand corner of the screen to open the side bar. The side bar is not available on tablets where the larger display size allows dual pane user interface in the File Browser.
- **Context menus** - the context menus appear when you long press an object. They offer quick access to frequently used operations for the selected object.
- **Toolbars** - The File browser, the Document module and the Spreadsheet module offer useful toolbars at the top of the screen.
- **Popup toolbars** - In the Document Editor, in the Spreadsheet Editor and in the Powerpoint Editor there are context popup toolbars for quick access to most frequently used operations over different objects. Long-press an object to open the popup menu.

OPENING DOCUMENTS

OfficeSuite allows you to open local or remote files, attachments that you received in your email client or files downloaded from a web browser:

- **E-mail attachments**

When you receive an email attachment in one of the supported file formats, press View on the Attachment button and select Complete Action Using OfficeSuite.

- **Through OfficeSuite File Browser**

Open OfficeSuite and use the built-in File Browser to navigate to the desired file and open it. Various supported file formats are listed with different icons. *Recent files* and *My documents* shortcuts in the file browser offer quick access to recently used files or to your designated document folder.

- **Through web browser**

While browsing the web you might come across document files. Download the file and select OfficeSuite to open it when prompted.

- **Remote files**

OfficeSuite allows you to access your third party cloud storage accounts and files. To do so, use Remote files in File Browser side bar on Android phones or the left pane on tablets. Then you will be allowed to select among Google Drive, Dropbox, Box, SygarSync and OneDrive

OFFICESUITE PREMIUM

A number of advanced editing features are available in OfficeSuite Premium only as in-app purchase on subscription base. The premium features are:

- Ad Free
- Export to PDF
- Print

- Open Office format support
- Standard Font Pack
- Format Painter in Word documents
- Save with password
- Camera picture insertion
- Word to PDF conversion
- Insert filters in Excel
- Insert conditional formatting
- Define names in spreadsheets
- Export picture from file (Save Picture) Excel
- Edit charts in Excel files
- Save as CSV
- Edit transitions in PowerPoint
- Export PDF to Word, Excel and ePub
- Microsoft Compatibility Font Pack
- New! Track changes
- New! PDF files protection
- QuickWrite predictive keyboard
- QuickSpell spell check
- New! PhotoSuite 3 image editor
- QuickPDF Scanner Premium
- Priority support

THE FILE BROWSER IN OFFICESUITE

Upon starting the application, the OfficeSuite File Browser will open. The File Browser gives you access to your documents, folders and remote cloud accounts by Google Drive, DropBox, Box, SugarSync and OneDrive. On Android 3.0 or higher tablets, the file browser provides a split panel interface.

MANAGING FILES AND FOLDERS

The File Browser is organized in several useful shortcuts providing quick access to local files, remotely stored files or to designated document folders:



Home - the home screen in OfficeSuite.



Recent files - a folder with the last used files.



Templates - template Word, Excel and PowerPoint documents ready to be modified and used.



My documents - the default document folder on you device. Initially you will be able to select it.



Internal storage - you can browse all local files on memory cards.



Remote files - access to your Google Drive, DropBox, Box, SugarSync or OneDrive account.

The File Browser provides basic operations to help you manage your files and folders. A long tap on a file from the file list will open the File Options context menu. You can do the following operations:

- **Rename** a file.
- **Delete** a file.
- Send via Wi-Fi Direct.
- Send file via Bluetooth, email client, or to a remote cloud account.
- Zip and send a file via Bluetooth, email client, or to a remote cloud account.
- Print a file with Google Cloud Print or with a 3rd party print application(available in OfficeSuite Premium with in-app purchase)
- View the properties of a file, such as file Name, Type, File Size, Path to the file, and Date modified.

You can rename and delete folders via the context menu. To create a new folder, select



from the toolbar.

CREATING DOCUMENTS

OfficeSuite Professional allows you to create new office documents. To do so, select  from the toolbar. You will be prompted to select the type of document to be created - Word document, Excel workbook or PowerPoint presentation. You also have the option to use some of the templates offered by OfficeSuite.

MOVING FILES

You can move files and folders through Copy/Cut and Paste. Check the checkbox next to the files/folders you want to move and choose **Cut**  or **Copy**  from the toolbar.

Browse to the destination folder and choose **Edit**  Paste.

SORTING FILES

To sort files, select  from OfficeSuite toolbar. Choose the criteria by which you want to sort the files:

	Name
	Type
	Size
	Date modified

FINDING FILES

To find a file or folder, select  from the toolbar. Type in the file name, part of the name or even just the file extension.

SHARING DOCUMENTS

OfficeSuite allows you to share your documents directly from the file browser by sending them to an email recipient, to another device via Bluetooth, or by uploading them to an existing Google Drive, DropBox, Box, SugarSync or OneDrive account.

- To send a file via email or Bluetooth, tap and hold on the file until the File options menu appears and choose Send file. You can choose to send it either via the email client or via Bluetooth. The file will be sent as an attachment to a new email in the program that you have selected to use.
- You can compress a file before sending it to reduce its size. To do so, select Zip & Send file in the File options menu that appears when you tap and hold on a file.
- You can send files via Wi-Fi Direct. The feature is accessible via Send file in the context menu or  from the toolbar.

USING DICTIONARIES

OfficeSuite allows you to look up the meanings of selected words in text documents in a dictionary or reference book. More than one dictionary can be installed. To download dictionaries to use with OfficeSuite, go to www.mobisystems.com/mobile. You can choose among over 400 free and commercial dictionaries and reference books.

THE TEXT EDITOR IN OFFICESUITE

OfficeSuite supports viewing and editing of Microsoft Word DOC, DOCX and DOCM files, as well as RTF, TXT and Open Office ODT files.

READING AND NAVIGATION

When a document is opened, the file contents will be loaded sequentially. You can easily scroll within the document in order to read it. OfficeSuite also provides several options for easy navigation in the document accessible through the View tab:

- **Web view**  and **Page view**  - switch easily between the two modes. In Web view the reading space is fitted to the screen while in Page view you can see the original page layout.

To navigate to the top and bottom of the document use the **Go to top**  and **Go to bottom**  buttons.

WORKING WITH BOOKMARKS AND HYPERLINKS

Bookmarks

To insert a Bookmark within a document tap where you wish to place the bookmark and

then go to the Insert tab. Tap on the **Bookmark**  button and enter a name for the

bookmark. To access the bookmark go to the View tab and tap on **Go to bookmark** . Choose the bookmark you want to go to from the list of available bookmarks. To delete a

bookmark tap on **Delete bookmark**  and choose the bookmark you want to delete from the next screen.

Hyperlinks

You can set hyperlinks to web addresses or to a Bookmark within a document. To do that go

to the Insert tab and tap on the **Hyperlink**  button and either type in the URL or choose a Bookmark to which you want to link. To follow the hyperlink long tap on it and choose the follow hyperlink button from the popup menu.

ZOOM

You can select the most convenient zoom value for reading from the **Zoom**  button under the View tab. Available Zoom values are: Fit width, Fit, Fit two pages and percentage

values. You can also **Zoom one page** at a time  , **Zoom two pages**  or **Zoom width**

 which will fit the page width to the screen. To use the entire screen area to view a

document you can use the **Full screen**  . To exit Full screen use the standard back button of the device.

WORKING WITH FILES

You can create a new file by tapping on the **New**  button under the File tab. OfficeSuite also offers templates of different types of documents which you can access from the

Templates  button. To open an existing file choose **Open**  - from the File tab and browse to the file or go to the OfficeSuite file browser and tap on the file. To open recently

viewed files tap on **Open recent**  - or go to the Side bar and tap on the Recent files option.

When you save a file you can save it to the internal storage, to the SD card, to a remote account or in another file format.

To save a file tap on the File tab and then on the **Save**  button. You will be prompted to choose a format from the available formats as well as set the file name and choose the save location. You can save files in the same format they are originally saved or you can choose a

preferred format. To change the format of an existing file tap on the **Save as**  button under the File tab.

OfficeSuite allows you to change the file name from the OfficeSuite browser. To do that long hold on the file and choose **Rename** from the popup menu. In the next dialog enter the name you want to use.

To delete a single file or a multitude of files you can long hold on the file and choose **Delete** from the context menu or check the checkbox next to the file(s) and choose delete from the toolbar

If you want to save files so they cannot be modified you can do that through the **Export to**

PDF  feature located under the File tab.

FILE SECURITY

You can use passwords to stop other people from opening or modifying your files. To protect

your files go to the File tab and tap on the **Protect**  button. Enter a password in the Protect dialog. You will need this password the next time you open the document. To remove a password tap on the **Protect** button and delete the password you have set. Please note that if you forget your password OfficeSuite cannot retrieve it for you.

PRINTING AND SHARING

Printing

In OfficeSuite you can print files over a wireless printer directly from the device. The print

option is available under the File tab. To print a document tap on the **Print**  button and select the printer you want to use. To add a new printer follow the instructions under "Add printer".

Sharing

OfficeSuite gives you the opportunity to share your files through a number of cloud services such as: Google Drive, Dropbox, Box, SugarSync and OneDrive. You can upload a file to a Remote account through Copy/Cut and Paste. To do that check the checkbox next to the file

in the OfficeSuite file browser and choose **Copy**  or **Cut**  from the toolbar. Go to **Side bar->Remote** files and add your remote account. Once you are in the remote account

you can paste the file from **Edit**  -> **Paste**.

You can also send files as email attachments or via Wi-Fi Direct from the OfficeSuite file browser. Check the checkbox next to the file to select it and tap on the **Share**  button from the toolbar. Choose the file sharing option you want to use.

WORKING WITH TEXT

Text selection

To select text, double-tap where you want to start the selection. The marked text will be highlighted. Fine selectors will appear that will allow you to extend or refine your choice. Tap and drag either of the selectors until you highlight the exact text that you need.

Cut, Copy, Paste and Move text and formatting

OfficeSuite Pro allows you to cut, copy and paste text selection to other places in the current document, other documents or external applications on your device. To do so:

1. Select the text.

2. A popup toolbar will appear that will allow you to **Cut**  or **Copy**  the selection.

3. Go to the place where you want to paste the text and select **Paste**  from the popup toolbar.

You can also move text from one place to another in the file you are working with. To do that select the text and long hold on it until a popup dialog "Drag to move selection" appears. Drag the cursor to where you want to move the selection and the text will be moved.

OfficeSuite also allows you to copy formatting you already have in the document and apply it to another section of the document. To do that select the text with the formatting you want

to use and go to Home tab. Tap on the **Format painter**  button so it becomes

highlighted. Select the text you want to format and tap on **Paste style** . The text will be formatted.

Undo / Redo

In OfficeSuite you are able to undo and redo the last operations that you have performed. To

do so, use the Undo  or Redo  icons from the action bar.

Find and Replace Text

You can find or replace text through Find & Replace  button from the Home menu . To

start the search, place the cursor at the beginning of the text and tap on  . Enter the word/phrase that you want to search for and tap on Find/Replace or Replace all depending on what you want to do. The results will be highlighted or replaced in the text.

EDITING FEATURES

Text, Paragraph and Lists Formatting

You can access to the most frequently used font and paragraph formatting options such as font size and type, format painter, bold, italic, underline, paragraph alignment and indent, and font color through the Home tab in the document module. The highlighted toolbar icons show the formatting currently applied to the selected text. You can format selected text by tapping the desired toolbar icons.

For more advanced formatting use the Format tab.

Formatting text

In order to format selected texts or lists you can use the Format tab. To access the advanced

text formatting items tap on the **Font**  button You are able to format font types, sizes and styles, colors and effects and character spacing.

You can also set different paragraph formatting. To choose from the available formatting

options tap on the **Paragraph**  button. From the paragraph dialog you are able to choose alignment, indents, spacing and line spacing.

You can show or hide all formatting symbols used in the document through the **Formatting**

symbols  button which is accessible through both the Home and the Format tabs.

For better visualization and organization of the text you can insert bullets, numbered or multilevel lists and adjust the indent, line spacing, margins and page orientation in the document. These options are available under the Home and the Format tabs.

If you want to add explanations in your document you can also insert new and edit existing

comments. To insert a comment tap on the **Comment**  button under the Insert tab .

The text where you inserted the comment is highlighted in red. To access the comment long

hold on the highlighted text and tap on 

Alternatively, tap on **Edit**  comment.

To scribble or make free hand drawing you can use the **Free hand drawing**  button under the Insert tab

Tap on  and start drawing. If you raise your hand from the screen and stop drawing the free and drawing will be disabled and if you want to continue drawing you will have to tap on the **Free hand drawing** button again.

Inserting objects

OfficeSuite allows you to create and modify different embedded objects such as tables, shapes, hyperlinks, bookmarks, comments, footnotes, endnotes and images.

You are able to insert new objects via the Insert tab:

1. Place the cursor where you want to insert the object.
2. Select the type of object you would like to insert from the toolbar:
 - Insert picture - You will be allowed to select a picture via external software. When the image is inserted you can:
 - drag it to the desired position
 - resize it by holding on one of the blue dots from the frame and dragging in the desired direction
 - rotate it to an angle of your choice
 - or delete it by selecting the delete icon at the top left hand corner of the screen
 - Camera picture
 - Free hand draw
 - Shapes
 - Hyperlink
 - Bookmark
 - Page Break
 - Comment
 - Footnote
 - Endnote
3. Specify the properties for the selected object when prompted.

Spell checking, Word count, Track changes

In OfficeSuite you can check the document spelling, choose spelling languages, count the number of characters and note/detect changes made to the document.

To check the document spelling place the cursor at the beginning of the document and tap

on the **Check spelling**  button available from the Review tab . OfficeSuite finds the misspelled word and offers suggestions to correct it. You can add the word to the spelling

dictionary by tapping on  and then on Add to dictionary at the bottom of the screen. You can change the spelling language from the drop-down list next to Add to dictionary.

You can count the number of words, characters, spaces or sections in selected text or in the

whole document through the **Word count**  button under the Review tab .

To note or detect any changes made to the document you can use the Track changes feature. Note that in order to view changes Track changes has to be enabled prior to making

the changes. Under the Review tab tap on this button  to activate track changes. When the track changes feature is active you can view all changes that you make to the document. The highlighted track changes button indicates that Track changes is active. If you want to disable it tap on the highlighted button. You can use the following Track changes options:

- **Merged view**  - this option shows the final changes (Final view), the document without changes (Original view) and the marked changes made to the document (Merged view)
- **Accept changes**  and **Reject changes**  allow you to accept or reject the changes in the document.
- **Previous change**  and **Next change**  allow you to go to the previous and next change in the document.

CONTEXT MENUS, KEYBOARD SHORTCUTS, POPUP TOOLBARS, TOOLBARS, ACTION MENU

OfficeSuite provides quick access to some commonly used operations through:

- **Context menus** - Press and hold on the desired place in order to open the context menu.
- **Popup toolbars** - When you select an object the popup toolbar will shortly appear for a period of time allowing you to make some basic formatting.

For devices with keyboards OfficeSuite supports the following shortcuts:

- Menu + x - Cut
- Menu + c - Copy
- Menu + v - Paste
- Menu + z - Undo
- Menu + y - Redo
- Menu + a - Select all
- Menu + s - Save

USING DICTIONARIES TO LOOK UP WORDS

OfficeSuite allows you to look up the meanings of selected words in a dictionary or reference book. This feature is only available in text documents. The dictionaries have to be installed on your device beforehand. To download and install dictionaries, go to MobiSystems web site <http://www.mobisystems.com/mobile/android/category/dictionaries/>.

To check the meaning of a word, long tap on the screen until  appears. Select a dictionary from the list of installed dictionaries that will appear.

OFFICESUITE PREMIUM FEATURES

Some advanced editing features are available in the Premium version of OfficeSuite only.

- Export PDF to Word
- Open Office format support
- Format Painter
- Save with password
- Camera picture insertion
- PDF to Word export

THE SPREADSHEET EDITOR IN OFFICESUITE

OfficeSuite allows you to open, create and edit Microsoft® Office XLS, XLSX, XLSM files, as well as CSV and Open Office ODS files.

VIEWING AND NAVIGATION

For easy browsing and navigation OfficeSuite offers some on-screen controls.

- **Changing of spreadsheets** - as in Microsoft Excel, OfficeSuite supports different tabs for each spreadsheet. To switch to a spreadsheet, just tap on its tab at the bottom of

the screen. You can also go to the View tab and tap on the **Sheets**  toolbar button. A list of the available sheets will appear.

- **Charts**- Charts are embedded in the spreadsheets. To access the charts tap on the

Charts  button under the View tab

- **Zoom** - You can select the most convenient zoom value from the **Zoom**  button under the View tab.

To revert to the original view tap on **Zoom to normal**  .

- **Find & Replace** - To find a word or phrase, tap on the **Find & Replace**  button under the View tab. You can select different search options - Case sensitive, Match entire cell or Search in results of formulas.
- **Changing row height and/or column width** - You can change the row height or column width by tapping and holding on the row/column boundary. Slide the boundary left/right or up/down. A thin black line will indicate the new boundary position.
- **Adding borders** - By using predefined border styles, you can add a border around cells

or ranges of cells. To add a border select the cell(s) and tap on the **Cell borders**  button under the Format tab.

- **Grid lines** - You can hide the grid lines in the sheet if the design of your sheet requires

it. The **Hide grid lines**  options is available under the View tab

- **Freeze** - You can freeze rows and /or columns to make them visible all the time while

you scroll in a sheet. To freeze a row or column select it and tap on the **Freeze**  button under the View tab. To unfreeze rows/columns tap on **Unfreeze**.

- **Go to** - To go to a particular cell use the **Go to**  button and enter the cell coordinates in the "Go to cell" dialog. The **Go to** button is available under both the View and the Home tabs .

Hyperlinks

You can set hyperlinks to web addresses within a sheet. To do that go to Insert tab and tap

on **Hyperlink**  button and type in the URL to which you want to link. To follow the hyperlink tap on it and then follow the web address.

Working with files

You can create a new file by tapping on the **New**  button under the File tab. OfficeSuite also offers templates of different types of documents which you can access from the

Templates  button. To open an existing file choose **Open**  - from the File tab or go to the OfficeSuite browser and tap on the file. To open recently viewed files tap on **Open**

recent  - or go to the **Side bar** and tap on the **Recent files** option.

When you save a file you can save it to the internal storage, to the SD card, to a remote account or in another file format.

To save a file tap on the File tab and then on the **Save**  button. You will be prompted to choose a format from the available formats as well as set the file name and choose the save location. You can save files in the format they are originally saved or you can choose a

preferred format. To change the format of an existing file tap on the **Save as**  button under the File tab and select the desired format.

OfficeSuite allows you to change the file name from the OfficeSuite file browser. To do that long hold on the file and choose **Rename** from the popup menu. In the next dialog enter the name you want to use.

To delete a single file or a multitude of files you can long hold on the file and choose **Delete** from the context menu or check the checkbox next to the file(s) and tap on the delete button on the toolbar

If you want to save files so they cannot be modified you can do that through the **Export to**

PDF  feature located under the File tab.

FILE SECURITY

You can use passwords to stop other people from opening or modifying your files. To protect

your files go to the File tab and tap on the **Protect**  button. Enter a password in the Protect dialog. You will need this password the next time you open the document. To remove a password tap on the **Protect** button and delete the password you have set. Please note that if you forget your password OfficeSuite cannot retrieve it for you.

PRINTING AND SHARING

Printing

In OfficeSuite you can print files over a wireless printer directly from the device. The print

option is available under the File tab. To print a document tap on the **Print**  button. The print preview screen will open allow you to check how the printed workbook will look. You can change the page settings from the Page settings option and then proceed to printing by selecting the printer you want to use. To add a new printer follow the instructions under "Add printer".

SHARING

OfficeSuite gives you the opportunity to share your files through a number of cloud services such as: Google Drive, Dropbox, Box, SugarSync and OneDrive. You can upload a file to a Remote account through Copy/Cut and Paste. To do that check the checkbox next to the file

in the OfficeSuite file browser and choose **Copy**  or **Cut**  from the toolbar. Go to **Side bar->Remote** files and add your remote account. Once you are in the remote account

you can paste the file from **Edit**  -> **Paste**.

You can also send files as email attachments or via Wi-Fi Direct from the OfficeSuite file

browser. Check the checkbox next to the file to select it and tap on the **Share**  button from the toolbar. Choose the file sharing option you want to use.

EDITING SPREADSHEETS

OfficeSuite allows you to modify cells, columns, rows, their formatting and contents, as well as to insert objects in spreadsheets and workbooks.

To **select multiple** cells, hold the first cell and drag until you mark the whole desired area.

OfficeSuite allows you to cut, copy and paste cells or selections to other places in the current document, other documents or external applications on your device. To do so:

1. Select the cell(s).

2. A popup toolbar will appear that will allow you to **Cut**  or **Copy**  the selection.

3. Go to the place where you want to paste the text and select **Paste**  from the popup toolbar.

The Copy, Cut and Paste options are available from the Home tab as well.

Undo / Redo

In OfficeSuite you are able to undo and redo the last performed operations. To do so, use

the undo  or redo  icons from the action bar.

Inserting Objects

OfficeSuite allows you to insert functions, rows/columns, images, charts and hyperlinks and to edit them.

- To insert a function go to the Formula tab and select the cell where you want to use the function. Tap on **Insert function**  and choose the function you want from the list. The  button is also available at the top of the sheet. For easier access the functions are also grouped according to category in the Formulas toolbar :

	Financial
	Logical
	Text
	Date & Time
	Reference
	Math

- **To insert a row** - select a row and tap on the **Row above**  button under the insert tab. A new row will be inserted above the selected one .
- **To insert a column** - - select a column and tap on the **Column left**  button under the insert tab. A new column will be inserted left of the selected one.

- **To insert a worksheet** - tap on the new sheet button  available next to the last sheet on the bottom toolbar. A new sheet will be inserted. To delete, rename or hide a sheet tap on the sheet name at the bottom of the screen and choose the option you want from the popup toolbar.
- **To insert a chart** - go to the sheet where you want to place the chart and tap on the **Chart**  button. Select chart type, range and properties.
- **To insert a chart in a separate sheet**- Tap on the **Chart in a new sheet**  button
- **Picture** - select this menu option  and you will be allowed to choose a picture to be included. Hold the image and move it to the position where you want it to appear. You can resize the image by tapping on any of the green dots that mark the image frame and then dragging to the desired size. To rotate the image, make sure it is selected, tap on the rotation icon that appears at the bottom right hand side of the image and rotate to the desired angle. You can also take a picture with the device camera and insert it directly into the sheet. To do that use the **Camera picture**  button under the Insert.
- **To insert a comment** - select the cell to which the comment is related and tap on the **Comment** button .

Formatting

You can access to the most frequently used font and cell formatting options such as font size and type, bold, italic, underline, cell alignment, and font color through the Home tab in the spreadsheets module. The highlighted toolbar icons show the formatting currently applied to the selected cell(s). You can format selected cell(s) by tapping the desired toolbar icons.

For more advanced formatting you can use the Format tab

- **Cells** - the Format tab offers the options to modify the type of the cell, as well as to set up cell font, border and alignment. To clear the cell contents and remove all cell formatting you can use the **Clear contents**  and **Clear formats**  button under the Format tab
- **Rows** - use the **Hide rows**  **Unhide rows**  buttons to hide and unhide rows
- **Columns** - use the **Hide columns**  **Unhide columns**  buttons to hide and unhide columns. You can also change the column width to fit the cell contents using the **Auto-fit columns** .

- **Rename sheet**  - use this button to modify a sheet's name

In OfficeSuite you can also highlight important cells, emphasize values and visualize data

based on criteria through the **Conditional formatting**  button under the Format tab.

OFFICESUITE PREMIUM

Some advanced features are available in OfficeSuite Premium version only as in-app payment subscription. The premium features are:

- Export to PDF
- Print
- Open Office format support
- Save with password
- Camera picture insertion
- Insert Filter
- Insert Conditional Formatting
- Define Name
- Export picture from file (Save Picture)
- Edit Charts
- Save as CSV
- PDF to Excel export

THE PRESENTATION EDITOR IN OFFICESUITE

VIEWING AND NAVIGATION

- **Changing slides** - You can easily swipe between the different slides.
- **Go to slide** - To go to a particular slide go to the View tab and tap on the **Go to slide**



button. Select the slide would like to open.

- **Slideshow**- To start a slideshow, go to the Home tab and select and tap on the **Start**



slide show button. You can set different transitions (effects) when you move from one slide to the next during a presentation. To set transitions go to the Format

tab and tap on the **Transitions**  button. Choose the transition you want to use and it will be applied to your presentation. To exit the transitions tap on the close



button. You can choose between manual and automatic mode; you can run the slideshow in loop mode and you can use shape animations. These options are available under the Slide show tab. To stop the slideshow, press the square icon on the top left-hand corner of the screen.

- **Notes** - To view the notes for each slide, hold on the Notes separator at the bottom of the screen and swipe upwards.
- **Find** - To find a word or phrase go to the Home tab and tap on the **Find**  button. Type in the text in the bar that will appear.
- **Zoom** - go to the View tab and tap on the **100% Zoom**  button dialog will open from which you can select the desired zoom level. The supported zoom values are 25%, 50%, 75% and 100%. You can use the Fit and Fit width buttons to auto fit a slide or expand it to the size of the screen.
- **Full Screen** - allows you to use the whole screen of your phone as a work area. To switch to Full Screen, go to the Full screen  button under View tab. To exit Full Screen, tap on the standard device back button.

Working with presentations

You can create a new presentation by tapping on the **New**  button under the File tab. After you start a new presentation or open an existing one you can add new slides through

the **New slide**  button.

OfficeSuite also offers templates of different types of presentations which you can access

from the **Templates**  button.

To open an existing file choose **Open**  - from the File tab or go to the OfficeSuite browser and tap on the presentation. To open recently viewed files tap on **Open recent**

 - or go to the Sliding menu and tap on the Recent files option.

When you save a file you can save it to the internal storage, to the SD card, to a remote account or in another file format.

To save a file tap on the File tab and then on the **Save**  button. You will be prompted to choose a format from the available formats as well as set the file name and choose the save location. You can save files in the same format they are originally in or you can choose a

preferred format. To change the format of an existing file tap on the **Save as**  button under the File tab.

OfficeSuite allows you to change the name of a presentation from the OfficeSuite file browser. To do that long hold on the presentation and choose **Rename** from the popup menu. In the next dialog enter the name you want to use.

You can delete files from the file browser as well. To delete a single file or a multitude of files you can long hold on the file and choose **Delete** from the context menu or check the checkbox next to the file(s) and choose delete from the toolbar

If you want to save files so they cannot be modified you can do that through the **Export to**

PDF  feature located under the File tab.

FILE SECURITY

You can use passwords to stop other people from opening or modifying your files. To protect

your files go to the File tab and tap on the **Protect**  button. Enter a password in the Protect dialog. You will need this password the next time you open the document. To remove a password tap on the **Protect** button and delete the password you have set. Please note that if you forget your password OfficeSuite cannot retrieve it for you.

PRINTING AND SHARING

Printing

In OfficeSuite you can print files over a wireless printer directly from the device. The print

option is available under the File tab. To print a document tap on the **Print**  button. To add a new printer follow the instructions under "Add printer".

Sharing

OfficeSuite gives you the opportunity to share your files through a number of cloud services such as: Google Drive, Dropbox, Box, SugarSync and OneDrive. You can upload a file to a Remote account through Copy/Cut and Paste. To do that check the checkbox next to the file

in the OfficeSuite file browser and choose **Copy**  or **Cut**  from the toolbar. Go to **Side bar->Remote** files and add your remote account. Once you are in the remote account

you can paste the file from **Edit**  -> **Paste**.

You can also send files as email attachments or via Wi-Fi Direct from the OfficeSuite file

browser. Check the checkbox next to the file to select it and tap on the **Share**  button from the toolbar. Choose the file sharing option you want to use.

OUTLINE VIEW

The Outline view shows the slide text in outline form. To access the Outline view, go to the

View tab and tap on the **Outline view**  button. To return to normal view tap on the

Slide view  button.

EDITING SLIDES

Slide Formatting

You can access to the most frequently used font and paragraph formatting options such as font size and type, bold, italic, underline, paragraph alignment and indent, and font color through the Home tab in the document module. The highlighted toolbar icons show the formatting currently applied to the selected text. You can format selected text by tapping the desired toolbar icons.

Slide Management

Through the Format menu you can manage the slides in the current presentation. You are able to:

- **Reorder slides** - Select the corresponding menu item and reorganize the slides by dragging and dropping them to their new positions.
- **Duplicate slide** - Duplicates the current slide.
- **Delete slide** - The currently active slide is deleted.
- **Change transition** - You can change the transition between slides in slideshows. You are able to select from a list of transitions. You can further customize the additional properties for each transition, in order to add personal touch to the slide arrangement.

Inserting Objects

With the Insert tab you are able to insert objects in slides or to insert new slides.

- **Insert slide** - A new slide is inserted before the current one.
- **Insert picture** - You will be allowed to select a picture via external software. When the image is inserted you can:
 - drag it to the desired position
 - resize it by holding on one of the blue dots from the frame and dragging in the desired direction
 - rotate it to an angle of your choice
 - or delete it by selecting the delete icon at the top left hand corner of the screen
- **Camera picture** - You can take a picture with the device camera and insert it into the slide.

- Insert text - A new text box is inserted in the current slide where you can enter text. Move the text box to the desired position by tapping on it and dragging where you want to place it.
- Shapes - You can also insert shapes. Available shapes include lines, basic geometric shapes, arrows, stars, banners, and callouts.

Modifying Slides

Working with Text

To modify the text of a slide, simply tap in its text box and then to the position you want to edit. Type in or delete the text as you wish.

To delete a text box, tap on the box to select it and then press the delete icon at the top left hand corner of the text box frame.

To rotate a text box, tap and hold the rotate icon at the top right hand corner of the text box frame and then rotate to the desired angle.

Outline view

The Outline view shows the slide text in outline form. To access the Outline view, go to the

View tab and tap on the **Outline view**  button. To return to normal view tap on the **Slide view**  button.

Slide notes

OfficeSuite also allows you to add or modify notes to each slide. To do so, navigate to the desired slide while you are in Slide view. The footer part of the screen is dedicated to slide notes. Tap in this area to start editing your notes.

PREMIUM FEATURES

Some advanced editing features are available only in OfficeSuite Premium as in-app subscription. The premium features are:

- Export to PDF
- Print
- Open Office format support
- Save with password
- Camera picture insertion
- Edit transitions

OFFICESUITE PDF MODULE

You can zoom in and out a PDF file through the Zoom menu. You can also select the desired zoom value - 25%, 50%, 75% and 100%, Fit width or Fit (for auto fit) - though the **Zoom**



button in the Home tab . Alternatively you can use pinch-to-zoom.



To find text in the current document, press the button from the Home tab.

PAGE NAVIGATION

There are a couple of options available for page navigation:

1. You can swipe flip through the pages.
2. If you want to go to a particular page you can do that through the **Go to page** button



in the Home tab. Use the arrow buttons to choose a page number or enter it from the keyboard.

CREATING PDF DOCUMENTS

You can create new PDF files with another one of our apps called QuickPDF Scanner (part of OfficeSuite Premium). QuickPDF Scanner allows you to edit PDFs by adding, deleting and reordering pages.

ADDITIONAL FEATURES

Some features in the PDF module are available only in OfficeSuite Premium as an add-on subscription. The premium features, you can take advantage of if you upgrade, are:

- Export of PDF to Word, Excel and ePub
- Quick PDF Scanner add-on

PROTECTING PDF FILES

You can change the document security, visualize and validate the digital signatures available in the document as well as certify, sign or time-stamp the document through Protect tab.

PDF DOCUMENT SECURITY

The Protect tab displays the current security settings of the document and allows you to change them. A PDF document is secured with passwords. The contents of a secured PDF document is encrypted and can be visualized and changed only if the correct password is supplied. The PDF security settings include also a set of permissions which are applied when restricted access to the document is provided.

The PDF documents support two passwords as follows:

- Document open password. When this password is supplied the document is opened in restricted mode and the specified permissions are applied.
- Full access password. This password provides full access to the document and allows all visualization and modification functions. Note: the functions available on a particular document may be restricted by other protection features, e.g. by the digital signatures available in the document.

If the document open password is empty the document is opened in restricted mode without requesting a password. If the full access password is empty the document open password provides full access to the document.

The document permissions consist of three sets of actions related to printing, changing the document contents and extraction of text and other data from the document. The permissions are applicable if a separate full access password is available and the document is opened in restricted mode.

The document security settings include an option to disable encryption of the document metadata. Leaving the metadata unencrypted allows finding the document by certain search engines based on the metadata contents without the need of knowing the document passwords

The Protect dialog also allows you to select the encryption algorithm and key size out of the standard options supported by the PDF document format.

WORKING WITH DIGITAL SIGNATURES

The digital signatures provide additional protection functions that are aimed to ensure the integrity and timeliness of the documents. The physical content of the document that is signed can not be changed without invalidating the signature. If signature permissions allow, a signed document can still be modified using an incremental update but these modifications are clearly identifiable and the original document content (the document state just before the signing) can always be restored. Thus the signed document content represents a document revision. The document may contain multiple consecutive revisions each protected by its own signature. In addition to the integrity protection it is also possible to attest that certain document revision existed before a specified time. This is done by embedding a digital time-stamp in the document which is a special type of digital signature created by a trusted time-stamp authority accessible through the network.

Validation of digital signatures and addition of new signatures to a PDF document requires access to the corresponding certificates and private keys which should be located on the mobile device. On Android system the certificates and private keys are stored in the so called Trusted Credential Storage. Android version 4.0 or later is required to perform signatures validation and addition with the OfficeSuite PDF Reader.

For more information on digital signatures please click [here](#).

Displaying and Validating Digital Signatures

The document signatures are displayed in the Signatures dialog. The dialog is opened by the Signatures item of the Protect menu (on small screen devices) or by the Signatures tab of the left tab bar (on large screen devices). The Signatures dialog may also be opened from the overflow menu of the Signatures status bar at the bottom of the screen. If none of these items is available then the document does not contain digital signatures

The Signatures dialog displays all available signatures in the order they are added in the document (the oldest at the top of the dialog). The signatures are presented with their most important attributes (type, status, signer, signing time, etc.). Each signature item has an overflow menu that allows you to see the signature details, open the document revision related to the signature or go to the corresponding signature field in the document if it is visible. If you choose to display a document revision related to some signature the OfficeSuite PDF Reader opens it in read-only mode with limited functions available. However it allows you to save the revision as a new PDF file which can be later on opened in read-write mode with all functions enabled.

The embedded digital signatures are not validated by default since the validation may take significant time. The validation may be started by pressing the Validate button in the Signatures dialog. The signatures validation is a comprehensive procedure based on the standards and recommendations of IETF and ETSI. It includes the following validation steps for each signature:

1. Validate the signing digest including decoding the digest with the signing certificate public key, calculating a new digest from the signed content and comparing the decoded and the newly derived digests.
2. Validate the signing certificate (see details below).
3. Validate the embedded time-stamp (if any) including steps 1 and 2 for the time-stamp digest and the time-stamp certificate.
4. Validate the modifications of the document after it was signed to ensure that they are allowed by the signature permissions.

The Signatures Details dialog displays the detailed information for the signature and the results of the above validation steps if the validation was performed.

Signing Certificate Validation

The validation of the signing certificate is the most complicated part of the signature validation process. The certificates are usually issued by Certificate Authorities and are signed with the CA private key. In order to validate the certificate signature it is necessary to have the certificate of the CA. Often the CA is an intermediate authority and its certificate is also signed by another CA. Thus it is necessary to build the complete certificate chain up to the root CA which has a self-signed certificate. The signing certificate including the public key is embedded in the signature data in the PDF document. However the CA certificates may or may not be available in the signature data. If the CA certificates are not available in the

document they should be present in the Android Trusted Credential Storage (TCS). The root certificate should always be found in TCS (even if it is available in the document) in order to ensure that the whole chain can be trusted. Android has pre-installed many CA certificates in TCS which belong to global security providers. These certificates are trusted by default. You are allowed to add new CA certificates to TCS (see the [Add certificates and private keys to the Trusted Credential Storage](#) section) but you should do this only for certificates that you really trust. It is also possible to deny some of the pre-installed CA certificates if you do not trust them (see Android help for details).

When the certificate chain is built each certificate in the chain is validated based on its attributes. The validation includes checking of certificate purpose, time validity, extensions, constraints, etc. In addition a special check is performed of the certificate revocation status. The Certificate Authority that issued the certificate may revoke it if the certificate private key is compromised for some reason. The CAs provide the so called Certificate Revocation Lists (CRL) or other online interfaces to check for revoked certificates. The revocation verification information may be embedded in the signature data. If it is not available or it is expired the revocation check needs to be performed online. Therefore, in the general case, the mobile device must have an Internet connection in order to accomplish the revocation check.

The certificate details as well as the results of the certificate validation are displayed in the Certificate Details dialog. This dialog is opened if you follow the links from the certificate chain displayed in the Signatures Details dialog. The dialog contains a Trust button which is enabled if the certificate belongs to a CA. This button allows you to add certificates extracted from the signature data in the document to the Trusted Credential Storage. In particular this function can be used to add the certificate chain root to TCS if it is not there but you trust it. This would be necessary to complete the signature validation without errors.

Time Validation of Digital Signatures

Some elements of the digital signatures (e.g. the certificates and the certificates revocation verification information) are valid within a specified time range. Therefore the validity of the whole digital signature depends on the moment of time for which the validity is checked. The OfficeSuite PDF Reader follows the ETSI recommendations for determining the validity check time. In general the validation of the signatures is made related to the current time. In this case the certificates verification information stored in the document is irrelevant and fresh verification information is obtained from the certificate issuer. However, if the document contains time-stamp signatures or time-stamps embedded in other types of signatures these time-stamps provide secure time anchors which allow the PDF Reader to perform the validation at earlier time moments. In this case PDF Reader tries to use the verification information stored in the document in case that it is protected by a time-stamp. In more details the validation procedure is the following:

1. The "latest" document time-stamp and all later signatures are validated at the current time with verification information collected at the current time. If the document does not contain time-stamps all signatures are validated at the current time.

2. The "inner" document signatures (including "inner" time-stamps) are validated at the time of the previous valid document time-stamp that encompasses the necessary verification information. If the verification information is not available or is invalid the validation is done at the current time as described above.

In fact the document time-stamps protect the elements with restricted time validity from expiration. In order to provide such protection a particular time-stamp should also be valid. The Certificate Details dialog informs you if the corresponding certificate has the necessary verification information stored in the document and protected by a valid time-stamp. Protection of the time-dependent signature elements with time-stamps allows long-term validity of the PDF digital signatures. See the [Ensure long-term validity of the digital signatures](#) section for details how to ensure the long-term validity of the signatures.

Managing Signature Profiles

Creating and adding new digital signatures to a PDF document requires setting of several parameters including selection of a client certificate with private key, setting permissions, providing a time-stamp server URL, etc. Often the same parameters are used when creating multiple signatures. In order to make the signing faster and simpler the OfficeSuite PDF Reader allows you to create in advance signature profiles with the most frequently used combinations of parameters. A signature profile may be afterwards applied to create a new signatures without the necessity to enter all parameters.

The Signature Profiles dialog is opened by the Profiles item of the Protect menu. The dialog lists the available profiles grouped by signature type ("Certify", "Sign" and "Timestamp") and allows you to edit, copy, rename or delete existing profiles as well as add new profiles of the corresponding type. The profiles are uniquely identified by type and name. The parameters of the profiles from the different types match the parameters available when adding a signature from the corresponding type (excluding the parameters that are dependent on the particular document and may not be predefined in a profile). See the [Adding signatures to a document](#) section for details about the different parameters available.

Adding Signatures to a Document

The OfficeSuite PDF Reader provides three items in the Protect menu (Certify, Sign and Timestamp) to add the corresponding signature type to the current document. When any of these items is selected a dialog is opened which allows you to select a pre-defined signature profile of the selected type. Press the Show details button to see the detailed parameter values and change them if necessary.

The detailed parameters for the different signature type are described below. Not all parameters are available for each signature type.

- Certificate (required for Certify and Sign types). Used to select a client certificate with private key to sign the document content digest.

- Digest algorithm (required). Used to select the digest algorithm that will be used to calculate the document content digest.
- Reason (optional). Used to provide the reason for signing the document.
- Signer's name (optional). Used to provide the name of the person or entity signing the document.
- Location (optional). Used to provide the location of signing.
- Contact information (optional). Used to provide contact information of the person or entity signing the document.
- Add timestamp and Timestamp server URL (required for Timestamp type). Used to add a time-stamp to the signature. The time-stamp server with the specified URL should conform to IETF standard RFC 3161 Time-Stamp Protocol (TSP).
- Add verification info (optional). Used to add the certificate revocation verification information to the signature data.
- Allowed changes after signing (required for Certify type). Used to select what changes are allowed in the certified document.
- Lock document after signing (optional). Used to specify that the document will be locked after signing, i.e. no further modifications will be allowed.
- Lock fields after signing (optional). Used to specify action for locking of PDF form fields in the signed document. The available options are "None" (no fields will be locked), "All" (all fields will be locked), "Include" (only selected fields will be locked) and "Exclude" (all except the selected fields will be locked).
- Selected fields (optional). Used to select the fields the will be included to or excluded from locking if "Include" or "Exclude" action is selected in the previous parameter.

Ensure Long-term Validity of the Digital Signatures

As described in the [Time validation of digital signatures](#) section certain elements of a digital signature have restricted time validity. If they expire the whole signature will be invalidated. In order to avoid this, all necessary verification information should be included in the signature data and it should be protected by a time-stamp. In more details, the following actions should be accomplished when adding a new signature:

1. The complete chain of the signing certificate should be added to the document. This is done automatically by the OfficeSuite PDF Reader.
2. The certificate revocation verification information for all certificates should be added to the document. In order to do this you should check the Add verification info parameter. Note that this action can increase significantly the signature data and the signed document respectively.
3. Add an embedded time-stamp to the signature or a separate time-stamp signature immediately after the signing.

The above procedure ensures the validity of the added signature until the protective time-stamp is valid.

Adding Certificates and Private Keys to the Trusted Credential Storage

The Trusted Credential Storage (TCS) is an Android secure store for CA certificates and client certificates with private keys. The options for TCS management can be found in the Android Security Settings under the Credential Storage heading (the exact location and option names may vary depending on the Android version). The Trusted Credential Storage contains many pre-installed certificates which belong to global security providers. The new certificates are installed using the Install from internal storage option. When this option is selected a file browser window is opened which allows you to choose the files containing the certificates to be installed. (Some Android versions may require that the files are located in the root of the device internal storage or external SD card.) The following types of certificates can be added to TCS:

- Certificates of Certificate Authorities. The acceptable files have .crt or .cer extension and should be internally marked as CA certificates.
- Client certificates with private keys. The acceptable files have .pkx or .p12 extension and should contain a private key in addition to the client certificate. The files may optionally contain CA certificates which will be also installed.

The installed CA certificates can be reviewed using the Trusted credentials option of the Android Security Settings. Note that the client certificates are not shown in the Trusted Credentials view. However if the installation is successful they will be available in the corresponding signature dialogs of the OfficeSuite PDF Reader.

Note: When you try to add a new certificate to the Trusted Credential Storage the Android system may ask you to set a secure screen lock (e.g. pattern, PIN or password) if such screen lock is not already set. This is necessary to ensure that your certificates have enough protection if your device is lost or physically accessed without your permission.

Troubleshooting the Digital Signatures Handling

Validation of the digital signatures and addition of new signatures involve complicated procedures which may fail due to different reasons. If you experience errors during signature validation or addition please make sure that the following conditions are met:

- The mobile device has an Internet connection.
- The correct date and time are set.
- The necessary CA certificates are available in the Android Trusted Credential Storage.
- The time-stamp server URL (when trying to add a time-stamp) is valid.
- The document permissions allow the corresponding operation.

OFFICESUITE EMAIL VIEWER

VIEWING EML FILES

OfficeSuite is the only mobile office that supports the EML file format, which is the Outlook Express Saved Mail Messages file format. OfficeSuite handles EML file format in two

different ways - either directly from your email client if you try to open an EML file or, if you have such file saved on your device, you can access it via the file browser.

OfficeSuite will open the EML file as if you are working with a regular email client. You are able to view the email message, details about the sender and receiver, subject, date and time. If there are attachments in the EML file, you will see them at the bottom of the email and will be able to open or save them.