

Picstel Smart Office

USER GUIDE

1 Introduction

Picseel Smart Office is a Document editing application for mobile handsets. It builds upon the success of Picseel's File Viewer, adding a dramatic touch-gesture user interface for editing as well.

Documents can be word-processor articles, spreadsheets, presentations, Adobe PDFs, images or plain text. They all appear virtually as they would on a desktop PC, from the same files, and without needing conversion.

You can edit them on your handset, and copy them back to your desktop computer for further work, without losing the detail or having to submit to any tiresome synchronisation process.

You can use it by touching the screen. Just do what seems natural, and it'll respond.



1.1 Opening a file

When you launch Picsel Smart Office, you can browse the files on your device to find the document you want.

If Picsel Smart Office is registered as the main application for a document type such as *.doc, you can choose those files in another application (such as your mail reader) and it will start automatically.

In a moment, the document you have chosen will appear, filling the screen. You can immediately pan it around by dragging your finger over the screen, or hold then drag up to zoom. Double tap to select text, then use the icons that appear on screen, with your finger.

It's that easy! The sections below go in to more detail about how to use this amazing product.

This product is under continuous development, and is likely to change between releases.

2 Viewing a Document

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

<i>Gesture</i>	<i>Usual meaning</i>	<i>Actions</i>
Drag	Pan (scroll) around page	Touch, move while holding
Hold and drag	Zoom in or out	Touch, wait 0.5s, move up or down while holding
Single tap	Place insertion caret	Touch, release
Double tap	Select word	Touch, release, touch, release



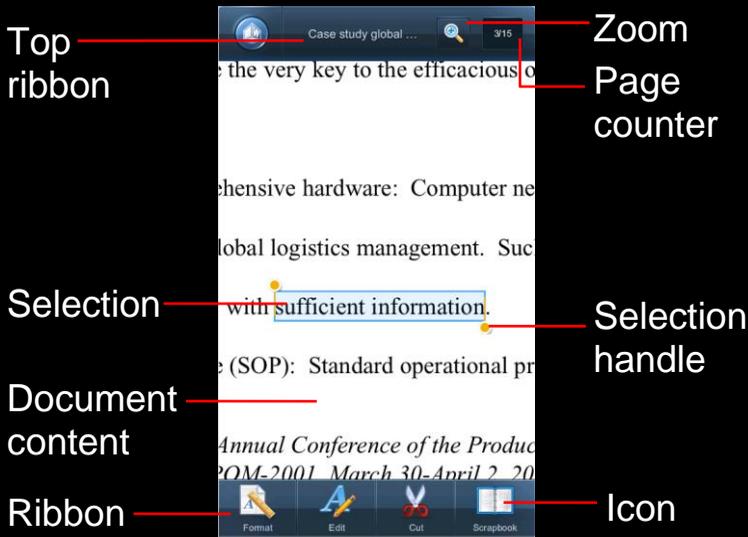
Picseel Smart Office makes it really easy to zoom in, to see your document at any size you choose.

You can use the “hold and drag” gesture to zoom, or tap the magnifying glass icon in the top right of the screen, and use the zoom slider. Drag it up to zoom in, up to ten times the natural size!

You can pan down to the bottom of the page, to see the next page below it. If you are viewing a spreadsheet, use the page slider. The page number within the document is shown in the top right corner. Tapping on this shows a slider that lets you move through the pages of the document.

2.1 Viewing mode options

At the top of the screen is the top ribbon containing “global document” information and options. Normally, it shows a document icon, the filename being viewed, the zoom icon and the page counter. See section 4.1 for more information on ribbons.



The ribbon at the bottom of the screen will change depending on the state; for example if you have selected a cell in an Excel spreadsheet, or are searching for text in Word.

Some of the options available may be greyed out if they are not available in your current state; for example some documents cannot be edited and therefore cannot be saved.



2.2 Top Ribbon

At the left of the top ribbon is the “global document icon”. Tapping this will show options and actions for the whole document. These allow you to manage the document as a whole, and how it is displayed.



Global Document Icon. Tapping this will close the top ribbon, returning it back to the information view. The type of the current document is indicated in the icon, for example Microsoft Word.



Document Actions, like save and close. These are significant features that apply to the whole document. In future, actions like printing and emailing may be shown here. See section 2.3.



Document View, like landscape and reflow. These options affect how the document appears on your mobile device screen, but do not edit the content. See section 2.4, below.



Find. This action allows you to search for text within the current document. A ribbon will be shown at the bottom during searching. See section 2.5, below.



2.3 Document Actions

The actions in the top ribbon let you finish working with a document.



Save document. After you have finished editing a document, you can save it from memory back to the file in permanent storage. The original file format is retained, for example Microsoft Word.



Close document. If you wish to view a different document, or exit from the application, please use this. If you have edited the document, you are encouraged to save it first.



Help. This user guide is available on-line, within the application. If you have edited your document, Picsel Smart Office may invite you to save it before viewing the guide. To return to your document from the user guide, please tap Close Document.



2.4 Document View

When you zoom in, pages of the document may be wider than the screen. There are several choices to help you view this. You can pan to the left or right with your finger, or choose options from the “Document View” ribbon at the top.



Rotate. You can rotate the display between landscape and portrait orientations. It may be more convenient to read documents on a landscape screen where you can fit the whole width of the page at an easily readable size. Some devices are also easier to type on, in landscape mode.



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 documents.



Stereoscopic display. If you are wearing “anaglyph” 3D glasses with red and cyan filters, you can view documents in 3D with this option. Images, bold text, italic, lines and other content all “pop out” of the screen to make the document more vivid and usable.



2.5 Find and Replace

Searching through long documents by eye can be time consuming, but Picstel Smart Office can do it for you. This option allows you to enter a word or a short text string. The application will search starting with the area currently on screen, and will highlight it when found. You can then choose to replace it, or move on to the next or previous matches.



Previous match. After you have found the item you were searching for, you can search backwards through the document to the preceding match of the same string.



Next match. This continues the search forwards through the document, for the same string.



Cancel. The search is abandoned and the document returns to the normal viewing mode.

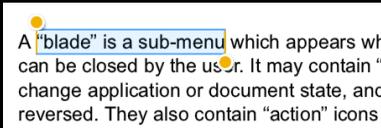
After the entire document has been searched, a message is displayed to inform you. The search is case insensitive (it does not distinguish between capital and lowercase letters) and also equates certain Japanese Kana characters.

3 Editing the Document

Picse! Smart Office allows you to change a document, for example by typing sentences or reformatting what is there. You can even recalculate spreadsheet formulae after changing figures in a table!

3.1 Selecting Content

To edit part of the document, you can select a word or some fragment of text. Double tap on a part that you want to select. Orange “selection handles” will appear highlighting which word has been selected, and a ribbon of actions will appear at the bottom of the screen. Spreadsheet cells and paragraphs of text in slide shows can be selected.



A “blade” is a sub-menu which appears when a selection is made. It can be closed by the user. It may contain “change application or document state, and reversed. They also contain “action” icons

You can adjust how much text is selected by dragging the selection handles around with your finger. The maximum size of a selection is limited to one paragraph of text.

To cancel a selection, tap once somewhere else in the document (outside the current selection). This may also place the insertion caret (see section 3.4) which can also be cancelled by tapping once.

You may drag selected text to another position within the document. The insertion caret appears as you do this. When you finish dragging, the text will be cut from its current position and pasted at the caret. You may also drag a selection to or from the scrap book.

3.2 Editable files

Only some file formats can be edited; see section 0. Also, some documents containing very large images or many pages may become too large to load properly, in which case they can only be viewed. These are indicated with a warning message on screen. If selection handles do not appear when you expect, there could be several reasons:

- 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 PDF which cannot be changed. See the supported file formats, section 0.
- The object you tapped may not be editable.
- 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.

3.3 Formatting and Editing Text

Once you have selected some text, you can change its formatting using the ribbon at the bottom of the screen.



Format Text. Tap this to open the text formatting blade, where you can change how the text appears in the document, for example making it Bold, Italic or Underlined. These are described below.



Edit. To change the text you have selected, tap this icon to pop-up a mini editor box. You can use your device's on-screen keyboard or physical keypad to enter text in any supported language.



Cut. This 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 it or type new text there.



Scrap book. This shows the fragment most recently cut from the document. It can be dragged back to the document.

While dragging, a red insertion caret appears to show where it will be pasted. You can also drag a selection to the scrap book, to cut it.

The text formatting properties that you can adjust appear on a blade. You can close the blade by tapping in the middle of the document.



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



Italic. As above, tap to switch italic on or off for the selected text.



Underlined. As above, tap to switch underlining on or off for the selected text.



Left alignment. This applies to whole paragraphs, not just selected words.



Centred alignment of paragraph.



Right alignment of paragraph.



Text colour. This will open a blade containing a choice of colours for your selected text.



Background colour. This will open a blade allowing you to change the colour of the page behind the selected text.



List formatting. This will open a blade along you to choose the paragraph style, between normal body text, numbered lists, and bulleted lists. This applies to whole paragraphs, not just selected words.



Font name and size. This opens a blade with a choice of font families and point sizes. The names include a standard set of fonts, and those used within your document. However, as on any computer, the text displayed on the screen may not exactly match the named font.

After you have edited your document, please remember to save it using the Document Actions ribbon at the top of the screen (see section 2.3).

3.4 Insertion Caret

A red insertion caret can be placed in the text, allowing you to type new text. You can also set the formatting styles of text that you have not yet typed, as described above for selections.



Format Text. This sets the text formatting such as font and colour, which will be used for text you type immediately afterwards. The options are similar to those for selections.



Edit. This allows you to type new text to insert into the document.



Paste. If you have cut text from the document, you can paste text from the scrap book at the current insertion position. You can repeat this several times, if you wish.

The insertion caret also appears as you drag a selection around; this indicates where the text will be pasted.

3.5 Editing spreadsheet cells

As well as the text formatting options above, some additional features are available for cells in Excel spreadsheets:



Format cell: This opens a blade with options for modifying the appearance of a spreadsheet cell.



Insert row/column: This will offer choices in a blade for extending the spreadsheet with new rows or columns, or deleting the selected one.



Edit cell: You can change the value of a cell, making it text, numeric or even a complex formula (calculated as described below).



Cut. This moves the cell value to the scrap book, and deletes it from the spreadsheet. You can paste it in to another position later.



Paste. This copies the value from the scrap book (which was previously cut), back in to the selected spreadsheet cell. You can repeat this several times if you wish.

If you edit a cell value, the spreadsheet will be recalculated and any other formulae depending on the value you changed, will be updated. Picstel Smart Office supports over 100 popular Excel-compatible functions, and can evaluate them immediately on your handset. However, there are a few rarely used formulae which are not processed; these will be updated the next time you load your spreadsheet into Microsoft Excel on a desktop computer.

4 Appendix

4.1 Ribbons, dialogues and warnings

A “ribbon” is like a toolbar of icons relevant to the current context or application state. It has few enough icons to facilitate touching with a finger, not needing a stylus. Ribbons usually appear at the bottom of the screen.

The bottom ribbons have default meanings to facilitate kinaesthetic learning.

<i>Position</i>	<i>Left</i>	<i>2nd</i>	<i>3^d</i>	<i>4th</i>	<i>Right</i>
<i>Default:</i>	Formatting	Insert	Edit	Action	Scrap book
<i>Or:</i>	Previous	Next		Delete	
<i>Or:</i>	Any ribbon position may have any icon, if appropriate.				

A “blade” is a sub-menu which appears when the user taps an icon. It can be closed by the user. It may contain “property” icons which change application or document state, and which can easily be reversed. They also contain “action” icons which launch an operation. You can close a blade by tapping in the middle of the document area. Blades may appear at the top or bottom of the screen.

Dialogue boxes can appear to prompt the user for information, for example a word to search for, or a password to open a document. Tap parts of the dialogue box to use them.

Warnings may appear at the top of the screen from time to time, indicating non-critical problems, for example that a document could not be fully loaded, and is therefore not editable. Tap the warning to close it.

4.2 Gestures

Picisel Smart Office is manipulated using touch-screen gestures. Many gestures are defined, depending on content and position, but these include:

<i>Gesture</i>	<i>General meaning</i>	<i>Alternative</i>
Single tap	Highlight selection	Leave current mode.
Drag	Pan	Move selection
Double tap	Select or default Action	
Hold and drag	Zoom, or Begin selecting on some devices	

4.3 Supported Document Content

Picisel supports thousands of individual document content features and hundreds of versions. The following table is a brief summary.

<i>Feature</i>	<i>Displayed</i>	<i>Editable</i>
Microsoft Word .doc .docx	Yes	Yes
Microsoft Excel .xls .xlsx	Yes	Yes
Microsoft PowerPoint .ppt .pptx	Yes	Yes
Adobe PDF .pdf	Yes	No
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 PDF files	Yes	No

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